

**BY-LAWS OF
THE ASSOCIATION OF CAMPUS MUSLIM CHAPLAINS**

[As adopted April 16, 2016]

ARTICLE I. TITLE AND OBJECTIVE

1. Name. The name of the organization shall be the Association of Campus Muslim Chaplains (hereinafter the ACMC).
2. Charter. The ACMC is formed to provide coordination and support to Muslim chaplains at academic institutions (including high schools, colleges, seminaries, and universities) in the United States to facilitate and enhance their service to the community.
3. Mission. The sole mission of the ACMC shall be to serve the needs of Muslims on academic campuses and their chaplains and administrators to improve preparation, communication and coordination of resources and activities among the chaplains in the areas of religious, educational, interfaith, social, pastoral, and other activities.
4. Prohibited Activity. All ACMC activities shall be strictly nonpartisan, non-sectarian, and non-sectional, and it shall not endorse or support any candidate for elected office.
5. Tax Exempt Status. The ACMC is formed to carry out religious and educational purposes as those terms are defined in Section 501(c)(3) of the Internal Revenue Code, and its activities will comply in all respects with those purposes.

ARTICLE II. MEMBERSHIP

1. Eligibility. Membership in the ACMC shall be open to anyone recognized by their academic institution or recognized Muslim student group on campus as a chaplain (one who offers spiritual care on campus, by whatever title), as well as anyone who has been recognized as a chaplain for one year after leaving that position. Potential members are required to provide documentation from their institution or student group attesting to their functioning as a chaplain. "Campus" is broadly defined to include all academic campuses including but not limited to colleges, universities, seminaries, and public and private primary and secondary schools.
2. Voting. Members shall be entitled to vote in the ACMC.
3. Membership Year. The membership year shall be August 1 through July 31.
4. Acceptance. An individual applying for membership shall be admitted upon receipt and approval by the secretary of the documentation in Section 1 above.

ARTICLE III. ANNUAL DUES

1. Dues. Annual dues of members, if any, may be set by a majority vote of the membership.
2. Delinquent Dues. Members who have not paid their dues for a given year shall be notified by August 15 by mail or email. Membership of such delinquent member will be terminated if dues are not received by September 30 following. Persons joining or renewing after July 31 must pay dues for entire year.

ARTICLE IV. OFFICIALS AND ORGANIZATION

1. Elected Officers. Elected officers shall be two co-Presidents, a Secretary, a Treasurer, and a Delegate-at-large.
2. Board of Directors. There shall be a Board of Directors comprised of the elected officers. It shall have the duties and powers set forth in these by-laws and as may be imposed by state law. The Board of Directors shall meet at least twice annually. An Affirmative Vote shall be at least three votes, and shall be required for a Board action.
3. Appointed Officials. The Board of Directors shall appoint officials for those offices listed in Article XII as well as to appoint officials to conduct such duties as they may designate from time to time.
4. Special Committees. Special committees may be established from time to time by Affirmative Vote of the ACMC. Such committees will terminate no later than the next Annual Meeting,
5. Eligibility. All officials shall be Members at the time of their appointment or election. A Member may hold any office or position, but may hold only one elected office at a time. A Member's eligibility to serve as an elected or appointed official shall immediately terminate upon the Member's announcement or filing for elected political office. A Member may not serve more than two consecutive terms as a co-president.
6. Performance. All officials shall work diligently and faithfully to promote the ACMC charter and to achieve ACMC goals. When speaking on behalf of the ACMC, they shall refrain from any action or statement which conflicts with an ACMC objective or position.
7. Conduct. All officials shall reflect credit upon the ACMC, and shall preserve and enhance the honor and integrity of the ACMC. When acting in their ACMC capacity, they shall scrupulously avoid any action or statement that conflicts with or appears to conflict with the provisions of Article I. No official shall release in the ACMC's name or the member's personal ACMC capacity any comment, favorable or unfavorable, on the merits, actions, tactics, or views of an individual candidate or group of candidates for public office. Former officials should not cite their previous role or position with the ACMC in political statements except when such endorsements contain a clear statement that the affiliation is given for identification purposes only.

