

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the name of Allah, the Most Gracious, the Most Merciful*

*"AND HOLD FAST, ALL OF YOU, TO THE ROPE OF ALLAH, AND BE NOT DIVIDED AMONGST YOURSELVES."*

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**MASJID DARUL QURAN**

1514 East 3rd Avenue, Bay Shore, NY 11706

**CONSTITUTION & BYLAWS (CBL)**

**OF**

**MASJID DARUL QURAN, INC. (MDQ)**

A RELIGIOUS CORPORATION UNDER

ARTICLE 24 OF THE NEW YORK STATE RELIGIOUS CORPORATIONS LAW

Ratified January 28, 2024

Incorporated February 8, 2024

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## PREAMBLE AND OATH OF UNITY, FAITH & DISCIPLINE

*"All mankind is from Adam and Eve, an Arab has no superiority over a non-Arab nor a non-Arab has any superiority over an Arab; also a White has no superiority over a Black nor a Black has any superiority over a White except by piety and good action. Learn that every Muslim is a brother to every Muslim and that the Muslims constitute one brotherhood."*

*[From the Prophet's (pbuh) Sermon delivered on the Ninth day of Dhul-Hijjah, 10 A.H. (623 AD) in the Uranah valley of Mount Arafat in Mecca on the occasion of annual rites of Haj, also known as the Farewell Pilgrimage.]*



### UNITY

*"AND HOLD FAST, ALL OF YOU, TO THE ROPE OF ALLAH,  
AND BE NOT DIVIDED AMONGST YOURSELVES."*

### FAITH

*"AND REMEMBER ALLAH'S FAVORS ON YOU, FOR YOU WERE ENEMIES ONCE BUT  
ALLAH BROUGHT YOUR HEARTS TOGETHER, SO THAT WITH HIS GRACE YOU  
BECAME BROTHERS IN A COMMUNITY."*

### DISCIPLINE

*"AND YOU WERE AT THE BRINK OF A PIT OF FIRE, AND THEN HE SAVED YOU  
FROM IT. THIS IS HOW ALLAH MAKES HIS SIGNS CLEAR TO YOU, SO THAT YOU  
MAY BE GUIDED."*

# FROM VISION TO REALITY

## The Origin of Masjid Darul Quran

By  
Surat Khan, founder

*"I met Shaikh Ahmed Al-Banna in 1980 in Masjid Al-Farooq in Brooklyn, New York, where he was working as an Imam. He was Palestinian by birth but stayed many years in Saudi Arabia where he studied Islam and became an Aalim (Islamic Scholar) before coming to America and joining Masjid Al-Farooq.*

*Over the years, this meeting turned into a devoted and sincere friendship for the pleasure of Allah (SWT). In 1983, Shaikh bought the house located at 1514 East 3rd Avenue in Bay Shore, New York and moved in with his wife, Sister Ramzia. At that time, I lived in Islip, New York. We started going to each other's house frequently and it developed into a close friendship between us.*

*In 1986, Shaikh was hospitalized and had heart surgery. During his stay in the hospital, he mentioned to me that after his surgery if he gets well, he is going to turn his house into a masjid and a school, where he will teach Islam and will show the West what Islam actually is. The surgery went well, but afterwards a complication started due to which, Shaikh could not survive and passed away.*

*After Shaikh's death, sister Ramzia decided to sell the house. At this time, I told her what Shaikh had wanted to do with the house. She said she will honor her husband's wish. So, we got the house appraised. The house was valued at one hundred and forty thousand dollars (\$140,000.00). I agreed to pay her seventy thousand dollars (\$70,000.00), which was her share. She happily accepted it. I paid her twenty-five thousand dollars (\$25,000.00) down payment, and she sold the house to Masjid Darul Quran, the name that was given to me by her husband, Shaikh Ahmed Al-Banna. This is how Masjid Darul Quran came in existence.*

*After buying this house from sister Ramzia, I hung a small sign on the door of the house, saying Masjid Darul Quran and started cleaning it with the help of my son, Musa. It took us few days to prepare a small "prayer area" and called the first Azan for the Maghrib Salat at the doorstep of the Masjid. The first Maghrib Salat was led by me and my son, Musa, and brother Faiz prayed behind me.*

*At this stage, I started searching Muslim names in the telephone book, white pages, and started calling and inviting them to join us in this new Masjid. I went to the nearby stores with the hope of*

meeting some Muslim brothers there. Luckily, at a Pathmark, I met Br. Tariq Sherwani. He came to the Masjid and later brought Br. Amir Farooqi with him. I called Br. Iqbal Khan from the white pages; he and his two young boys Irfan and Adnan joined. Today, 35 years later, that same young boy Irfan has guided MDQ to get reincorporated in 2024 after it was first incorporated in 1988, alhamdulillah.

Soon people started joining and on December 2, 1988, Masjid Darul Quran was incorporated at the Suffolk County Clerk Office as a non-for-profit Religious Corporation with 6 Directors/Officers, named as (1) Surat Khan, the President, (2) Khalid Farooq, the Vice President, (3) Amir Farooqi, the General Secretary, (4) Iqbal Khan, the Treasurer, (5) Mohammad Munir Khan, and (6) Aslam Hashmi.

In 1992, I moved from Islip to Ozone Park in Queens, New York. By this time, a lot of new Muslim brothers had joined Masjid Darul Quran and the Masjid purchased the house located next door at 45 Farrington Ave., which is now the Imam's residence. During the same year, Br. Hafizur Rehman became the President of the Executive Committee of Masjid Darul Quran. Under his presidency, the Masjid bought its second white-colored house located next door at 48 Walbridge Ave., at the corner of East 3rd Ave. At the location of the second house, we decided to build the new building for Masjid Darul Quran.

In 1998, an architect was hired by the MDQ Executive Committee to design a new building for Masjid Darul Quran. The design of the new Masjid building was completed in early 1999, with an estimated construction cost of 2.5 to 3 million dollars. At this time, Br. Hafizur Rehman approached Br. Rafi Rajput, the owner of Walison Corp., a general contracting firm, to help Masjid Darul Quran build its new building. Br. Rafi Rajput, at the time a resident of Huntington, New York, was requested to meet the MDQ Executive Committee for a formal introduction. During the meeting, Br. Hafizur Rehman and Br. Syed Fayyaz Hussain showed him the new building's plans prepared by the architect with a construction cost estimate of 2.5 to 3 million dollars and told him that MDQ does not have that kind of capital. They said that the Masjid had only five hundred thousand dollars at the time, and that no general contractor was willing to take on the project. Br. Rafi Rajput was impressed by the sincerity and devotion of the community and took on this project as a general contractor. I remember him saying he will try his best to complete it in less than two million dollars. To accomplish this goal, he said his firm will not charge any profit from the Masjid, their services will be 100% free to the Masjid, and will contribute their share toward construction as well. The Masjid will pay for only the direct cost paid to the sub-contractors, the vendors, and the workers, and he will redesign the building.

