

# ISLAMIC SOCIETY OF GREATER HOUSTON

Updated December 2013

## Introduction

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This handbook contains policies and procedures of the Islamic Society of Greater Houston (ISGH) that apply to its operations, members, employees and officers.

Information contained in this book is current as of the date of publication. However, to meet requirements of changing times, ISGH reserves the right, in its sole and absolute discretion, to revise, supplement or rescind any existing policy or portion thereof or formulate and implement any new policy as it deems appropriate.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

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# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **Mission Statement**

The mission of  
Islamic Society of Greater Houston  
is  
**Aqamat-e-Deen**  
(Establishment of the Islamic System of life).

### **Vision**

In service of its mission, 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.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **100 - Employment**



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **101 - Nature of Employment**

Neither the employee nor ISGH is bound to continue the employment relationship if either chooses, at will, to end the relationship at any time, in accordance with the terms and conditions specified in employee's letter of appointment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **102 – Employee Acknowledgement and Agreement**

##### Policy

ISGH requires that all employees must acknowledge and agree that they have received and understood ISGH employee policies and that they will comply with all ISGH policies relating to their employment.

##### Procedure

All employees are required to sign an acknowledgment note that they have received a current copy of Employee Handbook and that they understand and will comply with all applicable employee policies.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **103 - Equal Employment Opportunity**

##### Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ISGH will be based on merit, qualifications and abilities. ISGH does not discriminate in employment opportunities or practices on the basis of race, sex, color, religion, national origin, age, physical handicap or any other characteristic protected by law.

##### Procedure

ISGH will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees who have questions or concern about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **104 - Immigration Law Compliance**

ISGH is committed to employing only United States citizens and aliens/immigrants who are authorized to work in the United State. However, in doing so, ISGH does not discriminate on the basis of citizenship or national origin.

##### Policy

##### Procedure

ISGH requires that all prospective employees should provide satisfactory and valid proof of employability before commencement of their employment. Copies of all related documents will be kept in employee's personal file.

Any employee whose immigration/resident status changes during the course of their employment are required to inform ISGH of all such changes promptly.

ISGH may sponsor Islamic scholars or employees, who are not permanent residents or citizens of USA, for temporary work visa if such persons are required for ISGH projects.

After completing a minimum of three years of continuous satisfactory service, ISGH may assist selected persons, who wish to apply for permanent USA residency, by providing ISGH related supporting documents for this purpose.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **105 - Job Posting and Employee Referrals**

##### Policy

- 105.01 ISGH provides opportunities to its employees to indicate their interest in open positions and advance within the organization according to their skills and experience.
- 105.02 ISGH encourages employees to identify friends and acquaintances who may be interested in employment opportunities and refer qualified outside applicants for posted jobs.

##### Procedure

Employees interested in applying for an open position should contact their immediate supervisor or a member of the concerned management team for consideration.

Employment and advancement for any position in ISGH is based on merit and feasibility in the best interest of ISGH. Application of current employees or their relatives or friends who are applying for an open position will also be considered accordingly.

Employees should obtain proper approval from management before sharing their knowledge of the organization (compensation, type of work, work hours etc.) with any prospective applicant and should not make any commitments or promises of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **106 - Employment Applications**

##### Policy

Any misrepresentation, falsification or material omissions in any of employment related information or data may result in exclusion of the individual from further consideration for employment or if the person has been hired, disciplinary action up to and including termination of employment.

##### Procedure

ISGH relies upon accuracy of information contained in the employment application as well as accuracy of other data presented through the hiring process and employment.

ISGH will take immediate disciplinary action against any applicant or employee who is found to have willfully omitted to provide ISGH significant employment related information or who have falsified their employment data or personal information including qualifications, experience, references, personal information, criminal record or visa status.

The ISGH Bylaws reserve the authority for hiring and employment to the Executive Body which is in effect the Personnel Committee of ISGH. Thus, the final decision for all employment in ISGH rests solely with the Executive Body. This authority may not be transferred or delegated to any ISGH Standing or Special Committee.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **107 - Employment Reference Checks**

##### Policy

- 107.01 To ensure that individuals who join ISGH as employee are qualified and have strong potential to be productive and successful, ISGH will check employment references of all applicants.
- 107.02 ISGH will respond in writing only to those reference checks that are submitted in writing. No employment data will be released without a written authorization and release signed by the person who is the subject of inquiry unless required by law or regulatory agency.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **108 - Hiring of Relatives**

##### Policy

Relatives of ISGH officers or persons currently employed by ISGH may be hired if they will not be working directly for or supervising a relative's work. ISGH employees cannot be transferred into such a reporting relationship.

##### Procedure

Employment of relatives in the same area of an organization may cause serious conflicts and problems relating to impact of personal conflicts, nepotism /favoritism and employee morale.

For the purpose of this policy, a relative is defined as any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If a relative relationship is established after employment the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or potential for conflict arises, even if there is no supervisory relationship, the involved parties may be separated by reassignment or termination of employment at management's discretion.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **109 - Disability Accommodation**

##### Policy

ISGH is committed to full compliance with Americans with Disabilities Act (ADA) and other applicable federal or state or local laws to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

##### Procedure

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as job assignments, classifications, lines of progression and seniority lists.

ISGH does not discriminate against any qualified employee or applicant because they are related to or associated with a person with a disability.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **110 - Employment Categories**

##### Policy

Each ISGH employee will belong to one of the following employment categories:

- Regular Full Time Employees
- Part Time Employees
- Probationary Employees
- Temporary Employees
- Special Treatment for Part-time RTs

##### Procedure

The ISGH Bylaws reserve the authority for hiring and employment to the Executive Body which is in effect the Personnel Committee of ISGH. Thus, the final decision for all employment in ISGH rests solely with the Executive Body. This authority may not be transferred or delegated to any ISGH Standing or Special Committee.

ISGH uses employee classifications solely for the purpose of determination of eligibility for company benefits.

This classification does not confer or guarantee employment for any specified time period as the right to terminate employment relationship at will at any time is permanently retained by both the employee and the ISGH.

1. **REGULAR FULL TIME EMPLOYEES** – Employees who are scheduled to work regularly according to full time ISGH schedule for a minimum of 40 hours per week, and do not have temporary or probationary status. Generally, Regular Full Time Employees are eligible for all ISGH employee benefits subject to terms, conditions and limitations of each benefit program.
2. **PART TIME EMPLOYEES** – Employees who are regularly scheduled to work less than 30 hours per week. While Part-time Employees

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

receive all legally mandated benefits, they are not eligible for all ISGH employee benefits.

3. **PROBATIONARY EMPLOYEES** – Employees whose performance is being evaluated to determine whether further employment in a specific position or with ISGH will be appropriate. Introductory employees are granted only those benefits that are specified in their employment letter.
4. **TEMPORARY EMPLOYEES** – Persons who are hired to assist in completion of a specific project or as interim replacement to temporarily supplement the work force. Employment in this category is of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees remain in this category unless and until notified of a change. While temporary employees may receive all legally mandated benefits they are not eligible for other ISGH benefit programs.
5. *PART TIME RELIGIOUS TEACHERS - the hiring of Part-Time Religious Teachers (RTs) in the same vein as full-time RTs as it is possible that part-time RTs may be considered for full-time positions. Therefore, all employment practices that apply to the hiring of full-time RTs shall also apply to part-time RTs. Specifically, all part-time RTs shall be required to complete an ISGH Employment Application Form and be interviewed by the Executive Body prior to any final decision on such hiring. The Zonal Director or Associate Director or Islamic Center Council may meet with prospective candidates prior to the interview with the EB but under no circumstances shall an employment offer be made to the prospective candidate by anyone other than the EB. In recommending the hiring of a part-time RT, the respective Islamic Center must provide the EB with the job requirements for such a position including the specific responsibilities and tasks of the position and the approximate number of hours the potential employee must work for ISGH in his part-time capacity. Part-time RTs are not eligible for many of the ISGH benefits accorded to full-time RTs including being not eligible for residential rental assistance.*

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **111 - Probation Period**

##### Policy

The first 90 calendar days of employment/reassignment or the period stipulated in the appointment/reassignment letter or any extension thereof constitute the Probation Period.

##### Procedure

ISGH uses Probation Period to evaluate employee's capabilities, work habits and overall performance. This period gives the employee an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

If ISGH determines that the designated introductory period does not allow sufficient time to thoroughly evaluate employee's performance, the introductory period may be extended for a specified period.

In case of promotion or reassignment within ISGH an employee who in the sole judgment of the management is not successful in the new position can be removed from that position at any time during the Probation Period. In this case, at management's sole discretion and depending upon the availability of such position and ISGH needs, the employee may be returned to employee's former position or to a comparable position.

Upon satisfactory completion of the initial Probation Period employees enter either the regular or part-time employment classification.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **112 - Attendance and Punctuality**

##### Policy

All ISGH employees are expected to be reliable regarding punctuality and attendance. The employees must be punctual in reporting for and signing off from their scheduled work.

##### Procedure

Employees should keep track of their work hours by recording their sign in and sign out times on a time card. This time card should be submitted to the supervisor or the Main Center for calculation of payroll and for tracking PTO and other vacation time.

Any employee who reports for duty more than 10 minutes after the scheduled time will be considered late.

An employee who cannot avoid being late to work or is unable to work as scheduled, should notify the supervisor, in advance or as soon as possible, of the anticipated tardiness or absence.

Poor attendance and excessive tardiness may lead to disciplinary action up to and including termination of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **113 - Outside Employment**

##### Policy

- 113.01 Full-time employees of ISGH are prohibited from full-time employment elsewhere. Employees may hold outside part-time jobs as long as such employees meet performance standards of their job at ISGH.
- 113.02 Outside employment that constitutes a conflict of interest with that of ISGH is prohibited.
- 113.03 Employees are not permitted to receive any personal income or material gain from individuals/organizations outside ISGH for materials produced or services rendered while performing their job at ISGH.

##### Procedure

All employees will be judged by the same performance standards and will be subject to ISGH scheduling demands, regardless of any existing outside work requirements.

All employees who wish to engage in part-time outside employment must provide ISGH adequate information about such engagement. This information includes:

- Name and place of outside work
- Contact information
- Nature of work
- Duty hours

If ISGH determines that an employee's outside work interferes with employee's performance or ability to meet ISGH requirements, the employee may be asked to terminate the outside employment in order to maintain his/her employment with ISGH.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **114 - Performance Evaluation**

##### Policy

ISGH will perform periodic evaluation of employee performance to identify strengths and areas of improvement of employee work and to maximize employee productivity.

##### Procedure

Supervisors and employees are encouraged to discuss job performance and goals on an informal but regular basis. Formal performance evaluations are to be performed on periodic basis.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **115 - Progressive Discipline**

##### Policy

Even though ISGH has the right to terminate employment at will, with or without cause or advance notice, ISGH may use progressive discipline at its discretion.

