



**Islamic Association of the Tennessee Valley, Inc.**

**HIC**

**APPROVED/ADOPTED**

**RESOLUTIONS**

**October 22, 2016**



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**RESOLUTION (Merriam-Webster definition):**

A formal statement of opinion, will, or intent voted by an official body or assembled group (in case of HIC the “General Assembly” represents the official body).

**SUMMARY**

Following is the summary of the Resolutions approved/adopted:

- 1997 - No Resolution approved/adopted by the General Assembly
- 1998 - No Resolution approved/adopted by the General Assembly
- 1999 - 3 Resolutions approved/adopted by the General Assembly
- 2000 - 1 Resolution approved/adopted by the General Assembly
- 2001 - No Resolution approved/adopted by the General Assembly
- 2002 - 1 Resolution approved/adopted by the General Assembly
- 2003 - 1 Resolution approved/adopted by the General Assembly
- 2004 - 2 Resolution approved/adopted by the General Assembly
- 2005 - 2 Resolution approved/adopted by the General Assembly
- 2006 - No Resolution approved/adopted by the General Assembly
- 2007 - 2 Resolution approved/adopted by the Special General Assembly
- 2007 - No Resolution approved/adopted by the General Assembly
- 2008 - 2 Resolutions approved/adopted by the General Assembly.
- 2009 – 7 Resolutions approved/adopted by the General Assembly.
- 2010 - 1 Resolution approved/adopted by the General Assembly
- 2012 - 3 Resolution approved/adopted by the General Assembly
- 2013 - 1 Resolution approved/adopted by the Special General Assembly
- 2013 - 1 Resolution approved/adopted by the General Assembly
- 2014 - 1 Resolution approved/adopted by the General Assembly



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

2015 – 6 Resolutions approved/adopted by the General Assembly

2016 – 2 Resolutions approved/adopted by the General Assembly



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**RESOLUTIONS:**

**Calendar Year 1999:**

1. To facilitate HIC financial picture, the membership dues shall be revised to \$40.00 for family membership and \$20.00 for single & student membership. [Note: This resolution is superseded by the resolution passed in 2002 & 2003].
2. HIC to adhere to the decisions made by ISNA regarding celebrating Ramadaan (starting/ending), Eid-ul-Fitr, & Eid-ul-Adha. [Note: This Resolution is superseded by the resolution passed in April, 2007]
3. General Secretary must post a summary of the HIC board meetings once it has been approved. Meeting summaries should not contain any sensitive information.

**Calendar Year 2000:**

1. To provide guidance for our youths and foster brotherhood, the HIC Board must appoint a Youth Coordinator for the Boys and Girls Youth Groups respectively. The Coordinator must be within the 18 -30 years age group and should work towards promoting camaraderie and enhanced communication.

**Calendar Year 2002 & 2003:**

1. Membership Dues shall be based on sliding scale i.e.
  - a. \$40.00/month per family for households with incomes above \$50,000/yr.
  - b. \$20.00/month per family for households with incomes less than \$50,000/yr.
  - c. \$40.00 per year for students & their families

NOTE: Membership dues for individuals/families with hardships shall be waived or reduced

**Calendar Year 2004:**

1. Any significant structural modifications, including addition/removal of permanent partitions and wall (irrespective of the cost), shall be approved by the General Assembly
2. The board shall appoint a spokesperson for HIC. The appointed spokesperson shall be the only person authorized to speak on behalf of HIC. The term for the spokesperson shall for a period of two years and run concurrent with the board appointing the spokesperson. The spokesperson shall be media savvy and presentable.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2005:**

1. The board shall maintain funds, in the HIC bank account; equivalent to six months of regular operating expenses i.e. \$25,000.00
2. Funds in the HIC account are to be used mainly for operating, maintaining, construction and repair expenses. Other miscellaneous expenses such as supporting Interfaith Mission, youth organizations, IAH, charitable organizations, etc. are also allowed subject to \$2500.00 per event and maximum of \$5000.00 per year unless approved otherwise by the General Assembly.

