

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Constitution and Bylaws of Islamic Society of Central Pennsylvania

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Explanatory statement:

This amendment is prepared to satisfy the new needs of the Islamic community in State College in light of the expansion of the Muslim community and to ensure the continuity of work on long term projects.

Article I: Name and Location

Section 1: Name

- a) The name of the society shall be The Islamic Society of Central Pennsylvania (herein referred to as ISCP). **ISCP and its affiliated institutions is a religious, non-profit organization, operated in compliance with Section 501 (c) (3) of the United States Internal Revenue Code as currently enforced and subsequently amended.**

Section 2: Location

- a) **The office of the ISCP is currently located on the premises of the Islamic Society of Central Pennsylvania at 454 Rolling Ridge Rd, State College, PA, 16801**

Article II: Principle

Section 1:

ISCP is organized exclusively for Islamic religious activities. All its activities shall be in accordance with the Qur'an and authenticated Sunnah of the last Prophet Muhammad (Peace be upon him), as adopted and practiced by Ahl Al-Sunnah Wal-Jama'ah, but not respect to a particular Madhab.

Article III: Objectives

Section 1: ISCP shall focus on the following:

- a) **Promoting the five pillars of Islam.**
- b) **Practicing Islam according to the teachings of the Qur'an and authenticated Sunnah of the last Prophet Muhammad (Peace be upon him).**
- c) **Providing an environment conducive to Islamic Ideals and values.**
- d) **Supporting Islamic Schools, Muslim community centers, Islamic libraries, Islamic cemeteries, Islamic clinics, etc.**
- e) **Aiding needy people as determined by the ISCP Executive Council**

- f) Fostering unity, brotherhood and sisterhood among the Muslims **in ISCP and in other parts of the world**
- g) Arranging and holding daily prayers and Islamic religious festivals (**Jumah and Eid Prayers**)
- h) Conducting social, cultural, religious and other activities according to Qur'an and Sunnah
- i) Working towards making Islamic teachings known to interested non-Muslims and to practice Da'awah in the community
- j) Encouraging and enabling Muslims to obtain knowledge and competence to aid in practicing Islam so that they can contribute individually and collectively toward meeting human needs in conformity with Islamic doctrines and beliefs
- k) Establishing contact with other Islamic organizations in the USA, Canada and other parts of the world.
- l) Arranging welfare programs (including Zakat distribution) to help the community
- m) **Providing personal affairs services, (e.g., Islamic Marriage certificates), to the Muslim community**
- n) **Maintaining the assets of the Muslim community and developing new projects to satisfy their needs**

Article IV: Affiliation

Section 1

- a) The **ISCP** shall be affiliated with The Islamic Society of North America (ISNA).

Section 2

- a) Real estates purchased or donated to the ISCP shall be titled in the name of the North American Islamic Trust (NAIT).

Section 3

- a) The **ISCP** may not undertake any activity that violates the constitution and bylaws of the ISNA. In case of such violation, the Executive Council of the ISNA may send a representative to resolve the issue.

Article V: Membership

Section 1: Membership shall consist of two types: general members and voting members

- a) **Criteria for General Members**

- a. Any Muslim whose beliefs are based on the “Shahada” and who endeavors to practice Islam as a total way of life.
- b. Each member shall have good Islamic conduct
- c. General member does not have to be registered
- d. Membership shall be immediately suspended and revoked from any member if he/she does not comply with the criteria mentioned in this section. ISCP board reserves the right to exclude any general member after finding a just and reasonable cause for such action

b) Criteria for Voting Members

- a. Any general member can be a voting member if he/she satisfies the criteria for general member and all of the following:
 - b. He / she should have good Islamic conduct and agree to obey the Constitution and Bylaws of the ISCP
 - c. Must fill out a membership application and pay his/her yearly membership dues unless exempted due to financial hardship. An annual documented donation amount that is more than double yearly fee would replace the membership dues.
 - d. Must be eighteen (18) years of age or older
 - e. Must live within 50 miles radius of ISCP for at least two months prior to his admission as a voting member.
 - f. Must not have any active unresolved acts of violence or any immoral violation within ISCP's premises, or at ISCP's sponsored functions, or within the community.
 - g. A Member shall be eligible to vote and hold office in the Executive Council or any Committee of the ISCP
 - h. The membership shall be immediately suspended or revoked from any member if he/she does not comply with the criteria mentioned in this section.
 - i. ISCP board reserves the right to reject any application for membership after finding a just cause for such action. Such application can be discussed at the forthcoming general body meeting
- c) An Affiliate shall be any person who is interested in Islamic activities. An Affiliate shall neither be eligible to vote in election nor hold any elected office.

