

**In the name of Allah the Beneficent the Merciful**

**CONSTITUTION AND BYLAWS OF THE  
ISLAMIC SOCIETY OF GREATER HOUSTON, INC.**

amended through December 2, 2006

# ISGH CONSTITUTION AND BYLAWS

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In the name of Allah the Beneficent the Merciful

**CONSTITUTION AND BYLAWS OF THE  
ISLAMIC SOCIETY OF GREATER HOUSTON, INC.**

**CONSTITUTION\***

**ARTICLE I. GENERAL**

Section 1.

The name of the corporation shall be the Islamic Society of Greater Houston, Inc. (ISGH). The term ISGH or "the Society" shall be used in this Constitution to refer to the Islamic Society of Greater Houston, Inc.

Section 2.

The main offices of the corporation shall be in Houston, Harris County, Texas.

Section 3.

For administrative purposes, Houston is divided into five zones. The zonal configuration is as defined in the Bylaws.

Section 4.

Within each zone, there shall be one or more Islamic Centers as defined in the Bylaws.

**ARTICLE II. OBJECTIVES AND PURPOSES**

Section 1.

The objective of ISGH is Aqamat-e-Deen (establishment of the Islamic System of life).

Section 2.

ISGH is organized for religious, charitable and educational purposes.

Section 3.

ISGH shall provide religious and social services to all Muslims, render help to any person of similar persuasion in adapting to the culture of the Houston area, and to provide channels of understanding and communication between Muslims and the Houston community in general.

Section 4.

ISGH shall engage in Al-Dawah (propagation of Islam)

Section 5.

ISGH shall organize activities and provide opportunities for the spiritual training of its members in accordance with the teachings of Quran and the traditions of Prophet Muhammad (p.b.u.h.).

## **ARTICLE III. MEMBERSHIP**

### Section 1.

All persons are eligible for membership in ISGH. In this Constitution, all references to the male gender (he, him, his, etc.) shall be assumed to mean male or female.

### Section 2.

The Society shall have two categories of members:

- A. Natural Member
- B. Associate Member

### Section 3. Natural Member

Every Muslim is a natural member. A natural member hereinafter shall be referred to as a "member".

### Section 4. Associate Member

Any non-Muslim who displays interest in Islam and pays membership dues is eligible to become an Associate Member. An Associate Member is not eligible to vote or hold office of ISGH.

### Section 5. Eligible Voting Member

Any natural member can become an eligible voting member by fulfilling the eligibility requirements as defined in the Bylaws.

### Section 6. General Body and General Assembly

The eligible voting members shall collectively constitute the General Body of ISGH. A meeting of the General Body shall be referred to as the General Assembly.

### Section 7.

The annual membership dues of the ISGH are as explained in the Bylaws.

### Section 8.

Each member pledges to abide by the Constitution and Bylaws of ISGH.

## **ARTICLE IV. CODE OF ETHICS**

### Section 1.

Islam is a Deen (system of life), and the privilege of Islamic Practice requires Islamic beliefs and Islamic responsibility, as well as knowledge of Quran and Sunnah.

### Section 2.

Each member shall be guided by the basic belief of the Society i.e. "la ilaha illallah Muhammadur Rasulallah" (there is no God but Allah and Muhammad (p.b.u.h.) is the Messenger of Allah). Muhammad (p.b.u.h.) is the final messenger and the seal of prophethood. Each member shall believe in the "Day of Judgement" and the life hereafter, and shall respect the obligatory commands of Islamic Law (Shariah).

Section 3.

Each member shall work for the unity of all Muslims in Houston and avoid involvement in creation of divisions and sects.

Section 4. By applying for or continuing membership in the Society, each member agrees to uphold the ethical standards set out in this "Code of Ethics", and will aid in the election to the elected offices of the ISGH of those who do uphold these standards of ethics.

**ARTICLE V. ORGANIZATIONAL STRUCTURE**

Section 1. Majlis -e- Shura (Legislative Board of Directors) :

The Majlis -e- Shura (hereinafter called the "BOARD" or "SHURA") shall develop ISGH policies. The BOARD shall consist of nine elected members - four officers elected at large by the eligible voting members of ISGH and five Zonal Directors elected by the eligible voting members residing in their respective zones.

Section 2. Executive Body :

The four at large elected officers shall constitute an executive body (hereinafter called the "Executive Body") which shall implement ISGH policies. The Executive Body shall consist of  
President,  
Vice President,  
General Secretary, and  
Treasurer

Section 3. Zonal Director, Associate Director, Zonal Executive Committee :

- A. Zonal Director : Each zone shall have a Zonal Director.
- B. Associate Director : In a zone that has more than one Islamic Center, each Islamic Center shall have an Associate Director elected by the eligible voting members of that Islamic Center.
- C. Zonal Executive Committee : The Zonal Director together with the Associate Directors shall constitute the Zonal Executive Committee. If there is only one Islamic Center in a zone, there shall be no Zonal Executive Committee for that zone.

Section 4. Area Representatives, Council of Representatives, Administrative Body :

- A. Each Islamic Center shall have a council of representatives (hereinafter called the "COUNCIL") made up of Area Representatives and Associate Director. The manner of election of Area Representatives is defined in the Bylaws
- B. Administrative Body : Each Islamic Center shall have an administrative body (hereinafter called the "Administrative Body") which shall assist the Associate Director in executing the policies specific to that Islamic Center. The makeup of the Administrative Body and the manner of selection of its members is defined in the Bylaws.