**Calendar Year 2007:**

- 1a. HIC to adhere to the decisions made by ISNA regarding celebrating Ramadan (starting/ending), Eid-ul-Fitr in spite of the methodology they are using now or in the future.
- 1b. HIC to follow the announcement of Hajj dates in Mecca in regards to the determination of the beginning of Dul-Hijja month, day of Arafa, and the beginning of Eid -ul-Adha.
2. The sanctity of the prayer hall has to be maintained. No member of the community or the board is allowed to voice personal opinions, grievances, racial or ethnic comments, etc. in the prayer hall. The appropriate forum to express such concerns should be a specially arranged community meeting or General Assembly. It is important to debate all such concerns and views in an environment where there is an equal opportunity to hear opposing views and rebuttal.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2008:**

1. Islamic Academy of Huntsville (IAH) structure

IAH board members:

- HIC Secretary of education (1, breaks tie)
- Two directors appointed by secretary of education (2)
- Prior secretary of education and prior chair (2)
- Parent-Teacher Association (PTA) president (elected by parents) president (1)
- Principal, as an observer (1)
- Teacher representative, as an observer (1)
- 3 more members selected by above members (preference for parents and senior community members)
- Total number is 11 (9 voting)
- In case any of vacancy (resignation, etc.), IAH board will appoint a replacement by simple majority
- IAH chair is an IAH board member elected by rest of IAH board
- IAH board ensures and protects IAH bylaws, rules, regulations, and policies

2. Property Manager

The HIC and its younger organization IAH are growing rapidly and their demands are increasing quickly. These two organizations need a manager. The manager's responsibilities will consist of both administrative and maintenance parts

- 1) Work at least 4 hours per weekday.
- 2) Report to the HIC's general secretary.
- 3) Receive mail and respond accordingly and quickly.
- 4) Answer the phone and respond accordingly and quickly.
- 5) Help the general secretary with any administrative paperwork.
- 6) Manage the cleaning crew for both HIC and IAH.
- 7) Manage all necessary maintenance for both HIC and IAH.
- 8) Manage all new renovations or upgrades for both HIC and IAH.
- 9) Help IAH principal for any necessary physical help.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2009:**

1. Addition of a 20X30 feet storage building

The proposed storage building will be located in the back of the gym, connected by a door. The total cost of the project is estimated at \$30,000. There are commitments from several community members to fund this project. The contribution from the HIC funds will be minimal (less than \$5,000).

2. Expand the HIC prayer hall

Currently the prayer hall is running at its capacity during Fridays. It needs to be expanded to accommodate future needs. The HIC Board discussed the following two proposals:

- a. Expand the prayer hall into the community-hall. This was original plan during the construction of the Center.
- b. Expand the prayer hall on the side (towards west)

An architect will finalize a plan. The final plan will be presented in a Town-hall meeting before work begins.

Fund for the project was raised during the fund-raiser in Ramadan.

3. Hold Town-Hall Meetings

There should be a town hall meeting every quarter and effort should be made that majority of board members should be present in that meeting.

4. No Smoking Policy on HIC Compound

Smoking is not allowed within 200 meters two hundred meters (600 feet six hundred feet) from Masjid HIC buildings (HIC, IAH, Gym).

Application: To be effective immediately upon passage of resolution.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

5. The Composition of the IAH Committee

IAH committee members:

- i. HIC Secretary of education (1)
- ii. Two directors appointed by secretary of education (2)
- iii. Prior secretary of education and prior chair (2)
- iv. Parent-Teacher Association (PTA) president (elected by parents) president (1)
- v. Principal, as an observer (1)
- vi. Teacher representative, as an observer (1)
- vii. 3 more members selected by above members (preference for parents and senior community members)

Total number is 11 (9 voting)

In case any of above members resigns, IAH Committee will appoint a replacement by simple majority. IAH committee ensures policies and procedure dated November 2008. IAH committee works under HIC Board's general supervision.

This resolution replaces the existing resolution regarding composition of IAH committee.

6. Posting of Board member names on bulletin boards

After the election of the nine candidates to the HIC board. The elected officials must have their names posted on bulletin boards in the Masjid so that community members can join the committee of their choice. For example if one wants to be on the Education, or the Dawaa committee etc. etc. This will avoid people selecting their close friends, or those within their own ethnic group.

7. Purchase a Rural Property for the HIC

HIC purchase rural property in Madison for future expansion.





