

ISLAMIC SOCIETY OF GREATER HOUSTON



Updated October 2024

INTRODUCTION

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 the 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**

TABLE OF CONTENTS

GENERAL

INTRODUCTION	0
MISSION STATEMENT	7
VISION	7
100 – EMPLOYMENT	8
101 – NATURE OF EMPLOYMENT.....	9
102 – EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT	10
103 – EQUAL EMPLOYMENT OPPORTUNITY	11
104 – IMMIGRATION LAW COMPLIANCE	12
105 – JOB POSTING AND EMPLOYEE REFERALLS	13
106 – EMPLOYMENT APPLICATIONS	15
107 – EMPLOYMENT REFERENCE CHECKS	16
108 – HIRING OF RELATIVES	17
109 – DISABILITY ACCOMMODATION	18
110 – EMPLOYMENT CATEGORIES.....	19
111 – PROBATION PERIOD.....	22
112 – ATTENDANCE AND PUNCTUALITY	23
113 – OUTSIDE EMPLOYMENT	24
114 – PERFORMANCE EVALUATION	25
115 – PROGRESSIVE DISCIPLINE	27
116 – RESIGNATION	28
117 – EMPLOYMENT TERMINATION	29
118 – EMPLOYEE RELATIONS	30
119 – PERSONNEL INFORMATION CHANGES	31

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

120 – ACCESS TO PERSONNEL FILES	32
121 – PERSONNEL APPEARANCE	33
122 – EMPLOYEE CONDUCT AND WORK HOURS	34
123 – HARASSMENT	35
124 – WORK SCHEDULE	36
125 – EMERGENCY CLOSINGS	37
126 – PAYDAYS	38
127 – PAYROLL CORRECTIONS.....	39
128 – PAY DEDUCTIONS AND SET-OFFS	40
129 – USE OF EQUIPMENT	42
130 – COMPUTER, INTERNET AND E-MAIL USAGE	43
131 – USE OF MAIL AND PHONE SYSTEMS	44
132 – BUSINESS TRAVEL EXPENSES.....	45
133 – EMPLOYEES WITH LIFE THREATENING ILLNESS.....	46
134 – CONFLICT OF INTEREST – EMPLOYEES.....	47
135 - EMPLOYEE RETIREMENT POLICY	52
136 - TO BE DEVELOPED.....	
137 - KEY EMPLOYEE COMPENSATION POLICY	55
200 – SAFETY	58
201 – PRACTICE OF SAFETY	59
202 – PREGNANT EMPLOYEES	60
203 – SECURITY INSPECTIONS	61
204 – SMOKING	62
205 – VISITORS	63

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

206 – WEAPON & DESTRUCTION DEVICES.....	64
207 – MONITORING	65
300 – EMPLOYEE BENEFITS	66
301 – EMPLOYEE BENEFITS.....	67
302 – BREAK TIME	68
303 – HOLIDAYS	69
304 – VACATION / PAID TIME-OFF (PTO).....	70
305 – LEAVE OF ABCENSE.....	71
306 – BEREAVEMENT LEAVE	73
307 – JURY DUTY	74
308 – HEALTHCARE.....	75
309 – AUTOMOBILE USAGE EXPENSE.....	76
310 – EDUCATIONAL & TRAININT EXPENSES	77
400 – RELIGIOUS TEACHER	78
401 – WORK SCHEDULE FOR RTS	79
402 – ASSIGNMENT TO ISGH SUBSIDIARIES OR AFFILIATES	81
403 – MINIMUM PERFORMANCE	82
404 – EVALUATION	84
500 – ADMINISTRATION	84
501 – BOARD / OFFICERS / EMPLOYEE INDEMNIFICATION.....	85
502 – DURABLE AND VALUABLE DOCUMENTS.....	89
503 – CONTRACTS	95
504 – LEGAL DOCUMENTS AND INQUIRIES	96

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

505 – ISGH DATABASE	97
506 – CONFIDENTIAL INFORMATION	98
507 – ACCESSIBILITY OF OFFICE RECORDS	101
508 – ATTENDANCE AT BOARD, EB/ADS, AND ZEC MEETINGS.....	102
509 – RETURN OF RECORDS AND PROPERTY.....	103
510 – NIKAH (MARRIAGE CEREMONY)	104
511 – BUSINESS INSURANCE	105
512 – USE OF INDEPENDENT CONTRACTORS TO CONDUCT LECTURES ON ISLAMIC LEARNING	106
513 – FINANCE COMMITTEE.....	107
514 – AUDIT COMMITTEE.....	108
515 – CONSTITUTION & BYLAWS COMMITTEE	110
516 – ORIENTATION OF NEW BOARD MEMBERS.....	112
517 – ISGH CODE OF CONDUCT	120
518 – CONFLICT OF INTEREST – ELECTED OFFICIALS AND COMMITTEE MEMBERS	122
519 – SECURITY COMMITTEE	128
520 – RESTRICTED ACTIVITIES – POLITICAL & LOBBYING	130
521 – PUBLIC DISCLOSURE	137
522 - WHISTLEBLOWER POLICY.....	138
523 - VOLUNTEER POLICY	TBD
524 - ISGH CEMETERY MANAGEMENT & USE POLICY.....	142
600 – FINANCES	147
601 – DOCUMENTATION OF TRANSACTIONS.....	148

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

602 – DEPOSITS	151
603 – DISBURSEMENT OF FUNDS	154
604 – CONTRIBUTIONS	163
605 – CONTRIBUTIONS OF REAL AND PERSONAL PROPERTY	168
606 – FINANCIAL SUPPORT FOR DARUL ARQAM SCHOOLS	174
607 – FUNDRAISING AT ISGH FACILITIES	175
608 – FUNDRAISING BY NON-ISGH ENTITIES	180
609 – REFUND OF DUES AND DONATIONS	183
610 – LIMITS OF FINANCIAL AUTHORITY	184
611 – TRANSFER OF FUNDS	188
612 – FUNDING FOR ADMINISTRATION EXPENSES	191
613 – LOANS	182
614 – ISGH REAL ESTATE PROPERTIES HELD IN TRUST BY NORTH AMERICAN ISLAMIC TRUST.....	197
615 – DISPOSAL OF TANGIBLE PROPERTY	198
616 – FINANCIAL AUDIT	199
617 – SADAQA.....	201
618 - INTERNAL CONTROLS.....	TBD
619 - BUDGETING	TBD
620 - ZAKAT DISTRIBUTION POLICY	203
621 - PETTY CASH FUND POLICY.....	218
622 - MILEAGE REIMBURSEMENT POLICY	221
623 - CREDIT CARD AND CHARGES POLICY.....	223
624 - CAPITALIZATION POLICY.....	225

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

625 - EMPLOYEE ADVANCES POLICY.....	227
626 - ISLAMIC CENTER ENDOWMENT POLICY	230
627 - UNRELATD BUSINESS POLICY	234
700 – MEMBERSHIP	237
701 – NATURE OF MEMBERSHIP	238
702 – ACCEPTANCE OF MEMBERSHIP.....	239
703 – MEMBER OBLIGATIONS	240
704 – VOTING ELIGIBILITY	241
705 – CONFIDENTIALITY OF MEMBERSHIP INFORMATION.....	244
800 – FACILITY	248
801 – MANAGEMENT	249
802 – ACQUISITION OF REAL ESTATE PROPERTY.....	250
803 – CONSTRUCTION AND REMODELING.....	252
804 – MAINTENANCE	254
805 – FACILITY USE	255
806 – DISPLAYS	258
807 – PROHIBITION OF ACCESS & USAGE	259
808 – COORDINATION OF ACTIVITIES.....	260
809 – DESIGNATED IMAM	261
810 – KHUTBAH	262
811 – ANNOUNCEMENTS	264
812 – SOLICITATIONS	265

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, to 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

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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 personnel 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

106 – EMPLOYMENT APPLICATIONS

106.01 Purpose

1. To provide guidance to managers and supervisors at the Main Center and the Associate Directors at Islamic Centers to follow the employment practices and procedures used by ISGH for efficient and effective management of hiring process;
2. Demonstrate commitment to transparency, accountability and compliance with applicable laws, and regulations.

106.02 Policy:

1. 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.

106.03 Procedures:

1. 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. All applicants for employment shall complete the standard ISGH Job Application Form and upon confirmation of employment shall complete Forms I-9 and W-4.
2. 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.
3. 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, subject however to, prior budgetary approval by the BOARD as to compensation. This authority may not be transferred or delegated to any ISGH Employee, or Standing or Special Committee.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

4. The budgetary approval issued by the BOARD for the new position proposed to be filled by the Executive Body shall be valid for six months from the date of issuance of approval. In the event the Executive Body fails to hire and fill such position within that period, the Executive Body must obtain another budget approval prior to hiring for that position.
5. The EB shall not to re-hire an employee whose employment has been terminated by ISGH for cause. Furthermore, the Shura has re-affirmed that such employees also cannot be hired on a non-compensation / voluntary basis or provided a platform to lead ISGH programs.
6. Hiring of part-time Religious Teachers (RTs) or employees hired for religious services but excluding those required for weekend school requires the same employment procedure as for fulltime RTs, i.e. has to be approved by the Executive Body (EB).
7. If a part-time “employee” is being hired by an ISGH Islamic Center (IC) from another ISGH Islamic Center (IC) where that employee is currently or was previously employed, a No-Objection statement would be needed from the previous IC.

106.04 Implementation:

The Executive Body shall, with the assistance of the Executive Director, Operations Director and the Comptroller at the Main Center, and the Associate Directors at Islamic Centers, implement this policy and report to the BOARD on any issues, resource constraints or concerns relate to adequate implementation of this policy.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 8.18.2021

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

110 – EMPLOYMENT CATEGORIES

110.01 Purpose

3. To provide guidance to managers and supervisors at the Main Center and the Associate Directors at Islamic Centers to follow the employment practices and procedures used by ISGH for efficient use and effective management of its human resources;
4. Demonstrate commitment to transparency, accountability and compliance with applicable laws, and regulations.

110.02 Policy:

1. 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
2. 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, subject however to, prior budgetary approval by the BOARD, as delineated in ISGH Policy 106, Paragraph 106.03, Subparagraphs 3 and 4. This authority may not be transferred or delegated to any ISGH Employee, or Standing or Special Committee.
3. ISGH uses employee classifications solely for the purpose of determination of eligibility for company benefits.
4. 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.

110.03 Procedures:

1. Employees shall be classified into the aforementioned employment categories in accordance with the following criteria:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

- a. **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.
 - b. **PART TIME EMPLOYEES** – Employees who are regularly scheduled to work less than 30 hours per week. While Part-time Employees receive all legally mandated benefits, they are not eligible for all ISGH employee benefits.
 - c. **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.
 - d. **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.
2. A periodic review of each employee or position classification into one of the categories shall be conducted by the Executive Body to ensure compliance with approved manning guidelines. The Executive Body shall establish the format and timing of the review process. Such review process shall be initiated by the Executive Director or the Operations Director based on input from Department Manager/or Associate Director and by human resource department, and submitted to the Executive Body.
 3. Reclassifications, when warranted, of an employee into a different category must be pre-approved by the Executive Body in writing and in the event of adverse budgetary impact, approval of the BOARD must be obtained prior to effecting the change.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

4. Documentation related to reclassification shall be retained by the human resource department in the employee's personnel file. A copy should also be provided to the Finance Department. Supervisors/Department Managers may not discuss any proposed action with the employee until all written approvals are obtained.

