

Constitution and Bylaws of Islamic Society of Central Pennsylvania

Article I: Name and Location

Section 1

- a) The name of the society shall be The Islamic Society of Central Pennsylvania (herein referred to as the ISCP).
- b) The office of the Society shall be located in the premises of the Islamic Society of Central Pennsylvania located at 709 Ridge Avenue, State College, PA 16803-3346.

Article II: Objectives.

Section 1

The Society shall be a non-profit organization. The objective of the Society to inculcate in the Muslims of Central Pennsylvania, the Islamic practices and to serve them according to Qur'an and Sunnah. Toward this end, the society shall:

- a) Promote unity and brotherhood and sisterhood among the Muslims.
- b) Arrange and hold daily prayers and Islamic religious festivals (Eid Prayers).
- c) Conduct social, cultural, religious and other activities according to Qur'an and Sunnah.
- d) Endeavor to make Islamic teachings known to interested non-Muslims and to make Da'awah in the community.
- e) Encourage and enable Muslims to obtain knowledge and competence in practicing Islam so that they can contribute individually and collectively toward meeting human needs in conformity with Islamic doctrines and beliefs.
- f) Establish contact with other Islamic organizations in the USA, Canada and other parts of the world.
- g) Arrange welfare programs (including Zakat distribution) to help the community.

Article III: Affiliation

Section 1

The Society shall be affiliated with The Islamic Society of North America (ISNA).

Section 2

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

Section 3

The Society may not undertake any activity that violates the constitution and bylaws of the ISNA. In case of such violation, the Executive Committee of the ISNA may send a representative and resolve the issue.

Article IV: Membership

Section 1:

The membership of the Society shall consist of Members and Affiliates.

Section 2

- a) A Member shall be any Adult Muslim (at least 18 years of age) who has applied for membership, paid the required dues, and agreed to obey the Constitution and Bylaws of the Society. A Member shall be eligible to vote and hold office in the Executive Council or any Committee of the Society. Members' spouses and adult children are Members if family dues have been paid.
- b) 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 3

The General Body of the Society shall consist of all Members of the Society.

Section 4

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

Section 5

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 6

a) Annual membership dues shall be initially fixed as follows:

Member (student): 12 dollars for individual, 18 dollars for family.

Member (non-student): 24 dollars for individual, 36 dollars for the family.

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 February of each calendar year.

d) The Executive Council has the right to waive the dues or reduce them for members who can not afford them.

Article V: The General Body

Section 1

The general body shall consist of all Members of the Society.

Section 2

The General Body shall be responsible for:

a) Electing the Executive Council of the Society as described in Article VI.

b) Exercising all powers necessary to promote the objectives of the Society.

c) Approving the Annual report and financial statement of the Society.

d) Approving appointment of the Auditor and the Election committee, as specified by Article VII Section 7 and Article XI Section 1, respectively.

e) Accepting or rejecting the decision of the Executive Council in removing one or more of its members, as described in Article VI Section 11.

f) 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.

- g) Accepting the resignation of one or more Members of the Executive Council and the Auditor.

Section 3

A General Body Coordinator (The Executive Council's vice president) shall have the following functions:

- a) Calling and presiding over the meetings of the General Body in the absence of the President.
- b) Preparing the agenda for the General Body meetings.
- c) Maintaining a list of Members of the General Body.
- d) Presenting, at the beginning of every General Body meeting,, for approval, the minutes of the previous meeting.

Section 4

General Body meetings:

- a) The General Body shall have two semi-annual meetings, and the last meeting shall be the annual meeting.
- b) A notice of regular General Body meetings shall be posted in the Islamic Center in State College and announced in the Friday prayers at least two weeks prior to the meetings. A copy of that notice shall be mailed to all the Members.
- c) 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.
- d) 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.
- e) 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 Society. 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.

- f) 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. Any number is considered to form a quorum.

Article VI: Officers

Section 1

The Executive Council shall consist of five (5) elected officers. The term of the Executive Council shall be one year.

