

AMYNA
The Allied Muslim Youth of North America
Bylaws

Revised March 15, 2003

ARTICLE I. Name, Bylaws and Amendments,

Section 1. Name

The name of this organization shall be the Allied Muslim Youth of North America, hereinafter referred to as AMYNA

Section 2. Bylaws and Amendments

The AMYNA bylaws will be adopted and amended by a two-thirds (2/3) vote of the steering committee (see Article II).

ARTICLE III. Mission & Vision

Section 1. Mission

The Allied Muslim Youth of North America (AMYNA) is an association of youth groups and activists dedicated to empowering the Muslims of North America. This is achieved through the maintenance of a network that links communities, youth groups, and individuals. This connected organizational architecture allows AMYNA to provide the Muslims of North America a common medium that facilitates communication, strengthens organization through cooperation and the sharing of resources, and promotes outreach through collaborative initiatives. AMYNA's foundation and inspiration is built upon the teachings of the Holy Prophet [P] and his Beloved Family [PT].

Section II. Vision

- A. Host Annual Youth Conferences that act as a primary medium for communities and organizations to interact and strengthen associations.
- B. Promote collaboration and cooperation amongst youth and youth groups. This allows the youth to interact with their experienced peers on islamicly pertinent movements, such as organizing a religious program / activity, or forming a youth group. It also encourages sharing of various organizational ideas such as outreach initiatives, teach-ins, etc. ...
- C. Expand an association of youth that fosters leadership skills, thereby encouraging youth to excel within their communities on civil, social, political, and religious

platforms.

D. Facilitate the sharing of resources, such as literature, books, bylaw templates, program organizing instructions, and organizational tools

E. Maintain a website that serves as a communication hub for youth and youth groups. This is the means of disseminating general information, communicating, posting announcements, hosting online discussions as well as event archives, and a depot for ideas and feedback.

F. Promote the teachings of the Holy Prophet [P] and his purified Progeny [PT] through education, paradigm, and providing resources on Islam and applicable issues. These resources facilitate outreach for Muslims and Non-Muslims (da'wah).

G. Maintain a database of various Islamic centers, scholars, and youth groups so that they may easily communicate with one another, and be readily contacted as needed.

H. Continue to develop a Muslim speaker's bureau that is accessible to all youth groups and/or communities who wish to find an appropriate speaker on any given topic.

ARTICLE II. AMYNA Steering Committee

Section 1. Definition

The governing body of AMYNA shall be the steering committee, which shall be comprised of 11 to 19 members recruited from across North America

Section 2. General Structure & Function

A. The steering committee shall be co-chaired by two directors.

B. In addition to the directors, the steering committee shall consist of a treasurer, a recording secretary, a corresponding secretary, and 6 – 9 national coordinators

C. The steering committee shall have the following duties:

1. Ensure that the organization is functional, productive, meeting its mission and vision, and working in accordance with these bylaws outlined herein.
2. Be responsible to their respective duties outlined herein.
3. Oversee and coordinate the functioning of all standing and ad-hoc committees
4. Periodically review all permanent, standing, and ad-hoc committees and make recommendations to improve their effectiveness
5. Propose the creation and dissolution of standing and ad-hoc committees
6. Make and implement long-term goals for the organization
7. Draft budget proposals and assess finances every six months

Section 3. Individual member duties

A. Pursue the AMYNA mission and vision to the best of his/her ability, for the sake

of Allah (swa).

B. Regularly attend and actively contribute to core committee meetings.

C. Contribute to email discussion, or remain informed of what is discussed, if email is inaccessible.

D. Assume responsibility of assigned tasks, and take initiative to complete other tasks.

E. Actively contribute and participate in AMYNA subcommittees, e.g. outreach, publications, website.

F. Uphold the AMYNA Code of Conduct

G. Uphold the mission of the AMYNA, and work in accordance with these bylaws.

Section 4. Administrative Duties of the Steering Committee

A. Directors - The position of Director shall be, at all times, occupied by one (1) brother and one (1) sister. The duties of the directors are to:

1. Ensure that all assigned tasks are completed. If a task is not finished within the allotted time and/or an individual is negligent in his/her duty, the director shall re-assign the task.
2. Ensure progress and productivity within all committees. This will be monitored through monthly written progress reports from each committee.
3. Enforce email guidelines
4. Call for and schedule meetings of the steering committee
5. Keep the steering committee well informed of all administrative matters pertaining to AMYNA
6. Keep the steering committee well informed of new business and progress being made at the beginning of each meeting, and through email. (Information shall be disseminated as expeditiously as possible.)

