

In the name of Allah the Beneficent the Merciful

**CONSTITUTION AND BYLAWS OF THE
JEFFERSON MUSLIM ASSOCIATION, INC.**

JMA CONSTITUTION AND BYLAWS

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**CONSTITUTION AND BYLAWS OF THE
JEFFERSON MUSLIM ASSOCIATION, INC.**

CONSTITUTION*

ARTICLE I. GENERAL

Section 1.

The name of the corporation shall be the Jefferson Muslim Association, Inc. (JMA). The term JMA or "the Association" shall be used in this Constitution to refer to the Jefferson Muslim Association, Inc.

Section 2.

The main offices of the corporation shall be in Jefferson Parish, Louisiana.

ARTICLE II. OBJECTIVES AND PURPOSES

Section 1.

The objective of JMA is Aqamat-e-Deen (establishment of the Islamic System of life).

Section 2.

JMA is organized for religious, charitable and educational purposes.

Section 3.

JMA shall provide religious and social services to all Muslims, render help to any person of similar persuasion in adapting to the culture of the Jefferson Parish area, and to provide channels of understanding and communication between Muslims and the Jefferson Parish community in general.

Section 4.

JMA shall engage in Al-Dawah (propagation of Islam)

Section 5.

JMA shall organize activities and provide opportunities for the spiritual training of its members in accordance with the teachings of Quran and the traditions of Prophet Muhammad (p.b.u.h.).

ARTICLE III. MEMBERSHIP

Section 1.

All persons are eligible for membership in JMA. In this Constitution, all references to the male gender (he, him, his, etc.) shall be assumed to mean male or female.

Section 2. JMA shall have two categories of members:

- A. Natural Member
- B. Associate Member

Section 3. Natural Member

Every Muslim is a natural member. A natural member hereinafter shall be referred to as a "member".

Section 4. Associate Member

Any non-Muslim who displays interest in Islam and pays membership dues is eligible to become an Associate Member. An Associate Member is not eligible to vote or hold office of JMA.

Section 5. Eligible Voting Member

Any natural member can become an eligible voting member by fulfilling the eligibility requirements as defined in the Bylaws.

Section 6. General Body and General Assembly

The eligible voting members shall collectively constitute the General Body of JMA. A meeting of the General Body shall be referred to as the General Assembly.

Section 7.

The annual membership dues of JMA are as explained in the Bylaws.

Section 8.

Each member pledges to abide by the Constitution and Bylaws of JMA.

ARTICLE IV. CODE OF ETHICS

Section 1.

Islam is a Deen (system of life), and the privilege of Islamic Practice requires Islamic beliefs and Islamic responsibility, as well as knowledge of Quran and Sunnah.

Section 2.

Each member shall be guided by the basic belief of JMA i.e. "la ilaha illallah Muhammadur Rasulullah" (there is no God but Allah and Muhammad (p.b.u.h.) is the Messenger of Allah). Muhammad (p.b.u.h.) is the final messenger and the seal of prophethood. Each member shall believe in the "Day of Judgement" and the life hereafter, and shall respect the obligatory commands of Islamic Law (Shariah).

Section 3.

Each member shall work for the unity of all Muslims in Jefferson Parish and avoid involvement in creation of divisions and sects.

Section 4. By applying for or continuing membership in JMA, each member agrees to uphold the ethical standards set out in this "Code of Ethics", and will aid in the election to the elected offices of JMA of those who do uphold these standards of ethics.

ARTICLE V. ORGANIZATIONAL STRUCTURE

Section 1. Majlis -e- Shura (Board of Directors):

The Majlis -e- Shura (hereinafter called the "BOARD" or "SHURA") shall develop JMA policies. The BOARD shall consist of nine elected members - all elected at large by the eligible voting members of JMA.