110.04 Implementation:

The Executive Body shall, with the assistance of the Executive Director, Operations Director and the Comptroller at the Main Center, and the Associate Directors at Islamic Centers, implement this policy and report to the BOARD on any issues, resource constraints or concerns relate to adequate implementation of this policy.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 8.18.2021

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

114 – EMPLOYEE PERFORMANCE & REVIEW

114.01 Policy:

114.011 Objectives:

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

114.012 Policy

All full- and part-time employees are provided an annual performance review and consideration for merit pay increases as warranted. A performance appraisal of new employees shall also be conducted upon completion of probationary period.

114.02 Procedures:

114.021 Performance Review Schedule

Performance appraisals are conducted annually announced by Operations Director. Each ISGH manager/supervisor is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.

Performance appraisals shall consist of evaluation in such areas as 1.Core competency, 2. Communication Skills, 3.Collaborative skills and team work, 4.Problem solving skills, 5. Quality and accuracy of work, 6.Attendance and dependability,7 Ability to accomplish goals and meet deadlines, 8.Level of Creativity, 9.Amount of consistent improvement, 10. Customer and peer feedback, 12.Responsiveness to feedback, and 13.Ability to take ownership. The Operations Director shall prepare a standardized template/checklist and incorporated as an attachment to this policy and used during all performance appraisals.

114.022 Salary Increases

- a. A performance appraisal does not always result in an automatic salary increase.
- b. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

- c. All requests for salary increase including *out of cycle* salary increases, bonus, and other employee incentives must be initiated by the Department Manager, recommended *by* human resource (HR) / Operations Director and approved *by* ISGH Executive Body.
- d. The Board shall, establish and provide to the Executive Body, a Salary Scale/Salary Bands Template for all employee positions containing such details as Grade, Level, Minimum Salary, Midpoint Salary and Maximum Salary. The Executive Body shall keep the template confidential.

114.023 Salary Equity Reviews

A manager may request an analysis of an employee's salary at any time the manager deems appropriate. This request should be made to the ISGH Operations Director, who will review the employee's salary in comparison to other employees in comparable positions and if appropriate recommend to the Executive Body for consideration and approval.

114.024 Processes

Operations Director will establish the format and timing of all review processes. The completed evaluations will be retained in the employee's personnel file. Salary increase requests must be supported by a performance appraisal for salary change processing. Managers may not discuss any proposed action with the employee until all written approvals are obtained. HR will review all salary increase/adjustment requests to ensure compliance with company policy and that they fall within the provided guidelines.

114.03 Implementation:

The Executive Body shall, with the assistance of the Operations Director, implement this policy and report to the BOARD on any issues, resource constraints or concerns relate to adequate implementation of this policy.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 9.9.2020

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

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 personnel 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

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 policies, 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

121 – PERSONNEL 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

122 – EMPLOYEE CONDUCT AND WORK HOURS

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
- 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

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

128 – PAY DEDUCTIONS AND SET-OFFS

128.01 Purpose

1. To provide guidance with respect to the employment practices and procedures used by ISGH for efficient and effective management of human resources;
2. Demonstrate commitment to transparency, accountability and compliance with applicable local, state and federal laws, and regulations and ISGH Constitution and Bylaws and its approved and published policies.

128.02 Policy

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

128.03 Procedures:

8. 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 including but not limited to Form W-4. 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.
9. 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. Workers compensated by ISGH who are considered independent contractors shall not be eligible.
10. 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. ISGH withholds federal income taxes from employee wages, and issues W-2 Forms to its' non-clergy employees as required by law.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

11. ISGH, as a religious entity, has received the IRS exemption for religious entities from having to pay its (employer's) share of Social Security and Medicare taxes for its fulltime employees including Imams. It also exempts ISGH from having to pay employee's share of self-employment taxes. ISGH does not withhold FICA (Social Security and Medicare) taxes from its employees including Imams (clergy employees are considered self-employed/dual status). ISGH issues to Imams Form W-2 (with boxes 3, 4, 5, and 6 on their Form W-2 left blank). Imams shall pay Social Security and Medicare by filing Schedule SE (Form 1040), Self-Employment Tax. ISGH is not required to pay Imams the employer's share of FICA taxes.
12. ISGH shall obtain from a worker who is considered self-employed or an independent contractor a completed Form W-9. A copy of the Form W-9 shall be retained for at least four years. ISGH will also obtain from paid guests speakers and contractors Form W-9 and keep it on file, even though ISGH is not required to file a Form 1099. However, ISGH is required to complete Form 1099-NEC reporting payments in excess of \$600 for services completed by nonemployees, and send copies to IRS and the independent contractors by 31 January of the year following payment.
13. As a tax exempt religious and charitable organization, ISGH is not subject to Federal Unemployment Tax ACT (FUTA) (Form 940), under Section 501(c)(3) of Internal Revenue Code. ISGH is also not required to pay state unemployment taxes in Texas.

128.04 Implementation:

1. The Executive Body shall implement this Policy with the assistance and participation of the Executive Director and the Comptroller at the Main Center, and the Associate Directors and finance staff at the Islamic Centers.
2. The Executive Body shall report to the Board, on issues, resource constraints or concerns related to administration of this policy.
2. The BOARD shall conduct a periodic review of this policy with input from legal counsel and independent outside auditors of ISGH and update this policy to ensure that is current and in line with the changes to local, state, and federal laws.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 09/05/2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

134 – CONFLICT OF INTEREST – EMPLOYEES

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 employees to be free of Conflict of Interest or even the appearance of conflict of interest when transacting business with ISGH.

134.03 For the purposes of ISGH employment, a non-exclusive list of examples of circumstances have been identified in this document that may be deemed to create actual or potential Conflict of Interest. An identified Conflict of Interest must be resolved for continued employment with ISGH.

134.04 This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit charitable organizations and is not intended as an exclusive statement of responsibility.

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

134.06 Actual or potential conflict of interest is deemed to exist when an ISGH employee or his relative has a material financial interest in an entity with which ISGH has business dealings or is serving as a director, officer, agent, partner, associate, trustee, personal or legal representative, receiver, guardian, custodian, conservator or as a consultant.

134.07 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.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

134.08 Actual or potential conflict of interest may be deemed to exist when ISGH business dealings with outside firms by ISGH employees 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.

134.09 Procedure

- 1.0 Each employee shall be required to sign a statement which affirms that such a person:
 - (a) received a copy of the conflict of interest policy;
 - (b) read and understood the policy;
 - (c) agrees to comply with the policy.

- 2.0 No presumption of guilt is created by mere existence of a relationship with outside firms. However, if employees have influence on transactions involving purchases, contracts or leases they must disclose the possibility of existence of any actual or potential conflict of interest to his immediate supervisor, manager or supervising officer of ISGH promptly, so that safeguards can be established to protect all parties and ensure that decisions are made in the best interest of ISGH at all times. Failure to comply with this policy will result in termination of employment for cause. It may also result in termination of contract(s) or other transaction(s) which are subject of conflict of interest, including withholding payment of invoices.

- 3.0 Employees should seek clarification from their supervisor, manager or supervising officer of ISGH for any issues not specified in this document.

Adopted by the Board of Directors on: 07.17.2019

Revised and Approved by the Board on: 09/09/2020

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

134 Conflict of Interest Policy – Employees

APPENDIX

Acknowledgment of Receipt Form

(To be completed by all employees)

I hereby acknowledge that I have received a copy of ISGH #134 Conflict of Interest policy, have read and understood it, and agree to comply with its terms.
I also understand that ISGH is a 501(c) (3) charitable non-profit and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

Signature

Date

Printed Name

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYMENT

Conflict-of-Interest Disclosure Form

(To be completed when employees in positions of authority are in actual or potential conflict of interest as detailed in #134 ISGH Conflict of Interest Policy)

Please certify below that you either have no actual or possible conflict of interest to report, or describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to an actual or possible conflict of interest between the organization and your personal interests, financial or otherwise:

____ I have no conflict of interest to report.

____ I have the following actual or possible conflict(s) of interest to report.

1. Please specify below any actual transactions you are aware of between the organization and any entity or person with which you have a business, investment, or family relationship.

(Attach a supplemental statement if you have additional actual or possible conflicts of interest to disclose.)

2. For the purposes of determining possible future conflicts of interest, please also specify other nonprofit and for-profit boards on which you and/or your spouse sit, any for profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own).

1. _____

2. _____

3. _____

(Attach a supplemental statement if you have additional actual or possible conflicts of interest to disclose)

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Adopted by the Board of Directors on: 9.9.2020

Revised and Approved by the Board on:

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

EMPLOYMENT

Annual Disclosure Checklist Form

Part II Please check ONE of the following boxes:

My interests and relationships have not changed since my last disclosure of interests.
[Proceed to signature block below. Do not complete the tables.]

OR

I hereby disclose or update my interests and relationships that could give rise to a conflict of interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Names of those presenting a potential conflict of interest
Include spouse/domestic partner, living ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grand-children, and spouses/domestic partners of brothers, sisters, children, grandchildren, and great grandchildren	

Type of interest	Description of interest that could lead to a conflict of interest
Transactions or arrangements with the organization	
Transactions or affiliations with other legal entities	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.

Adopted by the Board on: 9.9.2020
Revised and Approved by the Board on

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYMENT

135 – EMPLOYEE RETIREMENT POLICY

135.1 Purposes:

This policy is designed to set a compulsory retirement age for all employees, and to provide guidance for managers and supervisors on one hand, and the employees on the other, on the applicable processes in the run up to the set employee retirement age, including management of employee requests to work beyond the set retirement age.

It is also the objective of this policy to assist development of employment practices and procedures appropriate to encourage retention of older workers and help harness their experience and skills, and demonstrate commitment to value employees of all ages.

135.2 Policy:

- a. The compulsory retirement age for all ISGH employees shall be 67 years. The aim in setting the retirement age is to allow younger workers to progress, motivate through increased prospect of promotion, create balanced age structure in the workforce, and orderly succession. This policy shall be effective 01/01/2021.
- b. Subject to compliance with the conditions and procedures specified herein and without prejudice to other applicable ISGH policies and procedures, employee requests to work longer than the retirement age may be approved for a period up to one year at one time; provided the total maximum period an employee is allowed to work shall not exceed 3 years after the retirement age of 67 years.