Section 2

- a) The General Body of the **ISCP** shall consist of all **registered** Members of the **ISCP**.

Section 3

- a) All membership applications could be submitted at any time and shall be approved or denied in writing by the Executive Council of the **ISCP** within one month of receiving the application. The Council shall base its decision on what is considered to be the best interest of the **ISCP**. In the case of a denial of Membership status, the individual may appeal the denial to the General Body via the General Body Coordinator (The Executive Council's Vice President).

Section 4

- a) A member may resign by sending a written resignation to the Executive Council. Non-payment of the annual dues, or an installment of such dues within sixty days of the date on which the payment is due, may be regarded as an automatic resignation. Membership status will be reactivated upon full payment of dues.

Section 5

- a) Annual membership dues shall be initially fixed as follows:
 - a. Member (student): 12 dollars for individual, 18 dollars for family
 - b. Member (non-student): 24 dollars for individual, 36 dollars for the family
 - c. Affiliate: no dues payment required.
- b) Membership dues may be revised at any time, subject to the approval of the Executive Council. If the changes(s) in dues is (are) greater than twenty-five percent, the General Body must approve of the change(s).
- c) The annual dues shall become payable by the first of **January** of each calendar year. The Executive Council has the right to waive the dues or reduce them for members who cannot afford them.
- d) **The EC may revoke the membership of any person who violates this constitution.**

Article VI: The General Body

Section 1: Composition

- a) The "General Body" shall consist of all members as defined by Article V Section 1**

Section 2: Functions

- a) To participate in and support ISCP's activities and functions
- b) Exercising all powers necessary to promote the objectives of the ISCP.
- c) Observe meetings but only voting members shall vote or express their opinions (provided they would be reasonably respectful, and avoid intimidation or temptation to anyone or group)

Section 3: Responsibilities of voting members:

- a) Attend meetings
- b) Cast his/her vote on resolutions, amendments to the constitution and/or bylaws as necessary, and in general, exercise all powers necessary to promote the aims and objectives of ISCP
- c) Abide by ISCP bylaws and its legal purpose
- d) Vote on major proposed projects in the community
- e) Approving appointment of the Election committee
- f) Electing the Executive Council of the ISCP.
- g) Accepting or rejecting the decision of the Executive Council in removing one or more of its members
- h) Dissolving the Executive Council or removing any of its Members by passing a vote of no confidence, and appointing three Members to be the acting Executive Council who shall call for new elections within one month from the appointing date. Election should be carried out as per Article XI.
- i) Accepting the resignation of one or more Members of the Executive Council.
- j) Approve or disapprove ISCP Proposed Constitution and Bylaws amendments, by a two third (2/3) majority vote of those physically present to vote
- k) Adopt resolution(s) to promote the aims and purposes of ISCP. Such resolution(s) are to be implemented by the ISCP's board members.
- l) Approving the Annual report and financial statement of the ISCP. **The approval of the final financial report requires 2/3 of the number of the attendees in the body meeting. If the report does not obtain the required votes, the general body should elect three members to**

audit the financial records and prepare a report to be presented to the general body within two weeks.