Section 2. Executive Body:

The following five elected officers shall constitute an executive body (hereinafter called the "Executive Body") which shall implement JMA policies. The Executive Body shall consist of

President,
Vice President,
General Secretary,
Treasurer, and
Joint Secretary

Section 3. Term of Office:

Term of office for each member of the BOARD shall be two years. In the election held in early 1998, the term of office of the lowest vote-getting three BOARD members elected in 1998 shall expire. From 1999 onwards, the term of office of all BOARD members will be 2 years.

Section 4. Eligibility for Office:

Only eligible voting members may hold office of JMA. All members of the BOARD shall be members of JMA in good standing for a minimum of one year and shall be either a citizen or permanent resident of the United States of America. The President and Vice President shall be members of JMA in good standing for a minimum of two years. Only a member who is able to lead community prayers shall be eligible for the office of the President and Vice President.

Section 5. Oath of Office:

Each member of the BOARD shall take an oath of office before assuming the responsibility of their office.

The Oath of Office, as specified in the attached Exhibit-A and made a part of the Constitution hereof, shall be taken in person in front of the Chairman of Election Commission, and/or the BOARD.

Section 6.

The manner of elections, the duties and responsibilities of the elected members, and other matters relevant to the organizational structure of JMA are as provided in the Bylaws of JMA. Any responsibility and authority not otherwise specified herein shall be reserved to the BOARD.

ARTICLE VI. RESTRICTED ACTIVITIES

No part of the net earnings of JMA shall inure to the benefit of, or be distributed to its officers, directors or other private persons, except that JMA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

No substantial part of the activities of JMA shall be the carrying on of propaganda or otherwise attempting to influence legislation, and JMA shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, JMA shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from the Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE VII. DISSOLUTION

In the event of the dissolution of JMA, the BOARD shall, after paying or making provision for the payment of all the liabilities of JMA, dispose of all of the assets of JMA, exclusively for the purposes of JMA, in such manner, or to such organization or organizations organized and operated exclusively for Islamic (religious, charitable, educational or scientific) purposes, as shall at the time qualify as an exempt organization or organizations, under Section 501(C)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the BOARD shall decide.

Any such assets not so disposed of shall be disposed of by the District Court of any county in which the principal office of JMA is located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE VIII. BYLAWS

The Bylaws, as appended hereto, are hereby adopted and may be amended, enlarged or reduced as provided in the Bylaws.

ARTICLE IX. AMENDMENTS

Section 1 : Amendments to the Constitution may be made through the approval of a Resolution of Amendment by two-third majority vote of the General Body. The quorum for amendment to the Constitution shall be one-third of the eligible voting members.

Section 2 : Resolution of Amendment

A proposal for amendment can be submitted to the BOARD by any one of the following:

- A. Ten Percent of all eligible voting members.
- B. Initiated in the BOARD

Upon approval by the majority of the BOARD, the proposal for amendment is elevated to the level of Resolution of Amendment. It is then presented to the General Body for final approval.

CONSTITUTION EXHIBIT - A

In the name of Allah the Beneficent the Merciful

Jefferson Muslim Association

Oath of Office

I _____
whose specimen signature is given below and who has been

elected as **Member of the Board of Directors**
of the Jefferson Muslim Association (JMA), do hereby affirm, with Allah as my witness that,
Inshallah, I will:

- be obedient and faithful to Allah, His commandments and the traditions of the Prophet Muhammad (p.b.u.h.).
- abide by the provisions of the Constitution and Bylaws of JMA, and will work towards the unity of Muslims in the Greater Jefferson Parish area.
- conduct the affairs of JMA members with justice and honesty, and will safeguard the trust of JMA assigned to me for the best interest of the Muslim community.
- not seek any personal glorification or financial gains by and through the use of this office.

May Allah Almighty help me to fulfill this oath - Aameen.

Signature: _____

Date: _____

JMA BYLAWS*

ARTICLE I. MEMBERSHIP

Section 1. Voting Member

The term voting member shall mean a natural member who fulfills the requirements of Section 2 of this article.