135.3 Procedures:

- a. The Human Resource department (HR) at ISGH Main Center shall notify in writing the employee of his impending retirement date six to twelve months before that date, with copies to his immediate supervisor and department manager for proper planning.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

- b. Employees scheduled for retirement may request to work longer than the set retirement age. Such employee requests shall be made in writing at least 3 months in advance of the retirement date. The requests shall be considered carefully by their respective immediate supervisors, reviewed by the Department Manager, recommended by Human Resource Department and endorsed by the Executive Body prior to submission to the BOARD for approval.
- c. At a mutually convenient time thereafter, a face to face meeting shall be held with the employee by HR in the presence of his supervisor and department manager to ensure clear understanding of the retirement date and identify potential issues that may arise. The meeting shall also explore the feasibility, subject to agreement, of steps that can be taken in the run up to the retirement date to ease retirement such as flexible working hours, and alternative roles up to the date of retirement.
- d. The employee's overall performance relative to position responsibilities must be evaluated to determine whether approval of the request to work beyond the set retirement age is warranted. Consideration shall also be given to such matters as (a) whether or not the employee is confident of continuing to perform work to the required standard, (b) the feasibility of flexible work hours or alternative roles; (c) impact on severance pay, (d) in case of contract workers, term implications, (e) physical and mental fitness evaluation by a medical doctor, and (f) the higher esteem commanded by older imams and religious scholars than the less experienced ones.
- e. All officials involved in the review, evaluation and approval process shall ensure that the decision to either accept or refuse the employee's request is sound and objective. They are prohibited from discussing proposed action with the employee until final written approval is accorded.
- f. The approval process in case of employees and Imams at Islamic Centers shall incorporate recommendation from the Islamic Center COUNCIL by two thirds majority. The BOARD approval in case of requests from employees and Imams at Islamic Centers as well as from employees at ISGH Main Center shall be by a simple majority affirmative vote.
- c. The "Co-Administrators" of this policy shall prepare a checklist and incorporate as an attachment to this policy and used control and monitor the entire process.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

135.4 Implementation:

The Executive Body shall have the ultimate responsibility for implementation of this Policy. To assist the Executive Body, the Comptroller and Operations Director are designated, for the purposes of this Policy, as “Co-Administrators” in charge of day to day administration of this Policy. The Administrators shall report to the Executive Body on any issues, resource constraints, or concerns related to administration of this Policy.

Adopted by the Board of Directors on: 10.14.2020

Revised and approved by the Board of Directors on: 10.14.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

137 KEY EMPLOYEES COMPENSATION POLICY

137.1 Purposes:

1. This policy and its attendant procedures are adopted to establish a process, in line with requirements applicable for IRC 501(c) (3) charitable nonprofits that ensure the compensations for key employees, who are in a position to exercise substantial influence over the affairs of the organization, is reasonable and not excessive.
2. Demonstrate commitment of the organization to accountability, transparency and to comply with all applicable laws, rules and regulations.

137.2 Policy:

1. Compensation for all key employees shall be subject to advance approval by the full BOARD (excluding any BOARD members who have or may have conflict of interest in accordance with the #518 Conflict of Interest Policy) upon satisfactory completion of the process set forth in this document including comparability review process that ensures ISGH does not pay more than reasonable compensation for services rendered.
2. Compensation, for the purposes of this policy, shall include salary and benefits, such as insurance, a car, housing allowance, or other fringe benefits that taken into account to calculate of total annual compensation.
3. The provisions of # 518 Conflict of Interest Policy shall be observed to ensure that reasonable but not excessive compensation is approved by the BOARD while safeguarding financial transparency.
4. The entire process shall be contemporaneously documented. In approving key employees compensation packages ISGH directors, officers and other officials who are authorized to oversee and/or approve the transactions shall be cognizant that ISGH as a tax-exempt charitable organization is subject to ‘Excess Benefit’ restrictions.

137.3 Procedure

1. The BOARD may, at its discretion, authorize the Executive Body or a committee composed of two or more other BOARD members with no conflict of interest, or a committee composed of BOARD members along with other persons who are knowledgeable in compensation matters and who have no financial interest in the matter

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

to conduct comparability review. The BOARD or the body/committee authorized by the BOARD shall obtain and rely upon appropriate data as to comparability prior to making its determination, and contemporaneously document the basis for its determination. The documentation shall also include how the data was obtained.

2. Comparability data used in the process shall be compensation levels paid by similarly qualified, functionally comparable and similarly situated nonprofits (e.g. in the same or nearby geographic area, of similar budget size and in a similar or same sub-sector) for functionally comparable to positions.
3. Sources for comparable data used may include survey reports or studies from state associations of nonprofits or other sources, including outside compensation consultants. Particular attention shall be paid by those authorized by the BOARD to conduct comparability review, to the independence of any compensation consultant used, and the quality and independence of any study, survey, or other data used to establish key employee compensation.
4. During the comparability review process, the body/committee entrusted by the BOARD shall contemporaneously record its deliberations and decision. It should also document who was involved, their independence (i.e., that they do not receive compensation from the nonprofit) and the process used to conduct the review. Upon completion of the process, a detailed recommendation shall be made to the BOARD for its consideration and approval.
5. The General Secretary shall record in the duly signed minutes of meeting or separately and contemporaneously the BOARD's decision to approve the compensation. The documentation shall reflect that the BOARD took the comparable data into consideration and the recommendation of the Executive Body or other body/committee entrusted by the BOARD with comparability review when it approved the compensation.

The documentation shall also include (a) a description of the compensation including Benefits, if any, approved, the date of approval, (b) the BOARD members who were present during the deliberations and the results of the vote; and (c) any actions taken such as abstaining from discussion and vote (any BOARD member with conflict of interest).

6. The individual(s) who may receive the compensation shall not be part of either the initial approval or subsequent periodic reviews.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYMENT

137.4 Compliance

ISGH directors, officers, and employees have responsibility to ensure that ISGH maintains its tax-exempt status and meets its compliance requirements. Failure to do so could result in serious consequences as IRS withdrawing tax-exempt status of ISGH, requirement that all transactions subject to ‘excess-benefit’ be reversed, and imposition of excise taxes on any person who engages in excess benefit transaction and on any manager who knowingly participated in the prohibited inuring transaction.

137.5 Implementation:

1. The Executive Body shall implement this policy and report to the Board on any issues, resource constraints or concerns relate to adequate implementation of this policy.
2. After the initial approval, an annual or other periodic review of the compensation for key employees shall be conducted by the BOARD and approve adjustments if and when warranted. This review process shall be documented in the minutes of BOARD meeting.

Adopted by the Board of Directors on:

Revised and approved by the Board of Directors on: 3.3.2021

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

200 – SAFETY

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

SAFETY

201 – PRACTICE OF SAFETY

201.1 Policy

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

201.2 Procedure

1. 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.
2. 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.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

SAFETY

202 – PREGNANT EMPLOYEES

202.1 Policy

1. 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.

202.2 Procedure

1. Pregnant employees must inform the management regarding their pregnancy status as soon as they become aware of their pregnancy.
2. 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.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

SAFETY

203 – SECURITY INSPECTIONS

203.1 Policy

1. 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.

203.2 Procedure

1. 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.
2. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

SAFETY

204 – SMOKING

204.1 Policy

Smoking is prohibited inside all ISGH facilities.

204.2 Procedure

1. Smoking or use of intoxicants is not allowed inside any ISGH facility.
2. Persons in charge of facilities should post “No smoking” signs at appropriate places on the facility.
3. Smoking may be permitted at specific designation areas at any of the ISGH facilities.
4. All employees, officers, volunteers and visitors must comply with this policy at all times.
5. Any person who refuses to comply with this policy will be asked to leave the facility promptly.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

SAFETY

205 – VISITORS

205.1 Policy

1. 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.

205.2 Procedure

1. 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.
2. Individual ISGH members and employees may accept or bring visitors and guests to ISGH facilities for short informal visits without prior notification.
3. 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.
4. Visitors and guests may not remove any ISGH property or documents or make copies thereof, without permission from a responsible ISGH person.
5. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

SAFETY

206 – WEAPON & DESTRUCTION DEVICES

206.1 Policy

1. 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.

206.2 Procedure

1. 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.
2. ISGH shall post signs at all ISGH centers stating that carrying of lethal weapons including licensed concealed weapons is prohibited at ISGH facilities.
3. 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.
4. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

SAFETY

207 – MONITORING

207.1 Policy

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

207.2 Procedure

1. 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.
2. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

300 – EMPLOYEE BENEFITS

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

EMPLOYEE BENEFITS

301 – EMPLOYEE BENEFITS

301.1 Policy

1. 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.

301.2 Procedure

1. Employees are informed of all available programs and any changes when such changes take place.
2. Benefit eligibility depends upon a variety of factors, include employee classification and some benefit programs require contribution from participating employee.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYEE BENEFITS

302 – BREAK TIME

302.1 Policy

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

302.2 Procedure

1. Each workday, full time employees who work for more than 4 hours are provided a 30-minute break time for food.
2. 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.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

EMPLOYEE BENEFITS

303 – HOLIDAYS

303.1 Policy

1. 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

303.2 Procedure

1. Eligible employees: Regular full-time employees
2. ISGH will grant paid time off for the above recognized holidays to all eligible employees immediately upon assignment to an eligible employment classification.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYEE BENEFITS

304 – VACATION / PAID TIME-OFF (PTO)

304.1 Policy

1. 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.

304.2 Procedure

1. Eligible Employees: All regular full-time employees.
2. 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.
3. Eligible employees will be eligible for up to six days Sick Leave per year. Sick leave cannot be accrued, carried forward, or cashed out.
4. 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.
5. 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.
6. 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.
7. 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.
8. Upon termination of employment, employees will be paid for unused PTO that has been earned through last day of work.

Adopted by the Board of Directors on: Original
Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYEE BENEFITS

305 – LEAVE OF ABSENCE

305.1 Policy

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

305.2 Procedure

1. 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.
2. 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.
3. 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.
4. 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 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.
5. 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.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

EMPLOYEE BENEFITS

6. An employee who is on Leave of Absence will not accrue any paid time off.
7. 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.
8. 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.
9. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYEE BENEFITS

306 – BEREAVEMENT LEAVE

306.1 Policy

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

306.2 Procedure

1. Eligible employees: Regular full-time employees.
2. 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
3. Bereavement leave is a paid leave benefit.
4. If necessary, employees may, with their supervisor's approval, utilize any available PTO for additional time off.

Adopted by the Board of Directors on: Original
Revised and approved by the Board of Directors on:

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

EMPLOYEE BENEFITS

307 – JURY DUTY

307.1 Policy

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

307.2 Procedure

1. 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.
2. 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.
3. Employee should report for work if and whenever court schedule permits them to do so.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

EMPLOYEE BENEFITS

308 – HEALTHCARE

308.1 Policy

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

308.2 Procedure

1. Eligible employees: Regular full-time employees (those working at least 30 hours per week on a regular position and not on a special task-related and time-constrained assignment)
2. ISGH will pay eligible employees or on their behalf:
Up to required % of employee health insurance premium.