8. Recall of Officials. All officials shall hold office at the pleasure of the ACMC membership, and may be recalled upon Affirmative Vote at any meeting of the ACMC. A motion to recall an official must be by petition of at least 17% of the membership.

ARTICLE V. ELECTION OF OFFICERS

1. Election. Officers shall be elected at the Annual Meeting and shall assume office at the close of the meeting.
2. Term. Officers shall serve for a term of one year or until their successors are duly elected. Officers must meet the criteria for membership throughout the full length of their term.
3. Voting. Voting shall be either by open ballot or hand count as determined by majority vote at the Annual Meeting. A majority of all votes cast shall be required to elect. If no nominee receives the required majority on a vote, the nominee receiving the lowest number of votes will be dropped, and the vote will be repeated. Voting by proxy shall not be permitted.
4. Vacancies. The unexpired term of a vacancy in an elected position shall be filled by the Board of Directors.
5. Declaration of Vacancy. A vacancy may be declared by the Board of Directors for any office in which the incumbent is absent from all scheduled meetings for three consecutive meetings.

ARTICLE VI. BOARD OF DIRECTORS

1. Powers. The Board of Directors shall exercise all of the powers of the ACMC as an incorporated body, consistent with its Articles of Incorporation, these bylaws, and policies and directions of the Membership.
2. Duties. The Board shall perform these specific duties:
 - a. Exercise general supervision over the affairs of the ACMC
 - b. Approve expenditures of ACMC funds, consistent with the Budget
 - c. Submit recommendations for Honorary Members at the Annual Meeting
 - d. Exercise general supervision over the ACMC's newsletter
 - e. Ensure that the ACMC Archives are maintained in appropriate storage and are available to the members. Archives must include, but are not limited to the Articles of Incorporation and any amendments, the Bylaws, restated Bylaws and any amendments, minutes of director and shareholder meetings, records of actions taken by the directors or shareholders without a meeting for the past three years, a record of all actions taken by a committee of the board of directors on behalf of the ACMC, an alphabetical list of members including their names and addresses, a list of names and business addresses of current directors and officers, financial records (including tax filings, audit reports, and bank statements), and critical correspondence.

f. Ensure that the ACMC achieves the objectives specified in Article I

3. Emergency Powers. When the Board determines there is insufficient time to present a matter to the Membership, it may endorse specific resolutions or action not covered by prior ACMC policies. All such actions shall be reported to the Membership through the listserv for email ratification as an official action of the ACMC. Such ratification requires a majority vote and must conform to the rules for listserv votes in Article XI.

ARTICLE VII. DUTIES OF OFFICERS

1. Co-Presidents. The co-presidents shall be the chief executive officers of the ACMC, and shall preside at all Regular and Board meetings. They shall be ex-officio members of all special committees. They shall ensure that the various activities, programs, and positions of the ACMC are carried out in an orderly and efficient manner. They shall prepare the Agenda for Meetings for publication on the listserv. They shall perform such other duties as are normally done by presidents of like organizations.

2. Secretary. The Secretary shall keep a correct record of the proceedings of the ACMC; preserve the reports filed by the various committees; keep a roll of all ACMC officials; and perform such other duties as may be assigned by the Executive Committee. The Secretary shall conduct the correspondence of the ACMC; send out notices of meetings as appropriate, and perform such other duties as may be assigned by the Executive Committee.

3. Treasurer. The Treasurer shall be the custodian of all funds of the ACMC; shall deposit same in a safe depository selected by the Board of Directors; shall pay all approved bills and claims against the ACMC; file all State and Federal financial reports; present a report of receipts, disbursements, and balances at Regular Meetings; and perform such other functions as are usually done by treasurers of like organizations. Annually by the expiration of his/her term he/she shall make available to the Audit Committee all funds, records, and property belonging to the ACMC.

ARTICLE VIII. DUTIES OF APPOINTED OFFICIALS

1. General. The Board shall appoint officials, who may or may not be board members, to manage the matters for each area identified below. It shall be the general duty of each Appointed Official to monitor, evaluate, and report on the status and activity of matters within his/her assigned purview. In situations in which an issue impacts more than one Appointed Official, the Board shall assign and coordinate tasks. Appointed Officials' reports and recommendations shall be submitted to the Board for approval and any further action. Appointed Officials shall represent and carry out established positions of the ACMC that impact their area of responsibility.

