

Duties and Responsibilities of Board and Committees

Article I

Purpose

The purpose of the policy is to safeguard this organization's (American Muslim Diversity Association - AMDA) and its member's interest and to operate the organization in an orderly, efficient, and peaceful manner with transparency. This policy is intended to supplement but not replace any article of the AMDA Constitution or its By-laws.

Article II

Preamble

By the authority vested on AMDA Board of Trustees (BOT) per Michigan Corporation Act 327-1931, under which AMDA is endorsed (public approval) by the State of Michigan to be organized, and the trust and authority bestowed on the trustees to operate the organization in an orderly, efficient, and peaceful manner with transparency, we the AMDA BOT have agreed to institutionalize the following policy that describes some of the duties and responsibilities of different board and committees of AMDA. This policy compliments the duties and responsibilities mentioned in the constitution of AMDA.

Article III

Duties and Responsibilities

Following sections describes the duties and responsibilities of different boards and committees in this organization.

1. The Board of Trustees (BOT) shall have the following duties and responsibilities:

- a. The Board of Trustees shall be the guardian of the masjid located at 44760 Ryan Road, Sterling Height Heights, Michigan. It shall also act as guardian of all real estate, or business venture and all the funds of AMDA.
- b. The Board of Trustees shall be responsible and accountable for all and every activity of AMDA. These responsibilities can be delegated to other board and committees, but overall accountability shall be on Board of Trustees as required by the public act of the State of Michigan.
- c. The Board of Trustees shall be responsible for proposing and adopting policies and procedures of AMDA.
- d. Be responsible for the long-term strategy and interests of AMDA to accomplish the purposes, aim, mission and vision of AMDA.
- e. They shall review and approve or disapprove by simple majority of the BOT members the annual budget of AMDA duly prepared and submitted by the Board of Representatives.
- f. They shall review and take necessary action according to the constitution for amendment recommendation of the constitution and by-laws.
- g. They shall review and approve or disapprove any transaction of real estate, including selling, buying, financing and construction.
- h. They shall help the Board of Representatives in raising funds for AMDA.
- i. Authorize one member of the Board of Trustees and one member of Board of Representatives, in writing, for withdrawing funds from any bank account of AMDA.
- j. The authorized member from the Board of Trustees shall cosign checks along with authorized member of Board of Representatives for amount exceeding \$5,000.
- k. They shall appointment, approve the salaries and sign the contracts of long term (more than three months) full time or part time employees or independent contractors of AMDA.

Appointments with short term (three months or below) prospect which are of one-time nature, could be delegated to Board of Representatives.

- l. The Board of Trustees shall select a chairperson from among themselves following the procedure mentioned in AMDA constitution. Main responsibility of the chairperson is to conduct board meeting as a secretary/coordinator of the board and be the voice of the BOT Members per constitution. Leadership is a shared concept (decision by Shura/consultation) in this organization and one person is not to be treated as the sole authority to make decision on behalf of the board or the organization.
- m. The Chairperson of this board shall call and conduct this board's meeting according to the constitution and shall be responsible to document and publish the proceedings on AMDA website.
- n. Keep AMDA endorsed in the state of Michigan by mentioning each member of Board of Trustees by name at the time of endorsement submission as required by the State of Michigan.
- o. Ensure that the non-profit status is maintained/renewed and any change in the list of officers is updated with IRS/State of Michigan.
- p. The members of BOT shall maintain organizational confidentiality as a standard organizational practice and all communications related to this organization shall be conducted using the email address provided by this organization.

2. The Board of Representatives (BOR) shall have the following duties and responsibilities:

- a. Plan, manage and execute the activities to accomplish the purposes, aim, mission and vision of AMDA.
- b. Implement the constitution in entirety without reservation.
- c. The Board of Representatives shall be responsible for proposing policies and procedures of AMDA to BOT.
- d. They shall be responsible for short term (three months or less) and one time appointment of individual contractors for AMDA.
- e. Appropriate funds in agreement with the Board of Trustees for various activities of AMDA.
- f. Establish procedures in routine matters and recommend amendments to the constitution and by-laws to BOT according to the Constitution.
- g. Review and approve or disapprove membership applications per constitution.
- h. Prepare annual operating budget for AMDA.
- i. The Board of Representatives shall select a chairperson from among themselves following the procedure mentioned in AMDA constitution. Main responsibility of the chairperson is to conduct board meeting as a secretary/coordinator of the board and be the voice of the BOR Members per constitution. Leadership is a shared concept (decision by Shura/consultation) in this organization and one person is not to be treated as the sole authority to make decision on behalf of the board or the organization.
- j. The Chairperson of this board shall call and conduct this board's meeting according to the constitution and shall be responsible to document and publish the proceedings on AMDA website.
- k. The members of BOR shall maintain organizational confidentiality as a standard organizational practice and all communications related to this organization shall be conducted using the email address provided by this organization.

3. The Standing Committee (SC) shall have the following duties and responsibilities:

- a. Standing committee shall support the BOT & BOR to execute the activities to accomplish the purposes, aim, mission and vision of AMDA.

- b. The SC may exercise all powers and authority delegated by the Board of Trustees or Board of Representatives to it in the execution of the business affairs of AMDA.
- c. The committee shall meet as required for execution of delegated business affairs of AMDA.
- d. The SC members shall maintain organizational confidentiality as a standard organizational practice and all communications related to this organization shall be conducted using the email address provided by this organization.
- e. If needed the standing committee shall select a chairperson from among themselves following the procedure mentioned in AMDA constitution. Main responsibility of the chairperson is to conduct specific committee meeting as a secretary/coordinator of the specific committee and be the voice of the specific committee members per constitution. Leadership is a shared concept (decision by Shura/consultation) in this organization and one person is not to be treated as the sole authority to make decision on behalf of the specific committee or the organization.