OR

For those employees not accepting the ISGH-offered Healthcare Insurance Plan, ISGH shall reimburse up to 50%, with a maximum ceiling of \$1000/year, of employee and family medical-dental-lab-prescription actual medicine expenses with payment receipt, provided that such expenses are not covered by external or spousal insurance.

Adopted by the Board of Directors on: Original
Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYEE BENEFITS

309 – AUTOMOBILE USAGE EXPENSE

309.1 Policy

1. ISGH shall reimburse employees authorized automobile usage expenses.

309.2 Procedure

1. Eligible employee: All ISGH employees are eligible for reimbursement for authorized automobile usage.
2. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

EMPLOYEE BENEFITS

310 – EDUCATIONAL & TRAINING EXPENSES

310.1 Policy

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

310.2 Procedure

1. Eligible employee: Employees who have completed at least 90 calendar days of service including probation period.
2. 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.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

400 – RELIGIOUS TEACHER

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

RELIGIOUS TEACHER

401 – Work Schedule for Religious Teachers (RTs)

401.1 Purpose:

1. Establish an effective policy and related procedures for proper and efficient operational management of Religious Teachers employed by ISGH at Islamic Centers; and,
2. Demonstrate commitment to transparency and compliance with applicable Employment Laws and Regulations in Texas, as well as ISGH Constitution & Bylaws, and the Policies approved and published by ISGH Board of Directors. .

401.2 Policy:

1. Normal schedule for Religious Teachers (who are employed on full-time basis) shall be based on at least 40 hours work per week.

401.3 Procedure:

1. Religious Teachers are assigned to specific ISGH facilities and they report to the AD.
2. Unless modified by the respective Associate Director or Executive Body (EB) normal daily work schedule for RTs is as follows:

Activity	Hours	
	Per Day	Per Week
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
TOTAL	5.0	40.0

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

RELIGIOUS TEACHER

The above is a sample schedule. The actual schedule will be discussed with respective AD and updated to meet the community needs.

3. If an ISGH facility wishes to modify the above schedule for any RT then it must submit proposed modified work schedule to the respective the Executive Body for approval.
4. Associate Director or his designee will be responsible for implementation of the approved work schedule at their respective facilities.
5. Issues regarding punctuality and compliance with the approved work schedule shall be resolved by the Executive Body.
6. When any issue relating to RT compliance with ISGH policies and procedures (punctuality, performance, community interactions etc.) is brought to the attention of the Executive Body by the Associate Director, it will consult with Religious & Ulema Committee and initiate an appropriate corrective action.

401.4 Implementation:

3. The Executive Body shall implement this Policy with the assistance and participation of the Executive Director at the Main Center, and the Associate Directors (and/or their designees) at their respective Islamic Centers.
4. To assist the Executive Body, Associate Directors (and/or their designee) are designated as the Administrator in charge of day to day administration of this Policy at their respective Islamic Center.
5. The Executive Director and Associate Directors shall report to the Executive Body on any issues, resource constraints, or concerns related to administration of the Policy.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 09/04/2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

RELIGIOUS TEACHER

402 – ASSIGNMENT TO ISGH SUBSIDIARIES OR AFFILIATES

402.1 Policy

1. 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.

402.2 Procedure

1. Associate Director may assign any of its Religious Teachers to participate in any of the programs run by a subsidiary or affiliate of ISGH.
2. 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.
3. For the work performed for an ISGH subsidiary/affiliate, the Religious Teacher will report directly to the supervisor of the respective activity.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

RELIGIOUS TEACHER

403 – MINIMUM PERFORMANCE

403.1 Policy

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

403.2 Procedure

1. The main function of ISGH Religious Teachers is teaching Islamic knowledge to children as well as adults.
2. 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.
3. 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.
4. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

RELIGIOUS TEACHER

404 – EVALUATION

404.1 Policy

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

404.2 Procedure

1. 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.
2. 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.
3. 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

Adopted by the Board of Directors: Original
Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

500 – ADMINISTRATION

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

501 INDEMNIFICATION – DIRECTORS, OFFICERS AND EMPLOYEES

501.1 Purpose:

- (1) Establish and document policy and procedures relating to indemnification of the board members, officers, and employees, and
- (2) Demonstrate commitment to management of risk and compliance with the laws.

501.2 Policy:

- (1) ISGH shall, to the extent legally permissible, indemnify and defend its directors and officers (including Associated Directors and other elected officials) during the term of their office or at any time thereafter, from and against legal liability in connection with or resulting from any legal action brought against any of them for any action that constitute carrying out the duties and responsibilities of his or her office, subject however to exceptions set forth below.

ISGH shall, to the extent legally permissible, indemnify and defend its employees from and against legal liability in connection with or resulting from any action brought against any of them for an act or omission while performing his or her duties related to conduct of ISGH business or for an act or omission during and within the scope of his or her employment, subject however to exceptions set forth below.

- (2) The indemnification herein does not apply to any liability arising from the ownership, use, operation, maintenance, supervision, or loading and unloading of an automobile, truck or other motor-driven equipment (not owned by ISGH) for which a license or insurance is required under Texas Motor Vehicle Safety Responsibility Act. With respect to operation or use of ISGH-owned vehicles, ISGH shall procure and maintain auto insurance coverage required pursuant to Texas Motor Vehicle Safety Responsibility Act.
- (3) No indemnification shall be provided to any person identified in paragraph 501.2(1) who is finally adjudicated in any proceeding as liable to ISGH or is liable for receiving improper profit, remuneration or benefit because of (a) willful or intentional misconduct in the performance of his or her duty to ISGH, or (b) breach of his or her duty of loyalty owed to ISGH, or (c) an act or omission not committed in good faith that constitutes a breach of duty owed by him or her to ISGH.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- (4) No indemnification shall be provided for any person identified in paragraph 501.2(1) herein above with respect to any matter as to which he or she has been finally adjudicated in any proceeding as liable for any dishonest fraudulent act or omission, or any criminal act or omission.
- (5) The indemnification herein does not apply to any person indentified in paragraph 501.2(1) herein above with respect to any matter as to which he or she is determined to have acted or omitted to have acted in willful violation of ISGH Constitution, Bylaws, policies and procedures. Such determination shall be made by the Board with a majority vote of a quorum of ISGH directors who are disinterested and independent, regardless whether such disinterested and independent directors constitute a quorum.
- (6) A person indemnified under this policy shall assist, cooperate and provide promptly all information within his or her power as required for the defense of any claim, suit or action and also any and all information required to help in a determination of indemnification.
- (7) A person indemnified under this policy shall not settle any claim, suit or action without first obtaining written consent of ISGH, and, where applicable, its insurers. ISGH and its' insurers will not be liable for any amounts paid, agreed to be paid or obligation assumed by such a person in settlement of any claim, suit or action where prior written consent of ISGH and its insurers was not obtained.
- (8) Any compromise or settlement payment related to the indemnification shall be subject to approval of the Board by a majority vote of a quorum of ISGH directors who were not at that time parties to the claim, suit or proceeding; and, where applicable, the consent of the insurance company. If and when any payment is proposed by ISGH or its insurers' on its behalf to settle the claim, suit or action, a person indemnified under this policy shall not withhold consent to such settlement and to subrogation of rights.

501.3 Procedure

- (1) ISGH shall obtain commercial liability insurance coverage to cover potential liability risk to ISGH from protection afforded under this indemnification. ISGH may select one or more insurers with reliable reputation, and will, among other considerations, weigh the costs of obtaining said insurance coverage.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- (2) Whenever an individual indemnified under this policy is threatened or becomes aware of a threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service or capacity as an ISGH director, officer, or employee, he or she shall promptly notify the Comptroller or other designated ISGH official. As soon as practical, the matter should be reported to the Board of Directors and ISGH legal counsel.
- (3) The Comptroller or other designated ISGH official shall also provide written notification to ISGH insurers in accordance with the terms of its liability insurance coverage about any potential claim and coordinate with them as required. The insurer will not only indemnify but, if obligated under the coverage, assume, at its own expense, the defense of ISGH and the persons indemnified herein, by a counsel of the insurer's choice.
- (2) On being notified of an impending action, suit or claim, ISGH insurer may at its own expense, participate in the defense of any action, suit or claim and may assume the defense against action, suit or claim using legal counsel. The insurer, subject to the terms of its insurance coverage, may have the right and duty to defend ISGH and the individuals indemnified herein. However, under coverage provided by certain insurers, ISGH may initially assume legal defense and thereafter have the option to either turn over the defense to the insurer, or continue the defense and submit an insurance claim to recover the costs, expenses, fees, and other payments. ISGH shall proceed accordingly.
- (3) In accordance with ISGH obligations under the commercial liability insurance coverage, ISGH and the individuals indemnified herein shall assist and cooperate with the insurer including in the matter of settlement and subrogation of rights to the insurer.
- (4) If a person indemnified herein employs or continues to employ its own legal counsel, any and all fees or expenses incurred by him or her subsequent to the assumption of defense by ISGH or its insurer, will be his or her sole responsibility. Neither ISGH nor any person indemnified herein shall voluntarily make any payment, assume any obligation, or incur any expense other than first aid without the consent of the insurer.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- (5) In the absence of or in addition to procuring and maintaining commercial liability insurance coverage, the Board may establish a dedicated fund titled, “Legal Defense Fund” for the benefit of persons indemnified under this policy, with contributions from all ISGH Islamic Centers to cover legal costs, fees, expenses, settlements and other payments related to the defense that may not be covered fully by insurance.
- (6) ISGH shall, in the absence of commercial liability insurance coverage, assume the indemnification and defense of claims or actions brought against it and/or individuals indemnified herein in consultation with its legal counsel and at its expense.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 9.23.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

502 DOCUMENTS RETENTION AND DESTRUCTION POLICY

502.01 Purposes and Objectives:

This policy is designed to provide guidelines for: (a) retention and maintenance of documents necessary for the proper functioning of ISGH and to comply with applicable legal requirements; (b) destruction of documents which are no longer needed for operations or required by law; and (c) guidance for the ISGH Board members, Associate Directors, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. It is also intended to help prevent accidental or innocent destruction of documents in the ordinary course of business, to promote good housekeeping, and to help manage cost of maintaining records.