- m) Violating these rules may lead to suspension or termination of voting membership as determined by the EC board members

Section 4: Meetings

- a) The General Body may have two semi-annual meetings a year, and the last meeting shall be the annual meeting. But the General Body shall meet at least once a year
- b) The meeting shall be called by a majority of ISCP board members, the president of ISCP or may be formally requested by one third (1/3) of voting members
- c) A special meeting shall be called within 7 days by the Board members.
- d) The meeting shall be presided by the President of the board, or his appointee.
- e) The time, date, place of the meeting, and the purpose of the meeting shall be announced twice and posted at ISCP. The first notice shall be at least 15 days before the meeting. The second notice shall be at least seven days in advance.
- f) Special meetings of the General Body may be called at the request of one-third (1/3) of the Members or two-thirds (2/3) of The Executive Council Members. Such a meeting shall be held within two weeks after the written request is made to the General Body Coordinator.
- g) A notice of a special General Body meeting shall be posted and announced in the Islamic Center in State College at least five days prior to the meeting. The presence of one-third or more of all the Members shall constitute a quorum.
- h) The quorum requirement for a General Body Meeting and its deliberations, except for voting on amendments to the constitution, shall be one-third (1/3) of the total Members of the ISCP. It shall be the responsibility of the General Body Coordinator to check the quorum requirement before beginning the meeting, if it is pointed out by a Member that quorum requirement is not met, the meeting shall be adjourned.
- i) If the quorum requirement as specified in item (e) in this section is not fulfilled in a meeting, another General Body meeting shall be called for the same purpose within a month thereafter. At that time any number of members present is considered to form a quorum.

Article VII: Officers

Section 1

The Executive Council shall consist of six (6) elected officers. The term of the Executive Council shall be **two years**.

Section 2

The six elected officers will be elected for the following positions:

President, Vice President, Secretary, Treasurer, Activity Coordinator and Outreach Coordinator.

Section 3

The Executive Council shall be responsible for:

- a) Implementing the Constitution.
- b) Raising funds for the ISCP.
- c) The General management, maintenance and growth of the Mosque/ Islamic Center already established in State College, PA.
- d) Supervising and organizing activities of the ISCP within the framework of the Constitution.
- e) Signing withdrawals of funds in accordance with Article VII Section 5.
- f) Presenting annual reports at the annual General Body meeting.
- g) Regular planning of activities to fulfill the objectives of the ISCP.
- h) Reviewing membership applications.
- i) Appointing ad hoc committee members.
- j) Appropriating funds for various committees and activities, up to \$10,000 per occasion, any amount higher than this requires an approval from the General Body.**
- k) Formulating and supervising projects and programs to promote the objectives of the ISCP.
- l) Appointing employees to implement services to the ISCP.
- m) Establishing a private Islamic mechanism to resolving conflicts within the Muslim community such as mediation and arbitration.**

Section 4

- a) Any EC member who is absent for more than 90 days shall be considered resigned from his position.
- b) If an Executive Council Member resigns or leaves the Central Pennsylvania area sixty (60) days or more before the expiration of that Council term, the general body shall elect by a simple majority vote another Member from the General Body for the remaining tenure of the leaving Member's term. Otherwise, the Executive Council can appoint a Member from the General Body to replace the resigning member. Also, if the Vice-president is not approved by simple majority vote of the General Body to assume the duties of a resigned President, then the General Body shall elect a new President.
- c) Any member cannot serve in the EC for more than three consecutive terms continuously. Moreover, no member can serve in the same position for more than two consecutive terms continuously.

Section 5

The President shall be responsible for:

- a) The general management of activities of the ISCP.
- b) Acting, or designating a board member(s) to act, as the representative(s) for ISCP Board members at all meetings, public functions, and ceremonies when appropriate.
- c) The President may not obligate the Executive Council to any agreement without prior authorization by the board members.
- d) Reviewing and adopting, in consultation with board members, the agenda for all Board meetings.
- e) Executing, ratifying and countersigning such instruments and documents as prescribed by the EC and necessary to advance ISCP; (i.e., to be familiar with all the issues related to ISCP.)
- f) Appointing a Youth Affairs Officer ("YAO") contingent on majority vote of executive council who will be responsible for the following:
 - a. Arranging indoor and outdoor activities
 - b. Organizing lectures and workshops for the youth.
 - c. Addressing problems faced by youth and sharing it with Executive Council.
- g) Performing other duties and responsibilities based on Executive Council majority votes; and as necessary from time to time.
- h) Directing and coordinating all activities necessary to achieve the objectives of the ISCP.