##### Procedure

Major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employees for satisfactory service in future. In order to ensure fair treatment of all employees ISGH endeavors to ascertain that disciplinary actions are prompt, uniform and impartial.

With respect to most disciplinary problems, the following steps will normally be implemented:

- The first offense may call for verbal warning.
- The next offense may be followed by a written warning.
- Still another offense may lead to termination of employment.

However, depending on severity of the problem and number of occurrences, management may decide to take any disciplinary action, or combination thereof, in any order or may bypass one or more steps listed above.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **116 - Resignation**

##### Policy

Any employee may terminate his/her employment by voluntary resignation.

##### Procedure

ISGH requires at least four weeks written notice from all employees resigning from their position.

Upon receiving a resignation notice, ISGH, at its sole discretion, may accept the request effective on an earlier date.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **117 - Employment Termination**

##### Policy

ISGH and employees, both, have the right to terminate employment at will, with or without cause, at any time.

##### Procedure

Termination of employment is an inevitable part of personal activity within any organization. ISGH will generally schedule exit interview(s) at the time of employment termination. Exit interview(s) provide an opportunity to discuss employee benefits conversion privileges, repayment of outstanding debts to ISGH and return of ISGH property. Suggestions, complaints and questions can also be voiced.

Employment at ISGH terminates by one of the following methods:

- RESIGNATION – voluntary termination of employment initiated by an employee.
- DISCHARGE – involuntary termination of employment initiated by management.
- LAYOFF – involuntary termination of employment initiated by management for organizational reasons

Termination of employment will affect the employee in the following manner:

- In case of a discharge ISGH reserve the right to forfeit employee's right to any or all benefits.
- In all other types of termination all accrued but unused benefits that are due and payable at termination will be paid.

The ISGH Bylaws reserve the authority for hiring and employment to the Executive Body which is in effect the Personnel Committee of ISGH. Thus, the final decision for all employment in ISGH, including termination, rests solely with the Executive Body. This authority may not be transferred or delegated to any ISGH Standing or Special Committee.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **118 - Employee Relations**

##### Policy

Employees with concerns about work conditions or compensation are strongly encouraged to voice these concerns openly and directly to their supervisors; however, public voicing of such issues is expressly prohibited.

##### Procedure

ISGH believes that it offers work conditions, wages and benefits that are competitive to those offered by other employers in this area. However, if any employee has concerns regarding work conditions or compensation they should discuss these issues with their supervisors. Communications are clearer, attitudes can be positive and work environment can be excellent when employees deal openly and directly with supervisors.

In an effort to protect and maintain direct employer/employee communications and to protect the right of employees to speak for them self, management will, within legal limits, resist efforts for employee organization and representation by individuals outside ISGH.

ISGH expects all employees to support the organization, its Constitution & Bylaws, and its polices, procedures, and rules. Public voicing of differences of opinion regarding ISGH or public negative statements about ISGH by employees is prohibited, and could result in disciplinary action up to and including termination of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **119 - Personnel Information Changes**

##### Policy

Each employee is individually responsible for promptly notifying ISGH of any changes in their personal data.

##### Procedure

All employees must provide required personal information to ISGH at the time of employment.

Employees must notify the Main office promptly if there are any changes in their personal information including personal mailing address, telephone numbers, names and number of dependents, emergency contacts, educational accomplishments, alien status, etc.

Employees must inform ISGH of any changes in their medical or physical condition that may have an impact on their capability to discharge their assigned duties in a satisfactory manner or that may have a serious impact on other employees or colleagues.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **120 – Access to Personnel Files**

##### Policy

Personnel files are property of ISGH and access to the information in these files is considered Personnel & Confidential, and is strictly restricted to members of the Shura or immediate supervisor.

##### Procedure

Only ISGH Shura members or supervisors who have a legitimate ISGH business reason to review information in any personnel files are allowed to do so in coordination with ISGH Executive Body. No photocopying or removal of employee personnel information is permitted and all review of employee personnel information by a Shura member or supervisor must be done in the presence of the ISGH General Secretary and/or Main Center Office Manager who shall keep a log of all employee personnel file reviews.

Employees who wish to review their own file should contact management for authorization to do so. With reasonable advance notice employees may review material in their own personnel file, in the presence of a management appointed person who is responsible for maintaining such files.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **121 - Personal Appearance**

##### Policy

While at work, employees are expected to present a clean and neat appearance and dress modestly.

##### Procedure

Modest dress for men and women means garments that cover the torso and limbs without emphasizing body contours and that are not made of outrageous materials or colors.

Employees who report to work dressed inappropriately will be sent back and directed to return to work in proper attire. Under such circumstance employees will not be compensated for the time away from work.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **122 - Employee Conduct and Work Rules**

##### Policy

To ensure orderly operations and provide the best possible work environment, ISGH requires employees to follow rules of conduct that will protect interests and safety of all employees and the organization.

##### Procedure

It is not possible to list all forms of behavior that is considered unacceptable in the work place. Following are some examples of infractions of rule of conduct that may result in disciplinary action up to and including termination of employment:

- Theft or inappropriate removal of ISGH property
- Falsification of time keeping records or employment related information
- Working under the influence of intoxicants or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol, illegal drugs, or pornographic material in the work place, on duty or while operating employer owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Lewd, boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage or injury to property or persons
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

- Possession of dangerous or unauthorized materials such as explosives or firearms in the work place
- Unauthorized absence from work place or excessive absenteeism
- Unauthorized use of telephones, mail system or any other company equipment including computers and electronic media
- Unauthorized disclosure of confidential information
- Acts that damage or harm ISGH public image
- Violation of personnel policies
- Unsatisfactory performance or conduct



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **123 - Harassment**

##### Policy

ISGH employees have a right to work in an environment free from discrimination and harassment, therefore, ISGH prohibits harassment of its employees in any form.

##### Procedure

Any harassment of ISGH employees, whether verbal or physical, related to sex, race, color, creed, age, national origin or disability, is strictly prohibited.

Any employee who knows of violation of this policy must promptly report the incident to the management.

Any employee engaging in harassment activities or making false accusations of harassment will be subject to disciplinary action up to and including termination of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **124 - Work Schedule**

##### Policy

Depending upon operational demands and staffing needs, ISGH reserves the right to change work schedule (starting-ending times, total hours worked each day or number of work days) of any employee, at any time.

##### Procedure

Excluding holidays and emergency situations, normal work schedule of full time employees of ISGH is based on at least 40 work hours per week.

Work hours for volunteers, contract workers and part time employees may be less or more than 40 hours per week.

Volunteers and contract workers, regardless of their compensation computation method, are not considered ISGH employees and therefore do not have employee–employer relationship.

Payment for any volunteer or contract work will be according to mutually agreed terms. These terms must be clearly understood and when feasible recorded in the form of a document signed by an ISGH representative and work provider before commencement of any work.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **125 - Emergency Closings**

##### Policy

At times emergencies such as severe weather, fire, power failure or natural disaster can disrupt ISGH operations and may require closing of work facility.

##### Procedure

When operations are officially closed due to emergency conditions the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. In such situations employees may request to utilize their available paid time off (PTO), i.e. vacation, sick leave, etc.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **126 - Paydays**

##### Policy

126.01 Employee wages and salaries are paid twice a month.

126.02 *Compensation shall not be paid by cash*

##### Procedure

Employee earnings are calculated on a monthly basis.

Normally salaries and wages may be paid electronically directly into the employee's designated bank account immediately following the payroll period.

If a regular payday falls during an employee's vacation, the employee may receive his/her earned pay before departing for vacation if a written request is submitted at least two weeks prior to date of departure.

*Under no circumstances, shall compensation for any services by any employee of ISGH be paid by cash.*

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **127 - Payroll Corrections**

##### Policy

An employee who detects an error in the amount of pay should promptly bring the discrepancy to the management's attention so that corrections can be made as quickly as possible

##### Procedure

ISGH takes reasonable steps to ensure that employees receive the correct amount of earning in each pay period and that employees are paid promptly on the scheduled payday. However, if any error or omission is made in the payroll, the concerned employee should immediately inform the accounting department of the incidence and monetary difference.

Accounting department will promptly investigate the incidence and make necessary changes to accommodate any adjustments.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **128 - Pay Deductions and Set-offs**

##### Policy

- 128.01 When required by law ISGH may deduct applicable federal, state and local income taxes from its employee's payroll.
- 128.02 Eligible employees may voluntarily participate in ISGH employees benefit programs and authorize ISGH to deduct appropriate amounts from their wages to cover applicable costs.
- 128.03 When authorized by an appropriate entity, ISGH may deduct pay set-offs of garnishments from its employees wages.

##### Procedure

ISGH may offer programs and benefits over and above those required by law. If offered, eligible employees may voluntarily participate in these programs and authorize ISGH to deduct appropriate amounts from their wages to cover applicable costs.

Pay set-offs are pay deductions taken by ISGH usually to help pay off a debt or obligation to others, such as a garnishment. ISGH will make such deductions only with a proof of authorization from the government or a court issued order.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **129 - Use of Equipment**

##### Policy

When using any ISGH owned or leased equipment, machine or tool, employees must exercise reasonable care and follow all operating instruction, safety standards and usage guidelines for that equipment, machine or tool.

##### Procedure

An employee who uses any ISGH owned or leased equipment, machine or tool must notify the supervisor if it appears to be unsafe, damaged defective or need repair or service.

Improper, careless, negligent, destructive or unsafe use or operation of an equipment, machine or tool can result in disciplinary action up to and including termination of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **130 - Computer, Internet and E-mail Usage**

##### Policy

Computers, computer files, e-mail system and software furnished to the employees are ISGH property intended for company business use. Employees may not install any software, use a password, access any file(s) or retrieve any stored information or data without authorization by ISGH management.

##### Procedure

Employees may use computer software and ISGH computers only in full compliance with all related license agreements. Unless authorized by the software developer/marketer, ISGH does not have the right to reproduce any software for use on more than one computer. ISGH prohibits illegal duplication or transmission of any software and its related documentation.

No employee is allowed to install any computer software on any ISGH computer without permission from management.

ISGH prohibits use of computer, internet and e-mail system in ways that are disruptive, offensive to others, harmful to morale or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit for non-ISGH commercial ventures, unapproved religious causes, and political causes, outside organizations or for other non-business matters.

To ensure compliance with policy computer, internet and e-mail usage may be monitored. Employees should notify their supervisors or management of any violations of this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **131 - Use of Mail and Phone Systems**

##### Policy

- 131.01 ISGH paid postage for personal correspondence is not permitted.
- 131.02 Usage of office phones for personal long distance or toll calls, and excessive usage of office phone for local personal calls whether, incoming or outgoing, is prohibited.
- 131.03 All abusive or rude phone calls and callers threatening violence against ISGH, its personnel or property must be taken seriously and immediately reported to the supervisor.

