

American Muslim Professionals of Dallas | By-Laws



AMPD Organizational By-Laws

Article I **Name of Corporation**

The corporation name shall be American Muslim Professionals of Dallas. It shall henceforth be referred to as “AMPD” for the remainder of this document. It shall be a non-profit corporation.

Article II **Mission**

AMPD shall provide a platform for professionals in the Dallas/Fort Worth area to network, advance professionally, and serve their communities.

Article III **Vision**

AMPD’s vision is to elevate the professional experience for Muslims in Dallas/Fort Worth.

Article IV **Membership**

AMPD membership is open to professionals of Dallas, Fort Worth and neighboring counties. AMPD shall not discriminate on the basis of race, color, national origin, sex, veteran status, religion, age, disability, or sexual orientation. AMPD membership is comprised of three categories: Executive Team, Advisory Board, and General Members.

A. Executive Team:

The Executive Team (hereafter referred to as “ET”) is responsible for AMPD’s operations and budgeting strategy. The ET consists of a President, Vice President, Secretary, Treasurer, Communications Director, Community Service Chair, Programming Chair, Marketing Chair, and Leadership & Development Chair as voting members.

B. Advisory Board:

The Advisory Board (hereafter referred to as “AB”) shall consist of DFW-based professionals with at least three years of experience serving as industry-captains in each of the following areas:

American Muslim Professionals of Dallas | By-Laws

(i) Consulting; (ii) Education; (iii) Engineering; (iv) Entertainment;
(v) Entrepreneurship; (vi) Finance; (vii) Healthcare; (viii) Information Technology;
(ix) Legal; (x) Non-Profit.

AB members shall further AMPD's vision and mission by guiding ET and attending quarterly meetings. They may also assist AMPD Committees as follows:

- serve as mentors for Leadership & Development Committee
- contribute articles and publish professional blogs for Marketing Committee
- identify potential speakers and venue options for Programming Committee
- identify potential projects for Community Service Committee

C. General Members

General members are those individuals who have registered on AMPD's website for membership in the organization. To retain active status, members must participate in at least one organizational event per year. Active members are eligible to serve on one or more AMPD committees.

Article V Executive Team Roles and Responsibilities

The Executive Team shall guide the corporation in a direction consistent with its mission and purpose. The ET is required to attend all activities and events and will represent AMPD at all appropriate forums. Each Officer shall be responsible for contributing \$200 to the corporation via donation or securing sponsorships which will be valid for the term.

A. The President serves as the Chief Executive Officer and shall thereby:

- maintain organization's vision
- oversee organizational operations: non-profit application compliance
- prepare meeting agendas
- maintain internal meeting calendar
- serve as point of contact with Advisory Board

B. The Vice President serves as the Chief Operating Officer and shall thereby:

- perform the duties of the President or Treasurer in his/her absentia
- coordinate committee activities and outputs
- cultivate community partnerships
- organize the AMPD Appreciation Formal

C. The Secretary serves as the Chief Information Officer and shall thereby:

- maintain copies of AMPD organizational documents (including corporate seal)
- keep an accurate record of all meetings minutes
- manage team collaboration by identifying and tracking outstanding action items

American Muslim Professionals of Dallas | By-Laws

- maintain active and inactive members list

D. The Treasurer serves as the Chief Financial Officer and shall thereby:

- manage finances and maintain corporation's bank account
- identify potential sponsors and maintain sponsors list
- oversee annual IRS filings (i.e., Form 990) and prepare annual financial reports
- process corporate transactions

E. The Communications Director serves as the Chief Communications Officer and shall thereby:

- perform the duties of the Secretary in his/her absentia
- manage external communications (including AMPD E-Newsletter and social media channels)

F. Community Service Chair - The Community Service Chair shall serve as the officer responsible for leading Community Service Committee in identifying and planning quarterly service projects by establishing relationships with local interfaith and interdenominational service-organizations.

G. Programming Chair - The Programming Chair shall serve as the officer responsible for leading Programming Committee in their planning and execution of quarterly professional development and networking events including AMPD industry-specific components.

H. Marketing Chair - The Marketing Chair shall serve as the officer responsible for leading Marketing Committee in overseeing brand health, creating marketing strategy for all AMPD events, developing marketing content, and building relationships with media outlets, Masjids, Momin Centers, Jammah Khanas & MSA's.

I. Leadership & Development Chair - The Leadership & Development Chair shall serve as the officer responsible for leading Leadership & Development Committee's facilitation of mentorship program and leadership initiatives for AMPD members.

Article VI Quorum

At least half of the voting members must be present in order for the Executive Team to conduct business. Decisions require a simple majority of those present or voting by proxy.

Article VII Amendments

The By-Laws and Appendices may be amended by an Executive Team member via a motion to amend. If the motion is seconded, the official amendment must be submitted to the Secretary in writing prior to the vote at the next ET meeting. Ratification of the newly amended By-Laws shall require approval of 2/3 (6 out of 9) voting members.