- i) Formulating agendas and calling and presiding over meetings of the Executive Council.
- j) Controlling funds and expenses of the ISCP as defined in Article VII section 5.
- k) Presenting reports on the state of the ISCP at the annual meeting and in its newsletter.
- l) Appointing two Members to be responsible for collecting the money from the donation boxes and handing it to the Treasurer.

Section 6

The Vice-president shall be responsible for:

- a) Acting as general Body Coordinator as specified in Article V Section 3.
- b) Calling and presiding over the meetings of the General Body in the absence of the President.
- c) Preparing the agenda for the General Body meetings.
- d) Maintaining a list of Members of the General Body **and organizing the admission process.**
- e) Presenting, at the beginning of every General Body meeting, for approval, the minutes of the previous meeting.
- f) Carrying out the management of the activities of the ISCP in the absence of the President.
- g) Assisting the President in accomplishing the objectives of the ISCP.
- h) Assuming the duties of the President upon resignation of the current President, subject to approval by the General Body, as specified in Section 4 of this Article.
- i) **Organizing the ad-hoc committees, Article IX.**
- j) **Maintaining and taking care of the ISCP properties.**
- k) **Performing other duties and responsibilities based on Executive Council majority votes; and as necessary from time to time.**

Section 7

The General Secretary shall be responsible for:

- a) Preparing, circulating and maintaining the minutes of all the Executive Council meetings.
- b) Preparing the agenda for the Executive Council meetings
- c) Maintaining an updated list of current ISCP voting members.

- d) Keeping the ISCP registered in the state of Pennsylvania as a tax-exempt and non-profit organization.
- e) Presiding over the Executive Council meetings when the president and the vice-president are absent.
- f) Presenting at the beginning of every Executive Council meeting, for approval, the minutes of the previous meeting and keeping and **maintaining records and documents of ISCP.**
- g) Overseeing publication and distribution of the ISCP's newsletter.
- h) Ensuring that the website is up-to-date.**
- i) Handling the communications between the EC and the ISCP members.**
- j) Announcing activities within the ISCP community.
- k) Performing other duties and responsibilities based on Executive Council majority votes; and as necessary from time to time.**

Section 8

The Treasurer shall be responsible for:

- a) Maintaining a record of all financial transactions of the ISCP.
- b) Systematic upkeeping of books, writing disbursements and receipts, and preparing bank reconciliation and financial statements.
- c) Collecting and depositing all funds received on behalf of the ISCP.
- d) Keeping proper records of all accounts of ISCP funds and issuing receipts for collection of such monies; an internal finance committee shall be appointed by the board to review the accounting records and financial reports every year.**
- e) Paying ISCP accounts payable specified by the board members on a proper order signed by the president of the board members. The disbursement of funds shall require two signatures, the treasurer and president's signatures.**
- f) Cosigning all withdrawal checks on behalf of the ISCP in accordance with Article VII section 5.
- g) Preparing, in consultation with the other Members of the Executive Council, the Annual budget of the ISCP for the upcoming fiscal year.

- h) Presenting to the Executive Council a quarterly report on the status of the ISCP's financial affairs (including all donations received by the ISCP).
- i) Acting as the Chair of Zakat committee.
- j) At the end of treasurer's term, the outgoing treasurer shall transfer accounts, books, and accounting within two (2) weeks to the new treasurer. The former treasurer shall be available to assist the incoming treasurer for a period not to exceed three (3) months.
- l) Performing other financial duties and responsibilities based on Executive Council votes; and as necessary from time to time.

Section 9

The Activity Coordinator shall be responsible for:

- a) Coordinating activities such as collective dinners, picnic, and Eid activities at the Islamic Center.
- b) Publicizing activities within the ISCP community.
- m) Performing other duties and responsibilities based on Executive Council votes; and as necessary from time to time.