##### Procedure

Employees who use company postage or phone system for personal purposes may be required to reimburse ISGH for any charges resulting from personal use of company postage and/or telephone system. This includes local as well as long distance and toll calls.

Employees must obtain approval from their supervisor for any personal long distance or toll calls.

When taking a business call, employee should always identify ISGH and themselves by name and speak in a courteous and professional manner.

If a caller is rude or abusive the employee may ask a supervisor to take over the conversation or, depending upon circumstances, discontinue conversation and immediately report the incidence to a supervisor.

If a caller threatens violence against ISGH, its personnel or property, the person taking the call must immediately notify the supervisor and document the incidence in writing. The supervisor should promptly contact the management and follow up their directive. In case of emergency the incidence should be immediately reported to the appropriate authorities followed by notification to the management.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **132 - Business Travel Expenses**

##### Policy

ISGH will reimburse employees reasonable approved expenses directly related to business travel.

##### Procedure

All business travel must be preauthorized by the immediate supervisor.

Generally the expenses that will be reimbursed include:

- Pre-authorized transportation expenses, generally for the lowest available fare.
- Mileage cost (at the IRS allowed current car expense rate - average of business expense and charitable donation rates) plus road tolls incurred for use of personal automobiles only when less expensive transportation is not available. In such case the maximum total compensation will be equal to the lesser of the cheapest public transport fare or the actual mileage cost.
- Cost of standard accommodation in low to mid priced hotels, motels or similar lodgings.
- Charges for telephone calls fax and similar services required for business purposes.
- Any other charges preauthorized by the management.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned or leased by ISGH may not be used for personal use without prior approval.

Employees must submit a complete itemized travel expense report with receipts within 30 days after completion of the trip.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **133 - Employees with Life Threatening Illness**

##### Policy

ISGH will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life threatening illness to continue to perform their duties.

##### Procedure

An employee suffering from a life threatening illness such as cancer, heart disease or any other terminal disease may continue to perform essential functions of his/her job as long as he/she is able to meet acceptable performance standards and does not pose a health risk for others.

Medical information on all employees is treated confidentially. Supervisors and other employees have a responsibility to respect and maintain confidentiality of other employee's medical information.

Any one inappropriately disclosing another employee's medical information will be subject to disciplinary action up to and including termination of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYMENT

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#### **134 - Conflict of Interest**

##### Policy

134.01 ISGH prohibits its employees from engaging in any activities that might constitute an actual or potential conflict of interest with respect to ISGH business or religious standards.

*134.02 It is the responsibility of ALL ISGH officials to be free of Conflict of Interest or even the appearance of conflict of interest when transacting business with ISGH.*

##### Procedure

Following is a general framework and guideline of acceptable standards of business operation; employees should seek further clarification for any issues not specified in the policy.

An actual or potential conflict of interest occurs when an employee is in a position to make or influence a business decision that may result in personal gain for that employee or for a relative as a result of ISGH business dealings. For the purpose of this policy a relative is any person who is related to the employee by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result not only when an employee or relative has a significant ownership in a firm with which ISGH does business but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or dealings involving ISGH.

Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribe, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the outside firm or its employee(s) or both.

No presumption of guilt is created by mere existence of a relationship with outside firms. However, if employees have influence on transactions involving

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

purchases, contracts or leases they must disclose the possibility of existence of any actual or potential conflict of interest to any officer of ISGH as soon as possible, so that safeguards can be established to protect all parties.

*ISGH officials who are business owners need to be aware of the part of the ISGH Oath of Office that they have taken as outlined in the ISGH Bylaws: “- not seek any personal glorification or financial gains by and through the use of this office.”*

*It is the responsibility of ALL ISGH officials to be free of Conflict of Interest or even the appearance of conflict of interest when transacting business with ISGH. Although it is not forbidden for an ISGH official to conduct business with ISGH they must comply with the following:*

- 1. In any decision to award a contract or job to a company or enterprise in which an ISGH official or immediate family member has a financial interest, the ISGH official must reclude himself from that decision-making in a Council or EB or Shura meeting, and make sure that the documentation clearly indicates that he was not part of making that decision.*
- 2. Not approve for payment any invoice for services or goods received when the invoice is from a company in which the ISGH official or immediate family member has a financial interest.*

*Complying with the above noted guidelines should ensure that there is no conflict of interest or the appearance of such. Not complying with the above could result in non-approval for payment of such invoices.*

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **200 - Safety**

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **201 – Practice of Safety**

##### Policy

Each employee is required to comply with all applicable health and safety rules and exercise caution in all work activities.

##### Procedure

An employee who notices any unsafe condition at the work place must immediately report the incidence to the appropriate supervisor or person in charge of the facility.

Employees who violate safety standards, cause hazardous or dangerous situation, or who fail to report or where appropriate remedy such situations may be subject to disciplinary action up to and including termination of employment.

In case of accident that results in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance benefits procedures.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **202 - Pregnant Employees**

##### Policy

Pregnant employees can continue to work as long as they are able to perform their essential job functions without running the risk of activities or environments that are considered harmful or contraindicated during pregnancy.

##### Procedure

Pregnant employees must inform the management regarding their pregnancy status as soon as they become aware of their pregnancy.

Supervisors in charge of areas and materials considered harmful or contraindicated during pregnancy will notify the employee about the risk of exposure once employee is known to be pregnant.

An employee who notices a work related condition or situation that may be potentially harmful for her pregnancy or is contraindicated during the pregnancy should immediately notify the management of this issue for possible corrective action.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **203 - Security Inspections**

##### Policy

ISGH prohibits possession, transfer, sale or use of illegal drugs, intoxicants, firearms, explosives or any other material or product which are meant to cause harm or injury to life or property.

##### Procedure

ISGH may provide desks, lockers and other storage devices for the convenience of employees. These items remain sole property of ISGH. Accordingly the management reserves the right to inspect these as well as any articles found within these storage places at any time either with or without prior notice.

To prevent theft or unauthorized possession of ISGH property or property of other employee's and visitors, ISGH authorized personnel may inspect not only desks and lockers but also persons entering or leaving the premises and any packages or other belongings.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **204 - Smoking**

##### Policy

Smoking is prohibited inside all ISGH facilities.

##### Procedure

Smoking or use of intoxicants is not allowed inside any ISGH facility.

Persons in charge of facilities should post “No smoking” signs at appropriate places on the facility.

Smoking may be permitted at specific designation areas at any of the ISGH facilities.

All employees, officers, volunteers and visitors must comply with this policy at all times.

Any person who refuses to comply with this policy will be asked to leave the facility promptly.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **205 - Visitors**

##### Policy

ISGH welcomes visitors and guests at its facilities provided that:

- a) They are accompanied or hosted by a responsible ISGH person
- b) While at the facility they follow ISGH policies and rules, and
- c) Their visit to ISGH is not for any malicious purposes.

##### Procedure

For formal visits, visitors and guests or their ISGH host should provide advance information about the purpose of visit, expected number of visitors and their background to the person in-charge of the facility, so that proper arrangements can be made to accommodate the needs of these visitors and guests.

Individual ISGH members and employees may accept or bring visitors and guests to ISGH facilities for short informal visits without prior notification.

During their visit the visitors and guests must remain with their ISGH host or contact and may not venture into non-public areas without prior permission from the person in-charge of the facility.

Visitors and guests may not remove any ISGH property or documents or make copies thereof, without permission from a responsible ISGH person.

When visiting an ISGH facility all visitors and guests must be attired in a modest manner that is suitable for religious facilities and family atmosphere.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **206 – Weapons, Destruction Devices**

##### Policy

No person, except on duty law enforcement officers and authorized security personnel, is allowed to carry any lethal weapons (including licensed concealed weapons) or destruction devices on any ISGH facility.

##### Procedure

No employee, volunteer, participant, visitor or guest is allowed to carry any lethal weapon, including licensed concealed weapon, or any destructive device on any ISGH facility.

ISGH shall post signs at all ISGH centers stating that carrying of lethal weapons including licensed concealed weapons is prohibited at ISGH facilities.

ISGH officers shall ask any person carrying a lethal weapon or destruction device, except on duty law enforcement officers and authorized security personnel, to leave the premises promptly.

If a person carrying a lethal weapon or destruction device refuses to leave the premises promptly then ISGH official shall report the situation to a respective law enforcement agency and ask them to remove the person from ISGH facility.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### SAFETY

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#### **207 - Monitoring**

##### Policy

ISGH may monitor any or all of its facilities to ensure safety and security of personnel and property.

##### Procedure

In conducting security monitoring, ISGH will make all necessary efforts to ensure that security surveillance and monitoring is done in ethical and respectful manner to maintain legitimate privacy rights of its employees, members and guests.

All suspicious activities or individuals and threats of or actual incidents of violence, either direct or indirect, should be reported as soon as possible to the immediate supervisor or management. This includes threats by employees, visitors, vendors, solicitors or a public person.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **300 – Employee Benefits**

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **301 - Employee Benefits**

##### Policy

ISGH provides a range of benefits to its employees. Type and scope of these benefit programs is reviewed and determined by Executive Body on the basis of feasibility.

##### Procedure

Employees are informed of all available programs and any changes when such changes take place.

Benefit eligibility depends upon a variety of factors, include employee classification and some benefit programs require contribution from participating employee.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **302 – Break Time**

##### Policy

ISGH allows break time to its employees for food and prayers.

##### Procedure

Each workday, full time employees who work for more than 4 hours are provided a 30 minute break time for food.

However, provision of break time will be dependent on availability of coverage for the work load and the supervisor will adjust the break time schedule to accommodate operational requirements.

To the extent possible, the break time will be provided around middle of the work schedule. Since this time is counted and paid as time worked, employees must not be absent from their workstation beyond the allotted break time.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **303 - Holidays**

##### Policy

ISGH grants holiday time off to all eligible employees on the holiday listed below:

1. Eid ul Fitr
2. Eid ul Adha
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day
8. New Year Day

##### Procedure:

Eligible employees: Regular full-time employees

ISGH will grant paid time off for the above recognized holidays to all eligible employees immediately upon assignment to an eligible employment classification.

An employee who is required to work during any of the above holidays will be allowed to take alternative time off during other working days. Alternative time off will be scheduled in a manner that will minimize any adverse impact on office work, and has to be taken within the same pay period. There will be no cash payment in lieu of holiday time off in case an employee is required to work during any of the above holidays.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **304 - Vacation / Paid Time-Off (PTO)**

##### Policy

ISGH allows Paid Time Off as an all purpose time off benefit for eligible employees to use for any reason including vacation, sickness, and/or personal business.

##### Procedure

Eligible Employees: All regular full time employees.

Eligible employees earn two weeks (ten working days) PTO vacation each year of service including probation period. After 10 years of continuous full time ISGH employment, eligible employees will receive an additional one week PTO each year (total of three weeks). For over 20 years of continuous full time ISGH employment, eligible employees will receive a maximum of four weeks PTO. Vacation PTO can only be cashed out at employment termination.