Section 2. Eligibility for voting

The following requirements shall be satisfied before a natural member may be eligible to vote in general assembly and election:

- A. File an Application for Membership (if one has not been filed before) on or before Dec 31, pay his own annual dues, and has attained the age of 16 years. The annual dues of a member may be waived by a majority vote of the Board of Directors (BOARD) for financial hardship. The annual dues of a member may not be paid by another person unless he is related by blood or marriage.
- B. And has satisfied one of the following:
 - (i). have participated regularly in at least one of four of the following regularly scheduled programs at any of JMA centers or mosques.
 - JMA children school program or adult educational program
 - funeral arrangement
 - Quranic study
 - al-Dawah activity
 - (ii). have financially contributed a fair share (at least 1%) of their annual income.
 - (iii). have volunteered their time in other approved organizational activities of the JMA not included in 2B(i) above.
- C. All applications for new membership shall be approved by BOARD.

Section 3. Annual Dues and Joint Membership with ISNA

- A. The annual membership dues shall be on a calendar year basis (January 1 through December 31) and are payable in accordance with a schedule to be established annually by the BOARD, provided that the dues shall not be less than the amount shown below :
 - Family - \$50.00
 - Single - \$25.00
 - Student - \$10.00

The dues shall not be refundable.

Through an agreement with the Islamic Society of North America, Inc. (ISNA), a member paying annual membership dues to JMA also becomes a member of ISNA. A portion of the membership dues paid to JMA will be remitted to ISNA for its membership. The portion of membership dues to be paid to ISNA will be established annually by the BOARD.

Section 4. Life Membership

A voting member can attain Life Membership by making a one-time contribution of at least U.S. \$1000.

Section 5. Loss of Membership Rights

Any member who resigns, or who is expelled for ethical reasons, ceases to have any voting or nomination rights.

Section 6. Reinstatement of Membership Rights

Any member who loses his membership rights can apply for reinstatement by following the procedures required for becoming a new member.

ARTICLE II. MAJLIS -E- SHURA

Section 1. The Majlis -e- Shura (Board of Directors or BOARD) shall develop and approve all policies for JMA including but not limited to the following areas:

- A. Al-Dawah
- B. Short-term and long-term planning
- C. Annual budget and fiscal policies
- D. Education policies
- E. Real Property
- F. Public relations and interaction with non-Muslim groups
- G. Funeral arrangements
- H. Human resources and personnel placement including staff positions
- I. Approval of all nominations to the Standing Committees

Section 2.

The Standing Committees reporting to the BOARD are identified in Bylaws Article VIII Sec 1.

Section 3. Financial Plan

Each year the BOARD shall develop a financial plan based on the following :

- A. Central Depository/Treasury
- B. Limits of Asset/Liability Ratio
- C. Cash Flow Controls
- D. Revenue Sources
- E. Expenditures for
 - (i). Education
 - (ii) Al-Dawah
 - (iii) Taxes
 - (iv) Utilities
 - (v) Leasehold improvements/repairs

From this plan a budget will be developed.

ARTICLE III. EXECUTIVE BODY

Section 1.

The Executive Body which consists of the President, Vice President, Treasurer, General Secretary, Joint Secretary and other four Members at Large shall implement approved JMA policies and employ staff for the execution of JMA policies.

Section 2. PRESIDENT: Duties and Responsibilities

The President shall be the chief executive officer of JMA. He shall serve as chairman of the Board of Directors. He shall be the spokesman for JMA. The President shall preside over and call all the meetings of the BOARD and the General Assembly. He shall sign all contracts and conveyances in the name of JMA. He shall perform all other duties that are pertinent to the office or delegated to him by the BOARD. The President shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the President and shall nominate the chairpersons and members of these committees. The President shall also appoint and assign special committees as the BOARD may authorize.

Section 3. VICE PRESIDENT: Duties and Responsibilities

The Vice President shall perform the duties of the President in the absence of or inability of the President to serve. The Vice President shall assume the office of the President in case of a vacancy for any cause in that office. The Vice President shall assist the President in the execution of the duties of his office. He shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the Vice President and shall nominate the chairpersons and members of these committees.