Section 5. Term of Office :

Term of office for each member of the BOARD shall be two years.

Term of office for each Associate Director shall be two years.

Term of office for each Area Representative shall be one year.

Section 6. Eligibility for Office :

Only eligible voting members may hold office of the Society.

A. All members of the BOARD shall be members of ISGH in good standing for a minimum of one year and shall be either a citizen or permanent resident of the United States of America. The President and Vice President shall be members of ISGH in good standing for a minimum of two years. Only a member who is able to lead prayers shall be eligible for the office of the President and Vice-President.

B. A nominee for the position of Zonal Director shall be a resident of that Zone. A nominee for the position of Associate Director shall be a resident of one of the zip codes associated with that respective Islamic Center.

C. A nominee for the position of Area Representative shall be a resident of that postal zip code area.

Section 7. Oath of Office :

Each member of the BOARD, each Associate Director, and each Area Representative shall take an oath of office before assuming the responsibility of their office.

The Oath of Office, as specified in the attached Exhibit-A and made a part of the Constitution hereof, shall be taken in person in front of the Chairman of Election Commission, and/or the BOARD, and/or a meeting of the Council.

Section 8.

The manner of elections, the duties and responsibilities of the elected members, and other matters relevant to the organizational structure of ISGH are as provided in the Bylaws of ISGH. Any responsibility and authority not otherwise specified herein shall be reserved to the BOARD.

## **ARTICLE VI. RESTRICTED ACTIVITIES**

No part of the net earnings of the ISGH shall inure to the benefit of, or be distributed to its officers, directors or other private persons, except that the ISGH shall 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 Article II hereof.

No substantial part of the activities of the ISGH shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the ISGH shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the ISGH shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from the Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding

provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

## **ARTICLE VII. DISSOLUTION**

In the event of the dissolution of ISGH, the BOARD shall, after paying or making provision for the payment of all the liabilities of the ISGH, dispose of all of the assets of the ISGH, exclusively for the purposes of the ISGH, in such manner, or to such organization or organizations organized and operated exclusively for Islamic (religious, charitable, educational or scientific) purposes, as shall at the time qualify as an exempt organization or organizations, under Section 501(C)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the BOARD shall decide.

Any such assets not so disposed of shall be disposed of by the District Court of any county in which the principal office of the ISGH is located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

## **ARTICLE VIII. BYLAWS**

The Bylaws, as appended hereto, are hereby adopted and may be amended, enlarged or reduced as provided in the Bylaws.

## **ARTICLE IX. AMENDMENTS**

Section 1 : Amendments to the Constitution may be made through the approval of a Resolution of Amendment by two-third majority vote of the General Body. The quorum for amendment to the Constitution shall be one-third of the eligible voting members.

Section 2 : Resolution of Amendment

A proposal for amendment can be submitted to the BOARD by any one of the following :

- A. Majority of Area Representatives of all Councils.
- B. Ten Percent of all eligible voting members.
- C. Initiated in the BOARD

Upon approval by the majority of the BOARD, the proposal for amendment is elevated to the level of Resolution of Amendment. It is then presented to the Joint Meeting of the Councils for ratification before it is submitted to the General Body for final approval.

\* as amended on October 25, 1992

## CONSTITUTION EXHIBIT - A

In the name of Allah the Beneficent the Merciful

Islamic Society of Greater Houston

### Oath of Office

I \_\_\_\_\_  
whose specimen signature is given below and who has been

elected as \_\_\_\_\_  
of the Islamic Society of Greater Houston (ISGH), do hereby affirm,  
with Allah as my witness that, Inshallah, I will:

- be obedient and faithful to Allah, His commandments and the traditions of the Prophet Muhammad (p.b.u.h.).

- abide by the provisions of the Constitution and Bylaws of the ISGH, and will work towards the unity of Muslims in the Greater Houston area.

- conduct the affairs of ISGH members with justice and honesty, and will safeguard the trust of the ISGH assigned to me for the best interest of the Muslim community.

- not seek any personal glorification or financial gains by and through the use of this office.

May Allah Almighty help me to fulfill this oath - Aameen.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ISGH BYLAWS\*

## ARTICLE I. MEMBERSHIP

### Section 1. Voting Member

The term voting member shall mean a natural member who fulfills the requirements of Section 2 of this article.

### Section 2. Eligibility for voting

The following requirements shall be satisfied before a natural member may be eligible to vote in general assembly and election:

- A. File an Application for Membership (if one has not been filed before) on or before June 30, pay his own annual dues, and has attained the age of 15 years. The annual dues of a member may be waived by a majority vote of the Legislative Board of Directors (BOARD) for financial hardship. The annual dues of a member may not be paid by another person unless he is related by blood or marriage.
- B. And has satisfied one of the following:
  - (i). have participated regularly in at least one of four of the following regularly scheduled programs at any of the ISGH centers or mosques.
    - ISGH children school program or adult educational program
    - Funeral arrangement
    - Quranic study
    - Al-Dawah activity
  - (ii). have financially contributed a fair share (at least 1%) of their annual income.
  - (iii). have volunteered their time in other approved organizational activities of the Society not included in 2B(i) above.
- C. All applications for new membership shall be approved by BOARD.