502.02 General:

1. Documents and records created or generated by ISGH staff and elected officials shall be subject to retention and destruction pursuant to this Policy and the Retention Schedule below. This policy applies to all documents and records (hereafter referred as “documents”) both in hard copy and electronic media.
2. Retained documents should be saved in a format that preserves the original attributes of the document when it is important to do so. Retained documents should be stored in a safe, secure and accessible manner. Use fire-proof filing cabinets.
3. Retained electronic documents (pdf, text or other electronic format) may be printed and stored in hard copy and/or may be archived electronically with regular backup and recovery methods in place.
4. Retained documents in hard copy or paper format should be destroyed in accordance with this Policy Schedule using cross-cutting shredders and disposed properly.
5. Destruction of documents subject to a legal hold, addressed in Paragraph 502.04 below, shall be immediately suspended until the legal hold is amended or rescinded. Compliance of the legal hold, as described in Paragraph 502.05, is mandatory

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

502.03 Implementation:

1. Documents and records created The Executive Body shall have the ultimate responsibility for implementation of this Policy. To assist the Executive Body, the Comptroller and Operations Director are designated, for the purposes of this Policy, as “Co-Administrators” in charge of day to day administration of this Policy. The Administrators shall supervise and coordinate retention and destruction of documents pursuant to this Policy and the Retention Schedule below. The Administrators shall be responsible for documenting the action taken to maintain and/or destroy the documents, and for retaining the documents. The Administrators shall report to the Executive Body on any issues, resource constraints, or concerns related to administration of this Policy.
2. The Executive Body, on the recommendation of the Administrators, may modify the Document Retention Schedule from time to time as necessary to comply with law and/or include additional or revised document categories.
3. ISGH staff and elected officials shall be familiar with this Policy, act in accordance with it and assist the Administrators, when requested, in administering it. It is also the responsibility of elected officials and other volunteers to return, upon serving out their term or promptly upon demand, specifically identified ISGH documents, if an elected official or a volunteer still retains such ISGH documents, as further described in # 509 Return of Records and Property Policy.

502.04 Legal Holds, Suspension of Document Destruction:

The Board of Directors, the Executive Body, the Administrators shall, upon becoming aware that litigation, government audit or government investigation or similar proceeding against ISGH has been instituted or is reasonably likely, promptly issue legal holds to immediately suspend destruction of documents. Such legal holds shall be in writing and communicated to all affected constituencies. Thereafter, legal holds shall be amended or rescinded only after conferring with legal counsel. If any staff member, board member or associate director becomes aware that litigation, a government audit or a government investigation has been instituted, or is reasonably anticipated or contemplated and they are not sure whether the Administrators are aware of it, they shall make one of the Administrators aware of it.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

502.05 Compliance:

Failure to comply with this Policy, including, particularly disobeying any destruction stoppage order could lead to disciplinary action including possible termination of employment. Further, failure to comply could result in possible civil or criminal sanctions. Sarbanes-Oxley Act, Section 802 imposes criminal liability, (with fines and/or imprisonment for not more than 20 years), upon whomever “knowingly alters, destroys, mutilates, conceals, covers up, falsifies or makes a false entry in any record, document or tangible object with the intent to impede, obstruct, or influence a federal investigation or proper administration of any federal matter”.

502.05 Review:

The Executive Body shall periodically review this policy and its’ compliance with the legal counsel and independent outside auditors of ISGH, and report to the Board of Directors.

502.06 Record Retention Schedule:

The following schedule specifies the documents with the record retention period indicated against them for which they must be maintained.

Legal structure of ISGH	
1. Articles of Incorporation and any amendments	Permanently
2. Annual Tax filing with the Secretary of State	Permanently
3. ISGH Bylaws and all amendments	Permanently
4. Endowment Fund Bylaws and any amendments	Permanently
5. All IRS documents recognizing ISGH’s tax exempt status including 25 Feb 2015 confirmation letter, Form 1023 submittal, and Employer Social Security and Medicare taxes waiver (Form 8274).	Permanently Permanently
6. Any EIN filings for subsidiaries on behalf of ISGH, Licenses and Permits, and Corporate Filings	
Board and Board Committee membership, decisions and activities	
1. Minutes of Board and standing committee meetings	Permanently

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

2. Financial statements and budgets approved by the Board or any committee of the Board	Permanently
3. List of board members, contact information, and their terms	Permanently
4. Periodic reviews of Board effectiveness conducted by the Board, a committee of the board, a consultant, or management	7 years
5. Board resolutions, including all financial approvals, should be maintained outside of meeting minutes	Permanently
6. Annual Financial Budgets	7 years

Membership, membership votes and other activities related to involvement of members in the governance of ISGH	
1. List of nonprofit members, dates of membership, basic description of the member, and contact information	Permanently
2. Minutes of annual or special membership meetings	Permanently
3. Notices sent to membership related to governance functions	Permanently
4. Record of attendance at quorums	Permanently
5. Activities of voting members under the bylaws, including requests for governance actions	Permanently
6. Record of membership fees paid by each nonprofit member	Permanently
Standing Committees	
1. List of all active standing committees	Permanently
2. Records of all committees dissolved	Permanently
ISGH's policies -- both board and administrative policies	
1. Board policies, including record of effective dates, amendments and revisions (Policies and Procedures Manual)	Permanently
2. Administrative policies, including record of effective dates, amendments and revisions.	4 years after last effective date
Documents that demonstrate effective pursuit of ISGH's mission, evaluate program success and determine whether the organization is achieving desired results	
1. Strategic planning documents approved by the Board	15 years after end of effective period

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

2. Board, board committee, management reviews or evaluations of ISGH projects	15 years
3. Construction Budgets & Reports on core ISGH projects	15 years
4. Program files on ISGH programs and funds	For major projects involving more than \$5,000 during any fiscal year, documents will be retained through the term of the project and an additional 5 years, unless fund requirements state otherwise; or the Board decides otherwise.
Financial statements, budgets, tax returns, and important supporting information.	
1. Federal and state annual tax returns and any amendments	Permanently
2. Business records that support federal and state annual returns	7 years
3. Financial reviews by outside CPAs or audited financial statements of ISGH and General Ledger	Permanently
4. Documents that establish ISGH's sources of receipts for tax and other purposes, Accounts Receivables, Payables, Bank Stmtts.	7 years
Note: All other significant documents related to the budget and financial approvals and activities should be part of the minutes along with annual financial updates on a PDF document of the Finance Department and/or the Board.	
Donations and Contributions	
1. Records of all donations, names and contact information for donor, any limitations on use, and disbursements	Permanently
Property and Legal	
1. Property deeds, purchase/sale agreements, property tax, Trademarks and Copyrights.	Permanent
2. Legal matters – lawsuits and other legal processes involving ISGH or any investigations. (* * Consult Legal Counsel to determine the retention period of particular documents)	7 years**
Other	
1. Personnel and employment records	7 years after termination

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

<p>2. Contracts or other documents creating legal obligations or potential legal liabilities, including insurance contracts, vendor contracts, and personal services contracts, leases and other property related contracts.</p>	<p>7 years after termination</p>
<p>E-Mail to and from ISGH, Electronically stored documents</p>	
<p>1. Emails relating to a particular document specified above in this Schedule (to be retained in hard copy with the document to which they relate).</p> <p>2. Emails not included in category 1 above.</p> <p>3. Electronically stored documents (in pdf, text, or other electronic format) relating to a particular document specified above in this Schedule.</p> <p>4. Electronically stored documents not included in category 3 above</p>	<p>Same period as the document specified in the Schedule above to which they relate to.</p> <p>1 year</p> <p>Same period as the document specified in the Schedule above to which they relate to.</p> <p>2 years</p>

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 9.9.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

503 CONTRACTS

503.1 Policy

1. 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.
2. 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.
3. No local construction committee is authorized to unilaterally approve work contracts.

503.2 Procedure

1. 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 (ISGH Management: Executive Body members, Zonal Directors and Associate Directors). 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.
2. Original contract or copies of such contracts must be maintained for the, longer of, duration of the contract or requirements of the governing law.
3. 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.
4. 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 that exceed \$10,000 require signature of ISGH President or designee.

Adopted by the Board of Directors: Original
Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

504 LEGAL DOCUMENTS AND INQUIRIES

504.1 Policy

1. 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.

504.2 Procedure

1. 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.
2. 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.
3. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

505 ISGH DATABASE

505.1 Policy

1. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

506 – POLICY ON CONFIDENTIAL INFORMATION

506.1 Purpose:

1. Establish and document policy and procedures regarding identifying and handling of ISGH and third party confidential information, and
2. Demonstrate commitment to protect and maintain confidentiality of confidential information, and compliance with applicable laws, rules, and the Bylaws.

506.2 Policy:

1. For the purposes of this policy, Confidential Information is defined, as information that is not commonly known outside ISGH or is protected by law, and which is disclosed to an ISGH employee or an elected official (including director, officer, elected official or volunteer) or is known to him as a consequence of the his employment with ISGH or in the course of discharging his duties and responsibilities associated with his position or service at ISGH.
2. Confidential Information which may be in written documents or in electronic data shall include Financial Information; Social Security Numbers; Payroll and Personnel Records; Health Information; Credit Card Information, Passwords and IT-related information; Member Information & Lists; Self-Restricted Personal Data of members, employees and officers.
3. Elected ISGH officials and volunteers during and after their term or service shall hold Confidential Information in trust and confidence. Likewise, during employment and after the termination of employment, ISGH employees shall hold Confidential Information in trust and confidence. They shall only use, store, or disclose it as appropriate in the performance of their duties for ISGH.
4. ISGH elected officials, employees and volunteers authorized to handle Confidential Information under this policy shall comply with all applicable state and federal laws and policies.

506.3 Procedure

1. Access and use of Confidential Information shall be restricted to only those that have a legitimate business need, are authorized and have signed non-disclosure agreement (see Exhibit-1) shall be allowed to view the information.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

Such authorizations shall be issued in writing and shall be issued by the Executive Body. The authorizations shall specify the areas or types of information allowed for access and use.

2. Access to computer systems containing Confidential Information shall be restricted to those that are under an obligation to keep the information confidential. Logins, user names and passwords shall not be shared with others. Confidential Information shall be stored and conveyed using secure communication systems.
3. Records or other materials containing Confidential Information shall not be removed from ISGH premises by any authorized person under this policy unless it is essential in order to perform his or her duties for ISGH. Approval from his or her supervisor may be necessary in such cases. When working outside ISGH premises, authorized persons shall take steps to ensure that the Confidential Information is secure and is protected from theft or disclosure to others.
4. Distribution of Confidential Information shall be restricted to only those ISGH employees and elected officials who have a legitimate business need to know it and are properly authorized and have signed non-disclosure agreement.
5. Additional requirements applicable to access and distribution of information of members are addressed under # 705 Policy on Membership Information.
6. ISGH elected officials, volunteers or employees shall not seek to obtain Confidential Information relating to any matter which is outside the scope of their duties and responsibilities for ISGH.
7. With respect to third party confidential information, ISGH employees and elected officials shall avoid receiving it unless such it is covered a by non-disclosure agreement, or an agreement waiving the disclosing party's rights. Disclosure of third party confidential information to another third party shall be as per terms of agreement and on advice of legal counsel. Use of third party confidential information obtained through inappropriate means is prohibited.
8. If an authorized person under this policy has any question relating to appropriate use or disclosure of Confidential Information, he or she shall consult, as appropriate, with his or her supervisor, manager, director or a member of the Executive Body. He or she shall promptly report any known violation of this Confidential Information policy either by himself or by others. Violation of this confidentiality policy may be grounds for disciplinary action up to and including termination.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 10.14.2020

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

ADMINISTRATION

Exhibit-1

**ISLAMIC SOCIETY OF GREATER HOUSTON
Confidentiality Agreement**

1. In the performance of my duties as _____ of the Islamic Society of Greater Houston (ISGH), I may gain access to sensitive or confidential information (*including but not limited to Financial Information; Social Security Numbers; Payroll, Personnel Records; Health Information; Self-Restricted Personal Data; Credit Card Information, Passwords and IT-related information; and Members Information), hereinafter referred to as “Confidential Information” that may be protected by ISGH policies, federal or state law. I understand that unauthorized access, use and improper disclosure of Confidential Information can adversely impact ISGH, its’ employees and members.
2. I shall use the Confidential Information solely in performing duties of my position and for ISGH purposes only. I shall not use it, either in whole or in part, for any unlawful purpose.
3. Other than what is required in regular performance of my duties and responsibilities as _____, I shall not copy, reproduce, create derivative works, alter or delete Confidential Information. I shall immediately report to my supervisor/manager/director any unauthorized use, duplication, or disclosure of Confidential Information by myself or others.
4. I shall not display, divulge, publish, distribute, transmit, broadcast, or circulate to anyone or for any purpose without prior written approval of ISGH officials designated in the policy.
5. I understand that any failure to adhere to one or more of the above listed conditions will subject me to disciplinary action that may result in disciplinary action including termination of employment or my removal as _____, expulsion from ISGH Membership, and civil and criminal legal sanctions.
6. I acknowledge that I have read, understood and agree to be bound by the terms and conditions of this Confidentiality Agreement. These obligations shall survive the termination of the Agreement.