Section 4. GENERAL SECRETARY: Duties and Responsibilities

The General Secretary shall keep records and books of JMA. He shall keep the minutes of all meetings of the BOARD and General Assembly. He shall have the custody of the corporate record and the seal, and affix the same. He shall maintain record of the membership. He shall prepare agenda for the BOARD and General Assembly meetings and send notices of such meetings. He shall assume the duties of the President in the absence of the President and Vice President. The General Secretary shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the General Secretary and shall nominate the chairpersons and members of these committees:

Section 5. TREASURER: Duties and Responsibilities

The Treasurer shall be responsible for handling all the monies of JMA. He shall maintain the accounting manual specifying the approval process, internal controls, and accounting procedures as approved by the BOARD. He shall prepare the annual budget of JMA and submit the same to the BOARD for approval. He shall prepare quarterly financial statements and an audited annual financial report. He shall sign all checks of JMA. He shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the Treasurer and shall nominate the chairpersons and members of these committees.

Section 6. JOINT SECRETARY : Duties and Responsibilities

The Joint Secretary shall assist the General Secretary in keeping records and books of JMA. He shall perform such duties or special projects as may be assigned by the BOARD. The Joint Secretary shall be responsible for coordinating the Eid-related activities of JMA. He shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the Joint Secretary and shall nominate the chairpersons and members of these committees:

ARTICLE IV. ELECTIONS, VACANCY AND REMOVAL

Section 1. Elections

- A. The elections of JMA shall be held on last Sunday of January every year by means of secret ballot at a site in Jefferson Parish selected by the BOARD. All JMA activities on that day that conflict with the elections shall be rescheduled.
- B. Five BOARD members will be elected on odd years and four will be elected on even years.

Section 2. Election Commission and Election Guidelines

- A. The BOARD shall appoint and announce an Election Commission by first Sunday of January each year. The Commission shall consist of at least three eligible voting

members including a Chairman. The BOARD shall prepare election guidelines in accordance with the provisions of the Constitution & Bylaws, and provide them to the Election Commission at the time of its appointment.

- B. The Election Commission shall be responsible for conducting the elections and referendums in accordance with the election guidelines and the provisions of the Constitution & Bylaws. In all matters pertaining to the counting of the ballots and the announcement of the results, the decision of the Election Commission shall be final. All election announcements shall be made by the Chairman.

Section 3. Mailing and Receiving of Nomination Forms and Referendum Items:

- A. The BOARD shall finalize and provide to the Election Commission the list of eligible voting members by December 31. The Commission shall mail the Nomination Forms and any referendum items to all eligible voters by the Wednesday immediately preceding the Sunday on which the elections are held.
- B. The last day of receiving the Nominations shall be the Saturday immediately preceding the Sunday on which the elections are held.

Section 4. Qualification of Nominees and Announcement of Nomination

A. Qualification of Nominees for a position on the Board of Directors:

- (i) Besides being an eligible voting member for at least one year (2 years for nominees for the position of President or Vice President), all nominees for a position in the Board of Directors must meet the following four conditions:
- Have been involved in JMA as a Board of Director, or in any of JMA standing or special committees, or as faculty member in any of JMA or affiliated educational entities.
 - Over the last one year, have attended at least one regularly scheduled Quranic or Islamic Adult Education session per month at any of JMA centers or masjids.
 - Have not been removed from an elected office of JMA (as per Bylaws Article VII Section 8) or expelled from JMA membership for ethical reasons (as per Bylaws Article VII Section 9).
 - have signed a statement that he is the:
 - (a) One who does not himself seeks an elected position
 - (b) One who does not puts his decisions or other people's decisions over and above the decisions of Allah in the Quran and Sunnah
 - (c) One who is obedient to Shariah
 - (d) One who does not commit major sins.
- (ii). The Election Commission shall review the nominations and ensure that the nominees meet the standards and criteria stated in the Code of Ethics, and the other requirements for the various elected positions as defined in the Constitution and Bylaws of JMA.