### Section 3. Annual Dues and Joint Membership with ISNA

- A. The annual membership dues shall be on a calendar year basis (January 1 through December 31) and are payable in accordance with a schedule to be established annually by the BOARD, provided that the dues shall not be less than the amount shown below :
  - Family - \$40.00
  - Single - \$25.00
  - Student - \$10.00

The BOARD may also establish a multi-year dues schedule that offers discounts to members who pay membership dues in advance for future years. The multi-year dues schedule may not discount the regular membership dues by more than twenty five percent (25 %).

The dues shall not be refundable.

Through an agreement with the Islamic Society of North America, Inc. (ISNA), a member paying annual membership dues to ISGH also becomes a member of ISNA. A portion of the membership dues paid to ISGH will be remitted to ISNA for its membership. The portion of membership dues to be paid to ISNA will be established annually by the BOARD.

B. Any member of whatever classification whose annual dues have not been received by March 31 shall be automatically suspended from membership, and will not be eligible to vote unless a new application is submitted prior to June 30 and approved by the BOARD.

#### Section 4. Life Membership

A voting member can attain Life Membership by making a one-time contribution of at least U.S. \$1000.

#### Section 5. Loss of Membership Rights

Any member who resigns, or who is expelled for ethical reasons ceases to have any voting or nomination rights.

#### Section 6. Reinstatement of Membership Rights

Any member who loses his membership rights can apply for reinstatement by following the procedures required for becoming a new member.

#### Section 7. Zonal Residency Requirements

For the purpose of representation, an eligible voting member shall be considered to belong to the zone that he/she resides in, per the geographic boundaries outlined in Bylaws Article II Zonal Configuration. Eligible voting members, residing near the boundary of two zones who wish to participate in an adjacent zone rather than the zone that they reside in, can do so by making a petition to the destination zonal council. This petition upon ratification by that zonal council, can then be submitted to the BOARD for consideration. If approved by the BOARD, this change of zonal residency membership shall remain in effect for two (2) years.

## **ARTICLE II. ZONAL CONFIGURATION**

### Section 1. Zonal Boundaries

To effectively achieve its objectives and to administer its services ISGH has divided the Greater Houston area into five (5) zones as described below. All the zones converge at the area known as "Downtown Houston", hereinafter referred to as the "zonal apex". The dividing boundaries of each zone are the major highways, roads, creeks, and bayous. These boundaries are shown in the attached exhibit "A" which shall be a part of the Bylaws hereof.

#### A. North Zone

The western boundary is Highway 290 and Hempstead Road. The southern boundary is Interstate 10 from its intersection on the west with Hempstead Road and to its intersection on the east with Beaumont-90 Highway. The eastern boundary is Beaumont-90 Highway. There is no northern boundary.

#### B. Northwest Zone

The northern boundary is the western boundary of the North Zone. The southern boundary from its zonal apex at the intersection of Interstate 10 and Interstate 45, follows Interstate 45 south to its crossing with Buffalo Bayou, then west on Buffalo Bayou up to Highway 6, then south on Highway 6, then westward on FM 1093. There is no western boundary.

C. Southwest Zone

The northern boundary is the southern boundary of the Northwest Zone. The eastern begins with the crossing of Interstate 45 with Buffalo Bayou and follows 45 to its intersection with Highway 59. The southern boundary begins at intersection of Interstate 45 and Highway 59, and follows Highway 59 in a direction. There is no western boundary.

D. South Zone

The zonal apex is the intersection of Highway and Interstate 45 south of Downtown Houston. The western boundary is the southern boundary of the Southwest Zone. The eastern boundary follows Interstate 45 south, then west on Loop 610, then south on Mykawa Road up to its intersection with Clear Creek, then west on Clear Creek and south on Cullen Boulevard (and Old Chocolate Road). There is no southern boundary.

E. Southeastern Zone

The northern boundary is the eastern boundary of the North Zone. The southern boundary is the eastern boundary of the South Zone. There is no eastern boundary.

Section 2. Islamic Centers in a Zone :

Specific zip code areas will be associated with each Islamic Center. A zip code area may be associated with more than one Islamic Center.

Section 3. Requirements for an Islamic Center

An Islamic Center is defined as a facility owned and/or operated by ISGH and meets the following requirements :

- A. Financial capability to have a full time religious scholar (alim).
- B. A registered congregation of at least 50 eligible voting members.
- C. Regular daily prayers plus at least two of the following :
  - (i). Weekend Islamic School for children's education
  - (ii). Organized regular Quranic study group for adults
  - (iii). Organized regular Quranic study group for children

A facility shall be considered an ISGH Islamic Center after a petition recommending its establishment has been submitted by at least 50 eligible voting members of that zone and the petition has been ratified by the BOARD.

Any other existing Islamic facility not belonging to ISGH can become an ISGH Islamic Center by meeting the above conditions.

### **ARTICLE III. MAJLIS -E- SHURA**

Section 1. The Majlis -e- Shura (Legislative Board of Directors or BOARD) shall develop and approve all policies for ISGH including but not limited to the following areas:

- A. Al-Dawah
- B. Short-term and long-term planning
- C. Annual budget and fiscal policies

- D. Education policies
- E. Real Property
- F. Public relations and interaction with non-Muslim groups
- G. Funeral arrangements
- H. Human resources and personnel placement including staff positions
- I. Approval of all nominations to the Standing Committees

Section 2.