Eligible employees will be eligible for up to six days Sick Leave per year. Sick leave cannot be accrued, carried forward, or cashed out.

Length of eligible service is calculated based on a benefit year. This is the 12 month period that begins when an employee starts to earn PTO. Length of benefit year may be extended for any significant leave of absence except military leave of absence which has no effect on length of service calculations.

Employees can request use of earned PTO after completing their initial probation period. PTO can be used in minimum increments of half (0.5) day.

PTO is paid at employee's base pay rate at the time of absence. PTO pay rate does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials.

Earned PTO that is not used by the end of the benefit year may be carried forward for a maximum of one year. Employees will forfeit any unused earned vacation PTO over two years.

Upon termination of employment, employees will be paid for unused PTO that has been earned through last day of work.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **305 - Leave of Absence**

##### Policy

ISGH allows leave of absence, without pay, to eligible employees who are temporarily unable to work.

##### Procedure

All permanent employees may request Leave of Absence if they are temporarily unable to work due to:

- Serious health condition or disability.
- Family obligations relating directly to childbirth, adoption, care of children, spouse or parent with a serious health condition. For purpose of this policy serious health conditions or disabilities include inpatient care in a hospital, hospice or residential medical care facility, continuing treatment by a health care provider and temporary disabilities associated with pregnancy, childbirth and related medical conditions.
- Pregnancy related absence.
- Military service in US uniformed services in accordance with Uniformed Services Employment and Reemployment Rights Act.

Request for leave of absence should be made to the supervisors at least 10 work days in advance of the foreseeable events and as soon as possible for unforeseeable events.

For health-related requests, a health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be reported promptly. Employee returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration may be

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

given to a request for an extension. Employees may be requested to first use any accrued paid time off (PTO) before taking unpaid medical leave.

Employees who sustain work related injuries are eligible for medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

An employee who is on Leave of Absence will not accrue any paid time off.

To help in proper work scheduling, whenever possible and applicable, employee on leave of absence should provide ISGH at least two weeks advance notice of the date the employee intends to return to work.

At the end of a leave of absence the employee will be reinstated to the same position, if available, or to an equivalent position for which the employee is qualified. Employees returning from military duty will be placed in the position they would have attained had they remained continuously employed or a comparable position in accordance with USA Uniformed Services Employment and Re-employment Rights Act (USERRA) or its successor regulation and for purposes of determining benefits will be treated as though they were continuously employed.

If any employee on leave of absence fails to return to work on the agreed upon return date then that employee will be considered to have resigned.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **306 - Bereavement Leave**

##### Policy

Bereavement leave of up to 3 days will be normally granted.

##### Procedure

Eligible employees: Regular full time employees.

Employees who wish to take time off due to death of an immediate family member should notify their supervisor immediately. For the purpose of this policy employee's immediate family is identified as:

- spouse, parent, child, siblings
- spouse's parents, child, siblings
- child's spouse or children

Bereavement leave is a paid leave benefit.

If necessary employees may, with their supervisor's approval, utilize any available PTO for additional time off.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **307 - Jury Duty**

##### Policy

ISGH encourages employees to fulfill their civic responsibilities by performing jury duty, when required.

##### Procedure

Employee should provide a copy of jury duty notice to their immediate supervisor as soon as possible after receiving such notice so that adjustments can be made to accommodate employee's absence.

If employees have been requested to or subpoenaed by ISGH to testify as witness they will receive wages for the entire period of witness duty.

Employee should report for work if and whenever court schedule permits them to do so.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **308 - Healthcare**

##### Policy

ISGH provides healthcare benefits to its employees by subsidizing employee's healthcare related expenses *as required by Federal law*.

##### Procedure

Eligible employees: Regular full time employees

*ISGH will pay eligible employees or on their behalf:*

*Up to required % of employee health insurance premium.*

OR

Up to 50% of employee and family medical-dental-lab-prescription medicine expenses, with a maximum ceiling of \$1000/year.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **309 – Automobile Usage Expense**

##### Policy

ISGH shall reimburse employees authorized automobile usage expenses.

##### Procedure

Eligible employee: All ISGH employees are eligible for reimbursement for authorized automobile usage.

The reimbursement shall be paid at the current per mile automobile expense rate published by IRS (average of business expense and charitable donation rates) plus road tolls incurred.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### EMPLOYEE BENEFITS

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#### **310 - Educational & Training Assistance**

##### Policy

ISGH, at its sole discretion, may provide assistance to any of its employees for educational activities, which ISGH considers beneficial for its business.

##### Procedure

Eligible employee: Employees who have completed at least 90 calendar days of service including probation period.

ISGH has the sole discretion to determine which educational activity qualifies for employee's educational assistance and each case will be assessed at its own merits.

ISGH does not guarantee that participation in any formal education will entitle the employee to automatic advancement, a different job assignment, or any pay increase.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **400 – Religious Teacher**

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### RELIGIOUS TEACHER

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#### **401 – Work Schedule for RTs**

##### Policy

Normal schedule for Religious Teachers is based on at least 40 hours work per week.

##### Procedure

Religious Teachers are assigned to specific ISGH facilities and they report to the Associate Director for compliance with work schedule.

Unless modified by the respective Associate Director or Executive Body the least normal daily work schedule for RTs is as follows:

<b>Activity</b>	<b>Hours</b>	
	<b>Per Day</b>	<b>Per Week</b>
Leading at least three congregational prayers	2.0	12.0
Preparing for and leading Friday Prayers		2.0
From Asr to Isha Children and Adult education including teaching Quran recitation, Islamic knowledge and religious education sessions for adults.	3.0	18.0
Sunday school, Dar-ul Arqam,		4.0
Other activities (research, lecture, meeting, seminar)		4.0
<b>TOTAL</b>	<b>5.0</b>	<b>40.0</b>

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### RELIGIOUS TEACHER

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If a facility wishes to modify the above schedule for any RT then it must submit the proposed modified work schedule to the respective Zonal Executive Committee for approval.

Zonal Director, Associate Director or their designee will be responsible for implementation of the approved work schedule at their respective facilities.

Issues regarding punctuality and compliance with the approved work schedule shall be resolved by the Zonal Executive Committee.

When any issue relating to RT compliance with ISGH policies and procedures (punctuality, performance, community interactions etc.) is brought to the attention of Zonal Executive Committee, it will consult with Religious Committee and initiate an appropriate corrective action and/or submit its written report and recommendation on the matter to Executive Body for necessary action.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### RELIGIOUS TEACHER

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#### **402 – Assignment to ISGH Subsidiaries or Affiliates**

##### Policy

In keeping with the Religious Teachers qualifications and employment agreement, the respective Associate Director may assign any of the Religious Teachers to participate in any of the programs that are run by a subsidiary or affiliate of ISGH.

##### Procedure

Associate Director may assign any of its Religious Teachers to participate in any of the programs run by a subsidiary or affiliate of ISGH.

If a Religious Teacher is assigned to a subsidiary project and the total work hours exceed ISGH general work hour guidelines then the subsidiary and respective Associate Director shall work out a formula to compensate the RT for additional work.

For the work performed for an ISGH subsidiary/affiliate, the Religious Teacher will report directly to the supervisor of the respective activity.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### RELIGIOUS TEACHER

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#### **403 - Minimum Performance**

##### Policy

All Religious Teacher must meet or exceed minimum performance criteria relating to their assigned duties.

##### Procedure

The main function of ISGH Religious Teachers is teaching Islamic knowledge to children as well as adults.

Except for occasional unavoidable circumstances, RTs must be punctual in reporting to their assigned facility and remain available on site for the entire duration of their daily work schedule. Consistent tardiness or absence will be a cause for corrective action.

Religious Teachers should maintain record of their daily teaching sessions. This record can be detailed with information about individual attendees specially children (name, age, time and hours of attendance, subjects taught) or a summary statement, usually for adults sessions, listing total number of attendees, topics of discussion and time and duration of the activity.

A consistent disinterest of the congregation in RTs educational sessions is cause for concern.

During the hours of the daily assignment (Asr through Isha), RTs are expected to teach children and adults correct recitation of Quran, Tafseer, Hadith and basic Fiqh of usual daily issue regarding worship and dealings.

When assigned to Weekend school or Dar ul Arqam schools, RTs will teach classes according to the established syllabus of the school.

RT assigned to a specific Islamic Center is expected to attend the regular Council meeting as a resource and observer, and RT Chairman of Ulema Committee is expected to attend regular Shura meetings in similar capacity.

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# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### RELIGIOUS TEACHER

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#### **404 - Evaluation**

##### Policy

Religious Teachers are evaluated on the basis of academic qualifications, skills and productivity.

##### Procedure

For the purpose of appointment, salary and employment benefits, Religious Teachers are evaluated on the basis of the following criteria:

- **ACADEMIC QUALIFICATIONS** – Hifz Quran, specialization in specific fields of Islamic knowledge (e.g. Fiqh, Hadith, Qirat, History), additional certificate or degree of higher education in non-religious academic fields etc.
- **SKILLS** – Language expertise, Communications skills, Educational skills, Social achievements, Public Relations expertise or any other skill which enhances RT's performance relating to his duties and assignments.
- **PRODUCTIVITY** – Quantifiable outcome of RT's performance.

After initial appointment, RT's productivity and ability for smooth interaction with the community becomes the major factor that will influence ISGH decisions relating to RT's retention and compensation.

RT's productivity will be measured on the basis of:

- Number of students attending RT's educational sessions
- Any positive or negative trend of the number of persons attending such sessions
- Proof of RT's outreach efforts relating to Muslim and non-Muslim population
- Regional, national or international recognitions or awards
- Research and publications
- Initiatives for solving community related issues

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **500 - Administration**



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **501 – Board / Officers / Employee Indemnification**

##### Policy

ISGH shall indemnify and defend all elected ISGH officials, during the term of their office or at any time thereafter, against any legal action brought against them for actions that constitute carrying out the responsibilities of their elected office. ISGH shall defend and indemnify all ISGH employees as long as the activity in question is within their scope of employment. *This shall apply even prior to initiation of any legal action affecting any ISGH official or employee.*

This indemnification shall be void for actions taken by an elected official if the official has violated ISGH Constitution & Bylaws or established and approved ISGH policies, procedures, and guidelines.

##### Procedure

1. ISGH shall create a “Legal Defense Fund” by pooling required contributions per month from each Center. This fund shall be used to cover legal expenses if ISGH and/or its officers or employees become a target of any adverse legal action.
2. If a legal action is brought against an elected ISGH official then ISGH shall take appropriate actions to defend the concerned elected official.
3. In case of an adverse outcome of any such case ISGH shall indemnify the concerned official.
4. This indemnification shall be void for actions taken by an elected official if the Shura, by a majority vote at a duly called meeting, determines that the official has violated ISGH Constitution & Bylaws or established and approved ISGH policies, procedures and guidelines, and the elected official has been so notified.
5. If, in accordance with paragraph 4 above, the Shura has determined that the official has indeed violated ISGH Constitution & Bylaws or established ISGH policies, and the elected official has been so notified, then in such a case ISGH can and will report such action to appropriate government agencies to safeguard interest and integrity of ISGH.
6. ISGH shall defend and indemnify all current ISGH employees as long as the activity in question is within their scope of employment.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **502 – Durable and Valuable Documents**

##### Policy

The originals of all valuable and or durable documents will be held by the Main Office for safe keeping.