B. Announcement of Nomination:

The Election Commission shall contact and receive approval from the eligible nominees and shall make announcement of the nominations by the Friday immediately preceding the Sunday on which the elections are held.

Section 5. Balloting and Election Results

- A. The Election Commission shall arrange for balloting on election day at JMA Headquarters, and count the ballots promptly after the close of balloting. A candidate or his representative may be present during the ballot count. A plurality of all votes cast for an office is necessary for election.
- B. Immediately after the Election Commission has counted the ballots, the Chairman of the Election Commission shall announce the results and, within one week, submit a written report to the BOARD. Upon receipt of the Election Commission's report by the BOARD, the Election Commission shall stand dissolved unless its term is extended by the BOARD.
- C. In the event that no candidate receives a plurality of the votes cast for an elective position, or if the Election Commission is unable to ascertain the result with clear probability, it shall declare the election for that position null and void, and the BOARD shall announce a special election for that position to be held within thirty days. A special Election Commission shall be appointed by the BOARD to conduct the special election in accordance with the guidelines prepared by the BOARD.

Section 6. Oath of Office

The newly elected officers shall take their Oath of Office and assume their responsibilities on the first Sunday of February.

Section 7. Vacancy

- A. A person can hold only one office of JMA at any given time.
- B. Upon a vacancy of an elected office of the BOARD, the Board by a majority vote (at least four) shall appoint an eligible candidate to that position for the remainder of the year.
- C. If a position on the BOARD becomes vacant in the first year of its term, that position shall become eligible for election at the end of that year.

Section 8. Removal of Elected Office Holders of JMA:

- A. Any elected office holder of JMA can be removed from office for violation of the code of ethics, or for embezzlement of funds that belong to JMA, or for gross neglect of duty, or for being absent from three consecutive scheduled meetings without cause.
- B. Removal of a Member of the BOARD
 - (a) A resolution for removal shall be passed by two-third majority of the BOARD.
 - (b) Once passed by the BOARD, the resolution shall then be passed by the General Assembly by two-third majority.
 - (c) If a quorum for the General Assembly cannot be obtained, the resolution for removal will be sent to the General Body as a referendum. If one-third of the voting membership responds to the referendum and votes by a simple majority for removal, then the office holder shall be removed from office.

Section 9. Expulsion of a Member for Ethical Reasons:

The following procedure shall be followed for expulsion of a member for ethical reasons:

- A. A member shall be expelled for ethical reasons if a Resolution for Removal is passed by two-third majority of the BOARD.

ARTICLE V. COMMITTEES

Section 1. Standing Committees and Special Committees:

To assist the BOARD in developing and implementing JMA policies, JMA shall have Standing and Special committees. Standing Committees have perpetual duration while each Special Committees is established for only one year. All committees shall be advisory in nature.

Section 2. Standing Committees of the BOARD

All Standing Committees of the BOARD report to one of the Executive Body members who shall nominate the Chairperson and members of these committees. All nominations shall be approved by the Board.

The following shall be the BOARD Standing Committees :

<u>COMMITTEE</u>	<u>REPORTING TO</u>
Al-Dawah	President
Religious and Ulema	President
Children Education	President
Adult Education	President
Public Opinion	President
Public Relation & Media	President
Planning	President
Women's	President
Constitution and Bylaws	Vice President
Funeral & Cemetery	Vice President
Publications	Vice President
Young Men's	Vice President
Young Women's	Vice President
Membership	General Secretary
Elections	General Secretary
Finance	Treasurer
Budget	Treasurer
Fund Raising	Treasurer
Zakat & Welfare	Treasurer
Endowment Fund	Treasurer
Eidain	Joint Secretary
Employment & Placement	Joint Secretary
Central Construction	Joint Secretary
Social	Joint Secretary

The BOARD shall have the authority to modify the membership of these committees.

Section 3. Special Committees of the BOARD

In addition to the Standing Committees, the President may appoint annually, such Special Committees as the BOARD may authorize. Chairpersons and members of Special Committees shall be nominated by the President and approved by the BOARD.