2. Communications Director. This director shall be responsible for the development and operation of all internal and external communications of the organization including the website, listserv, any newsletter, and media relations.

3. Professional Development Director. This director shall be responsible for the development and implementation of programs for the development and funding of this organization and guidance campus chaplaincies in general.

ARTICLE IX. MEETINGS OF THE ACMC

1. Annual Meeting. The Annual Meeting of the ACMC shall be held in April of each year, unless another date is set by the membership by an Affirmative vote at the previous meeting.

2. Special Meeting. A special meeting of the ACMC may be called by a two-thirds majority the Board of Directors. Only such business as the meeting was called to consider may be discussed or acted upon at such meeting. The motion and notice of the meeting shall specify the time and place and the specific purpose of the meeting. All actions of the special meeting shall be submitted to the membership for ratification through the listserv and shall not be final unless approved by a majority vote and conform to the rules for listserv votes in Article XI.

3. Notice. No meeting may be held unless written fourteen-day notice of the time, place, and purpose is given to all current members of the body to meet.

4. Quorum. A quorum for all meetings shall consist of at least 17% of the general membership.

5. Affirmative Vote. An Affirmative Vote shall require a three-fifths majority of members voting, but may never be less than a majority of members present.

6. Open Meetings. The Annual Business Meeting of the ACMC shall be open to the public.

ARTICLE X. CONDUCT OF MEETING

1. Chair. A co-President shall preside at meetings.

2. Order of Business. The following normal order is established for Regular Meetings. Programs, speakers, and special reports will be scheduled within this order as appropriate by the co-Presidents:

- a. Call to order
- b. Announcements and Introductions
- c. Review and Adoption of Agenda
- d. Approval of Minutes
- e. Reports of Secretary
- f. Treasurer's Report, Presentation of Bills
- g. Report of Board of Directors
- h. Specific Items of Old Business
- i. Specific Items of New Business
- j. Adjournment

3. Right to Speak. Only Members shall have the right to address the ACMC, except by specific invitation of the co-Presidents or upon Affirmative Vote. Members may speak only when recognized by the presiding officer.
4. Meeting Agenda. The co-Presidents shall prepare a proposed Agenda consistent with these By-laws to provide notice and to guide deliberations of the meeting. The Agenda will specify order and time allocation of Agenda items, be published through the listserve, and be adopted as the first Order of Business. Any Member shall have the right to move an amendment, which shall be approved upon Majority Vote. Once adopted, the Agenda may be changed only by a vote to Suspend the Rules.
5. Parliamentary Guide. *The Islamic Rules of Order* by Imad-ad-Dean Ahmad shall be the parliamentary guide governing ACMC proceedings, except for rules specified herein.
6. Suspension of Rules. Rules prescribed herein, except those for amending these By-laws, may be suspended upon a motion seconded by two other Members and Affirmative Vote of two-thirds of Members present.

ARTICLE XI. ADOPTION OF ACMC POSITIONS

1. Requirement. All formal positions by the ACMC on any issue or question shall be established by the specific adoption of a resolution or motion. It shall be ACMC policy to provide maximum notice to Members of positions to be considered in order to achieve maximum participation by and support of Members. Notice shall require at least an itemized listing in the published Agenda of Proposed Resolutions, Action Items, and Meeting Topics. A position may be taken only on an issue or question covered by an Agenda item.
2. Regular Resolutions. The following categories of resolutions or action items shall be included in the proposed Agenda:
 - a. Proposals of the Board of Directors
 - b. Floor Resolutions from previous meeting
 - c. Postponed Resolutions from previous meeting
3. Action Items. Issues or questions announced in the notice of the meeting may be either acted upon at the meeting or postponed until the next meeting.
4. Meeting Topics. Resolutions resulting from program, speaker, or committee reports that were announced in the Notice of the meeting may be either acted upon at the meeting or postponed until the next meeting.
5. Floor Resolutions. A resolution to adopt a formal position must be seconded by two Members and approved by Affirmative Vote. Recommendations of the Executive Committee are automatically moved and seconded. Any resolution must be presented in writing to the Secretary before it may be considered.
6. Votes by listserve. Votes taken by listserve must be posted on the listserve within 48 hours of their proposal and allow ten days for responses from the membership and requires a quorum (at least 17% of the membership must cast a vote aye, nay or abstain).

