



IHIC - COMMITTEES - POLICIES AND PROCEDURES

Operating Paradigm

Function:

The committees and task force are the crucial, front-line service providers whose work sets a tone and operating ethos for the entire community. They are responsible for the day-to-day IHIC administration, including all support functions, management of volunteers, professional and support staff, fiscal management, member relations, and facilities management.

Mission:

The work ethics and attitudes of the volunteers in these teams affect not only the current community but also influence future generations. Therefore, in keeping with both letter and spirit of our Shia Ithnasheri Islamic values, it is imperative that through these committees we create an atmosphere that:

1. Enhances the spiritual and community experience of membership
2. Fosters purity of intention and selflessness in service to the community
3. Values dedication, commitment and organizational discipline
4. Respects and welcomes all with goodwill by embracing diversity in culture and opinion
5. Cultivates cooperation both within committees and with the wider community
6. Creates a nurturing and safe environment for future generations to grow and learn from, value, and eventually serve the community

Code of Conduct:

In encouraging a spirit of brotherhood, goodwill and organizational discipline, it is crucial that committee heads and members operate within the scope and jurisdiction of their respective committees, diligently perform their assigned tasks, and conscientiously observe the following Code of Conduct:

1. A Committee or its individual members will not represent the IHIC in affairs dealing with other Center and/or agencies without explicit written consent of the President or



EC Secretary. In other matters, they may represent themselves individually as member of the IHIC.

2. Any written communication sent to members or posted on the notice board must receive prior approval from the President or EC Secretary before distribution.
3. Fundraisers for all committees must be authorized by the Treasurer (in consultation with the EC), and the Treasurer will receive and manage all funds received through any activity of the IHIC. This includes all funds received in the way of donations/fees, which shall be handed over to the Treasurer for proper accounting.
4. Main speakers shall be approached and invited by the President, upon recommendation of the Program Committee.

EXECUTIVE COMMITTEE

Scope and Responsibilities

The Executive Committee ((EC) serves as the face of the community, and is charged with representing the IHIC at large. Its functions and primary responsibilities include:

1. Developing and implementing operating procedures and guidelines consistent with the objectives of the IHIC, and creating long and short-term goals and objectives
2. Adopting and adhering to annual budgets
3. Delegating committees and task forces to oversee implementation of these policies and ensuring adequate resources are assigned
4. Assessing and fulfilling the needs of the community
5. Mentoring youth to promote awareness and facilitate eventual succession of leadership posts
6. Appointing EC Committee Liaisons, Committee Heads and Task Force Chairs as needed
7. Communicating with outside organizations.
8. Recruiting and providing support to volunteers in implementing various activities and promoting member participation

Executive Committee Members:

The duty of each individual EC member is to sanction and advance the EC functions as listed above by attending and actively engaging in EC meetings and proposing pertinent issues for discussions. The EC shall have the following officers:

President, Vice President, Secretary, Treasurer and Council Member.



President:

The President is the chief officer of the IHIC and EC, and has full power and responsibility pertaining to that title, including, but not limited to:

1. Call and preside at meetings of the Executive Committee,
2. Appoint and designate the chair of committees or councils,
3. Assign special duties to individual members of the EC, and
4. Sign all agreements and documents on behalf of the IHIC

Vice President:

The Vice President shall:

1. Serve when the President is temporarily absent, exercising all the powers otherwise reserved to the President,
2. Work closely with the President, and may be delegated any functions by the President that are otherwise reserved to that office

Secretary:

The Secretary shall:

1. Create all EC meeting agendas and keep an accurate account of all EC meetings by maintaining minutes in a minutes book and Audio Recording. (The minute book and Audio recording shall be turned over to the incoming Secretary at the end of the term.)
2. Update and maintain all the records of the organization including membership
3. Ensure timely reporting to all appropriate agencies as needed
4. Be responsible for keeping members informed of all activities and functions through appropriate channels.