ARTICLE VI. MEETINGS

Any annual or semi-annual meeting may be postponed for a period of one month if it falls during Ramadan.

Section 1. Annual General Assembly Meeting:

JMA shall hold a regular General Assembly meeting of its members in January of each year.

- (i). The date, time, and location of the meeting shall be designated by the BOARD.
- (ii). A notice of this meeting shall be given to the members of JMA two weeks prior to such meeting.
- (iii). At the meeting, an annual progress report with a financial segment shall be presented to the membership by the BOARD. Any other business properly brought before the General Assembly shall be transacted.

Section 2. Meetings of the Board of Directors:

There shall be a regular meeting of the BOARD at least once each month. The date, time, and location of the meeting shall be designated by the BOARD. At all meetings of the BOARD, a simple majority of all BOARD members shall decide any question coming before the meeting unless specifically stated otherwise in the Bylaws.

Section 3. Special Meetings:

A. Special meetings of the General Assembly may be called at any time by the President, or four members of the BOARD, or one-fifth of the eligible voting members of JMA, upon two week notice stating the purpose or purposes thereof.

B. Special meetings of the BOARD may be called at any time by the President or three members of the BOARD upon 48 hour notice.

Section 4. Quorum:

One-third of the eligible voting members shall constitute a quorum at any General Assembly regular or special meeting. At all meetings of the General Assembly, regular or special a majority of the quorum shall decide any question coming before the meeting except as described by statute or the charter of the Corporation or as designated in Bylaws VII Section 8.

At all meetings of the BOARD, a majority of all BOARD members shall constitute a quorum.

Section 5. Absence of Quorum

In the event that a quorum is not available at any general assembly regular or special meeting, the business at hand may be sent to the General Body for referendum. A majority of responses to the referendum shall constitute a decision by the General Body.

ARTICLE VII. FISCAL YEAR

The accounting period to be followed by JMA shall be the fiscal year basis, and the year hereby adopted is the calendar year from January 1 (first) through December 31 (thirty-first).

ARTICLE VIII. SEAL

The seal of JMA shall consist of a circle within which shall be inscribed "The Jefferson Muslim Association, Inc."

ARTICLE IX. CONTRACTS AND CONVEYANCES

Section 1.

No contract to sell or convey and no conveyances of any real estate owned by JMA or contracts to assign or the assignment of any leasehold interest owned by JMA shall be made unless authorized by the General Assembly at a regular meeting or at a special meeting of which all the members of the General Assembly shall have had notice, as prescribed hereinbefore, specifying the proposed transaction.

Section 2.

Any lease of any real estate or personal property owned by JMA may be negotiated and executed by the BOARD when authorized by the Board at a regular meeting or at a special meeting of which all the members of the BOARD have been notified as prescribed hereinbefore, specifying the specific transaction.

Section 3.

No conveyance, mortgage, lease or Bill of Sale of real estate or personal property executed pursuant to authority given by the General Assembly or the BOARD shall be valid unless signed by the President, sealed with the Seal of JMA and attested by the General Secretary of JMA.

ARTICLE X. AMENDMENTS

Section 1.

Amendments to these Bylaws may be made by a two-third majority vote of the BOARD (at least four) attending a duly scheduled BOARD meeting. The quorum of the BOARD meeting shall be at least four office holders.

Amendments Adopted by General Body Meeting in February, 2008

CONSTITUTION ARTICLE I. GENERAL:

Section 3. JMA shall be a religious, not for-profit organization operating in compliance with Section 501©(3) of the United States Internal Revenue Code as currently enforced and subsequently amended.

CONSTITUTION ARTICLE VII. DISSOLUTION:

If a situation arises which makes the dissolution of the Association inevitable, the Board shall call upon a NEUTRAL party such as (ISNA/NAIT) to handle the process of dissolution with the assistance of the Trustees. Any assets which are left after meeting all liabilities shall be transferred to NAIT as specified by this Constitution. These assets may be held in trust by NAIT under the conditions of the transfer

JMA BYLAWS: ARTICLE III. EXECUTIVE BODY:

Section 1. The Imam of Abu Baker Mosque shall serve as non-voting member of the JMA Board.