##### Procedure

Originals of all valuable documents and documents of durable nature e.g. original manuscripts, documents of historical value, deeds, construction drawings, bequeaths, articles of incorporation, partnership agreements, photographs, legal documents etc. should be turned over to the Main Office for safe keeping.

Main Office shall store all valuable and durable documents in a suitable safe place, preferably at an offsite, secure, facility.

If necessary, Main office or the related ISGH facility may make copies of such original items and keep these copies on file for ready reference.

Main office shall convert all valuable and necessary documents into electronic data, update on monthly basis and keep one copy off premises in a Bank Safe Deposit box.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **503 - Contracts**

##### Policy

503.01 No employee is allowed to make any verbal or written commitment or sign any service or supply contract on behalf of ISGH without prior approval from ISGH Management.

503.02 No elected officer or volunteer of ISGH is allowed to make any verbal or written commitment or sign any service or supply contract that is over their respective administrative and financial authority limits, on behalf of ISGH without prior approval from Executive Body or the Shura in accordance with their respective authorities.

503.03 *No local construction committee is authorized to unilaterally approve work contracts.*

##### Procedure

ISGH Management: Executive Body members, Zonal Directors and Associate Directors

A member of ISGH management may, within their area of jurisdiction and financial authority limits, authorize an employee to sign a service or supply contract on behalf of ISGH. All other agreements and contracts must be approved by the Board/Shura or Executive Body as the case may be before such agreements/contracts are executed on behalf of ISGH.

Original contract or copies of such contracts must be maintained for the, longer of, duration of the contract or requirements of the governing law.

The person signing the contract must make sure that the original contract or copy of the contract is kept with the respective facility/project records and when appropriate the original document or copy thereof is provided to the Main Office for record keeping and any necessary action.

*Central Construction Committee shall review and approve all construction work contracts. No local construction committee is authorized to unilaterally approve work contracts. All Construction contracts require signature of ISGH President or designee.*

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **504 - Legal Documents and Inquiries**

##### Policy

Unless instructed by a member of Executive Body, no employee may take any action with respect to or provide information for or on behalf of ISGH to any outside entity, attorney, news media or government agencies, concerning any legal documents.

##### Procedure

Upon receipt of any legal documents or inquiries e.g. complaints, summons, request for production of documents, interrogatories, affidavits etc. the Office must document date and time of receipt of such document or inquiry.

When a legal document is served or there is an attempt to serve such document the person receiving such document or information must immediately inform the President, any concerned Executive Body member and any Majlis Al-Shura member who is concerned with the matter.

After notifying the management, Office must document date, time and name of the person(s) who have been notified and follow through on the directions given by them..

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **505 – ISGH Data base**

##### Policy

No one is authorized to use ISGH Database (including financial data, client and supplier information, employee information, membership lists or personal information, census and survey results etc.) for any purpose other than ISGH related business.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **506 – Confidential Information**

##### Policy

- 506.01 Personal information of ISGH members, employees and officers (including address, phone numbers and information about family members) and classified ISGH business information is Confidential Information.
- 506.02 No ISGH employee is allowed to release or convey any confidential information to any unauthorized person or entity.

##### Procedure

All ISGH employees must maintain confidentiality of personal information of ISGH membership, employees and officers and ISGH business information that is classified as confidential. Violation of this confidentiality requirement may be grounds for disciplinary action up to and including termination.

Access to ISGH confidential information is limited to the following:

ISGH office personnel, who are entrusted with such information and are responsible for record keeping of such information,

ISGH Executive Body members -- an Executive Body member may authorize the office to provide certain non-confidential membership information to specific persons, on a need to know basis. A written record must be kept of all such disclosures.

Zonal Directors, Associate Directors or their assignee and different committee chairpersons or their assignees are authorized to access membership information which is restricted to area of their jurisdiction. A written record must be kept of all such disclosures.

ISGH office may provide contact information about individual members to other ISGH members if the Office believes that such information will benefit ISGH and not be misused for any malicious or commercial purposes.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **507 – Accessibility to office records**

##### Policy

All Majlis Al-Shura members are entitled to review all office records.

##### Procedure:

Shura members may access any and all office records related to their area of jurisdiction.

A Shura member may review personnel files of an employee or volunteer after submitting a written request to the General Secretary documenting the official need for such information and provided that no documents are copied or removed from the premises.

If a Shura member wishes to review documents or requests information regarding an area that is not under his jurisdiction, then the Office will first notify the President or General Secretary or the Shura member who has jurisdiction over such document/information and then will make the requested item available to the requesting Shura member.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **508 – Attendance at Board Meetings**

##### Policy

Only eligible voting members of ISGH and invited guests are allowed to attend regularly scheduled ISGH Shura meetings. Associate Directors are required to attend regularly scheduled Shura meetings.

##### Procedure

The ISGH Shura meetings are held to conduct ISGH business; therefore, only eligible voting members of ISGH and invited guests may attend the regularly scheduled Shura meetings. General public and persons who are not eligible voting member of ISGH are not authorized to attend these Board meetings.

To ensure effective communications between the Shura and Islamic Centers, all Associate Directors are required to attend regularly scheduled Shura meetings. If they are unable to do so due to unavoidable circumstances, they need to advise the Main Office.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **509 – Return of records and property**

##### Policy

Persons in possession of ISGH official documents and any other property must return all such items to ISGH on demand or within 60 days after the end of their assignment or office term.

##### Procedure

ISGH official documents are ISGH property. Ordinarily all such documents, equipment and any other ISGH property must remain at the respective ISGH designated facility.

Any ISGH officer, employee, contractor or volunteer who is in possession of any such document or property must return all such items to the Main Office or the respective facility on demand or within 60 days from the end of their office term or assignment.

For the purpose of this policy ISGH officer means all elected office holders, council and committee members and volunteers assigned to specific projects.

In individual cases, Majlis Al-Shura, by a majority vote, may extend the period for return of documents and property or exempt an individual from this policy.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **510 – Nikah (Marriage Ceremony)**

##### Policy

Nikah (Marriage) ceremonies performed by ISGH employees or at any of the ISGH facilities must comply with all Islamic Jurisprudence (Shariah) laws and applicable government laws.

##### Procedures

Parties wishing to hold marriage ceremony at an ISGH facility and ISGH employees who perform the Nikah (marriage) ceremony must conduct the ceremony in compliance with all applicable Islamic Jurisprudence laws and local civil laws.

Before commencement of any such marriage ceremony, concerned parties must provide all necessary documents, including a valid marriage license from appropriate authorities, declaration of pertinent information about bride and bridegroom and identification information of the required marriage witnesses, to the ISGH Main Office or to the person who performs the Nikah,

It is not allowed to hold a marriage ceremony at any ISGH facilities if:

Islamic Jurisprudence (Shariah) prohibits such a Nikah, or

Required documentation/information is not complete, or

The marriage is in conflict with applicable local laws.

After completion of marriage ceremony, original marriage license and all related forms and documents must be submitted to ISGH Main office, in a timely manner.

Main Office will validate the Nikah documents and then will return appropriate documents back to the concerned parties for their follow up and records.

There will be no charge if Nikah is performed at the Main Center or at the IC where that RT is the resident RT. If Nikah is performed at a personal location requiring travel by the RT, then a maximum charge of \$150 per occurrence will be allowed if the respective marriage parties agree.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **511 – Business Insurance**

##### Policy

ISGH shall, at all times, maintain adequate business insurance coverage (liability, property loss etc.) to protect itself from catastrophic losses.

##### Procedures

ISGH Executive Body will obtain competitive business insurance quotes from reputable sources and will purchase adequate insurance coverage to protect ISGH from any catastrophic losses and third party claims.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### ADMINISTRATION

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#### **512 – Use of Independent Contractors to Conduct Lectures on Islamic Learning**

##### Policy

Prior to contracting with any independent contractor to Conduct Lectures on Islamic Learning, all requests for such use need to be submitted to the EB for approval through the Zonal Director.

##### Procedures

Although there is considerable leeway provided to the Zonal Directors and Associate Directors in the use of independent contractors for non-religious functions at the Islamic Centers, prior to contracting with any independent contractor to Conduct Lectures on Islamic Learning, all requests for such use need to be submitted to the EB through the Zonal Director specifying the number of hours that the contractor will work, the scope of the specific functions being considered, and the financial compensation that is contemplated. The EB shall conduct due diligence and provide an opinion on whether such a contractual arrangement is in the best interests of ISGH, and provide approval, if warranted.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **600 - Finances**

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **601 – Documentation of Transactions**

##### Policy

All financial transactions must be documented and recorded in a manner that is appropriate and according to generally acceptable accounting principles.

##### Procedure

All revenues and funds collected at any ISGH facility, whether by check, EFT or cash must be documented and reported to the Main Office in a timely manner (usually within a week).

Generally, ISGH will issue receipt for collections of \$100 or more. For smaller amounts receipts are issued on request.

Only authorized persons may issue receipts for any funds received on behalf of ISGH. Generally, such receipts are issued from the Main Office; however, they can also be issued at the respective ICs provided there is strict adherence to receipt records procedures and documentation of transactions.

All payments, including petty cash disbursements, whether to a business, individual or organization must be documented adequately.

Petty Cash expense limit for each cost center is up to \$2000 per month; however, this may be increased by approval of the Shura on a case specific basis if a special situation so warrants. When possible, copies of any supporting documents should be attached with petty cash expense report.

All payments in excess of petty cash limit must be made against supporting documents e.g. invoice, demand note, bill of sale, payment receipt, account statement etc.

For proper record keeping, regardless of payment method (check, EFT or cash), copy of the supporting document or a reference to such document (invoice number, demand date etc.) should be kept with the payment record and a reference to the payment (date and check number or method of payment and transaction number) should be recorded on or kept with the supporting document.

Record of all financial transactions and appropriate supporting documents must be maintained for at least the minimum period that is required by law.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **602 – Deposits**

##### Policy

For safety and sound accounting practice, all collected funds, revenues, donations, must be deposited in the appropriate bank account, in a prompt manner.

##### Procedure

ISGH facilities should try to minimize potential risk of loss or mishandling of collected funds by depositing these funds in the appropriate bank account(s) through Main Office at least once a week, or the respective IC Finance Secretary or appropriate designated IC official may make the deposit and send the information to the Main Center with supporting documents.

All collected funds should be kept in a secure place (locked box, safe) until these are deposited in a bank account.

