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In the name of Allah, the Most Beneficent, the Most Merciful

Islamic Institute of Torrance, Inc.

By-Laws 11-011-2023

Article I: Name and Location

The name of the corporation shall be the Islamic Institute of Torrance Inc. (IIT) hereinafter referred to as the "Corporation" or "IIT" The principal office for the Corporation shall be in the city of Torrance, California 90504.

Article II: Description

IIT is a non-profit, religious, charitable, and educational institution. This corporation is setup exclusively for one or more of the purposes as specified in Section 501 (c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 of the Internal Revenue Code.

Article III: Purposes

The purpose and activities of IIT shall be to advance the teachings of Islam and to serve the Muslim community and community at large in the Torrance area. Towards this end, it shall:

3.1: Activities

1. Hold classes for children for five (5) years old and up
2. Promote closer ties, relations, unity, and cooperation among Muslims residing in the Torrance and its neighboring cities to achieve its goals and objectives within the limits of the law of the land
3. Promote friendly relations and understanding between Muslims and non-Muslims.
4. Provide Islamic education to Muslim children and adults and seek cooperation and alliances with other Islamic schools in the area.
5. Educate Muslims and non-Muslims about Islam through various projects, lectures, programs, and activities.
6. Promote services and activities for the betterment of the community.
7. To promote Islamic values in areas of worship and human relations within and outside Muslims Community, within the Laws of the United States of America (Federal, State of California and City of Torrance).

3.2: Locations

IIT shall maintain its office in the city of Torrance,

3.3: Office

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IIT shall maintain an office on its premises located at 18103-09 Ave, Torrance, CA 90504, or as agreed upon by the IIT Executive Shura Council.

3.4: Guidance and Direction

IIT may adopt the guidance and direction of Islamic Shura council of Southern California (ISC SoCal), Fiqh Council of North America (FCNA) & Assembly of Muslim Jurists of America (AMJA) for all religious affairs and practices based on Qur'an and authentic Sunnah for maintaining peaceful environment, harmony and unity among all Muslims who are attending IIT.

IIT will join with majority of Masajid and larger Muslim community of Southern California and USA for establishing Ramadan and Eid festivity.

3.5 Identity of Institution

Islamic institute of Torrance belongs to all people who attend, learn, pray, support, and sponsor its programs and activities. It also opens its door to non-Muslims who like to explore and learn about Islam. IIT will maintain its identity, image, and public perception free from all religious sects/groups or ethnicity such as color race nationality and language etc. Any types of names tagging, and label shall not be allowed to be associated with IIT other than its own identity "Islamic Institute of Torrance" If majority of IIT members observe such inclination then immediate action and rectification will be done by addressing the issue in the Patrons Council (PC).

Article IV: Affiliation with External Organization

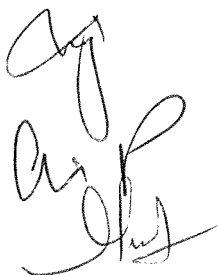
IIT will collaborate with external organizations and institutions both religious and non-religious for improving community training and development. All external organizations and their programs will be reviewed and approved by Program Committee and IIT Executive Shura Council.

Article V: Membership

5.1: The membership of IIT shall consist of three categories: Regular, Associate and Patron.

1. Regular-Member:

This membership may be limited to 55% capacity of Friday gathering and granted to any Muslim at least 18 years of age; residing, working, or studying in the city of Torrance and its neighboring cities (exception for Patron) and who has been an Associate Member for at least one year. Any Muslim attending IIT for more than two years shall be granted Regular membership after meeting the criteria indicated in the IIT membership

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application form. Regular members shall have the privilege to vote, to nominate, and to be elected to any IIT position

2. Associate-Member:

This membership may be granted to any Muslim who does not meet the criteria for regular membership.

3. Patron:

This membership shall be limited to thirty (30) Regular members based on their age, financial contribution, active participation in IIT events and programs and years of affiliation for establishing the institution. These members shall protect By-Laws & IIT Real Estate. They shall participate in all major decisions related to IIT Real Estate, Property Sale, New Acquisition, Dispute Resolution, Major Administrative changes and any Major Renovation or Construction works. These members will form Patrons Council (PC) to assist Executive Shurah Council (ESC) on key issues.