**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2010:**

Change the Election Process for HIC Board

- 1) Written candidate nominations for the HIC Board candidates must be seconded by an HIC voting member in good standing and shall be submitted to the General Secretary four weeks prior to the GA meeting.
- 2) Nominees for the HIC Board shall meet all the requirements outlined in the HIC By-laws document.
- 3) Nominees for the HIC Board shall be members in good standing. Nominees with arrears in membership dues shall not be eligible.
- 4) The GA meeting notice must contain the names of all the nominees who have accepted the nomination. The GA meeting notice shall be sent no later than 10 days prior to the GA meeting.
- 5) One week prior to the GA election, a gathering may be organized for the nominated members to present their case to the attendees. Participation in this event is entirely voluntary.
- 6) Floor Nomination will be accepted on the day of general assembly

**Calendar Year 2012:**

1. Prayer Hall Expansion

Select one layout option to expand prayer hall by annexing half of the old community hall. Prayer hall expansion was previously approved in 2009.

2. HIC Building Expansion

Build a new community hall (north of existing community hall) for HIC since half of the old community hall will be used up by the prayer hall expansion.

3. IAH Facility Expansion

Expand HIC Facility above (upstairs) the new proposed community hall to add class rooms for the IAH.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2013:**

1. Purchase of COSMOS Property for HIC

Acquire COSMOS property for HIC.

2. IAH Committee

The Islamic Academy of Huntsville (IAH) shall be governed by a Committee approved by the HIC Board. This Committee is responsible to oversee all aspects of the IAH. This committee shall make periodic evaluations of the number, composition, and the tenure of the Committee members. All such changes must be approved by the HIC Board. *(This resolution supersedes the General Assembly resolutions approved on 2008 and 2009 for the IAH.)*

**Calendar Year 2014:**

Change the Election Process for HIC Board

- 1) Written candidate nominations for the HIC Board candidates must be seconded by an HIC voting member in good standing and shall be submitted to the General Secretary four weeks prior to the GA meeting.
- 2) Nominees for the HIC Board shall meet all the requirements outlined in the HIC By-laws document.
- 3) Nominees for the HIC Board shall be members in good standing. Nominees with arrears in membership dues shall not be eligible.
- 4) The GA meeting notice must contain the names of all the nominees who have accepted the nomination. The GA meeting notice shall be sent no later than 10 days prior to the GA meeting.
- 5) One week prior to the GA election, a gathering may be organized for the nominated members to present their case to the attendees. Participation in this event is entirely voluntary.
- 6) Board members nomination should be closed 3 weeks before the Election Day. Hence, nominations will not be accepted during the Election Day

Note: *(This resolution partially supersedes the General Assembly resolutions approved in 2010)*



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2015:**

**A. Resolution Approved for the Islamic Academy of Huntsville**

**Selection & Composition of the IAH School Board**

1. The IAH Committee shall be re-named the IAH School Board.
  2. The IAH School Board shall be governed by eight members. (7 Voting Members & 1 Non-Voting member).
  3. Composition of the IAH School Board:
    - a. Six of the seven voting members, except HIC Secretary of Education, shall be elected (6)
    - b. HIC Secretary of Education is the member of the HIC Board (1)
    - c. The Principal of IAH shall be an observer & a non-voting member (1)
  4. The elected members shall be elected for a duration of 2 years.
  5. Through majority vote, the IAH School Board shall:
    - a. Elect a Chair
    - b. Elect a Vice-Chair
    - c. Elect a General Secretary
    - d. Elect a Treasurer
    - e. Elect an Academic Affairs Secretary
    - f. Elect a Student & Parent Affairs Secretary
- \* Job description for each role shall be detailed in the IAH Policies & Procedures document.
6. The IAH School Board election shall take place once a year, during the HIC's General Assembly meeting. Quorum for the School Board election shall be established when 51% of the HIC voting members are present.
  7. An IAH voter list shall be finalized one-week prior to the IAH School Board election. All voting members of the Huntsville Islamic Center shall be eligible to vote.
  8. IAH Parents (mother and father) shall be eligible to vote for the IAH School Board election, maximum of 2 parent members per family with a registration deadline of three weeks prior to the election.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