B. Recording Secretary - the duties of the Recording Secretary shall be to:

1. Take minutes during AMYNA meetings
2. Archive all minutes, letters, brochures, flyers and documents pertaining to AMYNA
3. Keep an accurate record of all votes taken
4. Email the minutes from previous meetings to members of the steering committee, so they may be accepted at the next meeting,

C. Corresponding secretary - the duties of the Corresponding Secretary shall be to:

1. Write and mail all official outgoing letters, on behalf of AMYNA
2. Provide the steering committee with a co-copy of each letter.
3. Send emails/posts to the steering committee informing them of meeting time/dates, as well as other pertinent affairs.

D. Treasurer - The duties of the Treasurer shall be to:

1. Maintain AMYNA's financial books in proper order,
2. Provide financial reports during AMYNA meetings
3. Sign checks and make deposits into the AMYNA bank account
4. Maintain a record of budgets as well as other allocated funds to various committees and ad hoc committees.

E. National Coordinators - The additional 6-9 steering committee members, recruited nationwide. The duties of the national coordinators shall be to:

1. Search for Muslim youth groups in their respective regions of North America
2. Assist Muslim youth groups with endeavors and/or events that are consistent with the mission and vision of AMYNA
3. Represent concerns and opinions of different youth and youth group members of AMYNA to the steering committee
4. Keep track of all member organizations of AMYNA through assessing needs and tracking progress.
5. Encourage (foster) productivity of member organizations and individuals, through mentorship.
6. Facilitate resource sharing amongst the transnational member organizations.
7. Encourage and facilitate the formation of new organizations.

ARTICLE III. Appointments to the Governing Board

Section 1. Basic Policy

A. In order to induct a new member onto the AMYNA steering committee, a nomination must be made by a member of the steering committee.

B. If criteria for eligibility are met, the board will vote on the induction of a specific individual. A two-thirds (2/3) vote by the steering committee is required to induct a new member onto the Governing Board.

Section 2. Eligibility

A. Nominees must display a sincere will to work for the sake of Allah (swa).

B. Nominees must exhibit proper Islamic conduct

C. Nominees should be an active member in his/her community, and have demonstrated trustworthy and dependable attributes through his/her efforts.

E. Nominees should have demonstrated an ability to work cooperatively with, and be respectful toward other steering committee members.

F. Nominees should not outwardly exhibit any behavior or harbor any confirmed

beliefs contrary to the AMYNA mission or vision.

G. Nominees must reside in North America at the time of the nomination.

ARTICLE IV. Dismissal and Resignation from the Steering Committee

Section 1. General Policy

If an AMYNA steering committee member fails to meet the duties stipulated in these by-laws and/or violates the 'AMYNA Code of Conduct', he/she will be given the option (by one of the directors) to either vacate his/her position, or immediately assume good standing status. (Good standing status is the proper execution of one's duties and adherence to the AMYNA Code of Conduct.) If the member declines to step down, and continues to evade their duties and/or engage in inappropriate behavior, the steering committee may vote for dismissal of the member, which may be achieved by a 2/3 majority vote by the steering committee.

Section 2. Resignation of Membership

Any member of the AMYNA may resign by submitting a letter of resignation to the steering committee, addressed to one of the co-directors. NOTE: Email is not an acceptable letter of resignation; hard-copy must be provided.

ARTICLE V. Internal Policies

Section 1. Electronic Participation Policy

- A. Members of the steering committee must have convenient access to email
- B. Members of the steering committee must be up to date on current affairs by checking the AMYNA message board, and email on at least a weekly basis
- C. Continual lack of participation on email and the AMYNA message board may result in dismissal at the discretion of the steering committee.

Section 2. Meeting Policy

- A. The steering committee will meet at least twice a month.
- B. All core committee meetings will have the following general agenda
 - 1. Recitation of du'aa
 - 2. Review and approval of previous meeting's minutes
 - 3. Treasurer's report
 - 4. Committee updates
 - 5. New business
 - 6. Old business
 - 7. Additional comments
 - 8. Voting

- C. Meeting time and place will be determined at the discretion of the committee.
- D. Members will be given a minimum of 3 days notice before meetings
- E. In order for decisions to be made there must be a quorum present.
 - 1. A quorum shall consists of at least 66% of the core committee present;
e.g. if there are twelve members on the core committee, eight must be present in order to conduct the meeting.
 - 2. Quorum may be called at anytime during the course of a meeting
- F. Attendance for online or personal meetings is mandatory for all members, unless the steering committee is otherwise notified in advance.
- G. Continual absence and/or lack of participation may result in dismissal at the discretion of the steering committee.

Section 3. Letterhead / Personal Statements / Logo Policy

AMYNA directs its members to restrict the use of all materials bearing the AMYNA logo and/or name to official actions, correspondence, and events of AMYNA. The following will be included in all personal statements submitted for publication, and in all correspondence making reference to AMYNA which do not rise by AMNYA action or by its standing committees:

- 1. The views expressed herein are solely those of the undersigned and are not necessarily representative of the views of AMYNA, in whole or in part.