The Standing Committees reporting to the BOARD are identified in Bylaws Article VIII Section 1.

Section 3. Financial Plan

Each year the BOARD shall develop a financial plan based on the following :

- A. Central Depository/Treasury
- B. Limits of Asset/Liability Ratio
- C. Cash Flow Controls
- D. Revenue Sources
- E. Expenditures for
  - (i). Education
  - (ii). Al-Dawah
  - (iii). Taxes
  - (iv). Utilities
  - (v). Leasehold improvements/repairs

From this plan a budget will be developed.

## **ARTICLE IV. EXECUTIVE BODY**

Section 1.

The Executive Body which consists of the President, Vice President, General Secretary, and Treasurer, shall implement approved ISGH policies and employ staff for the execution of ISGH policies.

Section 2. **PRESIDENT : Duties and Responsibilities**

The President shall be the chief executive officer of the Society. He shall serve as chairman of the Legislative Board of Directors. He shall be the spokesman for the Society. The President shall preside over and call all the meetings of the BOARD and the General Assembly. He shall sign all contracts and conveyances in the name of ISGH. He shall perform all other duties that are pertinent to the office or delegated to him by the BOARD. The President shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the President and shall nominate the chairpersons and members of these committees.

The President shall also appoint and assign special committees as the BOARD may authorize.

### Section 3. VICE PRESIDENT : Duties and Responsibilities

The Vice President shall perform the duties of the President in the absence of or inability of the President to serve. The Vice President shall assume the office of the President in case of a vacancy for any cause in that office. The Vice President shall assist the President in the execution of the duties of his office. He shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the Vice President and shall nominate the chairpersons and members of these committees.

### Section 4. GENERAL SECRETARY : Duties and Responsibilities

The General Secretary shall keep records and books of ISGH. He shall keep the minutes of all meetings of the BOARD and General Assembly. He shall have the custody of the corporate record and the seal, and affix the same. He shall maintain record of the membership. He shall prepare agenda for the BOARD and General Assembly meetings and send notices of such meetings. He shall assume the duties of the President in the absence of the President and Vice President. The General Secretary shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the General Secretary and shall nominate the chairpersons and members of these committees:

### Section 5. TREASURER : Duties and Responsibilities

The Treasurer shall be responsible for handling all the monies of ISGH. He shall maintain the accounting manual specifying the approval process, internal controls, and accounting procedures as approved by the BOARD. He shall prepare the annual budget of the Society and submit the same to the BOARD for approval. He shall prepare quarterly financial statements and an audited annual financial report. He shall sign all checks of the Society. He shall be responsible for the standing committees identified in Bylaws Article VIII as reporting to the Treasurer and shall nominate the chairpersons and members of these committees.

## **ARTICLE V. ZONAL EXECUTIVE COMMITTEE AND COUNCIL OF REPRESENTATIVES**

### Section 1. Zonal Executive Committee :

The Zonal Executive Committee shall be made up of the Zonal Director and the Associate Directors of a zone. The Zonal Director shall chair the Zonal Executive Committee. The committee shall develop zone-wide policies in compliance with the policies of ISGH. It shall also recommend budgets for the zone and Islamic Center(s) to the BOARD for approval.

If there is only one Islamic Center in a zone, then there will be no Associate Director and no Zonal Executive Committee. The zone shall have only one Council and one Administrative Body. The Zonal Director shall assume the responsibilities of an Associate Director in addition to his own responsibilities, and the Council shall assume the responsibilities of the Zonal Executive Committee.

- A. Standing Committees: The zonal standing committees are identified in Bylaws Article VIII Section 4. The Zonal Director shall nominate the Chairperson and members of the zonal standing committees for confirmation by the Zonal Executive Committee (or Council if there is only one Islamic Center within that zone).

### Section 2. Area Representatives of a Zone

- A. For each Islamic Center (or a zone if there is only one Islamic Center within that zone), an Area Representative shall be elected for every 20 eligible voting members residing in a zip code area associated with that Islamic Center, by the eligible voting members of that postal area. The maximum number of Area Representatives from any one postal zip code area will be 2. The Associate Director and Area Representatives of a particular Islamic Center area shall constitute the Council of Representatives (COUNCIL) for that Islamic Center.
- B. To enhance representation, contiguous zip code areas may be combined to meet the minimum criteria of 20 eligible members. The combining of the zip code areas should be proposed by the Associate Director and the Council of the particular Islamic Center, and should be approved by the BOARD. This combining must be reviewed and approved each year after the list of eligible voting members has been finalized.

### Section 3.

The COUNCIL shall make policy decisions for their Islamic Center in compliance with the policies approved by the Legislative Board of Directors of ISGH. They shall formulate the annual budget of the Islamic Center.