American Muslim Professionals of Dallas | By-Laws

Appendix A: AMPD GOVERNANCE

Executive Overview and Terms of Office:

Each Executive Team office is a two year term beginning on January 1st of an even number year and ending on the fourth Sunday of December in the following odd number year. Executive Team members are limited to two consecutive terms for the specific position (i.e., an individual may serve as Secretary for 2 consecutive years and apply for a new position as Treasurer the following year).

The following positions must be filled, or in the process of being filled, each year in order for business to be transacted: **President – CEO; Secretary – CIO; Treasurer – CFO**. A selection process will occur within a 2 month time period.

The Executive Team application and selection process for each calendar year ending in an odd number is as follows:

Last Sunday of October:	Governance Committee nominations and voting
Last Sunday of October:	ET Applications circulated via E-Newsletter
3 rd Sunday of November:	ET Applications submission deadline
4 th Sunday of November:	AMPD Governance Committee conducts interviews
1 st Sunday of December:	Incoming ET announced via E-Newsletter
2 nd Sunday of December:	Mandatory ET Orientation and Executive Turnover

The Governance Committee shall be comprised of an odd number of outgoing ET members – a minimum of 3 or a maximum of 5. In the event all ET members are reapplying, the Governance Committee shall be comprised of an odd number of Advisory Board members.

Should an ET member be unable to complete his/her term or be dismissed from the position, the President shall reopen the application process as they deem fit.

An Officer who joins ET mid-term to fill a vacancy shall still conclude their term on the above schedule and that term shall be considered a full 2-year term for purposes of reapplying for that same position.

Advisory Board Overview & Terms of Office:

Each Advisory Board position is a two year term beginning on January 1st of an odd number year (or when they formally accept the invitation) and ending on the fourth Sunday of December in the following even number year. Advisory Board members are limited to two consecutive terms.

The Advisory Board invitation and selection process for each calendar year ending in an even number is as follows:

Last Sunday of October:	ET votes on Advisory Board candidates
1 st Sunday of November:	Advisory Board invitations sent
3 rd Sunday of November:	Advisory Board positions confirmed
1 st Sunday of December:	Incoming Advisory Board announced via E-Newsletter
2 nd Sunday of December:	Mandatory AB Training and Turnover

Should an AB member be unable to complete his/her term or be dismissed from the position, the Executive Team shall reopen the invitation process as they deem fit.

An Advisory Board member who joins AB mid-term to fill a vacancy shall still conclude their term on the above schedule and that term shall be considered a full 2-year term for purposes of reapplying for that same position.

American Muslim Professionals of Dallas | By-Laws

Committee Overview and Function:

Function	Main Charge	Member Engagement
PC	<ul style="list-style-type: none"> • 4 events per year • Each event has a networking underlying component • Consistency in style of events to solidify AMPDs reputation as a professional organization helping muslims network and advance professionally 	<ul style="list-style-type: none"> • Content should attract professionals with 5+ years experience and beyond
CSC	<ul style="list-style-type: none"> • 4 events per year • Each event has a networking underlying component • Identify one or two key community service organizations as AMPD partners 	<ul style="list-style-type: none"> • Community service endeavors to leverage professional skillsets of members and bring them to the CS organization
LDC	<ul style="list-style-type: none"> • Develop mentor and mentee engagement framework • Identify technology platform that establishes and maintains the relationships • Onboard Mentors 	<ul style="list-style-type: none"> • Effort required to engage should not be prohibitive. Need to convince mentors that the AMPD way is different
MC	<ul style="list-style-type: none"> • Publicize individual AMPD functions • Advertise AMPD in general 	<ul style="list-style-type: none"> • Facebook and LinkedIn presence • Migration to 50/50 reliance on both platforms • Content generation to keep AMPD fresh on feeds

* **PC = Programming Committee**

* **CSC = Community Service Committee**

* **LDC = Leadership & Development Committee**

* **MC = Marketing Committee**

American Muslim Professionals of Dallas | By-Laws

Appendix B: CODE OF CONDUCT

As a corporation for service-oriented Muslim Professionals, it is the responsibility of all members to abide by the following Code of Conduct. The Code's objective is to provide a uniform set of standards for AMPD leadership and membership. The Code shall be provided to all incoming officers during orientation and annually to the membership via our list serve.

Statement of Our Core Value

AMPD's Core Value is **Professionalism**.

For the purposes of our Code of Conduct, professionalism is defined by the acronym CHAIR:

Collaboration | Humility | Accountability | Integrity | Respect

I. Collaboration

AMPD's committee structure enables members to further AMPD's mission through collaboration. Members should feel comfortable to speak their minds and officers have a responsibility to create an open and supportive environment where members feel comfortable. Officers should regularly seek feedback and evaluate their committee functions. AMPD benefits tremendously when officers and committee members ask the right questions at the right times.