Section 10

The Outreach (Da'wah) coordinator shall be responsible for:

1. Preparing and maintaining a timetable of Salat for the State College area, and the Iqamah at the Islamic Center.
2. Preparing and determining, in cooperation with Director-Imam, the proper timings of Ramadan and Eids based on visual moonsighting.
3. Supervising the preparation and functioning of Jum'ah prayer, in cooperation with the Director-Imam
4. Initiating programs of Islamic training and awareness among the members of the Community.
5. Initiating programs and activities of Da'wah among non-Muslims
6. Responding to all requests for information related to da'wah

Section 11

Executive Council meetings:

- a) The Executive Council shall meet monthly at a time and place that is convenient and suitable to most Council Members. The President may call Executive Council meetings in addition to the regular monthly meeting whenever necessary.
- b) An emergency Executive Council meeting may be called at the request of at least one-third (1/3) of the Executive Council Members. Such a meeting shall be held within one week after the written request is made to the general Secretary.
- c) An emergency meeting of the Executive Council may also be called by a petition signed by ten (10) Members of the General Body or ten percent of all Members, whichever is larger. Such a meeting shall be held within a week after the written petition is submitted to the General Secretary.
- d) The presence of one-half (1/2) of the Executive Council Members shall constitute a quorum for regular Executive Council meeting. The presence of two-thirds (2/3) of the Executive Council Members shall constitute a quorum for emergency Executive Council meeting.

Section 12

Any Executive Council Member who has failed to attend three consecutive Executive Council meetings without being excused by the President prior to the meetings, shall be asked to give a written explanation for the reason of absence at the next Executive Council meeting. If that explanation was not satisfactory for the Executive Council, the council shall consider the dismissal of that member. The Executive Council shall, however, grant that Member a hearing to enable him to defend himself. If the Member refuses to appear before the Executive Council within a period of two weeks, the General Body Coordinator can call a special General Body meeting and request the General Body Members to remove the Executive Council Member from office by a simple majority vote.

Section 13

Decision in the Executive Council meeting shall be reached by simple majority vote of the Council Members attending the meeting. Executive Council Members not attending that meeting shall not be able to vote on any issue that was subject to a vote at that meeting. The **president** of the meeting breaks the tie in case of a tied vote.

Section 14

The Executive Council may invite past Executive Council Member(s) and/or any other Member(s) to an Executive Council meeting to learn the history behind past decisions and/or to seek their views on

items listed on the meeting agenda. However, none of the invitees shall have a right to vote on any Executive Council decision.

Article VIII. Board of Strategic Planning

Section 1

Purpose of the Board of strategic plan, hereafter called the “SP Board,” shall protect and develop the long-term interests of the Society:

- a) Oversees accounts and funds of the Society that are related to the expansion’s projects and strategic plan
- b) Develops, reviews, plans and revises (as necessary) plans for the Society and the Islamic Center.
- c) Approves hiring and/or termination of employees of the Society for expansion’s projects and strategic plan
- d) Seeks the advice of the Shura and Fiqh councils of the Islamic Society of North America (ISNA)

Section 2

Members

- a) The SP Board shall consist of two Voting Members of the Society.
- b) The two members shall be elected by the General Body. None of these two persons “SP Board,” shall be a member of the Executive Council. The third member shall be the President of the Executive Council.

Section 3

Eligibility

- a) All the requirement that have been stated for Executive Council in article
- b) The Two elected members of the SP Board must have served in the Executive Council for at least for one term

Section 4

Terms of members

- a) The terms of the two elected members of the SP Board are two years. After serving a term, member may be nominated for a consecutive term with a limit of three terms.

- b) Replacement of a board member if he resigns or for any reason fails to remain eligible for membership on the SP Board, should be appointed by remaining members of the SP Board.
- c) The appointee must meet the eligibility requirements of Article

Article IX: Finance

Section 1

Membership dues, as described in Article IV section 6, are considered one of the financial resources of the ISCP.

Section 2

The Executive Council may accept any contribution in any form from any source, as long as it is consistent not only with the objectives of the ISCP but also with the principles of Islam.

Section 3

All funds collected for a specific cause shall be used for that cause unless a two-thirds (2/3) majority vote of the Members authorizes its use for a different purpose as long as it adheres to the goals of the ISCP.