### Section 4. Duties and Responsibilities of Zonal Director and Associate Director :

- A. Zonal Director : The Zonal Director shall represent the zone in the BOARD, and shall chair and call all meetings of the Zonal Executive Committee. He shall be responsible for all the standing committees of the zone and shall nominate the members of these committees. The Zonal Director shall also appoint and assign special committees as the Zonal Executive Committee may authorize. The Zonal Director shall nominate the Principal of each weekend school in his zone and submit the nomination to the respective Islamic Center Council for approval.
- B. Associate Director : The Associate Director shall represent his respective Islamic Center in the Zonal Executive Committee. He shall chair and call all meetings of the COUNCIL of that Islamic Center. In the absence of the Associate Director or in the event an Associate Director fails to call Council meetings, the Zonal Director shall call and chair all meetings of the COUNCIL of that Islamic Center.  
In the absence of the Zonal Director, an Associate Director shall represent him at all BOARD meetings and shall have the Zonal Director's voting authority.

### Section 5. Area Representative : Duties and Responsibilities

The Area Representative shall represent Muslims residing in his particular postal zip code area in the monthly meetings of the COUNCIL of his Islamic Center (or a zone if there is only one Islamic Center in that zone) and in the Joint BOARD/COUNCIL meetings. The Area Representative also represents ISGH to the Muslims residing in his zip code area. He shall assist the Associate Director in matters relating to his specific zip code area. He shall keep the list of members residing in his area up to date, and develop a linkage between the community and the Masjid.

## **ARTICLE VI. ISLAMIC CENTER ADMINISTRATIVE BODY**

### Section 1.

The Islamic Center Administrative Body shall consist of Associate Director (or Zonal Director if there is only one Islamic Center in that zone), Administrative Secretary, Finance Secretary, Education Secretary, Membership Secretary, and Youth Affairs Secretary. The Administrative Body shall implement approved policies of the BOARD of ISGH and of the Council of Representatives in their respective Islamic Centers.

The five Secretaries for each Islamic Center shall be nominated by the Associate Director (or Zonal Director, as applicable) and confirmed by the COUNCIL of that Islamic Center.

### Section 2. Administrative Secretary : Duties and Responsibilities

The Administrative Secretary shall perform the duties of the Associate Director (or Zonal Director, as applicable) in the absence of or inability of the Associate Director to serve. He shall prepare agenda and keep minutes of all meetings, and shall attend to all correspondence. The Administrative Secretary shall perform such duties as may be assigned by the Associate Director.

### Section 3. Finance Secretary : Duties and Responsibilities

The Finance Secretary shall keep the financial records and books of the zone and coordinate with the Treasurer to assure the accuracy of the records. He will be responsible for preparing the proposed annual budget of the zone. He shall prepare quarterly financial statements and submit a copy to the Treasurer.

### Section 4. Education Secretary : Duties and Responsibilities

The Educational Secretary shall be responsible for implementing the approved policies for the operation of the Islamic schools in his zone. He shall develop programs that further Islamic education in his zone.

### Section 5. Membership Secretary : Duties and Responsibilities

The Membership Secretary shall be responsible for keeping and updating the membership of his zone. He should make every effort to get Muslims in his zone to become voting members of ISGH.

### Section 6. Youth Affairs Secretary : Duties and Responsibilities

The Youth Affairs Secretary shall represent the youth of his zone and shall be a school/college student of a recognized educational institution.

## **ARTICLE VII. ELECTIONS, VACANCY AND REMOVAL**

## Section 1. Elections

- A. The elections of ISGH shall be held on the first Sunday of December every year by means of secret ballot at the ISGH Headquarters. If the first Sunday of December falls during Ramadan or during the three days of Eid ul Fitr or during the three days of Eid ul Adha, the elections shall be re-scheduled for the second Sunday after the third day of Eid. All non-election ISGH activities that are scheduled on that day and conflict with the elections shall be rescheduled.
  
- B. The elections for President, General Secretary and Directors for North Zone and Southwest Zone shall be held on even years. The elections for Vice President, Treasurer, and Directors for Northwest Zone, South Zone, and Southeast Zone shall be held on odd years.  
The elections for the Associate Directors in the North Zone and Southwest Zone shall be held on odd years. The elections for the Associate Directors in the Northwest Zone, South Zone, and Southeast Zone shall be held on even years.
  
- C. The elections for the Area Representatives shall be held each year.

## Section 2. Election Commission and Election Guidelines

- A. The BOARD shall appoint and announce an Election Commission by third Sunday of July each year. The Commission shall consist of at least five eligible voting members including a Chairman. The BOARD shall prepare election guidelines in accordance with the provisions of the Constitution & Bylaws, and provide them to the Election Commission at the time of its appointment.
  
- B. The Election Commission shall be responsible for conducting the elections and referendums in accordance with the election guidelines and the provisions of the Constitution & Bylaws. In all matters pertaining to the counting of the ballots and the announcement of the results, the decision of the Election Commission shall be final. All election announcements shall be made by the Chairman.

## Section 3. Mailing and Receiving of Nomination Forms:

- A. The BOARD shall provide to the Election Commission a final list of eligible voting members by the first Sunday of September. The Commission shall mail the nomination forms to all eligible voters by the first Sunday of October. Only nomination forms bearing the signed acceptance of the nominees received by the Election Commission by noon on the fourth Sunday of October shall be accepted by the Election Commission for review.

