



*In the name of Allah, Most Gracious, Most Merciful*

# Election Policies and Procedures

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## East Plano Islamic Center (EPIC)



1360 Star Court  
Plano, TX, 75074  
Website: <http://www.epicmasjid.org>

*The following policies pertain to Membership and Elections at EPIC.*





## EPIC Membership, Nomination & Election Guidelines & Processes

The mandate of the Ad-Hoc EPIC Election Committee every 2 years is to ensure a smooth transition of the Board of Directors by conducting free and fair elections as per the guidelines set forth in the EPIC Constitution and the process outlined below.

This document has the following sections:

- **Article 5: Membership**
- **Membership Signup and Renewal Process**
- **Article 6: Elections**
- **Article 7: Qualifications**

Please note the following important activities and date(s) that need to be adopted by the Election Committee as per the procedures outlined in Article 6.6 of the EPIC Constitution:

Activity	Start Date	End Date
Membership Drive		
Seek Nominations		
Announce FINAL list of Candidates to EPIC		
EPIC Early Election Dates		
EPIC BoD Election Day		
Announcement of Results		



## **Amendment 4:**

This amendment will replace existing “ARTICLE 5: Membership” of the EPIC Constitution.

Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **ARTICLE 5: MEMBERSHIP (Amendment 4)**

5.1 EPIC membership is open to all Muslims 18 years of age or above who:

- a) Subscribe to the objectives of EPIC set forth in Article 2
- b) Agree to work under the general guidance of EPIC BOD and the constitutional framework of EPIC.

5.2 All membership applications will be submitted to the Board of Directors (BOD). The BOD will approve the applications within 30 days if the members fulfill the membership requirements. Membership starts on the day the BOD approves the application and ends after one year.

5.3 Withdrawal from membership may be voluntary or may be decreed by the BOD, for failure to meet the requirements or for failure to comply with EPIC policies and guidelines. A membership once revoked cannot be resubmitted until six (6) months from the date of such denial.

5.4 The membership fee is a donation \$100 for families and \$50 for individuals per year. BOD may waive membership fee for individuals or families facing hardship on a case-by-case basis.

5.5 Only members in good standing with EPIC for at least six (6) months are eligible to nominate members to the BOD and vote for electing the nominees to the BOD.

5.6 All eligible members must be current residents of one of the following cities from the state of Texas: Plano, Richardson, Murphy, Wylie, Parker, Allen, Garland, and Sachse.





## Membership Renewal Process

Members can sign up or renew their membership as follows:

- 1) **Online (Web):** Existing members can renew their membership and new members can sign up online through our website:  
<http://www.epicmasjid.net/index.php/forms/membership>
- 2) **Self-Serve Kiosk:** Existing members can renew their membership and new members can sign up through the online Kiosk that has been setup outside the EPIC office. Please select the category as '**Membership**' from the screen.
- 3) **Fill out Membership Form (hardcopy):** Existing members can renew their membership and new members can sign up by filling out the hardcopy version of the form, filling it out and dropping it in the EPIC office. Membership form is available in the bulletin boards on the Brothers and Sisters entrances and it can be downloaded from our website:  
[http://www.epicmasjid.net/images/policies/forms/epic\\_membership\\_form.pdf](http://www.epicmasjid.net/images/policies/forms/epic_membership_form.pdf)

**Payment by Check:** If paying the membership fee by check, please make it payable to 'East Plano Islamic Center'. Please make sure you write '**Membership Fee**' on the check memo. Checks can be dropped off in the 'Donation' drop boxes in EPIC or hand delivered to the EPIC Office Manager or to any BOD member.

**Payments by Cash:** Membership application is mandatory per individual for membership renewals through cash. Please fill out the membership form and enclose your membership form along with the fee (Cash) in an envelope. The envelopes can be dropped off in the 'Donation' drop boxes in EPIC or hand delivered to the EPIC Office Manager or any BOD member.

**Recurring Monthly Donations:** Community members who are enrolled in recurring monthly donations can fill out the membership application without paying the membership fee. The forms can be dropped off in the 'Donation' drop boxes in EPIC or hand delivered to the EPIC Office Manager or to any BOD member.



## **Amendment 5:**

This amendment will replace existing “ARTICLE 6: Elections” of the EPIC Constitution.

Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **ARTICLE 6: ELECTIONS (Amendment 5)**

- 6.1 The BOD will call for the formation of an ad-hoc Election Committee 60 days before the date of Election. The Election Committee will consist of three (3) or five (5) or seven (7) members of the general body who are not current BOD members. The Election Committee will elect among them an Election Commissioner to lead the committee.
- 6.2 An EPIC member who qualifies to be a nominee for the BOD, based on the provisions in Article 7, cannot self-nominate oneself to the BOD position or any other executive position.
- 6.3 Elections will be conducted before the end of the term of the previous BOD and the newly elected BOD will take charge effective after the end of the term of previous BOD.
- 6.4 Voting on Election Day will be conducted in person. The Election Committee will ensure that each member is entitled to only one vote and that it is his or her own vote.
- 6.5 Members who are unable to vote on Election Day may vote early by mail or by e-mail until election closes using absentee ballots provided by the Election committee. The Election Committee will open, publicize, and maintain the mailing and e-mail addresses of all eligible voting members. The Election Committee will verify the authenticity of all the absentee ballots.
- 6.6 The Election Committee will adopt the following procedures:
  - 6.6.1 Seek nominations at least 45 days prior to the Election Date.
  - 6.6.2 Announce the final list of candidates at least 30 days prior to the Election Date.
  - 6.6.3 Provide an opportunity for early voting by mail or e-mail for those who may not be able to vote on Election Day. Early voting may begin right after the final list of candidates are announced and will continue until the Election closes.
  - 6.6.4 Count the ballots (early votes, absentee votes and Election Day votes) publicly, announce, and document the election results.
  - 6.6.5 Transfer the ballots and all election related records to the new BOD, who will maintain all election ballots and records for a period of two (2) years.
  - 6.6.6 If the conditions on Election Day warrant postponing the election due to reasons beyond the control of the Election Committee (for example: inclement weather, community



emergency etc.), it may be postponed to the following week. If the circumstances warrant again, it may be postponed to the following week until the elections are held.

6.6.7 The election committee will be dissolved once the newly elected BOD takes office.

### **6.7 Serving Term for BOD:**

- 6.7.1 The General Body will elect seven (7) members to the office of the BOD and each BOD member shall hold office for a term of two (2) years until their successors have been elected and qualified. At the end of their term the BOD members will also be eligible for re-election.
- 6.7.2 No BOD member will hold more than one (1) executive position in the BOD.
- 6.7.3 Any vacancy in the BOD will be filled with the next inline candidate from the most recent election results. The person with the next highest number of votes will be offered the vacant position. If such a person is not available or declines the position, then the individual with the next highest number of votes will be offered the vacant position. This process will be repeated until the vacant position is filled. If the vacancy is not filled through this process, then the BOD is authorized to fill the vacant position through an election during a general body meeting within thirty (30) days. No decrease in the number of BOD shall have the effect of shortening the term of any incumbent Director.
- 6.7.4 In case the entire elected members of the BOD resign and Article 6.7.1 fails to form a new BOD, then the out going BOD will call for the formation of an Election Committee. Within four (4) weeks, the Election Committee will call for a General Body meeting to either proceed for dissolution of EPIC or conduct elections according to Article 6.



## **Amendment 6:**

This amendment will replace existing “ARTICLE 7: Qualifications” of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **ARTICLE 7: QUALIFICATIONS (Amendment 6)**

7.1 All candidates for the Board of Directors shall:

7.1.1 Have good knowledge and understanding of Islam.

7.1.2 Be practicing Muslims known for their Islamic manners and morals in the community and organizational dealings.

7.1.3 Have adequate time, dedication, and skills to be able to devote to the work in a volunteer capacity to fulfill the objectives set forth in Article 2.

7.1.4 Exhibit necessary leadership and communication skills and a lack of desire for the title, but a strong desire for the work.

7.1.5 Have the ability to present ideas in a balanced and egalitarian way and maintain the ability to compromise when necessary.

7.2 The candidate for the President will not hold or accept any office such as Chairman, Chairman-Elect, President, President-elect, Vice President, Secretary, and Treasurer in any other Islamic/Muslim Organization.

7.3 **Eligibility:** Candidates for the Board of Directors must be:

a) Good law abiding legal resident and Sunni Muslims who believe in the Quran and Prophet Muhammad (Peace be upon him) as the last Prophet and his teachings as the guiding principles.

b) General body member in good standing and active member of one EPIC Committee for at least one (1) year.