3.1 ESC will appoint a Patrons Committee of five senior members who will prepare the list of qualified Members for Patrons Council based on criteria mentioned under article 3. Patron. The list will be reviewed by ESC and handed over to President who will present them in GA.

3.2 **Chief Patron:** PC will choose Chief Patron who will lead the PC and work with ESC for resolving issues related to tasks specified under article 3.0 Patron. The term for PC and Chief Patron will be valid for two years. Each time new PC will be formed after the election of ESC.

5.2: Requirements of Membership

1. Belief in, acceptance of, and adherence to the Holy Quran and the Sunna including six articles of faith and the five pillars of Islam.
2. Acceptance of the purpose of IIT and compliance with its bylaws and membership requirements
3. Membership term of two years, with option to renew for additional terms as determined by the IIT Membership Committee.
4. Membership application must be reviewed by the IIT Membership Committee prior to approval.



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5. Membership Committee will consider eligibility of membership based on seniority, volunteer participation in the IIT events and programs and financial contribution made for IIT maintenance.
6. Payment of an annual, non-refundable membership fee, to be set from time to time by the IIT Executive Shura Council
7. Membership in other organizations limited to those in compliance with state or federal law.
8. Any member registered after the announced deadline of the Election of Executive Shura Council will not be eligible for vote.
9. A person may not be eligible to become member or renew his/her membership if he/she would violate the IIT By- Laws and its Policies.
- 10 Any member indulges in harassing other member by yelling & raising his voice and attacking verbally and physically inside and outside of IIT premises and also by posting threats & attacks on social media such as WhatsApp, Facebook, YouTube, Instagram, email and all forms of electronic social media may lose his/her membership after decision obtained from dispute resolution committee.

5.3: Privileges of Membership

All Regular, Patrons and Associate Members shall have the following privileges.

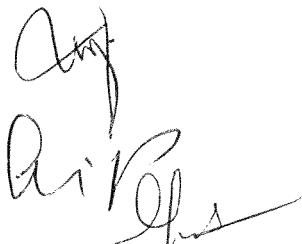
1. Access to all IIT activities and facilities as designated by ESC
2. Access to all IIT records on site after submitting a written request to ESC
3. The right to use IIT facilities for religious, social, educational activities subject to approval of Executive Shura Council. (ESC).

5.4: Timing for Membership Registration:

Prospective Members, regular, Patron and associate, may submit applications year-round to IIT Membership Committee.

5.5: Elections and Voting Procedures

1. The existing IIT Executive Shura Council (Board) shall appoint Election Committee two months before the election. The committee will be comprising of three impartial and independent IIT Regular Members

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2. IIT Membership Committee shall provide Membership information to Election Committee 10 days before the election.
3. Election committee shall screen and review the Regular Membership List and finalize and prepare legit voters list. Election committee shall publish voters list on IIT Bulletin board 5 days before the election.
4. Election committee shall receive applications from teams contesting for **Executive Shura Council (ESC)** three weeks before the election, the team shall be consisting of three members (President, Vice President /Secretary & Treasurer/CFO)
5. Election committee shall screen and review the members of each team and publish list of approved teams for Executive Shura Council and shall assign them letters A, B, C.... for identification.
6. IIT members who are on published voters list will cast their vote for one of the team of their choice on the election day.
7. Members of the election committee shall set and execute the procedures of the election after obtaining review and approval from ESC.
8. Election Committee shall post the procedures of the election on the IIT bulletin boards
9. Nominees listed in each team for the new Executive Shura Council (ESC) must be regular member or Patron and practicing Muslims. They shall attend IIT at least once a week.
10. The Election Committee will count the votes and publish the result in 2 to 3 hours after closing of the poll.
11. Election will be held every two years on 1st or 2nd Sunday of December and the winning team i.e., Elected Executive Shura Council (ESC) will take its responsibility on 1st or 2nd Sunday of January within 30 days from the date of the election.
12. Members of the election committee must be known for their independence, neutrality, and trustworthiness
13. Members of the Election Committee may not run for a position of the Executive Shura Council

14. IIT regular member/patron holding core membership or lead position in any organizations or affiliated with known specific religious group registered locally or globally may not run for any positions of the ESC due to conflict of interest.