ARTICLE XII. FINANCIAL MANAGEMENT

1. Annual Budget. An operating budget for the Membership Year shall be adopted to plan and manage the ACMC's fiscal affairs. A proposed budget shall be prepared by the Treasurer and submitted to the Board of Directors at the time of the annual meeting. The budget as approved shall be published on the website within 24 hours. The budget shall include all planned and expected expenditures and revenues. ACMC officials shall assist the Treasurer as requested in developing the budget.
2. Accounting For Funds. The ACMC shall maintain a checking account in bank approved by the Board, and all receipts and disbursements shall be processed through the account. All revenues received and disbursements made shall be entered in a record that shall show the name, amount, date, and type or purpose of the revenue or disbursement. The Treasurer shall reconcile the accounts each month, and present a report thereof to the Board of Directors.
3. Issuance of Checks. All checks shall be signed by the Treasurer, or in his/her absence a co-President. All approved disbursements must be authorized in the adopted Budget, except as provided below.
4. Special Disbursements. In emergencies the Board may authorize expenditures up to one hundred dollars. It may also authorize reasonable costs for the website and listserv. Such expenditures shall be reported at the next Regular Meeting, and the Budget adjusted accordingly.
5. Financial Reports. The Treasurer shall prepare at least mid-year and annual reports disclosing the financial performance and status of the ACMC. The mid-year report shall evaluate adherence to the Budget and project performance for the rest of the year. The annual report shall show all expenses and revenues and shall compare them with the adopted Budget.
6. Annual Audit. The financial records of the ACMC shall be audited annually by an Audit Committee. The Audit Committee shall consist of three individuals, one of whom shall be a Board member (other than the co-Presidents or Treasurer), nominated by the President and confirmed by the Board. The Treasurer for the year being audited shall provide all records to the Audit Committee and provide such assistance as may be required. The Audit Committee shall submit a written report to the Board which upon approval of the report shall authorize transfer of records and accounts to the new Treasurer.
7. Prohibited Activities. No part of the net earnings of the ACMC shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons except that the ACMC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in its articles of incorporation. No substantial part of the activities of the ACMC shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the ACMC shall not participate in or intervene in (including the publishing or distribution of statements of) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the ACMC shall not carry on any other

activities not permitted to be carried on a by a corporation exempt from federal income tax under section 501(c)(3) of the Tax Code by a corporation, contributions to which are deductible under section 170 (c)(2) of the Code.

8. Dissolution. In the event the ACMC is dissolved, any assets shall be distributed by the Board of Directors to another organization qualified under Section 501(c) (3) of the Internal Revenue Code.

9. Indemnity of Officers. The ACMC shall indemnify a member of the Board for amounts required to be paid as a result of third party suits or claims when such third party actions arose by reason of the fact that the individual was a member of the Board, provided that the individual acted in good faith and in a manner reasonably believed to be in the best interests of the ACMC. This authority to indemnify shall exist only to the extent legally permissible and to the extent that the ACMC's status as a tax-exempt organization and as a non-business corporation is not affected.

ARTICLE XIII. AMENDMENT OF BY-LAWS

1. Changes. A proposal to change these By-laws may be made by any Member or the Board of Directors. A motion to change by a Member must be seconded by two other Members. Proposed amendments may be referred to the Board of Directors or to a By-laws Committee established under Article IV for recommendation.

2. Notice. An introduced resolution to amend the by-laws shall be postponed until the following meeting. The proposed change shall be published through the listserve and listed in the Agenda before the proposal may be considered.

3. Approval. An amendment upon Affirmative Vote shall become effective at the close of the meeting in which approved unless a future date is specified.