

Constitution (Bylaws) of the Islamic Society of Carroll County (ISCC)



In the name of Allah, the Most Beneficent, the Most Merciful

“And those who answer the call of their Lord and establish worship, and who conduct their affairs by mutual consultation, and who spend of what We have bestowed on them.” (Sura 42:38)

Preamble

Whereas we, the Muslims of the Islamic Society of Carroll County (ISCC), from here afterwards called “ISCC”, recognize Islam as a complete way of life and have pledged to practice it as such.

We declare first and foremost that the Qur’an is the religious constitution for the Muslim Ummah and that the Sunnah is the best implementation of the Qur’an. Further, we declare that the following constitution is an effort to implement the Qur’an and the Sunnah within the framework of the ISCC and the recognized legal system of the United States of America.

ARTICLE I. NAME AND AFFILIATION

The organization will be called the Islamic Society of Carroll County, hereafter referred to as ISCC. The ISCC will be a non-profit Islamic religious organization pursuant to IRC §501(c)(3).

ARTICLE II. PURPOSE

The aim of the ISCC is to advance the cause of Islam and serve Muslims in Carroll County, Maryland and surrounding areas to enable them to adopt Islam as way of life. Towards this end, ISCC will:

- A. Arrange and hold Muslim prayers;
- B. Promote a closer understanding of Islam among all Muslims residing in the area and encourage unity among various Muslim societies regardless of age, gender, national origin, and ethnicity;
- C. Provide services and develop institutions to meet needs of the community;
- D. Conduct religious, educational, social, cultural, and other activities in the best acceptable traditions of Islam;
- E. Help non-Muslims in America understand Islamic principles and the Islamic way of life;
- F. Support and conduct interfaith dialogue to promote better understanding between Muslims and non-Muslims without compromise in Islamic values and faith;
- G. Build bridges between Muslims and non-Muslims to work towards common goals;

ISCC will not attempt to influence legislation as a substantial part of its activities and it will not participate at all in campaign activity for or against political candidates. ISCC may choose to, at its discretion, invite all candidates running for local, state and federal elections to help the ISCC members understand their campaign which might help them to decide about the candidates.

ARTICLE III. MEMBERSHIP

Section 1. Definition

The membership of the ISCC will consist of individuals who abide by this constitution, satisfy the membership requirements specified in Section 2 to 6 of this article, and pay their membership dues in full and on time. Members who satisfy the preceding criteria are considered to be in "good standing."

Membership will be made available without regard to gender, race, color or national origin to any individual who supports the purpose and aim of the ISCC. The membership period extends from January 1 until December 31 of each year.

Section 2. Types of Memberships

Membership in the ISCC will take one of the following forms and will be conferred to anyone regardless of race, ethnicity or national origin.

- A. General Membership: Full voting rights will be extended to any Muslim who is over the age of eighteen (18) years and who has paid membership dues. The annual membership dues of a given calendar year are owed on or before December 31 of the preceding calendar year.
- B. Student Membership: Free membership will be extended to those Muslims who are enrolled on a full-time basis in any institution of higher education and submit a proof of enrollment. They will be granted full voting rights.
- C. Members with Exempted Dues: A membership with voting privileges will be extended to any Muslim, eighteen (18) years old or above, who cannot afford to pay membership dues. This will be decided annually on a case-by-case basis by the Board of Directors. One must submit a written request for the exemption.

Section 3. Application for Membership

Application for membership will be made to the Board of Directors on a membership form and submitted to the Vice President. Acceptance of membership will be within the sole non-reviewable discretion of the Board.

Section 4. Resignation of Members

Any member of the ISCC may resign by sending a written resignation to the Board.

Section 5. Automatic Termination of Membership

Non-payment of annual dues 60 days after the due date will automatically cancel the membership.

Section 6. Suspension and Expulsion

Any member of the general body may be suspended or expelled from the ISCC by a two-thirds majority vote of the general membership through secret balloting, if the member:

- A. has been charged with and proven guilty in direct violation of the constitution;
- B. has acted in a manner damaging to the objectives of the ISCC;
- C. has been charged with and convicted of any crime according to local, state and federal laws;

D. on unanimous initiative by the Board.

ISCC will maintain written documentation of the reasons and a vote tally of the suspension and/or expulsion for a period of five calendar years from the date of voting. A suspended and/or expelled member will be notified in writing. Membership dues, if paid by such member, will not be refunded.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Membership

The Board of Directors, hereafter called "Board", will not exceed twelve (12) persons, which includes six (6) Officers and up to six (6) Directors, all duly elected by the general membership. Each member of the Board must be in good standing of ISCC as stated in Article 3, Section 1 for at least three consecutive years. The immediate Past President, the Imam and a designated youth from Iqra Academy will be nonvoting *ex-officio* members of the Board.

