

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, THE MOST GRACIOUS,
THE MOST MERCIFUL



**ICF SHURAH'S
GENERAL RULES AND OPERATING INSTRUCTIONS**

ADDENDUM 3

PREAMBLE: In accordance with the ICF Bylaws, Article IV: Board of Directors, Section 1 (Renamed “Shurah”), the ICF Shurah is empowered to: establish overall policy and direction of the ICF; to define its mission, goals, and objectives; to assign priorities to those goals and objectives; to approve major personnel policies; to review and approve the budget; and to raise financial resources required to meet the ICF’s goals and objectives. In accordance with these stated powers, as well as those specifically outlined in Article IV: Sections 2, 9, and 11, the ICF Shurah hereby resolves as follows:

**GENERAL RULES REGARDING COLLECTION AND DISTRIBUTION OF
SADAQAH (CHARITY) FOR INDIVIDUALS**

1. First it should be understood that ICF is not chartered to function as an Islamic Governmental or Social Service Organization. Our primary goal and objective is to establish a self-sustaining Islamic Center in Fayetteville, NC that provides a facility, community structure, and programs to accommodate basic Islamic worship services for local Muslims. Therefore, all donations and fund raising conducted by ICF are intended for these purposes unless specifically collected and acknowledged as being for an alternate purpose e.g. Zakat Al-Fitr, Eid expenses, etc.
2. ICF cannot be expected to use funds, collected as outlined in item 1 above, for purposes other than for what those funds were collected. This includes otherwise legitimate and sincere requests for financial assistance with mortgage/rent payments, car notes, medical expenses, taxes, bail, school tuition, loan payments, failed business ventures and contract disputes, or any other requests for, or on behalf of, individuals who regularly attend ICF functions, who live in the local Fayetteville area or outside the local area. Individuals are expected to handle their own personal financial affairs, and/or seek assistance from Government or Social Service Organizations specifically designed to provide financial assistance for such issues. It should clearly be understood that approvals of requests for financial assistance will normally be limited to issues relating to food, clothing, and shelter. Under no circumstances should requests related to criminal or civil legal matters, personal business contracts, or other similar matters be approved.

3. At-Tauba (The Repentance)

إِنَّمَا الصَّدَقَاتُ لِلْفُقَرَاءِ وَالْمَسَاكِينِ وَالْعَامِلِينَ عَلَيْهَا وَالْمُؤَلَّفَةِ قُلُوبُهُمْ
وَفِي الرِّقَابِ وَالْغَارِمِينَ وَفِي سَبِيلِ اللَّهِ وَابْنِ السَّبِيلِ فَرِيضَةً مِّنَ اللَّهِ
وَاللَّهُ عَلِيمٌ حَكِيمٌ (9:60)

- 9:60 (Y. Ali) Alms are for the poor and the needy, and those employed to administer the (funds); for those whose hearts have been (recently) reconciled (to Truth); for those in bondage and in debt; in the cause of Allah, and for the wayfarer: (thus is it) ordained by Allah, and Allah is full of knowledge and wisdom.

Notwithstanding Items 1 and 2 above, the ICF Shurah recognizes that from time to time it may be necessary to consider providing limited financial assistance for individuals/families experiencing occasional financial difficulties. For that reason, the Shurah previously authorized the Executive Committee (EC), under its General Rules and Operating Instructions (Item Number 6), to distribute: “sadaqah requests not to exceed \$200 per action or \$400 per calendar month;” without the need to have such requests reviewed by the entire ICF Shurah.

4. Al-Isra (The Journey by Night)

وَأْتِ ذَا الْقُرْبَىٰ حَقَّهُ وَالْمِسْكِينَ وَابْنَ السَّبِيلِ وَلَا تُبَذِّرْ تَبْذِيرًا (17:26)

- 17:26 (Y. Ali) And render to the kindred their due rights, as (also) to those in want, and to the wayfarer: But squander not (your wealth) in the manner of a spendthrift.

Al-Isra (The Journey by Night)

وَلَا تَجْعَلْ يَدَكَ مَغْلُولَةً إِلَىٰ عُنُقِكَ وَلَا تَبْسُطْهَا كُلَّ الْبَسْطِ فَتَقْعُدَ
مَلُومًا مَّحْسُورًا (17:29)

- 17:29 (Y. Ali) Make not your hand tied to your neck, nor stretch it forth to its utmost reach, so that you become blameworthy and destitute.