The construction of the new Masjid started in September 1999. Br. Rafi Rajput's younger son, Br. Sabahuddin Rajput, a civil engineer by profession, himself operated the excavator to dig the basement of the Masjid to avoid paying \$500 per day salary to an excavator operator. He worked

and supervised the project for one full year without any compensation from the masjid and completed pouring/ finishing the foundations, backfilling and leveling of the project site, and afterwards, he returned to his duties at Walison Corp. In October 2000, Br. Rajput's elder son, Br. Salahuddin Rajput, a civil engineer by profession, took charge of this project and completed the steel structure, steel framing, plumbing, electrical, drywall, flooring, roofing, installation of the elevator and air conditioning units. He supervised this project for one full year without any compensation from the Masjid. After completing the above work, he returned to his duties at Walison Corp. In November 2001, Br. Rafi Rajput, himself came to the project and supervised all of the finish work until full completion in October 2003 without any compensation from the masjid. In October 2003, the Masjid was completed 100%, including its two parking lots. The project was completed in 50 months, from start to finish, at the total cost of 1.80 million dollars.

After completion of the new building, the Masjid decided to start its school by the name of Masjid Darul Quran Academy in the house that was the old Masjid and Shaikh Ahmed Al-Banna's residence. The school started in October of 2003 with 7 children and Br. Nouman Ali Khan as its principal. In 2004, Br. Mohammad Nobani took charge of the school. During his period, for the expansion of the school Masjid Darul Quran purchased the house located at 46 Farrington Ave. Br. Nobani took out a home equity loan on his own house to pay for 46 Farrington Ave., which was eventually paid back by Masjid Darul Quran. Later, as more students and teachers joined, the Academy needed a larger teaching facility. Masjid Darul Quran purchased another adjacent property located at 1506 East 3rd Avenue to build a new building for the school. In 2010, MDQ merged the two properties located at 46 Farrington Ave. and 1506 East 3rd Ave., and prepared building plans for a new school building on the two lots and applied for a building permit, however, the building permits was not approved at the time. Fortunately, the MDQ Academy was able to rent a partial school building at the Sisters of Saint Joseph located at 1725 Brentwood Rd., Brentwood, New York, and moved into the new location. In 2022, the MDQ Academy purchased a school building in Commack, New York, and is planning to move in soon, Insha Allah. The MDQ Academy that started in 2003 with 7 children has now grown to about 500 students in the last 20 years.

MDQ and its community that started 35 years ago in 1988 from the residence of Shaikh Ahmad Banna has now grown leaps and bounds due to the efforts of so many contributors. As of this note, myself, Br. Iqbal Khan and Br. Amir Farooqi still remain with MDQ from the original founding members in 1988. A special note of gratitude to two very prominent contributing scholars of Islam, Shaikh Imran Hosein and Dr. Israr Ahmad, whose visits to the Masjid gave it immense honor and repute. It gives me heartfelt tranquility to see the seed that I planted 35 years ago has been watered over the years by the hands of so many people, alhamdulillah. And I pray that may Allah continue to water and bless Masjid Darul Quran for as long as Allah so wills. Ameen."

[Written by Br. Surat Khan on June 20, 2023.]

## **ARTICLE 1. THE CORPORATION**

### **Section 1.01 DEFINITIONS**

In Alphabetical Order:

- (a) Annual Meeting – MDQ’s annual congregational meeting
- (b) ARC – Appointment Review Committee
- (c) BOT – MDQ’s Board of Trustees
- (d) CBL – MDQ’s Constitution & Bylaws
- (e) COR – MDQ’s Certificate of Reincorporation
- (f) EB – Eldership Board
- (g) ET – Elective Trustee
- (h) EC – Executive Committee (MDQ’s Officers, collectively)
- (i) FACC – Financial Audit Compliance Committee
- (j) MDQ or Masjid – Masjid Darul Quran, Inc.
- (k) Member – An MDQ member
- (l) Member in Good Standing – a Member current in all obligations to MDQ, including dues
- (m) Member Meeting – A duly noticed meeting of the Members (annual or special)
- (n) Membership – Pertaining to MDQ’s Member body
- (o) Officer – and MDQ officer: President, Vice President, Treasurer and Secretary
- (p) Policies – MDQ’s policies that apply to all Members
- (q) Trustee – an MDQ trustee

### **Section 1.02 NAME**

The organization shall be known as Masjid Darul Quran, Inc. (abbreviated and referred to as “MDQ”). MDQ’s offices are located at 1514 East 3rd Ave, Bay Shore, NY 11706. MDQ’s BOT, upon a two-thirds collective vote, may relocate its offices from time to time, as needed.

### **Section 1.03 CORPORATE STATUS**

MDQ is and shall remain a religious corporation in accordance with Article 24 of New York’s Religious Corporations Law, and shall fully comply with all other applicable law, including the Not-for-Profit Corporation law and Section 501(c)(3) of the Internal Revenue Code.

#### Section 1.04 STATEMENT OF FAITH

MDQ exists in furtherance of the preservation and dissemination of the faith – LA ILAHA ILLALLAHU MUHAMMADUR RASOOLLULLAH (“There is none worthy of worship but Allah, Muhammad is the messenger of Allah”) – and the principles and practices of the religion of Islam. To that end, this body must be governed in an orderly manner consistent with the accepted tenets of Islam, and strictly within the framework thereof. Any activity contrary to or in conflict with the Qur’an and the Sunnah shall not be permitted within, or under the auspices of this organization.

#### Section 1.05 MISSION, OBJECTIVES

- (a) The purposes of the Corporation are:
- (i) to carry on religious, charitable, and educational activities in conformity with the religion of Islam;
  - (ii) to do each and everything necessary, suitable, or proper for the accomplishment of these objectives, including, but not limiting the generality of the foregoing;
  - (iii) to conduct religious services and prayers, to teach, lecture and disseminate the faith among communities;
  - (iv) to establish a Masjid, library, Islamic center, educational institutions, and permanent meeting places;
  - (v) to accept donations, grants, collect specific or general contributions for the attainment of any of these objectives;
  - (vi) to promote a better understanding of Islam by the establishment of centers, libraries, distribution of religious material, speeches, lectures, and teachings; and
  - (vii) to represent Islam among other faiths, creeds, and religions.
- (b) MDQ’s objectives shall include:
- (i) To attain the pleasure of Allah (swt);
  - (ii) To help Muslims achieve a pious way of life through the teachings of the Holy Qur’an and the Sunnah of Prophet Mohammad (pbuh);
  - (iii) To establish and organize Islamic cultural and social services;
  - (iv) To establish and/or continue educational services or institutions;
  - (v) To cooperate with other Muslim organizations locally, nationally, and internationally;
  - (vi) To invite all humanity toward the message of Islam with utmost wisdom and patience;



- (vii) To promote tolerance and understanding with neighbors and people of other faiths, consistent with Islamic principles; and
- (viii) To promote what is right and forbid what is wrong.

#### Section 1.06 FORM OF GOVERNANCE

- (a) All of MDQ's spiritual and temporal affairs shall be conducted in accordance with the guidance of the Holy Qur'an and the Sunnah of Prophet Mohammad (pbuh).
- (b) MDQ shall be governed by the Board of Trustees which shall be composed of two classes of trustees: Eldership Board (EB) and Elective Trustees (ET).
- (c) The BOT shall establish committees to assist it on the day-to-day and periodic needs of the Masjid.
- (d) The BOT shall create and maintain corporate policies, rules, and procedures which shall further amplify the CBL and provide specific details and guidance where necessary.