Date: _____
(Name & Signature)

Date: _____ Witness: _____
(Name & Signature)

*Retain applicable information and delete others.

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

507 – ACCESSIBILITY OF OFFICE RECORDS

507.1 Policy

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

507.2 Procedure:

1. Shura members may access any and all office records related to their area of jurisdiction.
2. 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.
3. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

508 – ATTENDANCE AT BOARD, EB/ADs, and ZEC MEETINGS

508.1 Policy

1. Only eligible voting members of ISGH and invited guests are allowed to attend regularly scheduled ISGH Shura meetings which are required attendance for all Shura members.
2. Associate Directors are required to attend regularly scheduled EB-AD's meetings.
3. Zonal Executive Committee meetings shall be regularly scheduled at which attendance of Zonal Director and Associate Directors is required.

508.2 Procedure

1. The ISGH Shura meetings are held to conduct ISGH business and are therefore of mandatory attendance by Shura members; 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.
2. To ensure effective communications between the Executive Body and Islamic Centers, regular meetings of Executive Body with Associate Directors shall be scheduled. EB members and ADs are required to attend these regularly scheduled meetings.
3. There shall be regularly scheduled meeting of the Zonal Executive Committee for each zone. At all such meetings, the respective Zonal Director and Associate Directors of that zone are required to attend that meeting.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

509 – RETURN OF RECORDS AND PROPERTY

509.1 Policy

1. 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.

509.2 Procedure

1. ISGH official documents are ISGH property. Ordinarily all such documents, equipment and any other ISGH property must remain at the respective ISGH designated facility.
2. 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.
3. For the purpose of this policy ISGH officer means all elected office holders, council and committee members and volunteers assigned to specific projects.
4. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

510 – NIKAH (MARRIAGE CEREMONY)

510.1 Policy

1. 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.

510.2 Procedures

1. 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.
2. 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,
3. 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.
4. 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.
5. Main Office will validate the Nikah documents and then will return appropriate documents back to the concerned parties for their follow up and records.
6. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

511 – BUSINESS INSURANCE

511.1 Policy

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

512.2 Procedure

1. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

ADMINISTRATION

512 – USE OF INDEPENDENT CONTRACTORS TO CONDUCT LECTURES ON ISLAMIC LEARNING

512.1 Policy

1. 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.

512.2 Procedure

1. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

513 – FINANCE COMMITTEE

513.1 Policy

Pursuant to Bylaws, Article VIII Committees, Section 1, this document outlines the purpose and objective of the Standing Committee for Finance at Board level. The Committee is advisory in its nature and does not have the authority of the Board.

513.2 Purposes and Objectives

1. The primary responsibility of the Finance Committee is to monitor and guide the preparation of annual budget prior its presentation to the Board and ensure that it is consistent with the strategic plan.
2. It shall assist the Board in fulfilling its fiduciary responsibilities by recommending to the Board financial accounting policies and reporting practices, and a system of internal financial controls and compliance with laws and regulations.
3. At the Board's formal request, it shall receive, investigate when necessary, and cause response to be made to inquiries by any member or employee of ISGH concerning ISGH financial operations.

513.3 Composition

1. The Committee will be composed of at least two members and a Chairperson. The Treasurer shall nominate all members and designate the Chairperson for approval by the Board. In the event of the Treasurer fails to do so in a timely manner, the Board at its own discretion may appoint the members and designate the chairperson.
2. Members of the Committee shall be chosen based on the skill sets and competencies required to carry out the responsibilities of the committee and must be financial knowledgeable and qualified and have no relationship that may interfere with the exercise of their independence with respect to ISGH management. The number of committee members can vary as needed.

Members shall serve no more than three two-year terms. The composition of the Committee may be modified by the Board. Employees of ISGH and/or its subsidiaries or trustees and/or board members of ISGH subsidiaries shall not serve on the Committee.

Adopted by the Board of Directors: 05/18/2019
Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

514 – AUDIT COMMITTEE

514.1 Policy

1. Pursuant to Bylaws, Article VIII, Section 1, this document outlines the purpose and objective of the standing committee for Audit at Board level. The Committee is advisory in nature and does not have the authority of the Board.

514.2 Purposes and Objectives

1. The Committee recommends the selection, retention and compensation of ISGH's independent auditors for appointment by the Board.
2. The Committee, in coordination with the Executive Body, serves as focal point for communication between the Board and the independent auditors.
3. The Committee reviews the scope and general extent of the examination performed prior to each year's audit.
4. The Committee reviews the financial statements upon completion of the audit with the Treasurer and the independent auditors, and
5. The Committee reviews periodically ISGH system of internal controls for accuracy of financial statements and compliance with the laws and submits its findings to the Board.

514.3 Composition

1. The committee shall be composed of at least two members and a Chairperson. The Executive Body shall nominate all members and designate the Chairperson for approval by the Board. The Committee will report to the Board through the Executive Body. In the event of the Executive Body fails to do so in a timely manner, the Board at its own discretion may appoint members and designate a chairperson.
2. The Committee members shall be chosen based on the skill sets and competencies required to carry out the responsibilities of the Committee and must be financial knowledgeable and qualified and have no relationship that may interfere with the exercise of their independence with respect to ISGH management.
3. Members shall serve no more than three two-year terms. The composition of the Committee may be modified by the Board at its discretion. Employees of ISGH and

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

or its subsidiaries or trustees and/or board members of ISGH subsidiaries shall not serve on the Committee.

Adopted by the Board of Directors: 05/18/2019

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

515 – CONSTITUTION & BYLAWS COMMITTEE

515.1 Policy

1. Pursuant to Bylaws, Article VIII, Section 1, this document outlines the purpose and objective of the standing committee for Constitution and Bylaws at Board level. The Committee is advisory in nature and does not have the authority of the Board.

515.2 Purposes and Objectives

1. The Committee conducts, upon receipt of written referrals from the Board, review of changes proposed by the Board from the standpoint of (a) permissibility by ISGH Constitution, and (b) consistency with the provisions of the Constitution and/or Bylaws, and (c) best governance practices that make long term sense, and advise the Board in writing. Such independent advice by CBC to the Board may in appropriate cases include recommending proper text for amendment(s) in order for the Board to proceed with approval process set forth in ISGH Constitution and/or Bylaws.
2. The Committee, as a part of its independent advice, interprets, clarifies and explains provisions of the Constitution and Bylaws in response to written requests received from the Board.
3. The Committee reviews, periodically and on an ongoing basis, ISGH Constitution and Bylaws and recommends draft amendments to the Board to ensure the provisions therein remain relevant and reflect best current governance practices that make long term sense.
4. The Committee also discharges the specific duties it has been assigned under the provisions of the Bylaws.

515.3 Composition

1. The committee will be composed of at a minimum two members and a chairperson. The Vice President shall nominate all the members and designate the Chairperson for approval by the Board. In the event of the Vice President fails to do so in a timely manner, the Board at its own discretion may appoint members and designate a chairperson.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

2. The Committee members shall be chosen based on qualifications, skill sets and competencies required to carry out the responsibilities of the Committee. The number of committee members can vary as needed. The members must have legal and/or senior management background and have no relationship that may interfere with the exercise of their independence with respect to ISGH management.
3. Members shall serve no more than three two-year terms. The first of the three terms for all members currently serving on the committee will commence after the Board's approval and publication of this policy. The composition of the Committee may be modified by the Board. Employees of ISGH and/or its subsidiaries shall not serve on the Committee.
4. Adopted by the Board of Directors: 05/18/2019
5. Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

516 – ORIENTATION OF NEW BOARD MEMBERS

516.1 Purpose:

1. To establish policy and procedures with respect to providing proper orientation to newly elected board members, and
2. Demonstrate commitment to full disclosure and to assist and improve the ability of board members in effectively and efficiently discharging the significant responsibilities that board membership carries.

516.2 Policy

1. ISGH is committed to maintain its position in the Greater Houston area as the premier Islamic charitable, religious, educational and scientific nonprofit tax-exempt organization serving the community. To attain that goal, ISGH seeks, within the context of qualification requirements set forth in ISGH Constitution & Bylaws, directors with integrity, with orientation towards members, with diverse range of expertise and a genuine and abiding interest in ISGH.
2. It is ISGH policy to make available as a part of orientation to new board members the information and tools they need to quickly assume their role as partners in shared leadership and successfully steer the organization. Board Members also have full and free access to ISGH books and records to examine.
3. Orientation shall be provided to all newly elected directors prior to or soon after taking oath of office at the Main Center. ISGH does not however maintain any formal or continuing education programs.
4. As in the case of any for-profit as well as non-profit corporations, serving as a director in ISGH also carries an unavoidable element of risk. To mitigate the potential risks, ISGH, to the extent legally permissible, indemnifies and defends its directors during the term of their office or at any time thereafter, from and against legal liability in connection with or resulting from any legal action brought against any of them for any action that constitutes carrying out the duties and responsibilities of his or her office, subject however to certain exceptions, exclusions and limitations [ISGH Policy # 501}. To fulfill its obligations, ISGH obtains and maintains at all times a D&O insurance as well as a Commercial Liability insurance coverage issued by insurance companies.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

As volunteers of a charitable nonprofit organization, ISGH directors will also be eligible for liability protection under federal law, i.e., Volunteer Protection Act of 1997, and under state law i.e., Texas Charitable Immunity and Liability Act of 1987, subject to certain exclusions, conditions and limits. ISGH urges new board members as well as those seeking to serve as a director to consult with an attorney of their choice their personal liability concerns.