9. The IAH School Board shall have staggered terms; 3 members shall be replaced every year, at the end of their 2-year term.
10. In special circumstances, an IAH School Board member can be replaced or impeached by a four out of 7 majority vote of the IAH School Board. Application of this clause shall be exercised on rare instances of obstructive member, whose actions are not aligned with the vision and the mission of the school.
11. Advisory Council Members: At any time the IAH School Board may form an Advisory Council to assist with the management, and refinement of the vision and the mission of IAH. Members of the Advisory Council shall be selected from a diverse group of donors and experienced Community members.
12. Vacancies:
  - a. Vacancies on the IAH School Board, for any reason may be filled by a 4 out of 7 majority vote of the IAH School Board members.
  - b. In case of more than four vacancies on the school board during a given time the School Board should be considered dissolved and a new School Board shall be elected.
18. If the Chair of the IAH School Board resigns or is impeached, the Vice-Chair shall assume the responsibility of the Chair. If both the Chair and the Vice-Chair resign or are impeached, the General Secretary of the IAH School Board shall assume the responsibilities of the Chair until the next election. If the entire School Board resigns, a new election shall be held with an emergency GA session & election.
19. Quorum for the IAH School Board meetings shall be established when:
  - a. A majority of the members of the IAH School Board are present.
  - b. All decisions of the IAH School Board shall be carried by a simple majority vote whenever quorum has been established. The IAH School Board Meeting shall follow the leadership hierarchy established in item 5 above.
20. Special Circumstance for 2015:
  - a. The IAH School Board is to be a fully elected body with 6 members being elected within 1-2 months of the next 10/2015 GA meeting & election.
  - b. First election term: three members to be replaced after one year; three members to be replaced after two years.  
Initial members' term, 1 year versus 2, to be decided by the IAH School Board by majority vote for the 1<sup>st</sup> term only; thereafter, each member shall serve a maximum of 2 years, unless re-elected by the GA.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**B. Other Resolutions**

1. The sanctity of the prayer hall and the HIC facility must be preserved. No individual member of the community or the Board shall have the right to use the microphone or distribute any printed material, within the HIC premises, to voice personal opinions, grievances, racial/ethnic comments, etc. without prior approval from the Board. The appropriate forum to express such concerns should be a specially arranged community meeting or General Assembly. It is important to debate all such concerns and views in an environment where there is an equal opportunity to hear opposing views and rebuttal.
2. Before Election Event: Election committee members cannot run as candidates in the election they are organizing, coordinating.
3. Pre-General Assembly: The HIC board shall name a GA resolution committee that
  - a) Provides resolution-writing services and writing assistance to all board members that are not English savvy and wish to offer input to the GA event
  - b) Can help and oversee the application of adopted GA resolutions
  - c) Can arbitrate any issues raised pre-GA , during GA and post GA.
4. After each new election, each newly elected board member shall form a working committee of at least four members (including the HIC board member) who acts as the chair of the committee. The board member shall publish the committee members, tasks and new goals for the elected term within a maximum of four weeks.
5. When a board member exits at the end or before the end of his/her term, he/she shall provide lessons learned report for the organization's continuity and maturation. This report can also be used to help with the transition and not leave any voids between outgoing and in-coming members.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

**Calendar Year 2016:**

1. Forgive HIC's loan to the IAH for the approximate total amount of \$45,000 for calendar years 2014 and 2015.
2. Renovate Cosmos and use it as a large community/event hall. Have a youth room for girls and boys, utilize the existing racquetball court, have classrooms upstairs for adult or community classes and most importantly have a commercial kitchen.

HIC Community has been expanding and more space is needed to provide different activities for our members to work and play together. Ramadan pot lucks, Eid functions, graduations, weddings can all be arranged there.



**In The Name of Allah The Most Gracious The Most Merciful  
Islamic Association of the Tennessee Valley, Inc.  
APPROVED RESOLUTIONS**

*This document is being issued to reflect all the Resolutions approved/adopted by the General Assembly through the October 22, 2016 Annual General Assembly meeting.*

Reviewed By: Shah Alam  
Shah Alam, General Secretary

Reviewed By: Mohd. Robbani  
Mohammad Robbani, Treasurer

Approved By: Iqbal Saeed  
Iqbal Saeed, Vice President

Approved By: Mateen Muhammad  
Mateen Muhammad, President