#### Section 1.07 CONSTITUTION & BYLAWS (CBL)

- (a) The CBL supplements the provisions of the COR in providing a system and form of organizational governance.
- (b) The CBL may be amended by a two-thirds vote of the Members in Good Standing present and voting at an Annual Meeting or special Member Meeting, provided that written notice and a draft copy of such amendments have been openly given at a previous Member Meeting (including a regular prayer service), as well as in the notices of the meeting at which such proposed amendment is to be acted upon.
- (c) The adoption of amendments to the CBL shall be certified by the Secretary, referencing the meeting notice, the date, time, and place of the meeting, that a quorum was present, and that the CBL amendment was adopted by a two-thirds vote of the Members in Good Standing present and voting.
- (d) Any provision in this CBL that conflicts with the COR or applicable law shall be deemed invalid and void from its inception.
- (e) The invalidity of any provision or portion of the CBL shall not affect the validity, force, or effect of the remainder thereof.

## Section 1.08 CORPORATE SEAL

The corporate seal shall be in the form of a circle and shall have inscribed thereon the following: Masjid Darul Quran, Inc., a New York Religious Corporation. The original Corporate Seal shall be kept in a designated locker or safety deposit box (in a bank or other such designated safe deposit service provider) and not in anyone's personal residence. A copy of the original Corporate Seal shall be kept in the principal office of MDQ.

## **ARTICLE 2. MEMBERSHIP**

### Section 2.01 ELIGIBILITY

Every Muslim shall be eligible to become a Member, provided the applicant:

- (a) Is at least 18 years of age with a valid and current government issued photo ID;
- (b) Wishes to pray in the Masjid and support it financially; and
- (c) Professes belief in the Qur'an and Sunnah, five pillars of Islam namely Shahadah, Salat, Zakat, Sawm and Hajj, and upholds that Prophet Mohammad (pbuh) is the last and final messenger of Allah (swt).

### Section 2.02 BECOMING A MEMBER

The following describes the process for becoming a Member:

- (a) The applicant must complete a Membership Application Form and Oath Form (Appendices B and C), including applicable annual membership dues, and deliver it to the Membership Committee by either hand delivery, postal mail, or email.
- (b) The Membership Committee shall forward the Membership Application and Oath Forms to the BOT for review. The BOT, upon the advice of the Imam, shall notify the Membership Committee of the application's approval or denial.
- (c) The Membership Committee shall notify the applicant of a decision forthwith; if approved, this shall include the delivery of a Certificate of Membership, which shall also be filed with the Secretary. If denied, the applicant shall be refunded the membership dues.
- (d) The Secretary shall at all times maintain an updated Member roll as part of MDQ's permanent corporate records.

- (e) All Members shall keep for their records a copy of the Certificate of Membership and the paid receipt for the annual dues.

### Section 2.03 CLASSES OF MEMBERSHIP

There shall be three membership classes:

- (a) Life Member – Life Member status shall be awarded to any Muslim who makes a one-time minimum donation of \$10,000 in a single fiscal year, along with submission of an initial or secondary membership application (subject to approval as per the process in Section 2.02 above), regardless of whether the applicant resides on Long Island.
- (b) Honorary Member – The BOT, upon a two-thirds majority vote, may grant Honorary Member status to any Muslim of scholarly repute or otherwise mutually agreed upon criteria of distinguished service to MDQ or the Muslim community in general. An Honorary Member shall have no voting rights nor any Membership dues.
- (c) General Member – A General Member is a Member who is neither a Life Member Nor an Honorary Member.

### Section 2.04 PRIVILEGES OF MEMBERSHIP

Except as otherwise determined by the CBL in establishing separate classes of Members, Members in Good Standing, and members of their households (including children who are not yet 18 years of age) shall enjoy the following privileges, among others, subject to religious standards as interpreted by the Imam and subject to such other requirements determined by the CBL:

- (a) To participate in MDQ's religious services, rites, and rituals;
- (b) To participate in educational, cultural, and social activities organized by MDQ;
- (c) To enroll children in MDQ's educational programs and school and youth activities;
- (d) To be eligible for discounts on services and programs offered by MDQ as established by the EC, including but not limited to: Sunday School, evening classes, summer programs, banquet hall use and funeral services;
- (e) To attend Member Meetings, and have a voice and, if at least 18-years-old, vote at such meetings;
- (f) To recommend or suggest to the EC new ideas or programs that might benefit MDQ;
- (g) To call on the clergy and professional staff for religious needs and life cycle events;
- (h) To secure a location in the MDQ's cemetery at the current price, if available; and

- (i) To be eligible to hold an electable office after a minimum of two (2) consecutive years of status as a Member in Good Standing.

#### Section 2.05 ONGOING MEMBER OBLIGATIONS

All members are continually obliged to:

- (a) Uphold and adhere to the CBL and Policies;
- (b) Follow the Code of Conduct (Appendix A);
- (c) Pay annual Membership dues, which shall be \$100 for Members and \$50 for full-time student Members; provided, however, that the Membership dues set forth herein may be amended by a two-third vote and formal resolution of the BOT to be then affixed as addendum to this CBL.
- (d) Contribute to MDQ to the best of their ability;
- (e) Keep MDQ's Secretary informed of current address, email, and telephone number;
- (f) Encourage others to participate in all MDQ activities;
- (g) Make every effort to participate in Member Meetings and submit constructive suggestions to the EC; and
- (h) Participate in binding arbitration in the event of any disagreement or dispute with MDQ as set forth in Article 12 (Dispute Resolution).

#### Section 2.06 MEMBERS IN GOOD STANDING

A Member in Good Standing is defined as a Member who:

- (a) Has a signed and filed Membership Application Form and Oath Form (Appendices B and C);
- (b) Is current in Membership dues for at least 180 days in the preceding year (12 months);
- (c) Adheres to the CBL and Policies;
- (d) Upholds the Code of Conduct (Appendix A).

#### Section 2.07 MEMBER MEETINGS

- (a) Notice and Timing
  - (i) Notice of Member Meetings shall be given at regular (jummah) prayer services on each of the two successive Fridays immediately prior to such meeting
  - (ii) MDQ's Election Meeting shall be held in the month of June by 1<sup>st</sup> week of June in the election year to facilitate transition to the new trustees and/or officers starting on July 1<sup>st</sup>.

(b) Conduct of Meeting

- (i) The Imam shall preside over all Member Meetings.
- (ii) The presence of twenty (20) percent of all Members in Good Standing shall constitute a quorum.
- (iii) Action at Member Meetings upon any matter or question shall be decided by a majority vote of all Members in attendance, unless otherwise specified in the law or the CBL.

(c) Voting

- (i) Only Members in Good Standing are qualified to vote at a Member Meeting.
- (ii) There shall be no voting by proxy.
- (iii) Honorary Members may not vote.

Section 2.08 DISCIPLINE

- (a) Any Member may be suspended or expelled from membership by a two-thirds vote of the BOT if the Member (i) engages in conduct which is materially inconsistent with the CBL, or (ii) fails to fulfill Member obligations, including financial requirements or commitments.
- (b) The BOT may reinstate a suspended member or grant an application for membership from an expelled Member, by a two-thirds vote. The BOT shall establish a policy setting forth procedures for discipline.
- (c) There shall be no suspension, expulsion or reinstatement based upon religious grounds without prior consent of the BOT upon the advice of the Imam.

Section 2.09 RESIGNATION

- (a) Resignation from membership shall be submitted in writing to any of the following: the BOT, the Membership Committee, or the Imam. Resignations shall be announced at the next duly convened BOT meeting and reflected in the meeting minutes. The Secretary shall update the membership rolls to reflect such resignation.
- (b) A General Member who has, without advising MDQ of special circumstances, neither attended prayer services nor paid regular Membership dues within the preceding 12 months, shall be deemed to have lost his or her Membership status.