516.3 Procedure

1. A copy of the reading material included as an Appendix to this policy shall be provided to all newly elected board members during orientation.
2. A copy of the reading material included as an Appendix to this policy (except for items identified with an asterisk *) may be provided to nominees seeking election as a director.

516.4 Implementation

1. The Executive Body shall implement this Policy with the assistance and participation of Executive Director and Operations Director at the Main Center, and report to the Board of Directors issues, resource constraints or concerns in implementation.
2. The Executive Body shall periodically review this policy for updates with the Constitution & Bylaws Committee.

Adopted by the Board of Directors on: 06/19/2019
Revised and approved by the Board on: 12.27.2021

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

APPENDIX

To

516 – ORIENTATION OF NEW BOARD MEMBERS

Introduction:

Many people serving on a non-profit organization's Board of Directors, such as ISGH (also referred sometimes in this document as the Society, the Corporation, the nonprofit and the Organization), have never previously served on a Corporate Board (either for-profit or non-profit) while others may have served on a non-profit Board of Directors that has different expectations for Board Members than ISGH. This document therefore outlines, in general terms, the role of the Board and that of individual Board Members.

This document is also designed to bring awareness of the standards to which corporate directors are held accountable in the realm of tax-exempt nonprofits under the state laws, and federal tax law and enable them to regulate their conduct and avoid consequences for ISGH and for themselves. This document comprises of four sections: 1. Role of the Board, 2. Role of the Board Members, 3. Consequences of Failure, and 4. Documents

Role of the Board:

Pursuant to ISGH Constitution and Bylaws, its Board of Directors is responsible for governance on behalf of its members and acts as the ultimate decision making body, except on matters reserved for or shared with Islamic Center (IC) Councils and the members. It has ultimate responsibility for the organization. An act of the Board is defined as the action of a majority of the directors, present in person or by proxy, at a meeting where quorum is present, unless a specific majority is required by the Constitution or Bylaws. Each director gets one vote and individual directors do not have the power to act on their own in any matter on behalf of ISGH.

The Board in general engages in three types of governance, namely, fiduciary, strategic and generative governance.

- a. Fiduciary governance addresses routine items such as basic legal responsibilities of the organization, including review and approval of minutes, financial statements, committee reports, policy updates, bylaws and the like.
- b. Strategic governance is about the big picture - addressing of policy questions on 3~5 years issues that the organization is undertaking or will undertake.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- c. Generative governance addresses really truly big questions that the Board engages in such as – where the organization is headed, or how the organization is performing within the context of the entire eco-system in which it operates, for instance in non-profit sector, charitable or religious or educational sectors, or within the socio-political framework.

In addition to the specific requirements set forth in the Bylaws, the Board is responsible for:

- a. As keeper of the mission, the Board sets up/reviews/updates the mission and purpose, provides strategic direction and compelling vision that motivates and guides, coordinates with the Executive Body to implement Board's approved plans, policies and procedures. The Board ensures that the organization meets legal requirements and is operating in accordance with its mission and for the purpose for which it was granted tax-exemption.
- b. The Board ensures fiscal stability of the organization, helps raise money and keep track of what the organization is doing with the money, ensures preparation and fair presentation of annual financial statements in compliance with the requirements of Bylaws for independent auditors, and ensures design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements. The Board ensures that Executive Body obtains insurances for the organization; and reviews and approves leases and major contracts.
- c. The Board reviews and approves budgets that provide clear direction. It reviews the organization's current receipts and expenditures on a regular basis. It ensures implementation of checks and balances and division of financial responsibilities, so that no single staff member or volunteer has total control over finance. The Board ensures prudent investment of assets and ensures protection of the organization's assets; and acts as the first line of defense against fraud and abuse. The Board ensures monitoring and control of fundraising activities.
- d. The Board ensures that the organization is well run, moderates the power of management, and provides programmatic oversight (not micromanage) of the Executive Body and the IC COUNCILS are providing attention to how the programs are being implemented and what members of ISGH and other Muslims and Non-Muslims in the Greater Houston community, particularly those using services and facilities being provided by ISGH are saying about the quality of services and its impact on them.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- e. The Board initiates and sustains change process to expand opportunities for volunteering, involvement and influence by eligible voting members of the organization. The Board creates committees, if necessary, that report to the Board, in addition to those listed in the Bylaws, to plan, oversee or advise on specific programs.
- f. Builds the brand image of the organization and actively markets the organization to be an ambassador of Muslim community in Greater Houston to other non-Muslim communities in general.
- g. The Board initiates and sustains change process to expand opportunities for volunteering, involvement and influence by eligible voting members of the organization. The Board creates committees, if necessary, that report to the Board, in addition to those listed in the Bylaws, to plan, oversee or advise on specific programs.
- h. Builds brand image of the organization and actively markets the organization to be an ambassador of Muslim community in Greater Houston to other non-Muslim communities.
- i. Assures its own effectiveness in providing effective leadership through annual self-assessment of the Board by itself by answering questionnaire containing key performance indicators.

Role of a Board Member

a. General Responsibilities:

While the power to act for corporation is vested in the Board of Directors acting collectively, each director owes certain fiduciary duties to the corporation. A fiduciary duty, by definition, is simply a duty to act for someone else benefit while subordinating one's personal interest to that of the entity or other person. Fiduciary duties are the standards of conduct to which fiduciaries are held accountable.

In case of Board of Directors, which is typically vested with the power to act for the organization, each director individually owes certain fiduciary duties to the organization. Fiduciary duties are not specific to any specific category of acts but go beyond. It is important to note that fiduciary duties apply to all decisions made in the course and scope of their respective duties. Fiduciary duties are divided into three categories, namely, duty of care, loyalty and obedience.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

As a fiduciary, each director, in managing the affairs of ISGH collectively with other directors, is required to exercise business judgment and act (a) in good faith, (b) with care that an ordinarily prudent person in a similar position would exercise in similar circumstances, and (c) in a manner the director believes to be in the best interest of ISGH and its members.

- **Duty of Loyalty:** The duty of loyalty requires that a director act fairly and for the benefit of the organization and not for his or her personal needs or benefit. Hence, each board member must place the interests of ISGH before their personal and professional interests when acting on behalf of ISGH in a decision-making capacity. ISGH's needs come first. It also requires directors to refrain from engaging in any transaction or making any statement that would have negative impact on ISGH.
- **Duty of Care:** The duty of care is a duty to stay informed, exercise ordinary care and prudence in the management of the organization. Duty of care, in turn, has three requirements, i.e. Acting in good faith, with ordinary care, and in a manner he or she reasonably believes to be in the best interest of the corporation. Therefore, each board member has responsibility to participate actively in making decisions on behalf of ISGH, to do due diligence and to exercise best judgment while doing so. Representing a constituency or viewpoint should not be a consideration when voting. All board members are expected to vote with the nonprofit's best interest in mind.
- **Duty of Obedience:** The duty of obedience is the duty to remain faithful to governing documents and pursue the mission of the organization and avoid acts that are beyond the legal power or authority. Board members bear responsibility of ensuring that ISGH complies with applicable federal, state and local laws and ISGH Constitution and Bylaws, and its policies and procedures.

b. Expectations:

These expectations are geared to fulfill the duties of care, loyalty and obedience.

- **General:** Know the mission, purpose, goals, policies, programs, services, strengths and needs of ISGH. Recognize that Board service is a commitment. Strive towards a constructive partnership with fellow Board members built on a shared understanding of mission and vision; reciprocal communication; and with mutual respect and trust.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- **Board operations:** Recognize that attending board meetings must take priority over other obligations except in exceptional circumstances. Come prepared to conscientiously participate in board meeting by reading reports, minutes and other materials distributed for the meeting. Ensure that the General Secretary keeps appropriate minutes of meetings of board meetings; at each meeting, review and approve the minutes of prior meeting; and ask questions and obtain the information necessary to make informed decisions. Assist in raising funds for operation of the Society. Ensure that Board meeting agendas include the Board's periodic review and update of the Society's published policies and procedures.
- **Strategic:** Review Strategic Plan. Review Board meeting agendas to focus Board's attention on matters of strategic importance. Keep abreast with current trends in governance of religious (Islamic and others) charitable non-profits.
- **Financial:** Read and understand the Society's financial statements and otherwise help the Board fulfill its fiduciary responsibility. Review recent financials and have an understanding of the budget practices in order to know what to approve in budgets. Make disclosures in compliance with ISGH Conflict of Interest Policy in the prescribed forms. Not engage in any activity or fundraising that competes with ISGH financial interests or divert ISGH business opportunity for personal or family gain. Ensure that no ISGH directors, elected officials or employees (or members of their family) unduly and improperly benefit financially from any transaction with ISGH for purchase or sale of assets, products or services.
- **Organizational:** Review organizational chart. Understand how the organization is structured and how the board interacts with specific departments, staff members and committees. Act as an ambassador for the Society and when in public, speak only with one voice outside of board room. Inform others about ISGH and be an advocate for the Society. Comply with applicable state and federal laws. Consult board counsel when legal questions arise. Review, approve and adopt policies and procedures for all aspects of ISGH activities including employment, finance, and privacy policies.
- **Self-Assessment:** Assure his or her effectiveness in providing effective leadership of the organization through annual self-assessment by the Board Member himself using questionnaire.

Consequences of Failure:

- Failure on the part of the board and/or directors to fulfill their obligations can potentially have serious consequences. Some of them are: loss or diminished

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

donors respect and financial support, holding the nonprofit financially responsible by courts for negligent or willful violation of the law, and individual directors being held responsible for breach of fiduciary duty. Transactions improperly benefiting a board member can potentially result in penalties to the nonprofit and its board member, and they may also result in loss of tax-exempt status. Similar consequences may result in cases of failure to abide by legal requirements on fundraising, key employee compensation, and restricted activities. When the nonprofit loses its tax exempt status, the donors also lose their eligibility to deduct their donations from income reported on the tax returns, not only for that year but sometimes for prior tax years. Failure to comply with the laws in such matters as documents retention and destruction, and retaliation against individual providing truthful information to authorities can potentially result in financial penalties and in willful cases even criminal penalties. The responsibilities outlined here are not intended to act as a deterrent but prepare new directors to serve in their role with excellence and honor.

Documents:

At least these items to be provided or access made available to new BOARD members:

- Copy of Constitution & Bylaws (current)
- Copy of Organizational Charts
- Copy of Policies & Procedures Manual
- Copy of most recent Strategic Plan* (exception item)
- Copy of Annual Report including financial statements
- Access to Board meeting minutes
- An acknowledgement form for new BOARD members to sign for receiving and/or having given access to aforementioned materials and return the signed copy to ISGH.

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

517 – ISGH CODE OF CONDUCT

517.1 Policy

ISGH has adopted the Code of Ethics referenced in its Bylaws to guide its officials, elected as well as appointed, and its members in their conduct. This policy document details below some specifics derived from the broad principles of the ISGH Code of Ethics the type of behavior expected from them towards fellow members, donors, applicants-for-aid, staff, and the community in general.