## Section 4. Qualification of Nominees and Announcement of Nomination

- A. Qualification of Nominees for a position on the Board of Directors :

(i) Besides being an eligible voting member for at least one year (2 years for nominees for the position of President or Vice President), each nominee for a position on the Board of Directors must meet all of the following conditions :

- (a) Has been involved in ISGH as a Board of Director, Associate Director, or Area Representative, or in any of the ISGH standing or special committees, or as faculty member in any of the ISGH or affiliated educational entities.
- (b) Over the last one year, has attended at least one regularly scheduled Quranic or Islamic Adult Education session per month at any of the ISGH centers or masjids.
- (c) Is not serving as President, Vice President, General Secretary, Treasurer, Ameer, or Imam/Employee of any Islamic organization not affiliated with ISGH, at the time of nomination.
- (d) Has not been an employee of ISGH at any time during the one year period immediately preceding the date of nomination.
- (e) Has not been removed from an elected office of ISGH (as per Bylaws Article VII Section 8) or expelled from ISGH membership for ethical reasons (as per Bylaws Article VII Section 9).
- (f) Has signed a statement that he:
  - Does not himself seek an elected position
  - Does not put his decisions or other people's decisions over and above the decisions of Allah in the Quran and Sunnah
  - Is obedient to Shariah
  - Does not commit major sins.

(ii) Any member who has served two consecutive terms on the Shura shall not be nominated or be eligible for election to a third consecutive term for the same position.

(iii). The Election Commission shall review the nominations and ensure that the nominees meet the standards and criteria stated in the Code of Ethics, and the other requirements for the various elected positions as defined in the Constitution and Bylaws of ISGH.

#### B. Announcement of Nomination :

The Election Commission shall make an announcement of the preliminary list of nominees by the second Sunday of November. A nominee may revoke his acceptance of the nomination by submitting a written revocation signed by the nominee, to the Election Commission, no later than noon on the third Sunday of November. The Election Commission shall declare the final nominations by 5:00 PM on the third Sunday of November.

### Section 5. Balloting and Election Results

A. The Election Commission shall arrange for early balloting on the Sunday immediately prior to the day of election at the ISGH Headquarters.

- B. The Election Commission shall arrange for balloting on election day at the ISGH Headquarters, and count the ballots promptly after the close of balloting. A candidate or his representative may be present during the ballot count. A plurality of all votes cast for an office is necessary for election.
- C. Immediately after the Election Commission has counted the ballots, the Chairman of the Election Commission shall announce the results and, within one week, submit a written report to the BOARD. Upon receipt of the Election Commission's report by the BOARD, the Election Commission shall stand dissolved unless its term is extended by the BOARD.
- D. In the event that no candidate receives a plurality of the votes cast for an elective position, or if the Election Commission is unable to ascertain the result with clear probability, it shall declare the election for that position null and void and the BOARD shall announce a special election for that position to be held within thirty days. A special Election Commission shall be appointed by the BOARD to conduct the special election in accordance with the guidelines prepared by the BOARD.

#### Section 6. Oath of Office

The newly elected officers shall take their Oath of Office and assume their responsibilities on the first Sunday of January or on the second Sunday following the day of elections, whichever is later.

#### Section 7. Vacancy

- A. A person can hold only one office of ISGH at any given time.
- B. Upon a vacancy of an elected office of the BOARD (except that of the President), the Board by a majority vote (at least five) shall appoint an eligible candidate to that position for the remainder of the year.
- C. If a position on the BOARD becomes vacant in the first year of its term, that position shall become eligible for election at the end of that year.
- D. Upon a vacancy of the position of Associate Director, the BOARD and the respective Zonal Executive Committee shall appoint an eligible candidate to that position for the remainder of the year. If the position becomes vacant in the first year of its term, it shall become eligible for election for a one-year term at the end of that year.
- E. Upon a vacancy in a Council of Representatives, the Zonal Director shall nominate and the COUNCIL, by a majority vote of the elected Area Representatives of that Islamic Center, shall appoint an eligible candidate for the remainder of the year.
- F. In the event a Board member accepts a position as the President, Vice President, General Secretary, Treasurer, Ameer, Imam/Employee of any Islamic organization not

affiliated with ISGH, then his position shall be declared vacant by the BOARD. Such a member shall forfeit the right to serve out the remainder of his term, and the vacancy thus created shall be filled according to Article VII Section 7 B.

Section 8. Removal of Elected Office Holders of ISGH :

A. Any elected office holder of ISGH can be removed from office for violation of the code of ethics, or for embezzlement of funds that belong to ISGH, or for gross neglect of duty, or for being absent from three consecutive scheduled meetings without cause.

B. Removal of a Member of the BOARD

(i) Removal of any member of the Executive Body : For removal of any member of the Executive Body (President, Vice President, General Secretary, and Treasurer), a petition for removal shall first be signed by at least one- fifth of the eligible voting members of ISGH and submitted to the BOARD.

(ii) Removal of a Zonal Director : For removal of a Zonal Director, a resolution for removal shall first be passed by a two-third majority of all the Councils for the Zone from which he has been elected.

(iii). After the action identified in (i) or (ii) above has been taken, the following sequential procedure shall be taken for removal of a member of the BOARD :

(a) A resolution for removal shall be passed by two-third majority of the BOARD.

(b) Once passed by the BOARD, the resolution shall then be passed by two-third majority of joint session of BOARD and Zonal Councils of Representatives.

(c) Once passed by the joint session of BOARD and COUNCILS, the resolution shall then be passed by the General Assembly by two-third majority.