Teamwork & Participation

In order to build a strong sense of teamwork, the President will oversee the distribution of responsibilities to the Executive Team. Active participation by all Executive Team members is required at all AMPD events. In the spirit of teamwork, AMPD will conduct quarterly surveys of projects and programs both internally and externally via event evaluations. Participation in such evaluations is required for all Executive Team members. General members will be encouraged to provide their feedback.

II. Humility

AMPD leadership shall lead with humility as described in The Holy Quran, 25:63. – *"The (true) servants of (God) the Most Gracious are those who walk on the earth in humility, and when the ignorant address them, reply with (words of) peace."* Communicating in a modest and humble manner with AMPD members should be a priority for the Executive Team.

III. Accountability

Raising the standard of professionalism requires enforcement of AMPD's core values. As such, the following non-exhaustive list of issues will be grounds for immediate dismissal from an Executive Team position by the AMPD President, absent a legitimate excuse or emergency:

American Muslim Professionals of Dallas | By-Laws

- (i) Not being present for the duration of three or more AMPD events (defined broadly as all prescheduled AMPD ET meetings, service projects and programs).
- (ii) Three or more instances of incomplete or tardy action items

Financial Checks & Balances

The following Executive Team members shall be listed as authorized users of AMPD's Bank Account: President, Vice President, Secretary and Treasurer. The President and Treasurer shall have exclusive access to AMPD's online banking to process transactions and make withdrawals. The Vice President and Secretary shall have exclusive authority to make deposits.

Disciplinary Proceedings:

The following is a non-exhaustive list of grounds for disciplinary proceedings:

- (i) Misappropriation of organizational funds
- (ii) Breach of Duty of Care or Duty of Loyalty
- (iii) Violation of Integrity or Respect clause of Code

Disciplinary proceedings may result in one of the following: formal reprimand (warning and mediation); probationary status (six month period); immediate dismissal from leadership position (end of term or permanent); immediate dismissal from the organization (permanent).

Zero Tolerance Policy: As per AMPD's Advisory Board recommendation, there will be a zero tolerance policy for occurrences of the following at any AMPD Meeting or event:

- (i) Verbal assault
- (ii) Physical assault or the threat thereof

* In the event of dismissal, immediate organizational matters must be addressed within 30 days.

Disciplinary Proceedings for Complaints against Executive Team or General member:

The AMPD President will investigate all reported instances of Code of Conduct violations. In every instance where improper behavior is found to have occurred, the corporation will take appropriate action. We will not tolerate retaliation against officers who raise genuine ethics concerns in good faith.

1. Written Complaint(s) received by President.
2. President reaches out only to Executive Team to gather any eye witness accounts.
3. President submits anonymous Complaint(s) to accused.
4. Accused given 3 business days to do one of the following:
 - Submit written Reply for submission to President and involved parties

American Muslim Professionals of Dallas | By-Laws

- Abstain from proceedings by not submitting a response
 - Submit a written resignation
5. If a written Reply is received, President will decide on the appropriate action based on Complaints, Reply and Executive Team accounts.
 6. President shall inform accused and Executive Team within 2 business days of his/her decision.

Disciplinary Proceedings for Complaints against President or Advisory Board Member:

1. Written Complaint(s) received by Vice President or Secretary.
2. Recipient submits anonymous Complaint(s) to accused.
3. Accused given 3 business days to do one of the following:
 - Submit written Reply for submission to Advisory Board and involved parties
 - Abstain from proceedings by not submitting a response, at which point only the anonymous Complaint(s) will be forwarded to the Advisory Board
 - Submit a written resignation, at which point Complaint(s) will not be submitted to the Advisory Board and the matter will be concluded internally.
4. If a written Reply is received, complaint recipient must call meeting with Advisory Board to present Complaint and Reply and request a binding recommendation.
 - The meeting with Advisory Board must take place within 10 business days and include at the minimum 3 Advisory Board members.
 - Advisory Board shall vote objectively on the specific incident based on Complaints, Reply and Executive Team accounts.
5. Complaint recipient informs accused and Executive Team within 2 business days of Advisory Board's decision.

IV. Integrity

Build Trust and Credibility

The success of our corporation is dependent on the trust and confidence we earn from our members. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching organizational goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for AMPD? Will it help create a working environment in which AMPD can succeed over the long term? Is the

American Muslim Professionals of Dallas | By-Laws

commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

Dealing With Outside People and Corporations

AMPD officers must take care to separate their personal roles from their corporation positions when communicating on matters not involving corporation business. Officers must not use corporation identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve corporation business, officers must not presume to speak for the corporation on any topic, unless they are certain that the views they express are those of the corporation, and it is the corporation’s desire that such views be publicly disseminated. When dealing with anyone outside the corporation, including public officials, officers must take care not to compromise the integrity or damage the reputation of either the corporation, or any outside individual, business, or government body.