All funds, INCLUDING all cash contributions, collected at all Islamic Centers must be deposited in the appropriate bank account. Collected cash may not be used directly for payment of cash expenses. Instead, such expenses should be routed through the Petty Cash disbursement option.

The person in-charge of taking money out of donation box at any ISGH facility must do so in the presence of at least one other witness. The amount of money removed from the donation box should be recorded and both persons should sign the record. A copy of the record should be maintained at the facility for reference.

Funds collected at or received at Main office should be deposited in appropriate bank account(s) by the end of next business day.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **603 – Disbursement of Funds**

##### Policy

Except for recurrent, fixed expenses, disbursement of any funds equal to or more than \$ 1000 must be authenticated by at least one authorized person.

##### Procedure

Generally, ISGH Treasurer will sign all approved checks or payment orders within five working days. If the Treasurer is absent or unable to sign such checks within the specified period then another Executive Body member may sign such check(s)/pay order(s) and release the funds.

For payments exceeding \$1,000, in addition to the Treasurer/Executive Body member signing the check, the person in-charge of the fund (Zonal Director or Associate Director or Committee Chairperson, or work approval designee) must also signoff on the invoice.

The requirement of two signatures on ISGH checks does not apply to payment of recurrent, fixed expenses e.g. utility bills, insurance premiums, installment payments, taxes etc.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **604 – Contributions**

##### Policy

604.01 ISGH reserves the rights to, at any time, accept or refuse any contribution/donation that is offered to ISGH.

604.02 *ISGH shall NOT make any donations / contributions to an entity that does not have a US 501 (c) 3 status or to any foreign person*

604.03 *To safeguard ISGH's 501 (c) 3 status, no commercial activity to financially benefit any person or enterprise is allowed on ISGH property except to benefit the community as approved by local IC and EB.*

##### Procedure

A non-ISGH person/entity who desires to contribute funds equal to or in excess of \$10,000 must notify ISGH in writing.

ISGH Accounting office must notify ISGH Executive Body when a monetary contribution of \$10,000 or more is received from any organization that is not affiliated with ISGH or any person who is not a member of ISGH.

ISGH office shall not deposit any such contribution in any ISGH account, or issue receipt of acceptance for the same, unless approved by Executive Body.

ISGH will not accept Directed Donations for non-ISGH organizations or entities (within USA or overseas) unless pre-approved by Executive Body.

*ISGH shall NOT make any donations / contributions to an entity that does not have a US 501 c 3 status or to any foreign person. Any non-ISGH entity requesting donations from ISGH or requesting permission to raise funds on ISGH facilities shall be denied unless such entity provides the necessary legal documents evidencing that it is a nonprofit organization that is exempt from taxation under IRS Section 501(c)(3)*

*To safeguard ISGH's 501 (c) 3 status, no commercial activity to financially benefit any person or enterprise is allowed on ISGH property except it if is specifically approved by the local Islamic Center and (where applicable, the Executive Body) to benefit the community, like Friday lunches after Jumaa salat/prayer, Bazaar / Festival vendors, etc.*

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **605 – Contributions of Tangible Property (Equipment, Furniture, Vehicles etc.)**

##### Policy

ISGH accepts contributions of tangible property including, but not limited to, equipment, furniture, vehicles etc. ISGH may issue contemporaneous written acknowledgement for contributions of qualified tangible property. However, ISGH is not in the business of appraisal or trading of such properties; therefore, ISGH shall not issue any statement of estimated or appraised Fair Market Value of such contributed property.

##### Procedure

1. Upon receipt of tangible property ISGH may issue a contemporaneous written acknowledgement to the donor.
2. The acknowledgement/receipt shall include the following information:
  - a. Name and, when applicable, tax payer ID number of the donor.
  - b. Date of receipt of contribution.
  - c. Make, model and unique identification number (serial number, Vehicle Identification Number, etc.) and/or any other relevant information that is required to identify specific property.
3. ISGH shall not provide any statement of monetary value or Fair Market Value (declared, estimated or appraised) of the donated property
4. ISGH may dispose off any donated tangible property in accordance with its policies, procedures and record keeping requirements.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **606 – Financial Support for Darul Arqam Schools**

##### Policy

ISGH shall provide financial support to IEIT for growth, development and success of Darul Arqam Schools.

##### Procedure

As and when approved by the Shura, ISGH may periodically allocate specific amounts from its unrestricted revenues and/or Dawah funds to Darul Arqam Schools Center General Fund.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **607 – Fundraising at ISGH Facilities**

##### Policy

607.01 ISGH is a private non-profit 501(c)(3) Texas Corporation and governs all fundraising and lecturing/educational activities at ISGH facilities. Our policy is to restrict fund raising and collecting for the credit of only ISGH and its subsidiaries. This includes any organized special fundraising function or any casual fundraising, at any time during day or night.

607.02 All funds raised or collected on ISGH premises must be deposited in the respective ISGH or its Subsidiary's bank account.

607.03 *Each ISGH Islamic Center shall participate in all ISGH major fundraisers.*

##### Procedure

All funds raised or collected at any of the ISGH premises must be handled in strict compliance with ISGH procedures for collection and deposit of funds.

Any amounts raised or collected from donors on ISGH facilities must be deposited in an ISGH bank account. In other words, all amounts raised or collected from donors on ISGH premises either by the Imam of the Masjid, or by any other person, cannot be retained personally and cannot be distributed directly to any person or entity whatsoever, no matter how deserving the intended recipient(s) may be. The collected funds must be handled in accordance with the procedure for collection and deposit of funds. Such funds must be deposited in an appropriate ISGH or its Subsidiary's bank account and then disbursed according to the established payment procedures.

*Each ISGH Islamic Center shall participate in all ISGH major fundraisers (as defined by Shura) and purchase tables for a minimum of \$1000 for each table provided that the IC has adequate funds in its General Fund Account.*

Notwithstanding the foregoing, under no circumstances will the Executive Body authorize fundraising activities by and for a non-ISGH entity unless such entity provides the necessary legal documents evidencing that it is a nonprofit organization that is exempt from taxation under IRS Section 501(c)(3).

A summary of "Fund Raising Policy" shall be posted at all ISGH facilities.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **608 – Fund raising by non-ISGH entities**

##### Policy

608.01 A non-ISGH persons or entity may not collect donations or carry out fund raising activities at any ISGH facility unless ISGH Executive Body authorizes them to do so.

608.02 Under no circumstances will the Executive Body authorize fundraising activities by and for a non-ISGH entity unless such entity provides the necessary legal documents evidencing that it is a nonprofit organization that is exempt from taxation under IRS Section 501(c)(3).

608.03 Except in case of major disasters, such as flood, earthquake etc., requiring humanitarian aid, non-ISGH entities are not authorized to raise or collect any funds at any ISGH facility during Ramadan.

##### Procedure

As a general rule, ISGH does not allow collection of funds by non-ISGH entities or individuals (defined as persons who are not ISGH employees, or identified ISGH volunteers) on any ISGH premises.

However, ISGH Executive Body, at its sole discretion, may authorize fund raising activities and collection of donations for USA based or overseas philanthropic projects at any ISGH facility, if such events are not in conflict with USA laws and ISGH interests.

If a non-ISGH entity is authorized to raise and collect funds at any ISGH facility then Treasurer shall convey the Executive Body decision to the non-ISGH entity in writing, specifying date, time and place for such activity along with the terms under which such fundraising and collection can be carried out. It is the responsibility of the Islamic Center administration or Religious Teacher or any authorized ISGH volunteers of the Islamic Center or Zone to ensure that outside speakers are not allowed to raise funds without prior written permission from the Executive Body provided through the Treasurer.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

Generally ISGH will charge an administrative and facility usage fee (either lump sum or as a percentage of collections) if it allows a non-ISGH organization or individual to raise funds at any ISGH facility. The amount of such fees shall be determined by the Executive Body. If a non-ISGH entity is allowed to use an ISGH facility for a fee, they must sign an agreement to acknowledge their obligation and abide by the terms of the agreement.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **609 – Refund of dues and donations**

##### Policy

ISGH will not issue any refunds for any membership dues and donations paid by members who cancel their membership or are terminated.

##### Procedure

Regardless of the date and amount of transaction, ISGH will issue no refunds for and any deposited dues or donations that have been paid by a member who either withdraws from the association or whose membership has been terminated.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **610 – Limits of Financial Authority**

##### Policy

All disbursements of ISGH funds outside of budgeted amounts and projects shall be limited to the amounts noted for the elected ISGH official or entity.

##### Procedure

Limits of financial authority of different ISGH officers or entities for loan transactions or creation of indebtedness are the same as the limits of their general financial authority:

- Associate Director – up to \$ 2,000
- Islamic Center Council – up to \$3,000
- Zonal Director – up to \$3,000
- Individual Executive Body member – up to \$3,000
- Executive Body – up to \$10,000
- Majlis Al-Shura / Board of Directors – any amount above \$10,000.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **611 – Transfer of Funds**

##### Policy

611.01 Executive Body or Majlis Al-Shura may, within limits of their respective financial authority, authorize transfer funds between different ISGH accounts.

611.02 If needed, funds segregated within a Zone for various functions e.g. Dawah, construction fund etc. may be used to cover shortfall in funds for other zonal operations e.g. general fund. However, Zakat and Sadaqah Funds can be used only for the purpose for which these funds are collected.

##### Procedure

Depending on the situation and community needs, Executive Body or Majlis Al-Shura may authorize transfer of funds, up to their respective financial authority limit, between different ISGH accounts.

If transfer of funds involves debit from a Zonal Account or a Designated Account then such transfer is allowed only if the respective Zonal Director or person in charge of the Designated Account permits such transfer.

If Zonal funds are reassigned to cover short fall in a different operational fund within the same Zone then Main Center share of the Zonal Funds will be adjusted accordingly.

ISGH accounts department shall maintain complete documentation of the transfer including a copy of the authorization instrument (Executive Body or Majlis Al-Shura minutes, Treasurer's release etc.) and nature and terms of transfer (purpose of transfer and any limitations).

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **612 – Funding for Administration Expenses**

##### Policy

The cost of central administration operations shall be shared by all ISGH facilities.

##### Procedure

To offset the expenses related to central administrations and Main Office operations, a specific % specified by the Shura of all general revenues and donations collected at all ISGH facilities will be credited to Main Office General Fund.

Funds contributed for Sadaqah, Zakat and Construction are exempt from the above % deduction rule.

Only Majlis Al-Shura may authorize exemption of any other collections from mandatory Main Office General Fund contributory deduction.

The percentage of Main Office General Fund contributory deductions may not be changed unless authorized by a majority vote of Majlis Al-Shura.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **613 – Loans**

##### Policy

All loans whether inter-ISGH, or to other entities must be documented and witnessed as required by Shariah.

##### Procedure

All loans to and from ISGH must be interest free.