Section 4

The ISCP shall maintain the following separate accounts:

- a) Expense Account (Waqf): An interest-free bank account, supplied with funds from the Reserve Fund (Non-waqf), for its current expenses.
- ~~b) Reserve Fund account (Non-Waqf): An interest free account of all Society income, i.e. receipts, dues, all other incoming checks, cash, and all donations except those marked for the Mosque/Islamic Center's maintenance and expansion. Any withdrawals from this account shall be for deposit into the Expense (Waqf) Account or in the NAIT Deposit (Expansion) Account only.~~
- ~~c) NAIT Deposit Account (Expansion): A deposit account of all contributions and donations collected specifically for the Mosque/Islamic Center's maintenance and expansion. All funds in excess of one year's needs should be deposited into this account.~~

Section 5

~~All check withdrawals from the Expense (Waqf), Reserve Fund (Non-Waqf), and NAIT (Expansion) Accounts shall be signed by the Treasurer and the President. However, the Vice-president shall sign~~

the checks in the absence of the President or the Treasurer.

Section 6

The President and the Treasurer shall not authorize expenditure of more than one **thousand dollars (\$1000)** for any single expense without the approval of the Executive Council.

Section 7

The General Body shall elect an auditor at the annual General Body meeting. The auditor should have basic knowledge and understanding of accounting and auditing procedures. The auditor shall audit the ISCP accounts and submit an audit summary at the annual meeting.

Article X: Imam

Section 1

The Executive Council of the ISCP shall take all measures to appoint an Imam for the Islamic Center by utilizing the available offers by any Islamic organization.

Section 2

A meeting of the Executive Council of the ISCP is necessary to nominate a candidate for the position of the Imam for the General Body to approve or disapprove.

Section 3

In order to remove the Imam, a meeting of the Executive Council of the ISCP is necessary to discuss the matter and raise it to the General Body to approve or disapprove removal.

Section 4

The Imam must reside in the State College, Pennsylvania or within commuting distance.

Section 5

The Imam shall possess the following qualifications:

- a) He should be able to communicate in English and Arabic languages.
- b) He should be proficient in the Shariaa and Fiqh according to the Quran and Sunnah.

Section 6

The Imam duties shall be as follows:

- a) Leading all the prayers (Taraweeh, Eid, and delivering the Jumah khotba) at the Islamic Center in State College at the assigned times. **However, the Executive Council may appoint any qualified person to lead the prayer.**
- b) Being a consultant to the Executive Council on religious affairs, and he must be invited to all

meetings of the Executive Council.

c) He should be able to give talks or seminars, teach Arabic, and be in charge of the children's school, if asked by the Executive Council to do so. **All the aforementioned duties shall be conducted with the consultant of the EC.**

Article XI: Ad Hoc Committees

Section 1

- a) The Executive Council **should** appoint ad hoc committees to perform specific assignments. Depending on the nature of the assignments, the duration of these committees may be as short as a fraction of an hour or as long as the tenure of the Executive Council. **The vice president shall act as a link between the EC and the ad hoc committees.**
- b) The assignment given to an ad hoc committee shall be stated in a memorandum from the Executive Council to the ad hoc committee and a copy of the memo shall be posted on the bulletin board in the Mosque/Islamic Center. The limit on expenditures, if any, that may be incurred in carrying out the assignment shall be specified in the memorandum.

Section 2

The Coordinator of an ad hoc committee shall be appointed by the Executive Council. The coordinator shall call, preside over, and adjourn the committee meetings, and he shall also plan and conduct the committee's work.

Section 3

No person shall be a coordinator of more than two ad hoc committees simultaneously.

Section 4

An ad hoc committee shall be allowed to continue its work uninterrupted until it completes its designated assignment. Only the Executive Council shall dismiss an ad hoc committee after or before the assignment has been completed. In either case, the Coordinator shall submit to the President a detailed report of the work performed up to the day the committee is deactivated.

Section 5

Recommendations of the ad hoc committee shall be honored and carried out unless a two-third (2/3) majority of the Executive Council members present in a meeting called to discuss the recommendations, vote for any change(s).