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15. If Election gets delayed for some unknown reasons from the scheduled date, then Election committee will announce next available date immediately with majority votes of General Assembly. This delay will not affect the next term election date even the total span of two years term reduces less than two years. Each term will expire on 1st or 2nd Sunday of January of the two years term.

16. If any team protest and refuse to accept the result of the election, the complaint must be filed by the protesting party in writing with 10% signatures of the IIT members who casted the votes in person on election day. The reasons, discrepancy and irregularity must be indicated in the complaint letter. The issue will be reviewed by DRC (Dispute Resolution Committee) within three days.

Article VI: Executive Shura Council (ESC)

6.1 Selection of Executive Shura Council (ESC)

The Executive Shura representing as a team shall be elected by the regular members in an election according to the rules set forth in the section 5.5 on elections

6.2 Appointments of Directors

The Elected Executive Shura Council shall be consisting of President, vice President/ Secretary & Treasurer/CFO, they will nominate four directors to form complete IIT Executive Shura Council of seven members. The IIT ESC shall appoint following positions.

1. Director of General Operation
2. Director of Maintenance
3. Director of Events & Activities
4. Director of Public Relation/Fundraising
- 5.

IIT Executive Shura Council

Chairperson	Vice-Chairperson	Secretary	Director1	Director2	Director 3	Director4
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PRESIDENT Vice President

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6.3 IIT Committees under ESC

1. Education/Terbia
2. Media and Communications/public announcement
3. Programs, training, and development
4. Youth Program (Brother)
5. Youth Program (Sisters)
6. Women Program
7. Security and Parking enforcement
8. Dawah and Outreach
9. Dispute Resolution
10. Assets Management & Maintenance
11. Membership Committee
12. Friday Khutbah and Family Night events
13. Real Estate/ Legal/City and State compliance
14. Monthly Prayer Calendar and updating clock
15. Election Committee
16. Ramadan Iftar and Event Food Dist. services
17. Eid/Outdoor Event Committee
18. IIT Cleaning Committee.

6.4 Duties of IIT Executive Shura Council

All seven members of Executive Shura Council, President, Vice President/Secretary, Treasurer /CFO Director of General Operation, Director of Maintenance, Director of Events and Director of Public Relation will act as a body to perform all IIT affairs. The ESC shall decide and agree on all issues with majority votes.

1. The Executive Shura Council (ESC) shall form the policies of the Islamic Institute of Torrance (IIT)
2. ESC shall review, and approve Tasks, Programs, Projects, and all indoor and outdoor events and assign them to directors of events & programs and committee leads.
3. ESC shall ratify the budget for the IIT. No money shall be spent and no financial commitment for contracted services, insurance or material purchases shall be made by any Executive member without the approval of the ESC.
4. ESC shall arrange to audit the accounts and disbursements of the IIT



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5. ESC shall fill vacancies of directors by a majority votes in PC.
6. ESC shall have the oversight and final approval of religious educational activities including, but not limited to, approving educational curriculum, approving subject matter of lectures and adult educational programs, approving of guest lecturers and programs.
7. ESC shall present a written biannual report in a General Assembly showing the financial status, activities, and future goals for IIT.
8. ESC shall appoint three regular members to form the Election Committee two months before the election year.
9. ESC shall set up other committees as needed and necessary from among the Regular Members to carry out necessary tasks.
10. ESC shall review and approve Women, Young Sisters and Young Brothers programs, Projects events and activities before posting flyers on social media or IIT Bulletin Board.
11. ESC shall have the authority to sell, lease or dispose of properties and assets in consultation with the PC.
14. ESC shall have the authority to borrow money and issue debentures and pledges in consultation with the PC
15. ESC shall develop By-Laws of the IIT; shall consider and undertake the process of amending the Constitution and By-Laws of the IIT if initiated by the Regular Members.
16. ESC shall conduct programs of Islamic education to impart knowledge and understanding of the Qur'an, Sunnah and Islamic way of life.
17. ESC shall promote cooperation with other Islamic organizations.
18. ESC shall maintain public relation with City of Torrance and local churches
19. ESC shall maintain good relations with neighbors specially on Hickman Street
20. ESC shall stay current with US Federal, State and City Laws relevant to safety and Security such as spread of pandemic and any other threats which may harm IIT building and Its attendees
21. ESC shall scan, review and approve External Organizations/Individuals before inviting them for conducting programs & Events at IIT
22. ESC shall form "Dispute Resolution Committee" of three to five regular or PC members if issue arises.