## ARTICLE 3. IMAM

### Section 3.01 ROLE OF THE IMAM

- (a) MDQ's Imam shall provide MDQ spiritual oversight and advice.
- (b) His official functional title shall be "Imam and Director of Religious Affairs."
- (c) His decision in all religious matters of MDQ, including conduct of all religious services, in accordance with Islamic law shall be final, including, without limitation, all determinations with respect to matters of Islamic law under, or called for by, the COR and CBL.
- (d) Controversies concerning Islamic law, religious worship and religious conduct shall be decided by the Imam. In the event of a disagreement or dispute regarding any religious matter before the Imam between the Imam and the BOT, the BOT shall separately consult with at least two (2) prominent Islamic scholars; the BOT shall then decide the disagreement or dispute by a two-thirds vote.
- (e) The Imam, by virtue of his position, shall be ex-officio, non-voting member of MDQ, the BOT and every standing or ad hoc Committee.

### Section 3.02 FUNCTION

The function of the Imam shall be:

- (a) To lead the congregation in prayer and worship;
- (b) To conduct regular programs at MDQ for spiritual and moral growth of the community;
- (c) To carry out all the job assignments as per his contract with MDQ; and
- (d) To preside over all General Member Meetings.

### Section 3.03 APPOINTMENT

The Imam shall be appointed as follows:

- (a) The BOT shall establish an ad hoc Search Committee, which shall include one EB—to be designated by the EB, one ET—to be designated by the ET, one Officer—to be designated by the EC collectively, and two Members in Good Standing—one to be designated by EB and one to be designated by ET.
- (b) The Search Committee shall solicit, collect, review, and preliminarily vet candidates.

- (c) The Search Committee shall schedule interviews for its leading candidates, to appear before and meet with the congregation in a manner that enables the Members to thoughtfully consider such candidates.
- (d) Upon consideration of feedback from Members, the Search Committee shall make a recommendation to the BOT to engage the services of its selected candidate.
- (e) Upon a two-thirds vote of the BOT, the candidate shall be appointed MDQ's new Imam.

## ARTICLE 4. BOARD OF TRUSTEES

### Section 4.01 NUMBER OF TRUSTEES

MDQ shall have eighteen (18) Trustees, structured in a two-tier manner as follows:

- (a) Eldership Board: role and responsibilities as per MDQ CBL, status shall be 4 years with voting rights ending on Jun 30, 2028 and with vacancy only as a result of resignation, death or non-conformity to MDQ CBL. After June 30, 2028, the "Eldership Board" shall no longer have any voting rights nor will ever be eligible for the Electable Board but will continue to remain as the "Eldership Board". *[Note: The "4-year" exception was made for the founding and elder board members due to a governance dispute that resulted in a Mediation Agreement in January 2024 to Reincorporate MDQ under Article 24 of the New York State Religious Corporations Law. See Appendix D]*

And

- (b) Electable Board : election, role and responsibilities as per the term limits and procedure defined by the MDQ CBL, with transition to the Eldership Board after having served 6 years as electable trustee and only in case of vacancy so as to not exceed the max/cap of 9 members.

### Section 4.02 ROLE OF THE TRUSTEES

The Trustees shall administer the temporalities and property, real and personal, belonging to MDQ and the revenues therefrom in accordance with the discipline, rules, and usages of MDQ and the Sunnah.

### Section 4.03 TRUSTEE QUALIFICATION

To qualify for the BOT, a Member must:

- (a) be a citizen of the United States with a valid & current government issued photo ID; and
- (b) be a Member in Good Standing for at least two (2) years; and
- (c) have already served on one of the MDQ Committees for at least one (1) year.

#### Section 4.04 CLASSES OF TRUSTEES

The BOT shall comprise two classes of Trustees: Eldership Board (EB) and Elective Trustee (ET).

#### Section 4.05 ELDERSHIP BOARD

- (a) There shall be nine members in the EB, appointed by virtue of their past or present office in MDQ, for an indefinite term and without any voting right, except the initial 9 members who will remain in EB for 4 years and have a voting right till June 30, 2028. *[Note: The "4-year" exception was made for the founding and elder board members due to a governance dispute that resulted in a Mediation Agreement in January 2024 to Reincorporate MDQ under Article 24 of the New York State Religious Corporations Law. See Appendix D]*
- (b) A minimum of six (6) years of service as an ET shall be required for inclusion in the EB.
- (c) Appointment and Removal
  - (i) The initial EBs are set forth in the COR. All EB vacancies shall be filled by a two-thirds vote of the BOT.
  - (ii) If a vacancy is not filled within twelve (12) months due to the absence of a qualified candidate with a minimum of six (6) years of service as an ET, then the existing BOT shall select any Member to fill such vacancy by a two-thirds vote.
  - (iii) The removal of an EB shall require a two-thirds vote of the BOT.
- (d) The EBs shall provide strategic governance and policy guidance to MDQ, and safeguard MDQ's ideological integrity:
  - (i) Long term planning and expansion of MDQ and its properties;
  - (ii) Providing policy guidelines for the programs in MDQ and ensuring their continuity according to MDQ's future vision;
  - (iii) Sale, alienation, lease, or encumbrance (e.g., mortgage) of MDQ property;
  - (iv) MDQ's ecclesiastical affairs, including all resolutions affecting the sanctuary, religious articles, or worship services;



- (v) Relocation or renovation of the Masjid;
- (vi) Investments or other expenditures of more than ten thousand (\$10,000) dollars; investment of funds in bank, securities or investment accounts or real property, provided that any such investment shall, in the opinion of the EB, not be inconsistent with the religious purposes of MDQ;
- (vii) Administration of MDQ's finances and banking decisions including but not limited to opening/closing and operating bank and investment accounts.
- (viii) Commence, maintain, fund, and defend lawsuits and other proceedings and actions when necessary and appropriate for the protection of MDQ and the promotion of its purposes;
- (ix) Make purchases in furtherance of the purposes of MDQ, to collect donations and solicit grants for MDQ, and to add to the property of MDQ;
- (x) Open and close bank and investment accounts on behalf of MDQ and operate the same under the supervision of the FACC (Financial Audit Compliance Committee).

#### Section 4.06 ELECTIVE TRUSTEES

- (a) MDQ's Members in Good Standing shall, at MDQ's Election Meeting to be held in the month of June by 1st week of June in the election year, elect nine Elective Trustees.
- (b) Terms of office for all Elective Trustees shall be two (2) years.
- (c) Trustees may not serve more than two (2) consecutive terms.
- (d) Whenever a vacancy shall occur among the ETs by death, resignation, forfeiture or otherwise, it shall be filled within 30 days by a two-thirds vote of the remaining BOT voting members at a monthly meeting or special meeting which shall be called for that purpose. The Trustee so elected shall hold office for the remainder of the unexpired term of the vacant Trusteeship.

