

OPERATING GUIDELINES -- SUFI ORDER INTERNATIONAL - SEATTLE

Adopted at a regular meeting of the Board of Trustees, August 1, 2012 Revised Jan 21, 2013

Note: These guidelines are intended to function as “by-laws”, although SOI-Seattle is legally governed by the by-laws of the SOI/North America.

1 — NAME AND PURPOSE

The Sufi Order International – Seattle (hereafter SOI-Seattle) is an authorized affiliate of the Sufi Order International in North America, headquartered in New Lebanon, N.Y., which is a nonprofit organization incorporated under the laws of the State of New York and certified by the IRS as a 501(c)3 charitable nonprofit organization. SOI-Seattle is governed by the by-laws of the Sufi Order International.

SOI-Seattle is organized exclusively for charitable, religious and education purposes. We offer tools for spiritual growth and a community of fellow seekers. Our teachings come through the lineage of the 20th century Sufi master Hazrat Inayat Khan, his son Pir Vilayat Inayat Khan and grandson, Pir Zia Inayat-Khan. As Sufism has evolved over the centuries, it has offered timeless wisdom in the language of the day. Our teachings of universal Sufism continue to unfold, from the unity of religious ideals expressed by Inayat Khan, to the integration of modern psychological understanding by Pir Vilayat, to Pir Zia’s present focus on the spirituality of activism and ecology.

We sponsor weekly and monthly classes, seminars by local and visiting teachers, a monthly worship service and other activities. Also, we offer spiritual guidance and personal retreats, weddings, birth & funeral services, healing prayers, and other services. We are regular participants in the Unity Zikr, a gathering of many local Sufi orders to pray with music, song and movement, and open to all.

2 – COMMUNITY

The SOI-Seattle is an inclusive community that welcomes initiates and members of the SOI Esoteric School, Sufi Healing Order, Universal Worship, Zira’at, and Kinship Activities; participants in classes and events sponsored by SOI-Seattle; and others interested in Sufism and the Sufi Path.

3 – CENTER COUNCIL

The Center Council is a leadership group that informally represents the SOI-Seattle community and provides advice and consultation to the Board of Trustees.

Members of the Council are Board members plus the individuals who are named and publicized as coordinators of various activities (Esoteric School classes, Sufi Healing Order, Kinship, Zira’at, Universal Worship); and individuals taking responsibility for major functions such as event organization, interfaith / inter-order liaison publicity, internet and database management.

Anyone in the SOI community is welcome to attend and participate.

All issues to be voted on are decided by a simple majority of those present at the meeting in which the vote takes place. Recommendations of the Council are not binding.

Regular meetings of the Council are held three or four times a year, at a time and place designated by the president of the Board, serving as chair of the council.

4 – BOARD OF TRUSTEES

Role and responsibility. The Board has fiduciary responsibility for the organization, and is responsible for overall policy and direction of the organization. Responsibility for day-to-day operations may be delegated to volunteer staff or committees. The Board shall have no fewer than five and no more than **seven eleven** members. Board members receive no compensation other than reasonable expenses.

Officers and Duties. There shall be three officers of the Board, a president, secretary and treasurer. Their duties are as follows:

The president convenes regularly scheduled Board meetings, and serves as chair of the Center Council, or arranges for another member of the Board to serve in these roles.

The secretary is responsible for keeping records of Board actions, including taking minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and ensuring that corporate records are maintained.

The treasurer makes a financial report at each quarterly Council meeting. The treasurer assists in preparing the budget, oversees the work of the bookkeeper, helps develop fundraising plans, and makes financial information available to Board members and the community.

Eligibility and term of office. Board members are elected from among the initiates of the Sufi Order International. Board members serve two-year terms, but are eligible for re-election for up to three consecutive terms. Terms of office are staggered so that no more than three new Board members are elected in a given year.

Meetings and notice. The Board meets at least ten times annually, at an agreed-upon time and place. An official Board meeting requires that each Board member have written notice at least two weeks in advance.

Special meetings. Special meetings of the Board shall be called upon the request of the president, or another Board member. Notices of special meetings shall be sent out by the secretary to each Board member at least two weeks in advance.

Quorum. A meeting must be attended by at least fifty percent of Board members for business transactions to take place and motions to pass.

Board elections. Board members and officers are nominated and elected or re-elected at the September Board meeting, or whenever a vacancy occurs, pending approval by the Council at its next meeting.

The Board shall be responsible for nominating a slate of prospective Board members from the community of initiates, and may call for nominations from the community via email notice.

Vacancies. When a vacancy on the Board occurs mid-term, the vacancy is announced to the community via email, requesting nominations to be received two weeks in advance of a Board meeting. These vacancies are filled only to the end of the particular Board member's term.

Resignation, termination, and absences. Resignation from the Board must be in writing and recorded by the secretary. A Board member may be terminated from the Board due to excess absences (more than two unexcused absences from Board meetings in a year). A Board member may be removed for other reasons by a majority vote of the remaining trustees.

5 -- COMMITTEES

From time to time, the Board may create committees to assist in the development or functioning of the Center. The Board president appoints all committee chairs. At least one member of the Board of Trustees must serve on any committee.

Committees are established for a limited term and with a specific mandate, unless a need for standing committee arises. Committees shall report on their progress at each Board meeting.

6 –STAFF FUNCTIONS

Members of the Board, Council or SOI-Seattle community may serve as volunteer staff for such functions as Center administrator, database manager, website manager, publicity manager. Staff may be paid on a contract basis by approval of the Board.

7 – AMENDMENTS

These operating guidelines may be amended by unanimous consent of the Board of Trustees. Proposed amendments must be submitted to the Secretary and distributed with notice of upcoming Board meetings.

8 – CERTIFICATION

These operating guidelines were approved at a regular meeting of the Board of Trustees on June 13, 2011, and revised at the Board of Trustees meeting August 1, 2012.

J.P. (Wajid) Gallien
President

Date: August 11, 2012

Dorothy (Manal) Craig
Secretary