ARTICLE VI. Voting

- A. A simple majority (except for induction or dismissals from the Governing Board) passes all votes carried out. These votes must pass by a 2/3 majority of present Governing board members.
- B. Votes are to be cast anonymously, and may be conducted on the Internet email service, at the discretion of the board. Once a vote is complete, the issue is closed and not open for further discussion.
- C. All members of the AMYNA steering committee shall have one vote for all business conducted at a regular or special meeting at which they are present. The Directors, however, shall only vote at regular, special, or Executive Board meetings in the case of a tie.
- D. A member may proxy his/her vote verbally to another member, or provide a written proxy. Proxy votes may be included when a decision is sought.

ARTICLE VII. AMYNA Subcommittees

Section 1. Subcommittee Member Representative

The various AMYNA subcommittees work in conjunction and in cooperation with the

steering committee. Each subcommittee will have a member representative to the steering committee, who is responsible for providing updates regarding the subcommittee's progress, requests, concerns etc. These updates will be provided to the steering committee in the form of monthly reports, presented at steering committee meetings. The subcommittee member representative may or may not be a member of the steering committee itself. In the latter case, representative will be appointed by the steering committee.

Section 2. Subcommittees and Their Respective Objectives

A. Activities / Programs: Involved in the planning and organization of events on the local and national levels - e.g. nation-wide teach-ins, annual conferences.

B. Education: Drafting of educational materials about Islam (works in cooperation with publications)

C. Resource Sharing and Management: Involved in coordinating and facilitating the resource sharing amongst youth and youth groups across North America

D. Publications: This committee is concerned with the publication of AMYNA pamphlets, and educational material pertaining to Islam. This committee also is responsible for the layout and design of the AMYNA magazine

E. Outreach: This committee is dedicated to bringing in new people and organizations into AMYNA.

F. Finance: This committee is committed to raising funds for AMYNA

G. Website: This committee is solely involved with the maintenance and continuous updates and enhancements to the AMYNA website

H. Annual National Conference: This committee is solely involved in the planning and organizing of the AMYUNA National Conference, which will be held in a different location within North American each year. The region which agrees to host the conference for a given year will form a special ad hock committee within their region to coordinate the local logistics and other conference details.

ARTICLE VIII. AMYNA Code of Conduct

A. Maintain a cordial, Islamic demeanor. Members of the AMYNA leadership are to bear a proper Islamic demeanor. They are to refrain from physical and/or verbal confrontations and the open use of profanity. Members of the AMYNA leadership must refrain from all other forms of disruptive and/or obnoxious behavior during AMYNA meetings and other functions.

B. Lead an Islamic Lifestyle: The AMYNA leadership serves as an example for

Muslim youth. Thus, their attributes and behavior must be consistent with an Islamic way of life. Behaviors such as clubbing, drinking, dating, and gambling are not permissible for any member of the AMYNA leadership.

C. Observe an Islamic Dress Code: Members of the AMYNA leadership (both sisters and brothers) must dress respectably (according to Islamic law) when present at AMYNA functions.

D. Cooperation: The AMYNA leadership must work cooperatively with, and be respectful toward one another. Raising voices during meetings, confrontational attitudes, and authoritative demeanors, are not acceptable behaviors and will not be tolerated.

E. Confidentiality: Each member of the AMYNA leadership must uphold the confidentiality of all meetings, emails and other discussions amongst the AMYNA leadership.

ARTICLE IX. Email / Message Board Guidelines

A. All emails and posts shall begin with a proper greeting of “salaam”

B. Emails and posts are to be cordial, respectful and meaningful. Any form of hostility, disrespect, or other forms of disruption are not permitted over email.

C. All users must be discretionary in the amount of emails / posts sent daily. It is desirable to send emails only when necessary and to consolidate responses when multiple responses are to be given.

D. Forwarded messages, e.g. articles, press releases, links, etc. ... that do not directly pertain to AMYNA activities are prohibited to be sent out over the AMYNA email list.

E. All emails and discussions pertaining to AMYNA’s endeavors shall remain confidential amongst the steering committee. Any information that leaks outside of the steering committee without proper consent may result in one’s removal from the email list.

ARTICLE X. Properties of AMYNA

The following are possessions of AMYNA, and are not the properties of any one individual. All properties outlined herein must remain within the AMYNA, unless otherwise authorized by the organization.

1. Mailing lists
2. Email addresses
3. Bank accounts, financial documentation
4. AMYNA logo
5. PO Box
6. Office equipment
7. Passwords and other access codes for website and email distribution list serves.