Shariah requires written documentation of all loans of any stipulated duration. Therefore, loans to and from different ISGH and non-ISGH entities, zones, departments, funds and individuals must be documented in writing and witnessed by at least two qualified adults Muslim men or one Muslim man and two women.

The original note of indebtedness must be provided to Main Office for safe keeping. Similarly Main Office must be notified when the note has been retired.

Limits of financial authority of different ISGH officers for loan transactions or creation of indebtedness are the same as the limits of their general financial authority:

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **614 – ISGH Real Estate Properties held in trust by North American Islamic Trust**

#### Policy

Title of all ISGH real estate property will be transferred to the North American Islamic Trust (NAIT) for the benefit of ISGH in accordance with the Declaration of Trust document..

A Sale or alienation of trust property will require obtaining No Objection from NAIT after approval by the ISGH General Body

#### Procedure

After gaining title to any real estate property, ISGH will promptly transfer the title of the property to its NAIT account.

When deemed necessary, Majlis Al-Shura may delay the property transfer till a later appropriate time.

At all times, the trust property is kept in NAIT for the benefit of ISGH.

Any sale or conveyance or assignment or alienation, of any real estate owned by the ISGH and in trust with NAIT shall only be made after approval by the ISGH General Body. After General Body approval, NAIT will be requested to provide a no objection resolution as the closing documents will show NAIT as the owner of record.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **615 – Disposal of Tangible Property**

##### Policy

When necessary, ISGH management may dispose off ISGH tangible property with proper approval and documentation.

##### Procedure

Each ISGH facility should maintain an inventory of its tangible property that is valuable and durable e.g. computers, equipment, furniture, vehicles, movable building and storage structures etc. (generally these are items with depreciation value).

When necessary, ISGH management (Majlis Al-Shura, Executive Body, Executive Body members, Zonal Directors and Associate Directors), may authorize disposal of ISGH tangible property (equipment, furniture or other valuables) that is within their jurisdiction and financial authorization limits.

Such property may be sold, donated or condemned as appropriate.

If a property is sold or donated then a valid proof of its fair market value should be attached to the disposal documents.

If a property is condemned the reason for condemnation and the event of final disposal should be documented.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FINANCES

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#### **616 – Financial Audit**

##### Policy

- 616.01 ISGH will review its financial information on a regular and timely basis and audit its finances periodically.
- 616.02 ISGH financial audit shall be done by qualified auditors.
- 616.03 Governing bodies of all ISGH subsidiaries must verify and provide audited financial statements of their respective subsidiary to the Majlis Al-Shura at least annually.
- 616.04 Any ISGH eligible voting member may review accepted and approved results of any ISGH financial audit.

##### Procedure

For administrative and programmatic decision-making purposes, ISGH will review and audit its finances at least on an annual basis. However, Majlis Al-Shura may authorize such review or audit at any time during the fiscal year.

Majlis Al-Shura may authorize the financial review/audit to be done internally, by qualified persons within ISGH finance department, or externally by qualified independent auditors.

Depending upon availability of funds to cover the costs of independent audit, Majlis Al-Shura may authorize independent financial audit on consecutive years or following a longer interval. However, ISGH must at all times remain in compliance with all applicable laws relating to financial records of non-profit organizations.

Governing bodies of all ISGH subsidiaries are required to verify and provide audited financial statements of their organization to ISGH Majlis Al-Shura at the end of each fiscal year or, when required by the Majlis Al-Shura, at an earlier interim date. The Governing Body must ensure that financial information transmitted to ISGH is complete and accurate.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

All ISGH members in good standing are entitled to review those ISGH financial statements that have been accepted and approved by Majlis Al-Shura.

A member who wishes to review ISGH financial statements should submit a written request to the ISGH Treasurer. The request should list the specific documents they wish to review, the purpose of review and the intended use of the information.

The Treasurer will instruct the Main office to make the relevant document available to the member for review at a suitable time.

Members are not allowed to remove original documents from the office. However, information in the document(s) may be copied or the office may be requested to provide copies of the relevant documents.

To cover the material and labor costs for providing copies of the requested document(s) the office may charge a service fee. The person requesting the service must pay the service fee in advance before the service can be rendered.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **700 - Membership**



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### MEMBERSHIP

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#### **701 – Nature of Membership**

##### Policy

ISGH is a voluntary association of Greater Houston Muslim Community. All Muslims living in Greater Houston area are natural members of ISGH, however, to vote or hold an office a person has to be paid eligible voting member and file a membership application. Persons who apply for ISGH membership do so strictly on a voluntary basis.

##### Procedure

Persons who apply for ISGH membership do so of their own free will. However, by applying for ISGH membership they indicate their commitment to abide by all ISGH rules and regulations.

All ISGH members have the right to withdraw from ISGH, at will, at any time, with or without cause; however, membership dues once paid will not be refunded.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### MEMBERSHIP

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#### **702 – Acceptance of Membership**

##### Policy

ISGH Majlis Al-Shura, at its sole discretion, may accept or reject any membership application, with or without cause.

##### Procedure

Application for membership does not guarantee acceptance and ISGH makes no promises of acceptance to any membership applicant.

Acceptance of initial membership application does not guarantee renewal or continued membership, including those on Life Membership.

ISGH provides no guarantees of any rights or services to any of its members.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### MEMBERSHIP

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#### **703 – Member Obligations**

##### Policy

All members of ISGH must comply with ISGH rules and regulations, including its Constitution & Bylaws

##### Procedure

Majlis Al-Shura, which consists of elected representatives of the community, is the legislative body of ISGH. Over the years, ISGH Majlis Al-Shura has adopted a number of rules and regulations which deal with community related matters. All ISGH members must comply with existing and new rules and regulations as and when these rules become effective.

Majlis Al-Shura may take disciplinary action(s) against any member who is found to have violated ISGH rules and regulations.

Disciplinary action against an ISGH member may include any of the following actions:

- Reprimand
- Penalties
- Restriction(s) on participation in ISGH activities
- Denial of access to ISGH facilities
- Temporary or permanent revocation of ISGH membership or
- Any combination of the above.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### MEMBERSHIP

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#### **704 – Voting Eligibility**

##### Policy

Only eligible ISGH voting members are allowed to vote in ISGH elections.

##### Procedure

The requirements noted below shall be satisfied before a person may be eligible to vote:

a) Have submitted their completed membership application form at least once and fulfilled one or more of the following dues payment criteria:

- i) Lifetime members of ISGH (*any person who donates \$10,000 in a given calendar year for any cause except Zakat or Sadaqa*)
- ii) Members who have paid their membership dues on or before June 30 of the election year.
- iii) Members who are registered as Checkomatic or credit card donors, even if total sum of their donation by June 30 is less than their applicable membership dues provided it is greater than the membership application fee by end of December.
- iv) *if a member donates a cumulative of \$500 or more prior to June 30 to any ISGH account via check or credit card or cash where a receipt is obtained, except for Zakat or Sadaqa, the appropriate membership fee would be deducted and applied to renew his/her ISGH membership for that current year, provided that the member does not specifically advise ISGH not to renew his/her membership in this manner.*

b) By June 30 of the election year have attained the age of 15 years

c) Regularly participate in at least one of the following four activities, at any ISGH facility:

- Children or adult education programs
  - Funeral arrangement
  - Quranic Study
  - Al-Dawah Activities
- financially contributed a fair share (at least 1%) of their annual income.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

- volunteered their time in other approved organizational activities of the Society not included above.
- d) Persons who have applied for ISGH membership on or before June 30 of the election year and have been granted exemption from paying dues by Majlis Al-Shura based on filing a Financial Hardship Application.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### MEMBERSHIP

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#### **705 – Confidentiality of Membership Information**

##### Policy

- 705.01 Personal information of all members must be treated as confidential.
- 705.02 Only those persons who have been authorized by members of the Shura may have access to the confidential information.
- 705.03 No one is authorized to use ISGH membership lists or personal information for any purpose other than ISGH related business.

##### Procedure

Personal information of ISGH membership collected by ISGH office (including address, phone numbers and information about family members, etc.) is confidential information.

Access to ISGH confidential information is limited to the following:

ISGH Executive Body members -- an Executive Body member may authorize the office to provide certain non-confidential membership information to specific persons, on a need to know basis. A written record must be kept of all such disclosures.

Zonal Directors, Associate Directors or their assignee and different committee chairpersons or their assignees are authorized to access membership information which is restricted to area of their jurisdiction. A written record must be kept of all such disclosures.

ISGH office may provide contact only information about individual members to other ISGH members if the Office believes that such information will benefit ISGH and not be misused for any malicious or commercial purposes.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### **800 - Facility**

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **801 – Management**

##### Policy

Islamic Center Administrative Body of an ISGH facility is responsible for managing the day to day affairs of the respective facility.

##### Procedure

Administrative Body of each facility is appointed in the manner specified in the ISGH Bylaws.

The Administrative Body reports to the respective Associate Director.

For the purpose of streamlining work flow, respective Associate Director may, within their jurisdiction and fiscal authority, assign any managerial authority to the Administrative Body.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **802 – Acquisition of Real Estate Property**

##### Policy

ISGH may acquire only those real estate properties that are recommended by Executive Body and approved by the Shura.

##### Procedure

No one is allowed to acquire any real estate property in the name of ISGH unless the proposal for such acquisition (by donation, purchase or lease) is approved by the Shura upon the recommendation of the Executive Body.

The Executive Body will conduct due diligence review of the proposal. This review will include but is not limited to:

Financial analysis (market value, terms of payment, existing liens including any taxes, penalties, encumbrances, trends of property value change etc.)

Suitability for intended use (deed restrictions, neighborhood, social attitudes of neighbors, accessibility, visibility etc.)

Location analysis (environmental and contamination laws, condemnation status, surface water impact laws, subsoil mineral rights, flood plane, ground fault lines etc.)

Executive Body may conduct such review through its own sources or rely on recommendations of any person or persons or company that is/are appointed for this purpose.

If satisfied with due diligence review results, Executive Body may approve the proposal for acquisition of a real estate property.

For leased properties, a copy of lease agreement must be provided to Executive Body for legal review before the agreement is signed on behalf of ISGH by the President.

For donated or purchased properties, the transaction may be carried out through a reputable title company or an attorney.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

The title company or attorney must be made responsible for providing ISGH original or, where applicable, copies of all relevant papers to the ISGH General Secretary. Such paperwork will include but is not limited to property title, title insurance, deed restrictions, settlement declaration, any estoppels letter(s) and documentation of any warranties, wavers or exemptions etc.

In addition to the above the title company or attorney must be made responsible for providing a schedule of all follow up actions that may be necessary to fulfill all legal and taxation requirements pertaining to the transaction.

All real properties shall be put in trust with NAIT after a suitable period following acquisition.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **803 – Construction and Remodeling**

##### Policy

803.01 Construction of a new ISGH facility or structural remodeling of any existing ISGH facility that requires a construction permit for costs more than \$10,000 requires recommendation of the ISGH Central Construction Committee (CCC) prior to approval of the Shura.