Section 2. Duties

The Board is the policy-making body of ISCC. Members of the Board will typically serve as chairpersons of standing committees and ad-hoc committees. They are expected to be active participants in all ISCC matters, attend all regularly scheduled meetings, and must be a member of at least one, but no more than two, standing committees. The Board will meet on a quarterly basis every calendar year. Members must send the Chairperson of the Board a written notification for any missed meetings.

The duties of the Board are:

- A. To enact policy beneficial to ISCC in accordance with this constitution;
- B. To oversee financial management of ISCC funds;
- C. To provide oversight of all ISCC business internally and externally;
- D. To transact necessary business in the intervals between ISCC meetings;
- E. To create standing and ad-hoc committees and approve their plans and work;
- F. To approve routine bills within the limits of the budget;
- G. To establish the annual membership dues.

Section 3. Tenure

The tenure of Board membership will be three (3) years. A Board member may not be re-elected for more than three (3) consecutive terms. However, after two (2) years of expiration of the third term, that Board member is qualified to run for any post.

Section 4. Chairperson of the Board

The Board will elect a Chairperson from among its members at their first meeting in January. The position is for one year but can be renewed each January. The Chairperson will call meetings of the Board and will preside over the quarterly meetings of the Board as well as all General Body meetings.

Section 5. Spokesperson of the ISCC

The Board will appoint a Spokesperson for the ISCC from among its members at their first meeting in January. The position is for one year but can be renewed each January. The Spokesperson will be authorized to represent the ISCC in public and issue statements approved by the Board.

Section 6. Quorum

There must be at least one-half of the Board members present at any meeting of the Board to constitute a quorum. This minimum is required for any action on a motion.

Section 7. Election

The election of Board members will take place on one of the weekend days in December at the Annual General Body meeting via a secret ballot. Any Board member is considered elected if he/she receives the majority (51%) of the cast votes. If no one candidate has this majority of the vote, then a run-off election among the candidates with the two highest votes will take place a week after the election.

Section 8. Finances and assets

- A. The ISCC will be financed through contributions, donations and membership dues.
- B. All financial transactions will be handled through one or more bank accounts opened in the name of the ISCC as approved by the Board.
- C. Disbursement of the ISCC funds will be made only as approved by the Board under the joint signatures of the treasurer and the president or vice-president.
- D. The ISCC will maintain detailed records in accordance with generally accepted accounting principles (GAAP) of all sums received and expended in the name of the ISCC.
- E. The accounts of the ISCC will be audited every year by one or more qualified internal auditors from within the Muslim community and every three years by an outside auditor. Audited financial statements of the ISCC must be presented at the Annual General Body meeting.
- F. No part of net earnings of the ISCC will inure to the benefit of or be distributed to its members, officers, or other private persons, except that the ISCC will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this constitution.
- G. In case of any dispute in finances, assets or other matters, the dispute will be referred to the Board. The decision of the Board will be final and cannot be challenged.

ARTICLE V. OFFICERS

The ISCC will have six (6) Officers: President, Vice President, Treasurer, General Secretary, Women's Affairs Officer, and Safety and Security Officer.

Section 1. Duties of officers

All officers will perform the duties outlined in these by-laws and other delegated duties as assigned. Upon expiration of the term of office or in case of resignation, each officer will turn over to the president, without delay, all records, books, and other materials pertaining to the office, and will return to the treasurers, without delay, all funds pertaining to the office. The term of officers will be

three (3) years. They may not be re-elected for more than three (3) consecutive terms. However, after a gap of two (2) years of his/her third term, he/she can run again for any post.

Section 2. President

The President will provide leadership under the direction of the Board and will represent ISCC when called upon to do so; will preside over all monthly meetings of the officers; may appoint ad-hoc committees and their chairpersons after consulting with the other officers and approved by the Board; will act for ISCC between meetings of the Board; will represent or will delegate representation with other organizations, institutions, and agencies except as otherwise provided; and will keep the Board informed of matters pertinent to the ISCC. The President will chair the Planning and Construction Committee.

Section 3. Vice President

The Vice President will provide leadership under the direction of the Board for achieving the goals of ISCC statewide; for communicating the goals and activities of ISCC; and will act as aide to the President. The Vice President will perform the duties of the President in the absence or inability of that officer to act and will become the ISCC President for that period. The Vice President will receive membership application forms and dues, will handover membership dues to the Treasurer in a timely fashion, be responsible for maintaining membership records and keeping them up-to-date, and make efforts to increase membership and may form an ad-hoc Membership Committee. The Vice President will chair the Facilities Committee.