Section 2

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

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

Section 3

The Executive Council shall be responsible for:

- a) Implementing the Constitution.
- b) Raising funds for the Society.
- 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 Society 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 Society.
- h) Reviewing membership applications.
- i) Appointing ad hoc committee members.
- j) Appropriating funds for various committees and activities.
- k) Formulating and supervising projects and programs to promote the objectives of the Society.
- l) Appointing employees to implement services to the Society.
- m) Establishing procedures in matters of conflict resolution.

Section 4

If an Executive Council Member resigns or leaves the Central Pennsylvania area ninety (90) 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.

Section 5

The President shall be responsible for:

- a) The general management of activities of the society.
- b) Directing and coordinating all activities necessary to achieve the objectives of the Society.
- c) Formulating agendas and calling and presiding over meetings of the Executive Council.
- d) Controlling funds and expenses of the Society as defined in Article VII section 5.
- e) Forming various ad hoc committees with approval of the Executive Council.
- f) Presenting reports on the state of the society at the annual meeting and in its newsletter.
- g) Establishing an efficient link between the Society and the ISNA headquarters.

Section 6

The Vice-president shall be responsible for:

- a) Acting as general Body Coordinator as specified in Article V Section 3.
- b) Carrying out the management of the activities of the Society in the absence of the President.
- c) Assisting the President in accomplishing the objectives of the Society.
- d) 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

Section 7

The General Secretary shall be responsible for:

- a) Reporting important events and activities of the Society to ISNA headquarters.
- b) Preparing, circulating and maintaining the minutes of all the Executive Council meetings.
- c) Preparing the agenda for the Executive Council meetings and notifying the Council of its upcoming meetings.
- d) Keeping the society 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.
- g) Overseeing publication and distribution of the society's newsletter.

Section 8

The Treasurer shall be responsible for:

- a) Maintaining a record of all financial transactions of the Society.
- b) Systematic upkeep of books, writing disbursements and receipts, and preparing bank reconciliation and financial statements.
- c) Collecting and depositing all funds received on behalf of the society.
- d) Cosigning all withdrawal checks on behalf of the Society in accordance with Article VII section 5.
- e) Preparing, in consultation with the other Members of the Executive Council, the Annual budget of the Society for the upcoming fiscal year.
- f) Presenting to the Executive Council a quarterly report on the status of the Society's financial affairs (including all donations received by the Society) .

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) Announcing and publicizing activities within the ISCP community.

Section 10

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 11

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 12

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 chairman of the meeting breaks the tie in case of a tied vote.

Section 13

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 VII: Finance

Section 1

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

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 Society 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 Society.

Section 4

The Society shall maintain the following separate accounts:

- a) Expense Account (Waqf): An interest-free bank account, supplied with funds from the Reserve Fund (Non-waqf) Account, 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/or the Treasurer shall not authorize expenditure of more than two hundred fifty (250) dollars for any single expense without the approval of the Executive

Council, nor shall he/they authorize total expenses on any one occasion of more than five hundred (500) dollars without the prior 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 Society accounts and submit an audit summary at the annual meeting.

Article VIII: The Imam of the Islamic Center

Section 1

The Executive Council of the Society 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.
- b) He will be 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.

Article IX: Ad Hoc Committees

Section 1

- a) The Executive Council may 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.
- 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 X: 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 mail 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 Committee 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 XI: 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

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 list of all nominees shall be posted on the bulletin boards on the Islamic Center at least one week before the election day.
- d) The election day shall be the second Saturday of February. In case of severe weather, the election shall be postponed until the following Saturday.

Section 3

Upon receiving the nominations from the Members of the Society, 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 Society.
- b) The candidate must have resided in central Pennsylvania for at least four months before the elections.
- c) Nominations for each candidate must be made by at least two Members of the Society.
- d) There will be no self nomination.
- e) A candidate can be nominated for more than one position but he can't be elected for more than one position.
- f) The candidate should expect to be able to serve the full one 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 4

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 5

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 IV, Section 2 for the purposes of voting right.

Section 6

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.

Article XII: 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 XIII: Dissolution

If a situation makes dissolution of the Society inevitable, arises the Executive Council shall call a General Body meeting to discuss the matter of dissolution of the Society. 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 XIV: 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 Society and the MSA at PSU, a joint meeting between the two Executive Committees 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 Society will chair these type of meeting.