#### Section 4.07 DUTIES OF THE BOT

The duties of BOT, inclusive of 4.05(d), shall be as follows:

- (a) to take care of the maintenance and repair of MDQ's properties;
- (b) to make and publish rules for the use of MDQ property;
- (c) to negotiate contracts and agreements on behalf of MDQ with any other person or organization and to carry into effect all such contracts and agreements;
- (d) to determine and resolve compensation and other employment-related matters for all employees of MDQ including the Imam;

- (e) to demand, sue for, enforce payment of, receive and give discharge for all moneys, securities, debts, and other estate or property of MDQ;
- (f) to engagement or dismissal of employees;
- (g) to employ agents and attorneys;
- (h) to publish notices to MDQ community;
- (i) to manage MDQ's financial, real, and personal assets;
- (j) to conduct a full-fledged financial audit of MDQ and its umbrella entities (if any) at least every 3 years; and
- (k) to make and alter rules for the conduct of Member and BOT meetings.

#### Section 4.08 BOT MEETINGS

- (a) A majority of the BOT shall constitute a quorum.
- (b) A Chairman of the Board, elected by a two-thirds vote of the entire BOT, for a term of two (2) years and who may not serve more than two (2) consecutive terms, shall preside over all BOT meetings; provided, however, that a Chairman of the Board cannot also be an Officer.
- (c) The BOT shall meet monthly.
- (d) Special meetings of the BOT may be called by the Chairman of the Board, or the President, or any six (6) Trustees acting collectively.
- (e) Each BOT member must attend seven (7) monthly meetings to maintain their BOT status.

Section 4.09 Any one or more of the Trustees may be removed for cause at any time by a two-thirds vote of the BOT present at a special meeting called for that purpose excluding the Trustee sought to be removed.

Section 4.10 No compensation, of any kind, shall be paid to any Trustee or Officer for the performance of his or her duties as Trustee or Officer. Provided that there is full disclosure of the terms of such compensation and the arrangement has been approved by the BOT, this Section shall not in any way limit reimbursement of or payment for services provided to MDQ by a Trustee in any capacity separate from his responsibilities as a Trustee (including responsibilities as an Officer), or by any organization with which a Trustee is affiliated.

## **ARTICLE 5. OFFICERS, EXECUTIVE COMMITTEE**

### Section 5.01 COMPOSITION AND ROLE OF THE Executive Committee (EC)

- (a) MDQ's Officers shall constitute its EC: a President, a Vice President, a Secretary, and a Treasurer.
- (b) The EC shall govern the Masjid's day-to-day affairs.

#### Section 5.02 ELECTION

- (a) At each annual meeting, for each of the offices for which the term has expired, the Members shall elect an EC officer to a two (2) year term.
- (b) The President, the Secretary, and the Treasurer may not be elected to the same office for more than two (2) consecutive terms.
- (c) The same person shall never serve, or be elected to serve, at the same time in more than one of the following roles: President, Vice President, Treasurer, Secretary or Chairman of the Board.

#### Section 5.03 OFFICER QUALIFICATION

To qualify for the EC, a Member must:

- (a) have been a Member in Good Standing for at least two (2) years;
- (b) have already served on one of the MDQ Committees for at least one (1) year.
- (c) not have any criminal record nor any legal judgement either personally or professionally.

#### Section 5.04 VACANCIES

- (a) Whenever a vacancy shall occur among the Officers by death, resignation, forfeiture or otherwise, it shall be filled within 30 days by a two-thirds vote of the BOT at a special meeting which shall be called for that purpose.
- (b) If the vacancy has also simultaneously created a BOT vacancy, that BOT vacancy shall be filled as set forth in Section 4.06(d) above.
- (c) The person so chosen shall hold office for the remainder of the unexpired term of the vacant Trusteeship.

#### Section 5.05 DUTIES OF THE PRESIDENT

The duties of the President shall be as follows:

- (a) Preside over all EC meetings at which he shall be present;

- (b) Oversee and coordinate the work of the Officers and Committees of MDQ in order that its purposes may be promoted;
- (c) Sign conveyances, contracts, assignments, and documents of like importance under written authority upon approval of the EC; and when appropriate, the President (or his designee) shall sign only after receiving express authorization from the BOT.
- (d) Present quarterly and annual progress reports to the BOT;
- (e) Promote Islamic ideals with other faiths and cultural organizations;
- (f) Promote good relations with neighbors as well as federal, state, and local authorities;
- (g) Appoint and dissolve committees except the committees specified in Section 7.01 below; and
- (h) Perform all other duties customarily incident to the office of the President and other such duties as may be prescribed by BOT.

#### Section 5.06 DUTIES OF THE VICE PRESIDENT

The duties of the Vice President shall be as follows:

- (a) Assist the President in accomplishing the objectives of MDQ;
- (b) Perform the President's duties in event of the President's absence or disability; and
- (c) Perform all other such duties as may be prescribed by the BOT.

#### Section 5.07 DUTIES OF THE SECRETARY

The duties of the Secretary shall be as follows:

- (a) Prepare the agenda for each EC and BOT meeting and timely notify the members of the time and place of the meeting;
- (b) Record minutes of all the EC and BOT meetings and keep record of all meetings in a proper print or electronic format;
- (c) At the request of the BOT, prepare a summary of specific EC and BOT meetings and publicize critical issues and notices;
- (d) Maintain a current and up-to-date Membership list and general mailing list;
- (e) Keep MDQ's seal;
- (f) Keep the Membership informed of the various activities at MDQ;

- (g) Establish and maintain all records in a central filing system, in paper or digital form, in MDQ's principal office. Such records shall be open to in-person inspection on the written demand of any Member;
- (h) Hand over all official MDQ paperwork of the incoming Secretary within fifteen (15) days of the incoming Secretary's confirmation; and
- (i) Perform all other duties customarily incident to the office of the Secretary and other such duties as may be prescribed by BOT.

#### Section 5.08 DUTIES OF THE TREASURER

The duties of the Treasurer shall be as follows:

- (a) Maintain a full, accurate and current record of receipts, disbursements, and expenditures of MDQ's funds in conformity with the law, the CBL, and the Policies;
- (b) Disburse funds by checks drawn on MDQ's bank accounts only;
- (c) Deposit all funds received on behalf of MDQ in a designated bank account and maintain credible receipts of all such deposits;
- (d) Prepare and present monthly financial reports for presentation to the EC and the BOT; the reports shall be posted on MDQ's bulletin board;
- (e) Prepare and present financial statements when requested by the BOT;
- (f) Prepare MDQ's annual budget in consultation with the EC;
- (g) Represent MDQ before the IRS or any other authority for a financial audit or inquiry;
- (h) Establish and maintain all financial records, in paper or digital form, in a central filing system at MDQ's principal office;
- (i) Maintain one of the two keys to the collection boxes. All collection boxes shall have dual locks – one key to be retained by the Treasurer, the second with another Officer selected by the EC;
- (j) Issue a receipt to a donor within thirty (30) days of any donation to MDQ;
- (k) Issue an annual Grand Total Receipt to each donor and mail it to the donor prior to January 31<sup>st</sup> of each year for tax purposes;
- (l) Ensure that all MDQ employees receive W-2 or proper annual tax withholding statement before January 31<sup>st</sup> of each year;
- (m) Hand over all of MDQ's financial paperwork and files to the incoming Treasurer within thirty (30) days of the completion of the outgoing Treasurer's term. The Primary Signatories shall ensure the transition of signature authority from the outgoing Treasurer to the incoming Treasurer at all MDQ Bank(s) for all future transactions; this transition period to be extended or curtailed only by the approval of two-thirds of BOT; and

- (n) Perform all other duties customarily incident to the office of the Treasurer and other such duties as may be prescribed by BOT.