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23. Consult attorney for all legal matters to protect IIT if necessary, after deciding in ESC in consultation with PC

24. ESC shall establish membership committee of three regular members to register and maintain IIT membership bank

25. ESC shall hire a permanent Muallim and other scholars from time to time as the need arises.

26. ESC shall initiate fundraising activities and collect donations.

27. ESC shall make policy for allowing members of IIT to use meeting room space, assets, and inventory such as chairs tables, projectors, and other materials.

28. ESC shall organize and supervise activities and programs to achieve the objectives of the IIT.

29-ESC shall submit the annual budget and activity plan and present it to the General Assembly for approval...

6.8: Duties of the President

1. Presides over all meetings
2. Represent IIT in all legal dealings.

6.9: Duties of the Vice-Chairperson

Take over the duties of the President when the President is not available

6.10: Duties of Director of Finance

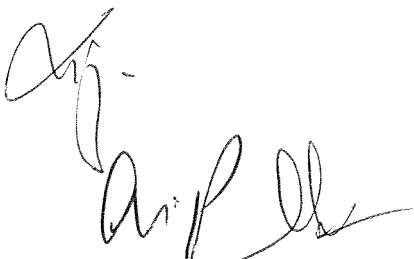
1. The Treasurer shall invoice, receive, and always keep all monies due the Islamic Institute of Torrance and be prepared to render an account of IIT's income and disbursements, upon the request of the ESC.

2. The Treasurer shall draw all warrants of the IIT and sign them for payment of the IIT expenses.

3. The Treasurer shall deposit all funds belonging to the IIT in the designated bank accounts of IIT within fifteen calendar days of the receipts of the funds.

4. Keep proper records of all financial transactions of the Islamic Institute of Torrance

5. Act as a signatory with the Members of ESC to all the IIT's financial transactions.

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6. Publish quarterly a financial report of the Islamic Institute of Torrance
7. Handle the money with high standards and set a tone of integrity
8. Ensure Institute License is updated with City of Torrance.
9. Ensure yearly tax return is filed to IRS by the treasurer

6.11: Duties of the Secretary

The Secretary shall be responsible for the following:

1. Certify and keep at the principal office of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
2. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
3. The Secretary shall keep the archives, records, video and audiotapes and minutes of the Islamic Institute of Torrance.
4. The secretary shall maintain all legal documents related to IIT Corporation status and keep them updated with guidelines of State and City
5. The Secretary shall, follow each meeting of the IIT Executive Shura Council and compile accurate minutes and proceedings of those meetings and forward a copy to each member of the council.
6. The Secretary shall discharge other duties that may, from to time be assigned to him/her by the President of IIT
7. Prepare agendas for meetings of the Executive Shura Council and PC & General Assemblies.
8. Make public announcement to the General & Patrons Council
9. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws or which may be assigned to him or her from time to time by the ESC.

6:12: Duties of other ESC Directors:



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Director of Maintenance, Director of Events/Activities and Director of public relation & fundraising will be assigned by IIT ESC as and when needed these tasks will be switchable among directors.

6.13: Term

The term of the Executive Shura Council shall be two years. Each candidate in the council will be allowed to run for two terms. If no other candidate is available, then the PC can nominate the same candidate with simple majority votes.

6.14: Vacancies

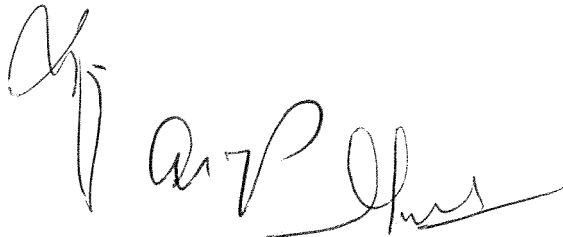
The Executive Shura Council will appoint a person to fill any vacancies. If any member of Executive Shura Council resigns or leave, then rest of the members of ESC will nominate a person with simple majority vote in the PC.