Section 6

Ad hoc committee shall consist of a predetermined number of members. Once it starts its work, there will be no additions to the committee. However, substitution can be made in case of resignation, illness, or other circumstances.

Section 7

No ad hoc committee shall bypass the Executive Council in calling General Body meetings.

Article XII: Amendments of the Constitution

Section 1

A proposal for an amendment(s) shall be signed by ten (10) members or ten percent of the total members, whichever is larger, and submitted to the General Body Coordinator, who shall **communicate** the proposal to the members and call a General Body meeting within three months.

Section 2

An affirmative vote by 2/3 of the members present shall be necessary for the adoption of all amendments.

Section 3

The quorum requirement for voting on amendments shall be 2/3 (two-thirds) of the total members.

Section 4

If two-third (2/3) of the Members are not present in a General Body meeting called for voting on the proposed amendment(s), another General Body meeting shall be called, for the same purpose, within four weeks after the first meeting. At the second meeting, the quorum requirement, as stated in Section 3 of this Article, shall be waived, and the proposed amendments shall be discussed and adopted by a two-third (2/3) majority of the members present.

Section 5

Amendments to any of the following Sections may not be valid without prior consent or later confirmation of the Executive Council of the ISNA. These Sections are: all Sections of Articles I, II, and III; and Article X Section 5.

~~Section 6~~

~~A proposal for amendment(s) which does not meet the conditions stated in Section 1 of this Article shall be kept on record for the next elected Executive Council.~~

Article XIII: Elections

Section 1

The elections shall be conducted by an election committee consisting of three Members outside the Executive Council. The election committee shall be appointed by the Executive Council, subject to the approval of the General Body in a General Body meeting, which should take place at least one month before the elections.

Section 2: Voting

- a) A general body member may vote affirmatively by saying "yes," negatively by saying "no" or may abstain from voting.
- b) The "yes," "no," and abstention votes shall be recorded. The record of voting shall be entered into the minutes by the Secretary.
- c) Any member absent may cast his/her vote in writing provided that the proposal being voted on is drafted in advance and is clearly understood by the absent member.
- d) An EC member shall abstain from voting on any matter in which his personal or professional interest is against the best interest of ISCP, or on any question involving the conduct of that member. A conflict of interest shall include but not limited to, financial matters.
- e) The eligibility of any EC member to vote on any conflict of interest issue shall be finally determined by a majority of the Board members present, including the vote of the Board member involved.
- f) Any proposal or resolution put to the EC member for a vote shall be considered approved only if voted "yes" by a majority of EC members present.
- g) If a member objects to any adopted resolution by the EC member, that objection shall be recorded in the minutes, shall be made in writing, and shall be delivered to the Secretary of ISCP and one other board member.

Section 3: Time-Table

The timetable for the election-related actions is as follows:

- a) The election date shall be announced four (4) weeks before the election. At this time, the election committee shall solicit nominations for all positions of the Executive Council.
- b) Nominations shall be closed on the last Saturday of January (two weeks before the election).

- c) A **final list of all candidates** shall be posted on the bulletin boards on the Islamic Center at least one week before the election Day.
- d) **The candidates will have to submit a brief outline of themselves and their vision for the ISCP to accept a nomination. This will be made available on the ISCP website at least a week before the election. The candidates for contested positions will also be required to deliver a short speech on the Election Day before the ballots are cast.**
- e) The election day shall be the second Saturday of **March**. In case of severe weather, the election shall be postponed until the following Saturday.

Section 4

Upon receiving the nominations from the Members of the ISCP, the Election Committee shall check on the eligibility of the nominee. The eligibility of the nominee shall be based on the following criteria:

- a) The candidate should be a committed Muslim who is an active Member of the ISCP.
- b) The candidate must have resided in central Pennsylvania for at least **one year and is an active member of ISCP** before the elections.
- c) Nominations for each candidate must be made by at least two Members of the ISCP.
- d) There will be no self-nomination.
- e) A candidate can be nominated for more than one position but he cannot be elected for more than one position.
- f) The candidate should expect to be able to serve the full **two-year** term if elected.
- g) The election committee shall not campaign in favor of or against any candidate.
- h) If there were no names nominated for a certain position, nominations from the floor at the time of the election meeting can be accepted for the position.
- i) If any nominee violates any of the Articles of the constitution, the election Committee shall disqualify that nominee and has the right to report its findings to the General Body Coordinator. The disqualified nominee shall have the right to appeal to the General Body Coordinator before the election are conducted, and the General Body shall decide by a simple majority vote whether to leave or remove the nominee's name from the election ballot.