Section 5.09 All Officers shall deliver to their successors all official materials not later than ten days following the appointment of their successors, unless otherwise specified in their specific duties.

Section 5.10 All vacancies in any office shall be filled without undue delay at the BOT's next regular meeting or at a meeting specially called for that purpose.

## **ARTICLE 6. BANKING**

### Section 6.01 SIGNATURE AUTHORITY

- (a) All MDQ bank accounts shall have signatories as follows:
- (i) Primary Signatories (bank account owners/custodians) – these shall be the two BOT members with the greatest number of years at MDQ, the President and the Treasurer excluded.
  - (ii) Secondary Signatories – these shall be the President and/or the Treasurer.
- (b) All checks and financial transactions that require signature or electronic authorizations will require any of the above two (2) signatures. The two Primary Signatories shall always have the authority to override the Secondary Signatories, if necessary. However, the Secondary Signatories cannot override the Primary Signatories.

## **ARTICLE 7. COMMITTEES**

Section 7.01 There shall be various Committees, whose objectives and functions shall be described in MDQ's Policies.

The following committees shall be directly under the BOT, whose director and/or members and the term of office shall be determined by a two-thirds vote of the BOT and who shall always have at least one member from the BOT:

- (a) Financial Audit and Compliance Committee
- (b) Membership Committee

- (c) Information Technology Committee
- (d) Election Committee
- (e) Human Resources Committee

Section 7.02 The rest of the committees and subcommittees shall be selected and appointed by MDQ's Executive Committee (EC). The EC may add one or more of these committees, designate new functional committees, or reassign functions of these committees by a specific resolution to that effect. These Committees are advisory in nature and function and their actions and decisions cannot bind MDQ.

Section 7.03 The President shall appoint to each Committee a director, except the Committees specified in Section 7.01 above. Every Committee shall include at least one Trustee.

Section 7.04 Recommended committees include, but not limited to, the following::

- a) Sunday/Evening School Education Committee
- b) Welfare (Zakat & Sadaqah) Committee [This committee will always be headed by the Imam]
- c) Building and Security Committee
- d) Fund-Raising Committee
- e) Community Development Committee
- f) Public Relations Committee
- g) Religious Affairs Committee
- h) Inter Faith Committee
- i) Food Pantry & Distribution Committee
- j) Youth Committee
- k) Sisters Program Committee

Section 7.05 The President shall appoint a director for each Committee, except the Committees specified in Section 7.01 above. The director shall report on the progress and development of activities to the EC and the BOT.

Section 7.06 Term of service: The director and the members of each Committee, except the Committees specified in Section 7.01 above, shall serve as Committee members for two (2) years, renewable indefinitely at the discretion of the EC.

Section 7.07 Meetings: Meetings of Committees shall be held at such time and place as shall be fixed by the Committee chair upon consultation with the Committee members. Meeting minutes should be

taken and distributed to the EC and BOT on a monthly basis and shall be kept by the Secretary for record keeping. Additionally, each Committee director may be called to attend an EC or a BOT meeting to present the progress of the Committee.

## **ARTICLE 8. POLICIES, RULES, AND PROCEDURES**

The BOT shall develop, authorize, and implement corporate policies, rules and procedures including but not limited to whistle blower and conflict of interest policies, consistent with the law and this CBL. The policies shall be binding upon all MDQ's Members, employees, staff (paid and volunteer), and shall be incorporated into and be part of all of the MDQ's employment agreements.

## **ARTICLE 9. EXECUTION OF INSTRUMENTS/DEPOSITS**

Section 9.01 Contracts and Instruments. The BOT, by a two-thirds vote, subject to the provisions of this CBL and MDQ's Conflict of Interest Policy, may authorize any Officer or agent of MDQ to enter into any contract, to execute and deliver any instrument, or to sign checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness in the name of and on behalf of MDQ. Such authority may be general or may be confined to specific instances. No instrument required to be signed by more than one Officer may be signed by one person in more than one capacity.

Section 9.02 Deposits. The funds and other assets of MDQ shall be deposited in its name with such banks, trust companies, or other depositories as the BOT, or Officers to whom such power has been delegated by the BOT, may from time to time designate.

## **ARTICLE 10. PROPERTY**

All property, real and personal, and all rights and interests in property, belonging to MDQ shall be held in the name of MDQ and shall be held, used, sold, invested, or otherwise disposed of as may be authorized by the BOT from time to time, subject to approval as required by law.

## **ARTICLE 11. INDEMNIFICATION AND INSURANCE**

Section 11.01 MDQ shall, to the fullest extent now or hereafter permitted by law, indemnify any person made or threatened to be made, a party to any action or proceeding by reason of the fact that he or she, or his or her testator or intestate, is or was a Trustee, Officer, employee, or agent of MDQ against judgments, fines, damages, amounts paid in settlement and reasonable expenses, including reasonable



attorneys' fees, if such director or officer acted, in good faith, for a purpose which he or she reasonably believed to be in the best interests of the MDQ and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his or her conduct was unlawful.

Section 11.02 Subject to the provisions of any applicable statute, MDQ may pay or reimburse the reasonable expenses incurred in defending any proceeding in respect of which a person may be indemnified under this Article 11 in advance of its final disposition if MDQ has received in advance an undertaking by the person receiving such payment or reimbursement to repay all amounts advanced if it should be ultimately determined that he or she is not entitled to be indemnified under this Article XI or otherwise. MDQ may require security for any such undertaking or, where indemnification is granted, to the extent the expenses so advanced by MDQ or allowed by the court exceed the indemnification to which the indemnitee is entitled.

Section 11.03 MDQ shall have the power to purchase and maintain insurance to indemnify MDQ for any obligation that it incurs as a result of its indemnification of Trustees, Officers, employees and agents pursuant to this Section, or to indemnify such persons in instances in which they may be indemnified pursuant to this Section.

## **ARTICLE 12. DISPUTE RESOLUTION**

Any dispute, controversy or disagreement that arises between a Member and MDQ, the BOT, the EC or any MDQ employee, staff member or representative, shall be resolved in the following manner.

### Section 12.01 NEGOTIATION

The Parties shall attempt to resolve any dispute promptly by negotiation. The Imam of the Masjid shall initiate and lead the negotiation process, which should be completed in 30 days or less, after which if the negotiation does not succeed, the process shall proceed to mediation.

### Section 12.02 MEDIATION

Mediation shall be conducted by a mutually agreeable individual from within MDQ or the MDQ community at large OR scholars with knowledge in Islamic Fiqh and who are not employed, or otherwise already doing work, for MDQ. The parties shall select a mutually agreeable individual or scholar or a panel of individuals or scholars to assist in mediating a resolution. If the parties cannot

agree on a mediator or the proposed mediation in 30 days or less, then they shall proceed with arbitration. If mediation ensues, it shall be completed within 60 days.

### Section 12.03 ARBITRATION

Any dispute not resolved through Negotiation or Mediation, after good faith efforts to do so, shall be submitted to binding arbitration in accordance with the following procedures:

Within five (5) working days after the service of a written notice of intention to arbitrate, the parties shall agree upon the person to act as an arbitrator. In the event they are unable to so agree within such five (5) day period, the party giving notice is authorized to submit the dispute to the American Arbitration Association (AAA) or Judicial Arbitration and Mediation Services (JAMS) for the selection of an arbitral panel of three arbitrators, in accordance with its regular panel selection procedure.