Section 4. Treasurer

The Treasurer will have custody of all funds of ISCC; will keep a full and accurate account of receipts and expenditures; and will make disbursements as authorized by the President and/or Board in accordance with the budget adopted by ISCC. The Treasurer will present a financial statement at the quarterly meetings of the Board and at other times when requested by the Board and will make a full report at the Annual General Body meeting. Prior to the Annual General Body meeting, the Treasurer will have the financial records audited by another member of the ISCC and every three years by an outside auditor. The Treasurer will file all tax returns in a timely fashion. The Treasurer will demonstrate familiarity with Generally Accepted Accounting Principles (GAAP). The Treasurer will chair the Fundraising Committee.

Section 5. General Secretary

The General Secretary will maintain all records and documents of the ISCC; will keep a current copy of the Constitution and By-laws; will prepare and distribute the agenda for all Board, Officers and general membership meetings; will keep minutes of all Board, Officers and general membership meetings and distribute them to the Board in a timely manner, but no longer than 7 days after the meeting; will handle all correspondence requested by the President or Board; and will maintain all files of correspondence both internal and external to the ISCC. He/She will assume the position of the chair of the Youth Affairs Committee.

Section 6. Women's Affairs Officer

The Women's Affairs Officer must be a female member. She ensures that the rights of all women in the ISCC are respected, their concerns are heard, and their special needs are met. She is also responsible for organizing women's groups meetings; will act as women's representative on the Board,

help facilitate counseling for women; organize women's support services and be responsible for any matters relating to women.

Section 7. Safety and Security Officer

The Safety and Security Officer will lead ISCC in all matters concerning safety and security of its members. He/She will be responsible for establishing security protocols, safety guidelines, recommendations for improvement of established measures, and proactive education for ISCC members so that they may prepare for events related to hazards and threats. He/She will chair the Safety and Security Committee.

ARTICLE VI. GOVERNANCE AND ORGANIZATION

Section 1. The Annual General Body meeting

The Annual General Body meeting of all ISCC members in good standing will be held on one of the weekend days each December. The meeting will be chaired by the President and the following items of business will be transacted:

- A. Approval of minutes of the last meeting;
- B. President's annual report ISCC activities;
- C. Treasurer's annual report of ISCC financial activities including an audited balance sheet;
- D. Election of the members to the Board;
- E. Discussion of general business of the ISCC and any other business brought up by its general membership. Issues not resolved at the meeting will be placed on the agenda for the next meeting of the general membership.

Section 2. The Summer General Body meeting

There will be a Summer General Body meeting on one of the weekend days in the month of June. The meeting will be chaired by the President and will focus on general business of the ISCC, as well as any other matter brought up by its membership.

Section 3. Special General Body meeting

Special General Body meetings may be held by the Chairperson of the Board at any time upon the call of the Board of Directors or at a written request of more than 50% of the voting members submitted to the General Secretary. The decision to hold such a meeting should be made by the Board and the meeting will take place within three weeks of the Board's decision. A notice of such a meeting regarding its time, date, and place will be sent to every member at least two weeks in advance. The notice will specify the nature of the business to be transacted.

Section 4. Quorum

At any General Body meeting of the members, the membership attendance will constitute a quorum for the transaction of any business provided that at least half of the Board members are present. Each paid member, aged 18 years or older, will be entitled to one vote.

Section 5. Suspension, succession, and handing over

- A. Any member of the Board may be suspended from the office by two thirds majority vote of the Board of Directors through a secret ballot, if the Board member:
1. has been charged with and proven guilty in direct violation of the constitution;
 2. has acted in a manner damaging to the objectives of the ISCC;
 3. has been charged with and convicted of any crime according to local, state and federal laws;
 4. has not attended three consecutive meetings of the Board without reasonable excuse accepted by the Chairperson of the Board.
- ISCC will maintain written documentation of the reasons and a vote tally of the suspension for a period of five calendar years from the date of voting. A suspended Board member will be notified in writing. If the Board of Directors wish to remove the Board member from the ISCC membership, ISCC will follow the requirements as detailed in Article III - Section 6.
- B. Out-going office bearers will hand over complete charge of all items (finished and unfinished business) to the newly elected official within 14 days after election.

ARTICLE VII. STANDING COMMITTEES

The ISCC will have the following Standing Committees, which will be chaired by one of the Officers or another member of the Board. At least two additional ISCC members will serve on these committees. They will be appointed by the chair of that committee after the approval of Board.

1. Planning and Construction Committee

This committee will be chaired by the President. Members of this committee will have good qualifications and sound experience in some of the following areas: finance, project management, engineering, architecture, construction, and related fields. The committee will manage projects related to construction, additions, renovations and upgrades of existing facilities. The committee will make recommendations to the Board, and the final decision will be the responsibility of the Board. Expenditures occurring on any project will be first approved by the Board. Members of the committee or a company in which a member of the committee is involved in any capacity will not be awarded any contract where remuneration is associated with the contract. This rule will also apply even if a member of this committee decides to resign from the committee.