803.02 *All Construction contracts require signature of ISGH President or designee.*

803.03 *No local construction committee is authorized to unilaterally approve work contracts.*

803.04 *No release of ISGH funds by Treasurer for Construction projects unless & until project has been reviewed and approved by CCC.*

803.05 *Installment payment method be utilized with last check payment withheld and only released when all subcontractors provides non-lien confirmation or payment should be made directly to subcontractor.*

##### Procedure

Construction of a new ISGH facility or major structural remodeling of an existing facility, requiring construction permit or costing more than \$10,000, should not be started until recommended by the Central Construction Committee (CCC).

*All Construction contracts that require a construction permit or project that costs more than \$10,000 require signature of ISGH President or designee.*

*No local construction committee is authorized to unilaterally approve or sign work contracts.*

Construction drawings & plans for new ISGH facilities or major remodeling of any existing facility should be submitted to CCC for review & recommendation prior to submittal to Shura for approval.

For new facilities, after reviewing construction drawings and plans, CCC will submit its report to Shura for approval of project.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

For remodeling of any existing ISGH facility, CCC will convey its recommendation directly to the local Construction Committee.

Central Construction Committee may also provide advice and direction during RFP preparation, bid award process, permit and construction phase.

*There shall be no release of ISGH funds by Treasurer for Construction projects unless & until that project has been reviewed and approval by CCC has been obtained in writing.*

*Installment payment method be utilized with last check payment withheld and only released when all subcontractors provides non-lien confirmation or payment should be made directly to subcontractor.”*

This policy does not apply to projects involving replacement of onsite appliances, maintenance of existing buildings and upgrading or remodeling that does not involve building structural changes or remodeling projects that do not require construction permit.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **804 – Maintenance**

##### Policy

The Administration Body of each facility is responsible for maintenance of the property.

##### Procedure

The Islamic Center Council of each facility may hire or award a service contract to an entity (individual or company) to perform routine maintenance of the property.

Islamic Center Council must abide by all applicable ISGH Employment Policies and Agreement policies, when entering into a service agreement with any entity, whether it is an individual or a company.

The monetary value of such arrangement must not exceed the financial authority limits of the authorizing person. No financial arrangements should be made unless approved by the person or entity (Associate Director, Zonal Director, Executive Body or Majlis Al-Shura) that is authorized to make such decisions.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

---

#### **805 – Facility Use**

##### Policy

- 805.01 ISGH facilities may not be used for any activity that is against Shariah or is in conflict with the generally acceptable Islamic social and moral conduct.
- 805.02 Only authorized individuals or organizations are permitted to use ISGH facilities.
- 805.03 Non-ISGH persons and organizations that wish to address congregations or use any ISGH facility, for events that are not initiated by ISGH, must obtain permission for each event from the appropriate authority.
- 805.04 ISGH facilities may not be used for promotion of political agenda(s) of any specific political candidate or political party.
- 805.05 ISGH facilities may not be used for overnight stay except where specifically approved for Dawah or Tableegh.
- 805.06 ISGH Facilities may be used by non-ISGH organizations and parties for that charge a fee for attendance provided that they adhere to strict ISGH guidelines in this regard.

##### Procedure

All activities and events held at any ISGH must be designed to comply with generally acceptable Islamic code of morality and behavior.

Except for persons and entities that are prohibited from using ISGH facilities, all are welcome to participate in ISGH scheduled public activities that are held at any of its facilities.

Only the ISGH Executive Body has the authority to permit usage of ISGH facilities.

For any event held at any ISGH facility, the Executive Body or the respective Islamic Center Council or facility administrative body, at their discretion, may charge a reasonable facility usage fee to the event sponsor.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

*If the non-ISGH entity organizes a seminar/workshop/educational event on ISGH property for which there is no entry fee, then that entity shall pay the respective ISGH Islamic Center or mussala a use fee that is approved by the respective IC Council for specific time usage of that facility. If the program is to be jointly sponsored with ISGH, this use fee may be waived by a joint decision of the ISGH Executive Body and the respective Zonal Executive Committee. Under all circumstances, there should be the ISGH logo prominently displayed on any publicity material include electronic delivery for that program/event.*

*If the non-ISGH entity organizes a seminar/workshop/educational event on ISGH property for which it charges an entry fee or cost charge, then 25% of the gross proceeds (i.e. 25% of all entry fees or charges prior to any deduction for expenses) shall be paid to that respective ISGH Islamic Center or Mussala. If the percentage of gross proceeds that are payable to ISGH are below the use fee established for that Center, then the appropriate use fee shall apply as the payment to ISGH. Under all circumstances, there should be the ISGH logo prominently displayed on any publicity material including electronic delivery for that program/event.*

*In reserving an ISGH facility for possible use, the non-ISGH entity should first contact the respective Islamic Center administration (generally the Associate Director) to determine if the facility is available for use on the requested date/time. However this contact with the IC administration does not constitute approval to hold the program as that approval can only be provided by the Executive Body. The non-ISGH entity shall then contact the ISGH Executive Body for approval to hold that specific event on ISGH property.*

Non-ISGH persons and organizations (that have not been pre-approved) and ISGH persons who wish to invite such persons or organizations to an ISGH facility, must notify ISGH Executive Body 2-3 weeks in advance for approval if they wish to address congregation or utilize any ISGH facility for any event.

As a non-profit religious organization ISGH is not allowed to involve activities that are meant to influence law making process or to promote specific political agendas. However, ISGH is allowed to educate the community members about the overall political process, matters and issues that may have an impact on the community and various available choices. Thus, while administrators of ISGH facilities are not allowed to endorse any political candidate they can provide EQUAL OPPORTUNITIES to ALL political candidates to educate the community about issues and their views for solving such issues.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **806 – Displays**

##### Policy

- 806.01 ISGH logo shall be displayed at all facilities.
- 806.02 ISGH Executive Body may permit non-ISGH entities to distribute and/or display event or appeal announcements/flyers at its facilities.
- 806.03 Installation or display of banner(s) of non-ISGH entities on any ISGH facilities is prohibited.

##### Procedure

ISGH logo shall be installed and displayed prominently at all ISGH facilities.

If approved, non-ISGH entities may display and/or distribute fliers and posters at ISGH facilities, to appeal, announce or promote an activity or project.

If approved, non-ISGH entities may set up a temporary table/booth at ISGH facility/ies to appeal, announce or promote an activity or project.

ISGH takes no responsibility for accuracy, authenticity or validity of any material that is distributed on ISGH facilities by any non-ISGH entity.



# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **807 – Prohibition of Access & Usage**

##### Policy

A party in legal conflict with ISGH may not use any ISGH facility or property for any kind of activity or benefit, until the conflict has been resolved and ISGH Executive Body removes this restriction.

##### Procedure

To safeguard its interests and legal rights; ISGH does not permit any person or party that is in legal conflict with ISGH to utilize ISGH facilities for any kind of activities, including but not limited to announcements, appeals, meetings, solicitations, business and fundraising activities, until the conflict is resolved and ISGH Executive Body removes this restriction.

ISGH does not allow a party in litigation with ISGH to use any ISGH materials, equipment, documents, AV collection, electronic files, database or any other item for any purpose, until the conflict is resolved and ISGH Executive Body removes this restriction.

Unless authorized by a competent authority an entity in legal conflict with ISGH may not access, copy or transmit any ISGH documents, AV material, electronic files or database until approved by ISGH Executive Body.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **808 – Coordination of Activities**

##### Policy

808.01 Friday prayers at all ISGH facilities shall start with Khutbah at 1:30 PM. Individual facilities may amend Khutbah start time after recommendation of Islamic Center Council and Shura approval.

##### Procedure

All ISGH facilities shall schedule Friday prayers with Khutbah start time at 1:30 PM. However, a facility may schedule a different Khutbah start time with the consent of the respective Islamic Center Council if such time change is approved by Shura.

If ISGH has announced Eid prayer at one central location, then no ISGH Center shall hold independent Eid prayers.

Generally Islamic Center Council of a facility will permit religious and social activities organized by members associated with the respective facility.

On occasions when there is a conflict of timing or interest among the activities, the Islamic Center Council by majority vote may prioritize or disallow any activity at their discretion.

Islamic Center Council may also disallow any activity if it is considered to cause disharmony among the membership, or if the organizers of the activity consistently fail to abide by facility usage rules.

ISGH Executive Body can override the decision of any Islamic Center Council.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **809 – Designated Imam**

##### Policy

In the presence of the designated Religious Teacher (Imam) no other person is allowed to lead the prayers unless authorized by the designated Imam of the facility.

##### Procedure

Generally, the Religious Teacher assigned to the facility is the designated Imam of the facility.

The person assigned by ISGH for Friday (Juma) Khutbah is the designated Imam for the respective Friday prayers.

Islamic Center Council may temporarily assign a qualified person as the designated Imam for leading Taraweeh prayers.

In the absence of designated Religious Teacher or Khateeb, the Islamic Center Council of the facility will assign a person as the designated Imam.

In the absence of the designated Imam at any prayer time, the congregation may by consensus choose another person to lead the prayers.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **810 - Announcements**

##### Policy

Only authorized persons are allowed to make announcements at ISGH facilities and functions.

##### Procedure:

Only designated persons may make announcements at ISGH facilities and functions. This includes announcements made before or after congregational prayers and Friday Khutbah, and announcements made at offsite ISGH functions. The persons who are allowed to make such announcements are:

- ISGH Shura members, Associate Directors, or their designee(s)
- Khateeb
- Invited guests

Any Khateeb or invited guest who wishes to make non-ISGH related announcement(s) must inform the respective ISGH Shura member, Associate Director, or his designee about the nature and contents of proposed announcement. The concerned Shura member, Associate Director, or designee may not permit any such announcement if they consider the announcement to be unsuitable for the occasion or not in the best interest of ISGH.

Each Friday, Main office will prepare a list of announcements for publicity, to the Friday prayer congregation, at various ISGH facilities. Cut off time for submission of items for Friday Announcements List is 4:00 PM on Wednesday prior to the respective Friday. Late submission may not be included in the list.

# ISLAMIC SOCIETY OF GREATER HOUSTON

## POLICIES & PROCEDURES

### FACILITY

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#### **811 - Solicitations**

##### Policy

- 810.01 Only authorized persons are allowed to solicit; publicize or distribute any kind of information or material at ISGH facilities.
- 810.02 ISGH employees may not solicit or distribute literature concerning non-ISGH interests during working time.
- 810.03 Posting of written solicitation on ISGH bulletin boards is restricted. Employees and all other persons should obtain authorization from management before posting any non-ISGH announcements or solicitations.

##### Procedure

No one is allowed to solicit, publicize or distribute any information or material (appeals, announcements, handouts, flyers, AV material, etc.) at any ISGH facility, at any time, for any purpose (whether for business or non-business related), without prior permission from the ISGH Executive Body.