The decision by the Arbitrator shall be final and binding on both Parties and shall conclusively determine the subject of the arbitration. Such decision shall be enforceable in any court of competent jurisdiction in the State of New York.

## **ARTICLE 13. MISCELLANEOUS PROVISIONS**

Section 13.01 Fiscal Year. The fiscal year of MDQ shall be the calendar year unless otherwise provided by the BOT.

Section 13.02 Books and Records. MDQ shall keep at the office of MDQ correct and complete books and records of the activities and transactions of MDQ, including the minute book, which shall contain a copy of the COR, a copy of these CBL, all resolutions of the BOT, and all minutes of meetings of the BOT and committees thereof.

Section 13.03 Conflict of Interest Policy. MDQ shall at all times maintain a Conflict-of-Interest Policy in accordance with Section 715-a of the Not-for-Profit Corporation Law.

Section 13.04 Investment Policy. In order to comply with the New York Prudent Management of Institutional Funds Act, MDQ shall follow the procedures and rules set out in the Investment Policy and Islamic Shariah Law.

Section 13.05 Electronic Meetings. Notwithstanding any provision of law, COR, or these Bylaws to the contrary, the BOT may, in its sole discretion, determine that the meeting shall be held partially or solely by means of electronic communication. In the case of a meeting held solely by electronic communication, the electronic service and/or platform through which the meeting is held shall be the place of the meeting. Meetings conducted partially or solely by means of electronic communications and any individual’s electronic participation in such meetings shall be subject to those guidelines and procedures as the BOT adopts.

Section 13.06 Electronic Signatures. Wherever a written instrument is required to be executed hereunder, an electronic signature, to the extent permitted by applicable law, shall be deemed to be a written signature.

**ARTICLE 14. DISSOLUTION**

If MDQ is to be dissolved, as set forth in RCL Section 18, then all of its property, real and personal, after paying all just claims upon it, shall be conveyed to another Masjid or Sunni Muslim not-for-profit corporation.

**ARTICLE 15. CERTIFICATION**

A meeting of the BOT was held at (time) 5:30 PM on (date) January 28, 2024 at Masjid Darul Quran, 1514 East 3<sup>rd</sup> Avenue, Bay Shore, NY 11706. A resolution was proposed to adopt these CBL; the resolution passed by a two-thirds vote of the qualified voters present and voting.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

STATE OF NEW YORK )

)

COUNTY OF SUFFOLK )

On this \_\_\_\_ day of \_\_\_\_\_ 2023, before me personally came \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

## ADDENDUM

### **Regarding "MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ"**

Article VI, Section 2 of the pre-Reincorporated CBL stated that *"The members of the Board of Trustees are the official custodians of Masjid Darul Quran, Masjid Darul Quran Academy and all other future sister entities, organized under the umbrella of MDQ and have all exclusive rights to its all-real estate properties, all legal documents and assets of MDQ"*.

Furthermore, with respect to "MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ", Article VI, Section 2 further specifies, inter alia, that: *"The members of the Board of Trustees shall be responsible for: (b) Selection of Director of Education Committee to run and manage Masjid Darul Quran Academy. (c) Selection of all future sister entities, like Daycare Center, Senior Citizen Living, etc. etc. (d) Long and short term planning of whole MDQ, including all its sister entities. (g) Appointment of the auditor to audit all financial transactions, balance sheets and statements of all MDQ entities"*

In the Reincorporated new CBL this provision regarding *"MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ"* has not been addressed, WHEREAS *"MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ"* have to be constitutionally organized and defined under a legally documented governing structure in relation to MDQ (either contra or intra to MDQ) as well as all applicable laws. Therefore, instead of addressing this at the time of Reincorporation January 28th reincorporation meeting, the purpose of this addendum is to stipulate allowance of a separate time period of ninety (90) days from the from the date of the newly Reincorporated 18-member Board of Trustees of MDQ effective July 1, 2024 to resolve and finalize the constitutional governance structure of *"MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ"*.

This necessitates that any previous governance structure will now be reorganized post newly Reincorporated 18-member Board of Trustees of MDQ under any and all applicable laws in a proper, fiduciary and lawful manner within ninety (90) days from the newly Reincorporated Board of Trustees of MDQ effective July 1, 2024, specifically ninety (90) days from July 1, 2024, i.e. by October 1, 2024. On the ninety-first (91st) day, the constitutional governance structure of *"MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ"* as well as the relationship of *"MDQ Academy and all other future sister entities, organized and operated under the umbrella of MDQ"* with MDQ shall be effectuated.

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**APPENDIX A**  
**CODE OF CONDUCT**

1. Every Muslim shall be committed to justice and kindness and believe in equality strengthened by brotherhood.
2. Every Muslim shall be responsive to the needs of others.
3. Every Muslim shall exercise tolerance and respect for the rights and opinions of other Muslims
4. Every Muslim shall refrain from raising his or her voice and from speaking offensively of others.
5. Every Member, when present on the premises, shall feel responsible for the cleanliness and safety of the MDQ property.
6. No one shall make any announcement, sponsor any gathering, distribute any literature on the property or display any literature on the bulletin boards of the MDQ, without the prior approval of the two-thirds of the BOT.
7. All Muslims or non-Muslims entering the Muslim Center shall comply with the following dress code:  
Muslim Men  
They shall not wear shorts or offensive clothing including but not limited to shirts with human figures, obscene or immoral writings.  
Muslim Women  
They shall enter the Muslim Center with proper Hijab.  
Non-Muslims  
Non-Muslim guests shall also exercise modesty.
8. Smoking shall not be permitted anywhere on the premises of the MDQ.
9. Any, person who would like to address the gathering in the mosque must seek prior permission from the BOT by a two-thirds approval of the BOT.
10. The organizers of any religious seminar not sponsored by the MDQ must obtain permission from the BOT by a two-thirds approval of the BOT members 48 hours prior to its being held. A nominal charge may be made as decided by the BOT.
11. The Masjid will be closed after Isha Prayer until Fajr Prayer except during religious holidays.
12. In the event that the BOT becomes aware of any violations of the Code of Conduct set forth herein (Appendix A), the BOT may implement one or more of the following disciplinary actions:
  - i. Convince the violator politely to adhere to the rules and regulations of the MDQ.
  - ii. Place the violator on probation.
  - iii. Terminate the violator's membership privileges.
  - iv. Bar the violator from the premises of the MDQ.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the name of Allah, the Most Gracious, the Most Merciful*

*"AND HOLD FAST, ALL OF YOU, TO THE ROPE OF ALLAH, AND BE NOT DIVIDED AMONGST YOURSELVES."*

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**APPENDIX C**

**OATH FORM**

Oath Taker:                      Member                      Executive Committee                      Board of Trustees  
(please circle one)

---

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Cell): \_\_\_\_\_

E-mail: \_\_\_\_\_

MDQ Member ID No: \_\_\_\_\_

*In the name of Allah, the Most Beneficent, the Most Merciful. With Allah as my Witness, I hereby affirm that:*

*I bear witness that there is no God except Allah (SWT), and that, Muhammad (PBUH) is the last messenger and servant of Allah; I perform Salat five times daily; I make every effort to lead my life according to the teachings of Islam; I refrain from any expression or action against the cause of Islam; I shall make every effort to establish Allah's DEEN in this part of the world; and*