BYLAWS: ARTICLE V. COMMITTEES:

Section 4. In case of any project JMA undertakes that entails expenditure of over \$10, 000, a committee consisting of at least 3 JMA Board members will be formed to oversee such a project and it will not be left to ONE individual to manage such an endeavor.

BYLAWS: ARTICLE IV. ELECTIONS, VACANCY AND REMOVAL

Section 1. Elections: C. Term of Office and Re-election: Term of office for each member of the BOARD shall be two years. Board members may be re-elected to serve at the most two (2) consecutive terms.

Section 8. Removal of Elected Office Holders of JMA: The Board may take action against a Board member who fails to attend atleast 75% of the regularly scheduled meetings of the Board in one (1) year, without the prior approval of the President.

BYLAWS: ARTICLE VI. MEETINGS

Section 1. Annual Meetings:

B. The Association shall have at least TWO General Body meeting during the year.

C. A written or printed notice of a General Body meeting shall be made available to all the members of the Association at least two weeks prior to the date of the meeting.

Section 3. Special Meetings:

C. The President may call special Board meetings in addition to other meetings whenever he considers it necessary.

D. An emergency meeting of the Board may be called by a petition signed by 25% (twenty-five percent) of all members. Such a meeting shall be held within a week after the written petition is presented to the President.

Section 4. Quorum: The quorum requirement for voting on amendments shall be 50% (fifty percent) of the total members.

Section 5. Absence of Quorum: If 50% (fifty percent) of the members are not present in a General Body meeting called for voting on the proposed amendment(s), another General Body meeting shall be called for the same purpose within four weeks after the meeting, in which the quorum

requirement as stated in Point 8 of these amendments shall be waived and the proposed amendment(s) shall be discussed and adopted by a 2/3 majority of the members present.

BYLAWS: ARTICLE X. AMENDMENTS

Section 2. An affirmative vote by 2/3 of the members present at a General Body meeting shall be necessary for the adoption of any amendment(s).

Formation & Functions of the Board of Trustees:

a) The role of the Board of Trustees is to act in an advisory capacity to the Operating JMA Board.

b) The Board of Trustees shall consist of 7 members. None of the Board members shall be a member of the JMA Board or an auditor during the tenure of his/her office.

c) The Chairperson of the Board of Trustees shall be elected every 2 years by the Board of Trustees.

d) The term of a Trustee shall be 5 years, and he/she can be re-nominated for one more consecutive term (10 years in total).

e) The JMA Board, at the expiration of a Board of Trustees member's term, shall nominate a member of the Association as Board of Trustees Member, who will be confirmed as such after he/she is approved by the General Body of the Association by simple majority vote of those members who are present.

f) The Board of Trustees shall be responsible for the following:

I. finding ways and means of raising funds for the Association;

II. Advising the JMA Board on Community Issues

III. Will be responsible for conduction and overseeing the election process.

IV. Participate in the Judiciary process as laid out in the Judiciary

Procedure section- Article IX of the Constitution

V. If a situation arises which makes the dissolution of the Association inevitable, the Board of Trustees shall call upon a NEUTRAL party such as (ISNA/NAIT) to handle the process of dissolution.

g) If a Board of Trustees Member resigns or leaves the jurisdiction of the Association prior to the expiration of his/her term, the remaining Board of Trustees Members shall co-opt another member for the remaining tenure of his/her term with the consent of the Executive Board.

h) The Chairperson of the Board of Trustees shall be responsible for the following:

I. Calling and presiding over Board of Trustees meetings;

II. Being the spokesperson, representative, and correspondent for Board of Trustees activities;

III. The chairperson of the Board of Trustees or the Board of Trustees Member designated by him/her shall maintain a record of the minutes of every meeting of the Board. At the beginning of every meeting, he/she shall present the minutes of the previous Board meeting for approval by the Board.