This Addendum to the ICF Shurah General Rules and Operating Instructions is intended to further define and clarify the rules to occasionally provide individual financial assistance as well as to establish administrative procedures for such requests. Therefore, the following additional guidelines are hereby established:

- a. All requests for financial assistance must be in writing and must provide the background and supporting documentation outlined in the Attachment to this Addendum. Requests by individuals who are not willing to provide basic background and supporting documentation will not be considered.
- b. Requests by single mothers with children, the disabled, and the recently unemployed, will be given higher consideration and priority. Requests for family assistance should only be submitted by the designated Head of the Household.
- c. Sadaqah requests that exceed the EC's authority will not be considered until a quorum of the full ICF Shurah can be assembled. The Shurah so assembled can consider and approve a maximum one-time payment from ICF operational funds not to exceed \$400.00.
- d. Instead of, or in addition to, the \$400.00 maximum Shurah payment, the Shurah can authorize a call for a special fund raising effort directly from the community during Jummah or other events specifically for an individual sadaqah request. The only means by which ICF will authorize any sadaqah payment greater than \$400.00 is through such direct special community fund raising efforts. However, ICF will not conduct any special individual fund raising efforts during any month in which community donations have not first covered ICF's basic operating expenses. Furthermore, under no circumstances will ICF authorize individual sadaqah payments, from ICF operational or other accounts, for amounts greater than \$400.00 per request.
- e. Except for extremely unique and severe situations, and regardless of the amount of any previous payment, neither the EC and/or Shurah will consider more than one request from any individual/family during any three month period.
- f. As a general rule, sadaqah requests should only be presented by, or on behalf of individuals who regularly attend the ICF. In rare cases requests may be considered by, or on behalf of individuals who live in, and regularly attend other masajids in the Fayetteville, NC metropolitan area. Requests by, or on behalf of individuals living outside the Fayetteville area will generally not be considered.

NOTE: This **ICF Shurah's General Rules and Operating Instructions, Addendum 3** was duly approved by majority ICF Shurah vote on ___ June 2012, and is hereby enacted/updated by the signature of the Shurah Chairman affixed. Such rules shall be reviewed annually and updated/modified as appropriate.

SHURAH CHAIRMAN (Signature and Date Updated)

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IN THE NAME OF ALLAH, THE MOST GRACIOUS,
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REQUEST FOR ONE-TIME INDIVIDUAL FINANCIAL ASSISTANCE

1. I, _____ (Full Legal Name) hereby request a one-time charitable financial assistance payment from ICF in the amount of \$ _____.
2. Personal Contact Information:
 - a. Address: _____
 - b. Telephone: _____
 - c. Email: _____
 - d. Employed by: _____
3. I am single/married. Number/ages of family members for which responsible: _____
4. I/We regularly attend ICF (Yes/No). Or I/We regularly attend the following other local Masjid: _____
5. The following ICF or other Masjid individuals know me and can serve as my references
 - a. _____ (Name & Telephone Number)
 - b. _____ (Name & Telephone Number)
6. In addition to ICF, I am also seeking financial assistance at this time from: _____ in the amount of \$ _____.
7. If approved, the funds received from ICF will be used for: _____
8. If this request is for assistance with a recurring/monthly bill, what is your get-well plan for dealing with this expense in the future, in other words, how do you plan to make your payment next month? _____
9. Check should be made out to: (Name of Individual or Company) _____
10. I understand that ICF has limited funds for assisting with personal financial matters, and I have read/been advised about the time-period and dollar limits for which I can request financial assistance. I further understand that any amount I receive through this request is considered charity and I am under no legal or moral obligation to repay the amount received at any time now or in the future. However, should my financial situation improve significantly in the future, I will consider returning the amount I received from ICF to the ICF so that others who may be in need in the future may also benefit from this opportunity.

(Signature)

(Date)

*******THIS PORTION FOR ICF USE ONLY*******

The above request for financial assistance from _____
was reviewed by the ICF Executive Committee on _____(Date) and:

- a. Disapproved
- b. Approved in the Amount of: _____
- c. Forwarded for review by the ICF Shurah.

The above request for financial assistance was reviewed by the ICF Shurah on
_____(Date) and:

- a. Disapproved
- b. Approved in the Amount of: _____ and/or
- c. Referred for a special collection from the ICF community. A special collection was conducted on _____(Date) and \$_____ was raised and distributed to the applicant.

(Signature of ICF Chairman or EC Representative)

I, _____ hereby acknowledge that my
request for financial assistance was:

- a. Disapproved
- b. Approved in the Amount of: \$_____ and I hereby acknowledge receipt of that amount from ICF on _____ (Date).

I further acknowledge that, regardless of the decision on this financial assistance request, I generally may not reapply for additional financial assistance from ICF within three months from the date of this request.

(Signature)

(Date)