(d) If a quorum for the General Assembly cannot be obtained, the resolution for removal will be sent to the General Body as a referendum. If one-third of the voting membership responds to the referendum and votes by a simple majority for removal, then the office holder shall be removed from office.

C. Removal of Associate Director or Area Representative

(i). For removal of an Associate Director, a resolution shall first be passed by a two-third majority of the COUNCIL for the Islamic Center from which he has been elected. The resolution shall then be passed by a two-third majority of the BOARD. If this resolution is then passed by a two-third majority of joint session of BOARD and Zonal Councils of Representatives, the Associate Director shall be removed from office.

(ii). For removal of an Area Representative, a resolution shall first be passed by a two-third majority of the COUNCIL for the Islamic Center from which he has been elected. If this resolution is then passed by a two-third majority of the BOARD, the Area Representative shall be removed from office.

D. Any elected officer or any member serving a committee involved in a conflict of interest shall step aside until that situation is resolved.

Section 9. Expulsion of a Member for Ethical Reasons :

The following procedure shall be followed for expulsion of a member for ethical reasons :

A. A resolution for removal shall be passed by two-third majority of the BOARD.

B. Once passed by the BOARD, the resolution shall then be passed by two-third majority of joint session of BOARD and Zonal Councils of Representatives.

## ARTICLE VIII. COMMITTEES

### Section 1. Standing Committees and Special Committees.

To assist the BOARD and Zonal Executive Committees (or Zonal Councils, as applicable) in developing and implementing ISGH policies, ISGH shall have Standing and Special committees. Standing Committees have perpetual duration while each Special Committees is established for only one year. All committees shall be advisory in nature and may be established at either the BOARD level, at Zonal level, or at both levels.

The purpose and objective of each committee shall be as defined in the ISGH Policy Manual which is maintained by the BOARD.

### Section 2. Standing Committees of the BOARD

All Standing Committees of the BOARD report to one of the Executive Body members who shall nominate the Chairperson and members of these committees. All nominations shall be approved by the Board.

The following shall be the BOARD Standing Committees :

<b><u>COMMITTEE</u></b>	<b><u>REPORTING TO</u></b>
A. Al-Dawah	President
B. Religious and Ulema	President
C. Children Education	President
D. Adult Education	President
E. Public Opinion	President
F. Public Relation & Media	President
G. Planning	President
H. Women's	President
I. Main Center	President
J. Constitution and Bylaws	Vice President
K. Funeral & Cemetery	Vice President
L. Publications	Vice President
M. Social	Vice President
N. Eidain	Vice President
O. Young Men's	Vice President
P. Young Women's	Vice President
Q. Employment & Placement	Vice President
R. Membership	General Secretary
S. Elections	General Secretary
T. Finance	Treasurer
U. Budget	Treasurer

V. Fund Raising	Treasurer
W. Zakat & Welfare	Treasurer
X. Endowment Fund	Treasurer
Y. Central Construction	Treasurer

The BOARD shall have the authority to modify the membership of these committees.

### Section 3. Special Committees of the BOARD

In addition to the Standing Committees, the President may appoint annually, such Special Committees as the BOARD may authorize. Chairpersons and members of Special Committees shall be nominated by the President and approved by the BOARD.

### Section 4. Zonal Committees:

A. The following will be the Standing Committees of each zone.

- (i). Al-Dawah
- (ii). Weekend School Children Education
- (iii). Adult Education
- (iv). Zonal Construction
- (v). Zonal Facilities Maintenance
- (vi). Zonal Masjid Policy
- (vii). Social
- (viii). Membership
- (ix). Finance & Fund Raising
- (x). Budget
- (xi). Women's
- (xii). Young Men's
- (xiii). Young Women's
- (xiv). Sports & Games

B. The Zonal Director shall nominate the Chairperson and members of the standing committees for his particular zone and the Zonal Executive Committee of that zone shall approve the nominees.

C. In addition to the Zonal Standing committees, the Zonal Director may appoint annually such special committees as the Zonal Executive Committee for that zone may authorize within the framework of Bylaws Article VIII Section 1.

### Section 5. Linkage Between BOARD and Zonal Standing Committees :

Several Standing committees will exist at the BOARD and also at the Zonal levels as shown below. It is expected that the Chairpersons of the Zonal standing committees will be included in the membership of the BOARD standing committees.

- Al- Dawah
- Children Education
- Adult Education
- Planning
- Social
- Membership
- Finance
- Budget
- Fund Raising

Women's  
Young Men's  
Young Women's

Section 6. Membership of Committees :

Unless otherwise specified by the BOARD, each committee shall have a Chairperson and at least two other members.

## **ARTICLE IX. MEETINGS**

Any annual or semi-annual meeting may be postponed for a period of one month if it falls during Ramadan.

Section 1. Annual Meetings :

A. BOARD/COUNCIL Joint Meeting :

The Society shall hold a regular annual Joint Meeting of the BOARD and COUNCILs in September of each year. The date, time, and location of the meeting shall be designated by the BOARD. Any business properly brought before the Joint Meeting shall be transacted.

B. Annual General Assembly Meeting :

The Society shall hold a regular General Assembly meeting of its members in September of each year.

(i). The date, time, and location of the meeting shall be designated by the BOARD.

(ii). A notice of this meeting shall be given to the members of ISGH two weeks prior to such meeting.