Treasurer:

The Treasurer is the chief financial officer and has all the power and responsibilities appertaining to that title, and the duties shall include, but not be limited to:

1. Keep an accurate account of the financial transactions of the IHIC
2. Monitor adherence to the budget
3. Cause a financial report to be made periodically and at each regular Executive Committee meeting
4. Shall maintain all membership status and inform the members if they are arrears in the payment
5. Ensure adherence to GAAP (General Accepted Accounting Principals)
6. Shall turn over all records to the incoming Treasurer at the end of the term.



Council Members:

Council Members are representatives elected to the Executive committee by the General Body, and are responsible for:

1. Take on the responsibility of task(s) as assigned by the EC
2. Bring up pertinent issues for discussions by EC

Committee Heads:

In addition to their assigned committee's responsibilities each individual Committee Head shall be responsible for:

1. Developing, documenting and updating its policies and procedures
2. Developing, documenting and updating plans for implementing its assigned task
3. Documenting its plans and actions and
4. Turning over all documents to the incoming Committee Head at the end of the term
5. Formally update EC on fundraising status on a quarterly basis
6. Inform EC of suggested changes and present each for approval

BUILDING AND MAINTENANCE COMMITTEE

The Building and Maintenance Committee (BMC) is appointed or reappointed with each new term of office bearers.

The primary function of the BMC is to continuously upkeep and maintains property and structures. The BMC is also responsible for ensuring timely repairs and improvements when and as necessary.

Objectives:

1. Maintain facilities in good condition
2. Recommend improvements to facilities as necessary
3. Ensure facilities adhere to both high esthetic and legal standards

Structure:

- President appoints BMC Chair
- BMC Chair appoints committee members as he/she sees fit in consultation with EC



Responsibilities:

1. Evaluate facility maintenance and condition regularly
 2. Perform periodic walk-through of all facilities
 3. Ensure and supervise custodial and maintenance activities
 4. Provide and arrange for required, aesthetic, and/or preventative maintenance of facilities
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FUND RAISING COMMITTEE

The Fund Raising Committee (FRC) is appointed or reappointed with each new term of office bearers.

The FRC is responsible for raising adequate funds to cover maintenance, improvements and on going programs for the benefit of the community. FRC Committee Members will develop annual fund raising plans in consultation with the Treasurer, cultivate potential donors and convert them to actual donations.

Objectives:

1. Plan fundraising activities for the community in conjunction with the Programming Committee
2. Increase awareness of our community and our cultural traditions through fundraising activities
3. To use this forum wisely and to not only raise monetary contributions but also to educate, motivate and promote the communal bonds of love, affection and caring
4. Actively recruit, contributions and Donations from other members, groups, organizations
5. Ensure all Funds raised are in good faith and are for the upkeep, maintenance and events held at the Center – i.e. Food, Aalim, general maintenance, Quran recitation prizes etc.

Structure:

- President appoints FRC Chair
- FRC Chair appoints committee members as he/she sees fit in consultation with EC President.



Responsibilities:

1. Offer support to the EC in all fund-raising efforts
 2. Plan and promote fund raisers in accordance with the Programming Committee
 3. Involve children and youths of the community in fundraising programs as frequently as possible without compromising the quality and focus of the events
 4. Participate in the identification, cultivation, recognition and solicitation of major donors
 5. Develop new avenues for fund-raising, including new types of appeals, grants, or events.
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MADRESSAH COMMITTEE

The Madressah Committee (MC) is a standing Committee and is appointed or reappointed with each new term of office bearers.