Section 5

The newly elected Executive Council shall assume responsibility of their positions within two weeks following the election, the outgoing Executive Council shall continue to serve until the new Council assumes responsibility.

Section 6

A Member whose membership application was submitted less 45 days before an upcoming election shall have no right to vote in the election. This Section supersedes Article V, Section b for the purposes of voting right.

Section 7

The election committee shall observe the following rules:

- a) All election committee members shall have the right to vote as Members, but they cannot be elected to any Executive Council position.
- b) The election committee shall provide ballots that include the names of all nominees to all eligible Members.
- c) Remaining details of the voting procedure shall be specified by the election committee.
- d) Immediately after the ballots have been collected, votes shall be counted by the election committee in the same room where the votes are gathered, and only the elected names shall be announced.
- e) The election committee shall appoint one of the sisters to conduct the elections among the women smoothly.
- f) In case of a single nominee for any position, the election committee still have to conduct the election on this position. If this nominee does not obtain ½ of the attendees' votes, nominations from the floor at the time of the election meeting can be accepted for the position.

Article XIV: Constitution and Bylaws Adoption and Enforcement

Section 1

This Constitution shall be adopted and enforced, effective immediately upon completion of the last General Body constitution ratification meeting.

Section 2

Registration in the State of Pennsylvania, opening of accounts, and implementation of other matters, as

required by the Constitution shall be accomplished within three months after the Constitution has been adopted.

Article XV: Dissolution

If a situation arises that makes dissolution of the ISCP inevitable, the Executive Council shall call a General Body meeting to discuss the matter of dissolution of the ISCP. The dissolution cannot take place unless seventy-five percent of the members attending the meeting agree to do so. After meeting all liabilities, any assets shall be transferred to the North American Islamic Trust (NAIT).

Article XVI: Relation with Other Islamic Organizations

Section 1

The ISCP should have close relations with other Islamic Organizations.

Section 2

For important matters related to the ISCP and the MSA at PSU, a joint meeting between the two Executive Council should be held to discuss these matters. The quorum for these joint meetings is 70 percent of each committee, and the decisions would be made by simple majority. The President of the ISCP will chair these types of meeting.

Article XVII: Arbitration

- a) In case of conflict between two or more members, where law enforcement has not been involved, the president should appoint three neutral members to resolve the conflict. If there is a conflict between two EC members or a member and the president, the General Body should choose three members to resolve the conflict.
- b) The conflict shall be resolved by mediation.
- c) Should mediation not resolve the conflict and if the parties to the conflict agree to binding arbitration, arbitration will be done by three individuals, one from each party and one from the EC who will head the arbitration committee. All parties must sign a document accepting to abide by the constitution and acknowledging that arbitration is binding
- d) Any dispute, controversy or claim arising between any members of ISCP community-not resolved by mediation- shall be settled by arbitration in accordance with the Islamic Rules and principles.

- e) Parties involved shall agree to the following:
 - a. The appointing authority shall be the president of ISCP
 - b. The number of arbitrators shall be one or three
 - c. The place of arbitration shall be the office at ISCP
 - d. The language to be used in the arbitral proceedings shall be English
 - e. The parties will accept Islamic arbitration in any conflict as final and binding.

Adoption Resolution

At the board meeting of ISCP General Body Meeting on _____, it is resolved that the new ISCP Masjid constitution is adopted as the Constitution for ISCP effective immediately; moreover, upon the adoption of this constitution, all previously adopted constitutions are revoked and cancelled as approved by the General Body.

I, the undersigned, as President of ISCP, hereby certify that the foregoing final version of constitution consisting of ___ Articles; were approved by the General Body on _____ and adopted by the Masjid Board in this meeting.