(iii). At the meeting, an annual progress report with a financial segment shall be presented to the membership by the BOARD. Any other business properly brought before the General Assembly shall be transacted.

Section 2. Semi-annual meeting :

There shall be a regular semi-annual joint meeting of the ISGH BOARD and COUNCILs in March of each year. The date, time, and location of the meeting shall be designated by the BOARD. Any business properly brought before the Joint Meeting shall be transacted.

Section 3. Meetings of the Legislative Board of Directors :

There shall be a regular meeting of the BOARD at least once each month. The date, time, and location of the meeting shall be designated by the BOARD. At all meetings of the BOARD, a simple majority of all BOARD members shall decide any question coming before the meeting unless specifically stated otherwise in the Bylaws.

Section 4. Meetings of the Council of Representatives:

The Islamic Center COUNCIL shall meet at least once a month on the day and time as determined by a majority of the Council. At all meetings of the COUNCIL, a simple majority of Area Representatives shall decide any question coming before the meeting.

Section 5. Special Meetings :

- A. Special meetings of the General Assembly may be called at any time by the President, or five members of the BOARD, or one-fifth of the eligible voting members of ISGH, upon two weeks notice. stating the purpose or purposes thereof.
- B. Special meetings of the BOARD may be called at any time by the President or three members of the BOARD upon 24 hours notice.
- C. Special meetings of any COUNCIL may be called at any time by the Associate Director (or Zonal Director, as applicable) or upon the request of one-third of the Area Representatives of that particular Islamic Center upon 48 hours notice.

Section 6. Quorum :

One-third of the eligible voting members shall constitute a quorum at any General Assembly regular or special meeting.

In the meetings of the BOARD and/or COUNCIL a majority of elected office holders shall constitute a quorum.

At all meetings of the General Assembly, regular or special, and at all meetings of the COUNCIL, a majority of the quorum shall decide any question coming before the meeting except as described by statute or the charter of the Corporation or as designated in Bylaws VII Section 8.

At all meetings of the BOARD, a majority of all BOARD members shall constitute a quorum.

At all meetings of the COUNCIL, a majority of all elected Area Representatives for that particular Islamic Center (or Zone if there is only one Islamic Center in that zone) shall constitute a quorum.

Section 7. Referendum

In the event that a quorum is not available at any general assembly regular or special meeting, the business at hand may be sent after a period of not less than 30 days to the General Body for referendum by actual voting at a general or special election, or by mail-in ballot . A referendum by mail-in ballot shall be valid only if a majority of eligible voting members shall respond. A majority of responses to a referendum shall constitute a decision by the General Body. All referendums shall be conducted by an independent committee appointed by the Board. The procedure for a referendum by mail-in ballot shall be as follows:

- i) A ballot stating the proposed amendment or transaction shall be mailed by the committee to each eligible voting member, with a confidential return envelope, postage prepaid,

bearing a return address of the ISGH principal office. All ballots shall be sequentially numbered. Each eligible voting member shall personally sign the return envelope. The ballot shall not identify any member.

- ii) A final return date and time for receiving the ballots shall be specified on the ballot. The return date shall be not less than seven nor more than fourteen days after the mailing date. The return envelope containing the sealed ballot may be either mailed or hand-delivered to the ISGH principal office.
- iii) All sealed envelopes shall be opened and ballots shall be counted by the committee on the final return date and time for receiving the ballots. All BOARD members shall be invited to be present during the opening and counting of the ballots.
- iv) The decision of the General Body shall be immediately conveyed to the President.

### **ARTICLE X. FISCAL YEAR**

The accounting period to be followed by the ISGH shall be the fiscal year basis, and the year hereby adopted is the calendar year from January 1 (first) through December 31 (thirtyfirst).

### **ARTICLE XI. SEAL**

The seal of the ISGH shall consist of a circle within which shall be inscribed "The Islamic Society of Greater Houston, Inc.".

### **ARTICLE XII. CONTRACTS AND CONVEYANCES**

#### Section 1.

No sale, conveyance, or assignment, of any real estate owned by the ISGH, or the assignment of any leasehold interest owned by the ISGH, or the execution of a lease for a term of more than five (5) years by ISGH as lessor shall be made unless approved by the General Body in accordance with the provisions of ARTICLE IX Section 7.

#### Section 2.

Any lease for a term of five (5) years or less of any real estate or personal property may be negotiated and executed by the President when authorized by the Board at a regular meeting or at a special meeting of which all the members of the BOARD have been notified as prescribed hereinbefore, specifying the specific transaction.

#### Section 3.

No sale, conveyance, assignment, or lease of real estate or personal property approved by the General Body or the BOARD shall be valid until and unless all required documents are signed by the President and attested by the General Secretary of the ISGH.

### **ARTICLE XIII. AMENDMENTS**

Section 1.

Amendments to these Bylaws may be made by a two-third majority vote of the office holders of ISGH attending the Joint BOARD/COUNCIL meeting. The quorum of the Joint BOARD/COUNCIL meeting shall be one-third of the office holders.

Section 2 : Resolution of Amendment

The Resolution of Amendment to the Bylaws shall first be approved by a two-third majority vote (at least five) of the BOARD before it is submitted to the Joint BOARD/COUNCIL meeting for approval.

\* amended through December 2, 2006