The Madressah Committee is in charge of the most critical responsibilities in our Center, including but not limited to:

- A. Motivating, educating, and enhancing the Islamic knowledge of the community children and youth
- B. Employing modern methods to provide moral, psychological, and practical guidance and training to community children and youth in accordance with Islamic values

Objectives:

1. Educate community children and youth to appreciate and understand the Islamic culture and values
2. Guide community children and youth in developing and cultivating a strong Islamic identity by acquainting them with past and present contributions of Islam
3. Promote fraternity through social activities amongst the children, youths and the community at large

Structure:

- President appoints MC Chair
- MC Chair appoints volunteers and committee members as he/she sees fit in consultation with President and Secretary



Responsibilities:

1. Create, implement, and oversee teaching philosophy and curriculums
2. Maintain up-to-date student records including registration, attendance, and grades
3. Solicit and recognize volunteers as needed
4. Publish and circulate information through quarterly Madressa programs and functions
5. Arrange for teacher development programs as required.

LADIES COMMITTEE

The Ladies Committee (LC) is appointed or reappointed with each new term of office bearers.

The Ladies Committee is the glue that binds the community together as it serves and facilitates functions at the IHIC. It promotes the interest of the ladies within the community by identifying special needs and programs and providing support services at the IHIC as needed during functions.

Objectives:

1. Arrange for social and educational activities that promote sisterhood and affiliation within the community
2. Represent, promote and protect the interests of the community ladies at EC level
3. Supervise general catering and cleanliness needs of the IHIC

Structure:

- President appoints LC Chair
- LC Chair appoints volunteers and committee members as she sees fit in consultation with President.

Responsibilities:

- 1) Manage the ladies program at all occasions.
- 2) Liaison with Program Committee to ensure successful execution of programs at all events.
- 3) Organize and overlook all ladies sub-committees.
- 4) Make announcements in the ladies side when needed.
- 5) Ensure safe and reasonably clean environment of the ladies side at all times.
- 6) Report any maintenance need in ladies section to Building Administrator.



KITCHEN COMMITTEE

The Kitchen Committee (KC) is appointed or reappointed with each new term of office bearers.

Objectives:

1. To maintain clean and organize kitchen area
2. To serve the food during different occasions.
3. To prepare the menu for different occasions
4. To obtain meal sponsors for different events

Structure:

- Chair appointed by president
- The chair will select volunteers as they see necessary in consultation with the President.

Responsibilities:

1. Ensure all catering needs are met for community functions through volunteerism, sponsorship, and/or negotiation of fees with caterers
2. Maintain adequate food and cleaning supplies at all times (i.e. kitchen, tea, sanitary and miscellaneous supplies)
3. Supervise cleanliness of the kitchen, bathrooms, and the main halls
4. Appoint, manage, and train volunteers to support catering functions and maintain general cleanliness
5. Publish and circulate information regarding Kitchen programs and functions through the Program Committee.

PROGRAM COMMITTEE

The Program Committee (PC) is appointed or reappointed with each new term of office bearers.



The Program Committee is a key function that holds the power to impact and foster communal bounds through the organization, scheduling of community events and special functions.

Objectives:

1. To conduct meaningful programs and events at the center intended to educate and motivate the community and enhance communal spirit, with the secondary objective to maintain valid traditions
2. To hold programs that will attract community children and the youths without alienating elderly members

Structure:

- President appoints PC Chair
- PC Chair appoints committee members as he/she sees fit in consultation with President.

Responsibilities:

1. Schedule and manage community events and functions as dictated by the EC
2. Select program content for all functions and assign reciters/speakers as needed
3. Plan and recruit speakers for major seasons, i.e. Muharram, Ashae Zaynabia, Ramadhan, etc. for a 5-year span if possible
4. Regularly publish and circulate program calendars, adhering to the following schedule:

Program Schedule

Mailing Date

January to March

December 10th

April to June

March 10th

July to September

June 10th

October to December

September 10th

5. Distribute program revisions and/or special circulars as needed
6. Create a system to inform all community members of any program changes
7. Involve community children and youths as frequently as possible without compromising the quality and focus of the events.

AUDIT COMMITTEE



The Audit Committee (AC) is appointed or reappointed with each new term of office bearers.