*I have joined Masjid Darul Quran for the sole purpose of attaining Allah's pleasure and success in the hereafter; I have read, understood and accepted the Constitution and Bylaws (CBL) of the Masjid Darul Quran and shall fully abide by the rules and regulations as stipulated in the CBL; I shall fulfill all the duties and responsibilities of my MDQ membership or office (if elected or appointed for any) outlined in the CBL; and I shall make myself available for any accountability as it pertains to my obligations.*

*May Allah enable me to remain faithful to this oath. Ameen.*

Signature: \_\_\_\_\_

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## **APPENDIX D**

# **Mediation Agreement January 10, 2024**

**(Postscript to Mediation Agreement of April 29, 2023)**

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[Note: Please refer to the email this Mediation Agreement draft is an attachment to, sent by the Mediator on January 11, 2024]

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(1) Reincorporate MDQ under Article 24 of NYS Religious Corporations Law (RCL) as per the following timeline:

- Thursday January 11, 2024: Formal notification to all three parties and their respective counsels of this Mediation Agreement by the Mediator (i.e. this document).
  - Friday January 12, 2024: Congregational Sermon and Announcement of the 'good news' to the community by the Mediator.
  - Between January 11 and 19, 2024: the respective attorneys will formalize the post-script Mediation Agreement in conjunction with the three parties' representatives and the Mediator. Parties' representatives are as follows: BOT Respondents (Rafi Rajput), Petitioners (Shahid Mian), EC Movants (Fuad Khan), and Mediator (Irfan Iqbal).
  - Friday January 19, 2024: First Announcement of "Notice of Special Meeting" (i.e. Reincorporation meeting and vote) by the Imam after the Friday congregational prayers.
- 
- Friday January 26, 2024: Second Announcement of "Notice of Special Meeting" (i.e. Reincorporation meeting and vote) by the Imam after the Friday congregational prayers.
  - Sunday January 28, 2024: Reincorporation meeting and vote after Maghrib prayers at 5:30 pm in the main prayer hall of MDQ to be conducted by the Mediator.
  - Monday January 29, 2024: Upon ratification of the Article 24 Reincorporation on Sunday January 28, 2024, the BOT Respondents' attorneys will file the official Certificate of Reincorporation (COR) with the County Clerk and subsequently the formal copies of the COR will be provided to the BOT for MDQ's records.
  - Between January 29 and February 2, 2024: Once the COR is received by MDQ, all the three parties will withdraw their cases from the Court and share their filed withdrawals for official records.

As a result of the above Reincorporation:

(2) Board of Trustees (BOT) will be structured in a two-tier manner as follows:

- (a) Eldership Board (EB): role and responsibilities as per MDQ CBL, status shall be 4 years with voting rights ending on Jun 30, 2028 and with vacancy only as a result of resignation, death or non-conformity to MDQ CBL. After June 30, 2028, the Eldership Board members shall no longer have
-



any voting rights nor will ever be eligible for the Elective Trustees candidacy but will continue to remain as non-voting Eldership Board members.

And

(b) Elective Trustees (ET): election, role and responsibilities as per the term limits and procedure defined by the MDQ CBL, with transition to the Eldership Board after having served 6 years as an Elective Trustee and only in case of vacancy so as to not exceed the max/cap of 9 members.

(3) The initial reincorporation board members will be as follows:

<u>"Eldership Board" (till June 2028)</u>	<u>Elective Trustees (every 3 years starting July 1, 2024)</u>
❖ Br. Surat Khan	> Br. Muhammad Shahid
❖ Br. Iqbal Khan	> Br. Muhammad Younas
❖ Br. Amir Farooqi	> Br. Sajjad Ahmad
❖ Br. Hafizur Rehman	> Term of above to end on June 30, 2024
❖ Br. Rafi Rajput	_____
❖ Br. Riad Khawam	_____
❖ Br. Masood Hashmi	> Election in June 2024 → Add 9 new members
❖ Br. Athar Suhail	for 2-year term
❖ Br. Shahid Mian	> Of the 9, 4 to be elected as EC for 2-year term
_____	_____
Max: 9 members	Max: 9 members

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(4) Upon Article 24 Reincorporation, the current EC shall continue till June 30, 2024 (which shall be two-year completion of their term).

(5) New EC will be elected in accordance with the new Article 24 MDQ CBL at the end of June 2024 and will begin its tenure effective July 1, 2024.

(6) Voting Criteria for Members: Members who have paid their membership fee (as verified through both MOHID online CRM system and MDQ Bank list combined) in the 180 days prior to the day of voting.

(7) Eligibility Criteria for Trustees/EC: Members who have paid their membership fee for at least two (2) years prior to the day of the election AND have served for at least one (1) year on an MDQ Committee.

Upon legal formalization and execution of this Mediation Agreement as per the above-stated timeline, all three parties (the BOT Respondents, the Petitioners and the EC Movants), agree as follows:

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the name of Allah, the Most Gracious, the Most Merciful*

**"AND HOLD FAST, ALL OF YOU, TO THE ROPE OF ALLAH, AND BE NOT DIVIDED AMONGST YOURSELVES."**

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- (a) If the above points are accomplished in their complete entirety within the above-stated timeline, all the three parties will withdraw their cases from the Court and share their filed withdrawals for official records.
- (b) If the above points are NOT accomplished in their complete entirety within the above-stated timeline, notwithstanding any unforeseen and/or mutually agreeable circumstances, any party may resume the legal complaint in accordance with the law.
- 

**Agreed Upon on Wednesday January 10, 2024 at MDQ  
by the following representatives of the three parties present in person:**

BOT Respondents

Br. Surat Khan (via video)  
Br. Rafi Rajput  
Br. Iqbal Khan  
Br. Amir Farooqi

Petitioners

Br. Shahid Mian  
Br. Muhammad Shahid  
Br. Muhammad Younus  
Br. Sajjad Ahmad

EC Movants

Br. Nasar Shahid  
Br. Fuad Khan  
Br. Iqbal Syed  
Br. Rumon Prodhan  
Br. Saad Khan

Video Recorded by

Br. Fazal Rehman

Presided and Mediated by

Br. Irfan Iqbal

Chaired by

Imam Muhammad Ajmal

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the name of Allah, the Most Gracious, the Most Merciful*

*"AND HOLD FAST, ALL OF YOU, TO THE ROPE OF ALLAH, AND BE NOT DIVIDED AMONGST YOURSELVES."*

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**APPENDIX E**

**SEAL OF INCORPORATION SUFFOLK COUNTY CLERK**

CC # : C24-6244



**COUNTY CLERK'S OFFICE**  
STATE OF NEW YORK  
COUNTY OF SUFFOLK

The Clerk of the County of Suffolk and the Court of Record thereof do hereby certify that I have compared the annexed with the original

**CERTIFICATE OF INCORPORATION**

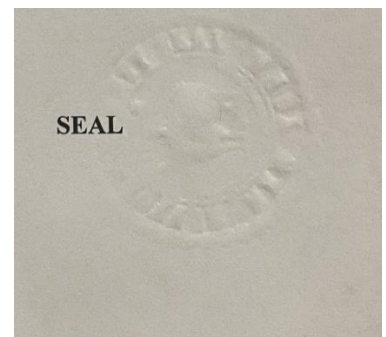
filed in my office on **02/08/2024** -

and, that the same is a true copy thereof, and of the whole of such original.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said County and Court this **02/08/2024**

SUFFOLK COUNTY CLERK

VINCENT PULEO



SEAL