6.15: Representation

1. The ESC shall have primary responsibility to represent IIT on daily matters.
- 2 The ESC shall have primary responsibility to represent IIT in official and legal meetings.

7.0 Article VII Muallim (Teacher/Scholar)

1. Muallim serves as the religious head of IIT
2. Supervise all religious and educational activities and Islamic study circles.
3. Initiate and conduct educational programs for all segments of the community.
4. Supervise Islamic ceremonies, conduct or arrange for marriage contracts, issue marriage certificates, and collect the proper fees for these services, which shall be turned over to the treasurer.
5. He may attend, at the discretion of the ESC meetings participating in all discussions but shall have no vote.
6. He shall give a report of his activities to the ESC each month.
7. He shall do other duties as are assigned to him by the ESC
8. He shall serve for a term as decided in the contract.



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Article: VIII Legal Meetings

8.1: IIT Executive Shura Council (ESC), shall conduct legal meetings to operate and maintain IIT facility. PC and General Assembly will also play their roles as specified in the By-Laws.

8.2: Quorum for Legal Meetings

Legal Meetings	Identity	Members	Quorum	Meeting Frequency
Executive Shura Council	ESC	7	5	Monthly or when needed
Patrons Council	PC	30	2/3 - 1/2- 1/3	When it is needed
General Assembly	GA	90	2/3 - 1/2- 1/3	When it is needed

8.3 Role of General and Trustee Assemblies

1- General Assembly (GA): It shall be comprising of all Regular Members of Islamic Institute of Torrance. The Executive Shura Council will address to this body regarding following matters.

- Present budget for approval
- Provide biannual performance and achievement report
- Present long-term and short-term goals
- Listen to problems and suggestions from the members-update Federal, State and City's rules and regulation which may apply to IIT

Quorum for the first meeting must be 2/3rd, second 1/2 and third 1/3rd, spacing 3-7 days of each meeting call.

2-Patrons Council (PC): It shall be comprising of maximum 30 Regular members of IIT. This body will work with IIT Executive Shura Council on following key issues and participate in making decision for

- Sale of Real estate
- New acquisition.
- Renovation or construction project costing over \$10,000.
- Major administrative changes such as removing and adding member of ESC.

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20% of the Patrons can request Secretary to call Patrons Council meeting. Members at this forum shall work with ESC on following issues if arises. Quorum for the first meeting must be 2/3rd, second 1/2 and third 1/3rd, spacing 3-7 days of each meeting call.

If existing ESC fails to appoint election committee, announce election date two months before the election then majority votes of PC shall appoint Interim Executive Shura Council and dissolve the existing IIT ESC. The Interim ESC shall appoint election committee, announce the election date, elect the new ESC, and transfer their power to the new elected ESC as per schedule set by Election committee.

If ESC becomes dysfunctional and fails to perform its normal operation, a passed motion of no confidence with 2/3rd majority of votes in PC against ESC may results in dissolving the council.

Quorum for first meeting must be 2/3rd, 2nd 1/2 and 3rd 1/3rd spacing 3-7 days for each meeting call.

Patron Council shall form panel of experts of 3-5 members to work with ESC regarding all listed key issues.

Article: IX Dispute Resolution

9.1: Fiqh Issues

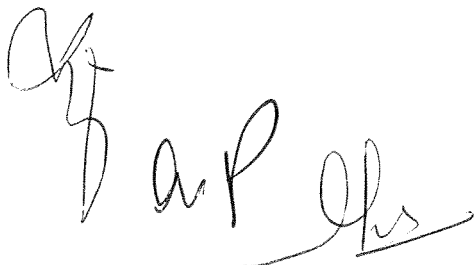
All Fiqh related issue will be resolved in accordance with the guidelines and direction mentioned in the Article 3.4

9.2 Dispute Resolution Committee

1. IIT Member can request ESC to setup dispute resolution committee comprising of 3 to 5 Regular members to resolve the issues arises among members within IIT if necessary.
2. All other major disputes, legal and otherwise, that are voted on and resolved by the ESC in consultation with PC. The dispute resolved by an Islamic arbitrator(s) agreed upon by both parties. The decision(s) of the arbitrator(s) will be final and binding to both parties.