This Committee is a group of qualified professionals providing oversight by reviewing the organization's financial records. AC is charged with the responsibility of conducting an independent evaluation of the financial reports and records and the internal controls of IHIC, verifying the reliability of financial reporting, determining whether assets are being safeguarded, and whether the law, the Discipline, and policies and procedures are being complied with.

Objectives:

1. Ensure adequate check and balance system
2. Ensure a measure of transparency
3. Discharge responsibility as good stewards of communal finances
4. Reinforce the message to the membership that you care about their gifts

Structure:

- General Body elects the Auditor
- Treasure will be the liaison between EC and auditor.

Responsibilities:

1. The AC is charged with the following tasks:
2. Independent verification of the treasurer's reports
3. Follow the money and test how it is treated at different steps and petty cash.
4. Documentation of proper use of the donated money/gifts as stipulated by each donor.

In addition evaluates:

- a) Accounting controls (systems that reduce the possibility of loss or errors);
- b) Segregation of duties (assurances that more than one person is involved in critical steps in handling money so that there can be checks and balances);
- c) Evaluation of systems and procedures in place to assure their cohesiveness and functionality.
- d) Adequacy of insurance coverage.
- e) Systems for retaining and accessing meeting minutes with financial implications

Notes:

"Independent" means that the auditor must not be subject to control or influence by anyone who has responsibility for the financial accounts and records of the center. There should not



be even the appearance of a relationship that may dilute the perception of the independence of the auditor.

Generally, a person who is "qualified" to perform an audit will have some experience with accounting principles, such as those gained through bookkeeping, office management, or accounting courses. The person must have the time to devote, have the initiative to follow through on asking banks and donors for information verifying financial data and then to complete the necessary reports. Ideally, appoint an accounting professional from amongst the membership who is not serving that center in any of the financial offices and who is willing to perform the audit as a donation of services.

Community Mediation Board

- (a) A member aggrieved by the Executive Council and desiring mediation of the conflict may request an Executive Council officer to establish a Mediation Board. The Executive Council shall trigger a three-person Mediation Board. The aggrieved party shall appoint a member and the Executive Council another member from amongst themselves or the membership. These two appointed members shall then appoint a third member to the Mediation Board.
- (b) A member aggrieved by another member and desiring mediation to the conflict may request an Executive Council officer to establish a Mediation Board. The Executive Council shall trigger a three-person Mediation Board. The parties to the conflict shall each appoint a member and together these two members shall appoint a third member from amongst the membership.
- (c) A sponsoring member of a declined applicant to membership may petition the secretary in writing to trigger a Mediation Board to review the declined application. The Mediation Board then shall comprise the sponsor, an officer and a third member appointed by them.
- (d) The Mediation Board shall report their findings and recommendations to both parties. Should a party not be satisfied with the recommendation of the Mediation Board this party may then appeal to the membership at an Annual or General Meeting using procedures established to move resolutions therein. The majority decision of the membership present at the said meeting shall then be binding.



General Meeting/Annual Meeting/Emergency Meeting:

APPENDIX A

RULES OF ORDER

- 1) At all meetings, an Executive Committee member shall preserve order and decorum as a Chairman for the meeting, and decide questions of order and practice, stating the rules applicable.
- 2) The Chairman shall not vote on any motion at a General Meeting unless on an equal division, except in the election of Executive Committee.
- 3) Every member shall, previous to speaking rise and address the Chairman.
- 4) When two or more members rise at the same time, the Chairman shall decide who is to speak first.
- 5) When the Chairman is putting a question, no member shall speak or move about in the meeting room.
- 6) No member, while speaking, shall be interrupted except upon a point of order.
- 7) When a member is called to order, he shall resume his seat until the question of order is decided; he may, however, be permitted to explain.
- 8) No member shall use improper or obscene language, nor speak beside the question in debate.
- 9) No member shall speak more than once on the same question, no longer than ten minutes, without permission of the Chairman, except the mover who shall have the right to reply, after which the debate shall close.
- 10) A motion to adjourn shall always be in order, except when it was the next preceding motion.
- 11) A member may require the motion under discussion to be read for his information at any time during the debate, except when another member is speaking.
- 12) A motion may be withdrawn at any time before decision by permission of the meeting.
- 13) When a question is being debated, no motion shall be received, except to amend, postpone or to lay on the table the previous question or to adjourn.
- 14) On the call of three members, the "previous question" shall be put, and until decided, shall preclude all amendments or debates, and shall be submitted in the following words: "Shall the vote on the main question be now taken?"