Privacy and Confidentiality

When handling financial and personal information about customers or others with whom the corporation has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for the corporation’s business.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

V. Respect

Respect for the Individual

We all deserve to work in an environment where all individuals are treated with dignity and respect. AMPD is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success as a corporation. We cannot afford to let anyone’s talents go to waste.

Gender Equality

AMPD leadership will display a concern and regard for gender equality in all aspects of the corporation’s operations. AMPD is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive or harassing behavior.

American Muslim Professionals of Dallas | By-Laws

Appendix C: CALENDAR OF EVENTS

The following are the minimum AMPD programs for a year ending in an **even number**:

January	Marketing Content Calendar
February	Professional Development Program
March	Community Service Project
April	Leadership & Development Initiative
May	Community Service Project
June	Professional Development Program
July	Community Service Project
August	Professional Development Program
September	Professional Development Program
October	
November	Community Service Project
December	Leadership & Development Initiative

The following are the minimum AMPD programs for a year ending in an **odd number**:

January	Marketing Content Calendar
February	Professional Development Program
March	Community Service Project
April	Leadership & Development Initiative
May	Community Service Project
June	Professional Development Program
July	Community Service Project
August	Professional Development Program
September	Professional Development Program
October	AMPD Elevation Gala *
November	Community Service Project
December	Leadership & Development Initiative

* AMPD Elevation Gala Guidelines

- **Recap:** Highlight AMPD events for previous term
- **Appreciate:** AMPD Advisory Board, Committee Members, Sponsors, & Community Partners
- **Inspire:** Key note address by motivational speaker & Networking Activity
- **Serve:** Award Scholarships to High School & College Students (AMPD Alma Mater competition!)
- **Develop:** Present 2 year plan, organizational value, membership benefits

American Muslim Professionals of Dallas | By-Laws

Appendix D: COMMUNICATION MATRIX

Guidelines for AMPD's Official Involvement in DFW Community Events:

	Contact:	Event Criteria:	AMPD Involvement:
A) AMPD Community Service Project Collaborations:	President Vice President Community Service Chair	<ul style="list-style-type: none"> DFW Organization seeking volunteers for a faith-based event DFW Organization seeking volunteers for a service project 	<ul style="list-style-type: none"> AMPD promotion via all communication channels
B) AMPD Community Partnerships:	President Vice President Marketing Chair	<ul style="list-style-type: none"> DFW Organization putting on Professional Development event specific to one of AMPD's industries 	<ul style="list-style-type: none"> Industry-specific promotion via email if the event does not conflict with timing of an approved AMPD event
C) AMPD Community Sponsorships:	President Vice President Marketing Chair	<ul style="list-style-type: none"> DFW Organization inviting AMPD to attend community event that is neither a professional development or service project 	<ul style="list-style-type: none"> AMPD to accept invitation and be listed as a community supporter No AMPD promotion to members

AMPD's Internal & External Communication Channels:

All of the below communication channels may be used to promote AMPD Programming Events and Community Service Project Collaborations approved by Executive Team.

Communication Channels:	Channel Owner(s):
AMPD Website:	President; Vice President; Marketing Chair
AMPD E-Newsletter:	Communications Director
Membership-Specific Email for Approved Community Partnerships:	Secretary; Communications Director
AMPD Social Media Channels - Facebook Group/Page, LinkedIn, Twitter, Google +:	Communications Director; Marketing Chair
AMPD.calendar@gmail.com & Slack app for internal ET collaboration:	All Executive Officers
Google Group for internal AB collaboration:	President; Vice President; Leadership & Development Chair

American Muslim Professionals of Dallas | By-Laws

Appendix E: CONTENT COLLABORATION

Professional Articles & Job Posts | AMPD Members (driven by ET & AB)
AMPD LinkedIn Group | **Weekly**

AMPD Event Announcements | Communications Director & ET
AMPD Social Media Channels & MailChimp | **Weekly**

Open Ended Questions | AMPD ET & AB
AMPD Social Media Channels | **Bi-Weekly**

AMPD Blog Posts | AMPD Committee Chairs
AMPD Website & Social Media Channels | **Monthly Rotation**

Advisory Board Blog Posts | AMPD AB
AMPD Website & Social Media Channels | **Quarterly Recap**

AMPD Hour! Community Talk Show | AMPD ET & MC
Radio Azad Online | **Monthly Rotation**

Jummah Announcements | AMPD Community Liaisons & MC
DFW Islamic Institutions | **As Needed**

DFW Community Announcements | AMPD Community Liaisons & MC
DFW Academic Institutions & Media Outlets | **As Needed**