9.3 Bypassing IIT By-Laws and Policies

IIT Executive Shura Members, Committee Leads, and all IIT members and visitors shall resolve their personal or communal disputes within the framework of IIT policies and guidelines provided in the IIT By-Laws. By passing IIT By-Laws and jumping to other

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means for seeking solution by posting grievances on social media such as WhatsApp, Facebook, YouTube, Instagram, email and all forms of electronic social media or asking members to sign up any petition for such a dispute shall be the clear violation. IIT members shall not be allowed to harass for signing up any petition inside the institute and as well as outside in the parking lot without seeking solution first provided in the By-Laws. Such an act will also be considered clear violation of the IIT By-Laws. IIT reserves the right to take disciplinary and legal action against such a person or persons for damaging image of IIT and its Management.

Article X: Amendments to By-Laws

10.1: These by-laws except Article 3.4 & 3.5 may be altered, amended, or replaced by two-third of the total number of General Assembly.

10.2: Amendments to the By-Laws may be proposed by any of the Regular member, such proposals shall be presented to the Executive Shura council for review to ensure compliance with Qur'an and Sunnah. If the proposals comply with the Qur'an and Sunnah and the Laws of the United States of America (Federal, State of California and City of Torrance), the proposal shall be presented to the General Assembly for approval.

Article XI: Nondiscrimination

The facilities and activities of the corporation shall be open to all interested persons without discrimination based on race, color, sex, or national origin, provided that these persons subscribe to and uphold the objectives of the corporation and abide by the rules and regulations established by the management of the corporation

Article XII: Maintenance of Corporate Records

Minutes of all meetings of the IIT ESC, indicating the time and place of holding such meetings, whether regular or special, and the names of those present and the proceedings thereof.

Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

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A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership.

A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members upon request.

12.1: Periodic Report

The ESC shall prepare annual or periodic report required under law to be delivered to an office of this state within the time limits set by law

Article XIII: IRC 501 (c)(3) Tax Exemption Provisions

Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article XIV: Indemnification

If in the event that as a result of rightful conduct of the functions and duties as members of IIT ESC is the defendant in a legal suit or proceeding brought against him, then the Islamic Institute of Torrance shall indemnify said members for all charges and expenses incurred for the defense. However, if a legal suit or proceeding is brought against a member because of the willful neglect or disregard of the Qur'an & Sunnah, IIT By-Laws and the Laws of the United States of America (both Federal and State of California), said member shall be liable for all charges and expenses incurred for their defense. The Islamic Center will not be responsible.

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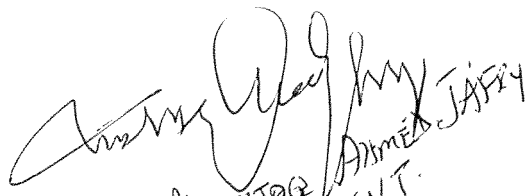
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Article XV: Liquidation of Assets

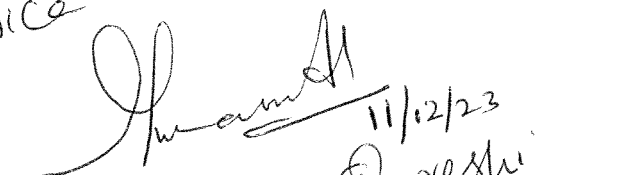
If the Islamic Institute of Torrance dissolves, and its assets must be liquidated, the Executives Shura and Trustee Assembly shall seek out a willing receiver for the assets that will qualify under Internal Revenue Service Code 501(c)(3). The primary criterion in selecting the receiver is that it be an Islamic Organization (such as a Masjid or an Islamic School or Islamic Center dedicated to conducting the religious practices and education of Qur'an (the Islamic Holy Book) and Sunnah (the traditions of Prophet Mohammad, peace be upon him), or secondarily to an organization supporting or aiding the wellbeing of Muslims in accordance with the Qur'an and Sunnah (such as a charitable relief organization

Singed and approved by IIT ESC President, VP and CFO

IIT By-Laws page-1 to 16 Total Articles 15


SYED MUZTAZ AHMED JAFRI
PRESIDENT.


ABDUL RAHEEM FARIS
VICE President


11/12/23
MANSOOR Qureshi
Chief Financial officer



Islamic Institute of Torrance
18103 Prairie Ave, Torrance, CA 90504