- 15) All motion before being debated shall be read by the Chairman.
 - 16) No motion to amend an amendment to an amendment shall be received.
 - 17) The vote shall be taken only upon the request of three members
 - 18) Any member refusing to take his seat when ordered by the Chairman may be expelled by the Chairman for the remainder of the session.
 - 19) Unless otherwise required by the By-Laws, all votes shall be by a simple majority.
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Appendix B

Open Memberships

Section 1: Who is eligible

1. All Community members interested in taking advantage of this one time opportunity would have to fill out a new membership application.
2. All previous donors of IHIC and their dependants are eligible.
3. All community members who have previously been a member of IHIC are eligible.
4. New community members who do not fit any of the above criteria would need to present signatures from four current community members along with their application forms.

Section 2: Maintaining status and elected office

This section only applies to the full members and the elected officers who have been given membership and elected for office under the general amnesty section and is only valid through their first two year term of elected office and membership. After that time Appendix B will be void and the Bylaws guidelines will be in force.

- 1) To maintain status of full membership, members would need to stay current with their membership dues for the first two years on a monthly basis. Any violation of this rule will result in immediate revocation of full membership.
- 2) To maintain the elected office, members would need to maintain their good status and satisfy the "Active participant" definition as described under By-law 5 section 1a and section 1c for the first two years on a monthly basis. Any violation of this rule will result in immediate removal from elected office. In that case a general meeting to elect new officers will be called by election forum officers within 30 days.



HANDING OVER PROCESS

The objective of handing over is to allow the new administration to take charge and become effective immediately upon being elected to office, with no interruption to services.

The following checklist will facilitate a comprehensive and smooth transition and apprise new EC of the commitments that extend to their office term.

Facilities:

1. Hand over all keys. Explain other key location or issues
2. Hand over the Security codes with instructions to change them
3. Inform them of members who were involved in maintaining the facilities
4. General cleaning service, schedule, storage, etc.
5. Share insights and pending maintenance issues

General Operations:

1. Hand over copies of the Operational Guidelines
2. Point out current committee Heads and Members
3. List of contacts – see next page
4. Share insights and pending issues

Secretarial Issues:

1. Hand over all the past records, including correspondence, minutes, etc.
2. Show physical location and organization of files and records
3. Share insights and pending issues

Treasurer Issues:

1. Explain the general policies and procedures
2. Check and cash recording process and procedures
3. Explain system and hand over any passwords
4. Hand over all the records and related items
5. Share insights and pending issues

Program:

1. Program schedule and operations



2. Speaker's Commitments made for the following years
3. Share insights and pending issues

Communication:

1. Telephone Answering Service - How to change recording
2. Mailing List – How to send out circulars and information to members
3. Website – General operation and maintenance – Web Master

Suggested Action Items for New Executive Committee:

1. Plan for an Orientation Workshop
2. Appoint heads of all committees
3. Issue keys to new members
4. Set Goals and implementation plans for the next two years
5. Confirm and plan for Speaker for Muharrum and other Occasions.

Leverage the experience and lessons from willing past Executive Committee (and skilled or expert contributors) and seek their help in assisting with projects and activities. This makes for a more united and inclusive community. The scope of successfully running an organization is broad, and this task can be shared by many.



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