2. Finance and Fundraising Committee

This committee will be chaired by the Treasurer. The purpose of this committee will be to assist in the organization of the annual Fundraising Dinner. The committee may also collect donations for a project, for school, or for any other special project and may recommend membership dues increases to the Board. The committee oversees the finances of the ISCC.

3. Facilities Committee

This committee will be chaired by the Vice President. The committee will maintain the facilities of the ISCC, provide for janitorial services, landscaping, and inspections, handle all rentals, arrange for security, and be responsible for any other matter relating to the facilities.

4. Safety and Security Committee

This committee will be chaired by the Safety and Security Officer. The committee will establish safety and security measures for ISCC, develop a budget for such measures, and oversee their implementation.

5. Youth Affairs and Education Committee

This committee will be co-chaired by the General Secretary and a Muslim youth at the age of 14-18. In addition to the other two members, the committee will invite a certain number of young members (14-18 years of age) to serve on the committee and give feedback about any activities of interest to the young people in the ISCC. The committee will organize youth groups, act as a youth representative on the Board, help facilitate youth support services, protect orphans' rights, and be responsible for any matter relating to the youth.

6. Women's Affairs Committee

This committee will be chaired by the Women's Affairs Officer. The committee will organize women's groups, act as women's representative on the Board, help facilitate counseling for women and support services, and be responsible for any matter relating to women.

7. Da'wah Committee

This committee will be chaired by a designated Board member. The committee will organize Da'wah work among and programs for Muslims and non-Muslims. It will endeavor to make teachings of Islam known to interested non-Muslims through lectures, dissemination of literature, peaceful debates, etc. The committee will initiate inter-religious activities, be responsible for any other matter relating to Da'wah activities. It may run a website to achieve these goals.

ARTICLE VIII. THE IMAM

Section 1. Appointment

The Board will appoint an Imam for the ISCC. He will be nonvoting ex-officio member of the Board and can attend all its meetings.

This will be a paid position with a salary that will be set by the Board. The appointment will be for one year and the contract can be renewed each year by the Board. If the Imam decides to leave before his one-year term expires, he must give a one-month notice prior to his departure in writing to the Chairperson of the Board. If the Board decides to discontinue his services, the Board will give a one-month notice in writing to the Imam.

Section 2. Duties of the Imam

The duties of the Imam will be as follows:

- A. to lead all prayers (salaats), including Salat-ul-Jum'ah and Salat-ul-Eid, and to deliver the Khutba of Jum'ah and perform the Eidan;
- B. to help guide the general membership and the Muslim community in matters concerning Islamic laws and Fiqh and organize religious teachings as needed;
- C. to perform any other duties as determined by the Board in consultation with him.

ARTICLE IX. DISCLAIMER

The ISCC is not responsible for the actions and conduct of its members and any attendees of its functions and activities who may commit any unlawful acts on or outside of its premises.

ARTICLE X. AMENDMENTS

The constitution may be amended by a two-thirds (2/3) vote of the Board. Suggestions of amendments may be made by any member of the ISCC. It must be submitted in writing to the General Secretary of the ISCC at least 6 weeks prior to the General Body meeting in December. After reviewing and approving the proposed amendment, the Board will present the amendment to the general membership at the annual meeting. All amendments to this constitution will require the approval by a two-thirds majority of the members present at the annual meeting, given that a quorum has been constituted.

ARTICLE XI. IMPLEMENTATION

This constitution will become effective following ratification by the ISCC membership.

ARTICLE XII. DISSOLUTION OF THE ISCC

Upon the dissolution of the ISCC, assets will be disbursed for one or more tax exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or will be disbursed to the federal government, or to a state or local government, for a public purpose.

Founding Members

We, the undersigned, agree to all articles and sections of this constitution and declare that we are the founding members of the Islamic Society of Carroll County (ISCC).

Amjad M. Waince
Arshad Javaid
Azeem Zia
Hafeez Syed
Mohamed Esa
Mokhtar Nasir
Muhammad Ilyas
Muhammad Zahid

Murad Khalaf
Nadeer Uddin
Osman El-Negery
Sohail Mahmood
Shabbir Mian
Syed Hosain
Waqar Ahmad
Wasim Fakhar

April 2006

Amended: December 2016

Amended: December 2018

Officers

Dr. Raza Khan, President
Mr. Amjad Waince, Treasurer
Mrs. Jasmine Khan, Women Affairs Secretary

Mr. Arshad Javaid, Vice President
Mrs. Zubia Usman, General Secretary
Mr. Iltaf Khan, Chair of Memberships