This document is neither intended nor does it embody the totality of ISGH ethical standards and code of conduct. It is part of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

517.2 Code of Conduct:

1. Listen to our members and the community we serve and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and demonstrate professional respect and responsiveness.
2. Pledge to be responsible, transparent and accountable for all of our actions.
3. Comply with, in spirit and letter, of applicable federal, state and local laws, regulations as well as our fiduciary responsibilities.
4. Act at all times in accordance with the highest ethical standards and in the best interests of ISGH, its members, donors and the community in general.
5. Honor commitments and promises to the best of our abilities. Act honestly, truthfully and with integrity in all our transactions and dealings.
6. Abide by the governing documents and policies of ISGH.
7. Provide credible and effective oversight to the organization's work without personal bias.
8. Treat our employees with respect, fairness and good faith and to provide conditions of employment that safeguard their rights and welfare.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

9. Treat every individual member, non-member and grantee fairly and with dignity and respect.
10. Respect the confidentiality of sensitive information about ISGH, its members, donors, board and employees.
11. Not be deceptive in fundraising activities or in prospecting for new members to join ISGH.
12. Avoid actual and potential conflicts of interest and act as honest and fair members in all our interactions.
13. Reject bribery, fraud and corruption in all their forms. Not accept commissions, gifts, payments, loans, and promises of future benefits or other items of value from anyone who has or may seek some benefit from ISGH in return.
14. Not engage in conduct materially and seriously prejudicial to the ISGH's purposes and interests.
15. Avoid harming others, their property, their reputations or their employment and relationships through false or malicious statements or through unlawful or otherwise wrongful acts.
16. Issue statements or present information in an objective and truthful manner, based on available data.

Adopted by the Board of Directors on: 06/19/2019
Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

ADMINISTRATION

518 – CONFLICT OF INTEREST – ELECTED OFFICIALS AND COMMITTEE MEMBERS

518.01 Policy

1. This policy sets forth the conduct expected of all ISGH elected officials (including of Directors, Associate Directors, and members of COUNCIL) in the event of conflict of interest while discharging their duties. The BOARD recognizes that credibility and continued success of ISGH among its various stakeholders' rests on its ability to make fair, objective and impartial decisions that are in its' best interest. It is essential therefore to avoid situations where a conflict of interest may influence or appear to influence decision making process.
2. Whenever it is contemplated to enter into any contracts or transactions, actual or potential conflict of interest should be recognized, disclosed, documented and steps taken to prevent influence or favoritism by an interested elected official in the decision. An actual or potential conflict of interest occurs when an elected official is in a position to make or influence a business decision that may result in gain for himself, for a relative or for an entity in which he has interest and which is not in the best interest of ISGH.
3. Requirements set forth in this document are intended to supplement but not replace any applicable laws governing conflict of interest. This is also not intended as an exclusive statement of responsibility. ISGH elected officials remain obligated to their commitment under Oath of Office "not to seek any personal glorification or financial gains by and through the use of their elected offices.
4. All elected officials shall sign a statement which affirms that such a person: (a) has received a copy of the conflict of interest policy; (b) has read and understood the policy; and (c) agrees to comply with the policy.

Procedure:

1. A director who has or appears to have a conflict of interest shall make full disclosure to the BOARD of his interest and material facts of his relationship as to contract or transaction under consideration, and shall abstain from approving or taking any actions including lobbying or voting at the meeting such matter is voted upon.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

2. Such a contract or transaction shall only be approved when two thirds majority of disinterested directors determine by an affirmative vote, in good faith and with ordinary care, as being fair and in the best interest of ISGH at the time the contract or transaction is authorized, and that payments to the entity in which the director is interested shall be reasonable and not exceed fair market value or price. Such determination shall be made at a duly called and constituted meeting of the BOARD if notice of intention to act upon such matter has been given.
3. The minutes of meeting at which such matter is voted upon shall record the disclosure, abstention and if the transaction is approved, the rationale therefor.
4. In the event it is determined that the interested director failed to make full disclosure of actual or potential conflict of interest and/or failed to abstain from approving such contract or transaction notwithstanding his relationship or interest, the BOARD may void or terminate the contract or transaction or withhold further performance and payments therefor.
5. The BOARD may take action against the interested director for breach of duty with respect to his failure to make full disclosure, and/or failure to abstain from approval of the contract or transaction notwithstanding his relationship or interest.
6. Definitions:
 - a. The term “interest” as used in this provision shall include (a) personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any entity and having a relative who holds such an interest in any entity, and (b) an affiliation with a vendor, a contractor, applicant for donation or financial aid that may lead to or suggest influence in the decision but has no personal financial interest.
 - b. The term “entity” shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or an entity other than ISGH.
 - c. The term, “relative” as used in this policy and procedures is any person who is related to the elected official by blood or marriage or whose relationship is similar to that of persons who are related by blood or marriage.
 - d. The term “Ordinary care” means the care that an ordinarily prudent person in a similar position would exercise under similar circumstances.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

6. The requirements specified in paragraphs 1 through 6 of Section 518.05 shall also apply whenever an elected official other than a director (such as Associate Director or member of COUNCIL) or a committee member has financial or personal interest in any matter coming before the COUNCIL, mutatis mutandis.

Adopted by the Board of Directors on: 05/18/2019

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

ADMINISTRATION

518 Conflict of Interest Policy – Elected Officials and Committee Members

APPENDIX

Acknowledgment of Receipt

I hereby acknowledge that I have received a copy of #518 ISGH Conflict of Interest Policy, have read and understood it, and agree to comply with its terms.

I also understand that ISGH is a 501(c) (3) charitable non-profit and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

Signature

Date

Printed Name

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

Conflict-of-Interest Disclosure Form

(To be completed by elected officials of ISGH and its subsidiaries, and, vendors for all ISGH services who have previously held an elected position, employment, or committee membership in ISGH)

Please certify below that you either have no actual or possible conflict of interest to report, or describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to an actual or possible conflict of interest between the organization and your personal interests, financial or otherwise:

____ I have no conflict of interest to report.

____ I have the following actual or possible conflict(s) of interest to report.

1. Please specify below any actual transactions you are aware of between the organization and any entity or person with which you have a business, investment, or family relationship.

(Attach a supplemental statement if you have additional actual or possible conflicts of interest to disclose)

2. For the purposes of determining possible future conflicts of interest, please also specify other nonprofit and for-profit boards on which you and/or your spouse sit, any for profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own).

1. _____
2. _____
3. _____

(Attach a supplemental statement if you have additional actual or possible conflicts of interest to disclose)

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Adopted by the Board on: 9.9.2020

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

Annual Disclosure Checklist Form

Part II Please check ONE of the following boxes:

My interests and relationships have not changed since my last disclosure of interests.
[Proceed to signature block below. Do not complete the tables.]

OR

I hereby disclose or update my interests and relationships that could give rise to a conflict of interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Names of those presenting a potential conflict of interest
Include spouse/domestic partner, living ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grand-children, and spouses/domestic partners of brothers, sisters, children, grandchildren, and great grandchildren	

Type of interest	Description of interest that could lead to a conflict of interest
Transactions or arrangements with the organization	
Transactions or affiliations with other legal entities	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.

Signature

Date

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

519 – SECURITY COMMITTEE

519.1 Policy

1. Pursuant to Bylaws, Article VIII, Section 1, this document outlines the purpose and objective of the standing committee for ISGH Security at Board level. The Committee is advisory in nature and does not have the authority of the Board. A Security Committee will also be established at all ISGH Islamic Centers as Standing Committee.

519.2 Purposes and Objectives

1. Examine and evaluate existing security arrangements in place at ISGH facilities from the standpoint of adequacy and effectiveness and specific recommendations to the BOARD to make the facilities secure for all users.
2. Develop and recommend to the BOARD a response plan – (a) protocol for reporting to the local law enforcement as well as within ISGH organizational hierarchy, (b) orderly evacuation in case of an actual emergency, and (c) periodic evacuation drills.
3. Provide advice, when requested to do so by the BOARD, to Associate Directors and other members of Administrative Body Islamic Centers on security issues for compliance with BOARD approved plans and procedures.
4. Fulfill other tasks that may be assigned by the BOARD from time to time.

519.3 Composition

1. The committee will be composed of at a minimum two members and a chairperson. The President shall nominate all the members and designate the Chairperson for approval by the Board. The Committee will report to the BOARD through the President. In the event of the President fails to do so in a timely manner, the Board at its own discretion may appoint members and designate a chairperson.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

2. The Committee members shall be chosen based on qualifications, skill sets and competencies required to carry out the responsibilities of the Committee. The number of committee members can vary as needed. The members must have relevant background. .

3. Members shall serve no more than three two-year terms. The composition of the Committee may be modified by the Board. Employees of ISGH and/or its subsidiaries or trustees and/or Board members of ISGH subsidiaries shall not serve on the Committee.

Adopted by the Board of Directors on: 05/18/2019

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

520 – RESTRICTED ACTIVITIES – POLITICAL & LOBBYING

520.1 Purpose:

5. To provide guidance by establishing policy and procedures for proper handling of restricted activities for a IRC 501 (C) (3) charitable organization, and
6. Compliance with Article VI of ISGH Constitution and applicable state and federal laws including relevant provisions of Texas Election Code, Texas Government Code.

520.2 Policy

1. It is the policy of ISGH, as a tax exempt organization under Internal Revenue Code, Section 501 (c) (3), to preserve its' tax exempt status by continuing to comply with the restrictions not to engage in political and legislative activities **as** set forth in ISGH Constitution, Article VI, paragraphs 2 and 3 (page C4).
2. It is also the policy of ISGH to comply with applicable provisions of Title 15 of Texas Election Code which require that a corporation, including a non-profit corporation, may not make political contributions or expenditures.
3. Under Title 15 of Texas Election Code and the Internal Revenue Code, Section 501(c) (3) organizations such as ISGH are absolutely prohibited from, directly or indirectly, participating in or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.
4. It is ISGH policy to conduct voter education activities (such as presenting public forums and publication of voter education guides) in a non-partisan manner so it does not constitute prohibited political campaign activity as well as other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives in a non-partisan manner. However, ISGH officials are categorically prohibited to conduct voter education or registration activities with bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATIOIN

favoring a candidate or group of candidates, as it will constitute prohibited participation or intervention.

5. Legislative Activities – Lobbying

- a. It is the policy of ISGH to comply with the restriction in paragraph 2 of Article VI Restricted Activities of ISGH Constitution which stipulates, “No substantial part of the activities of the ISGH shall be the carrying on of propaganda or otherwise attempting to influence legislation...” Such activity, when undertaken, will be regarded as ‘lobbying’ and will be subject to restrictions and limitations under IRC Code Section 501(C)(3). IRS uses two different tests, namely, ‘substantial part test’ and ‘expenditure test’, to measure lobbying activity. The state lobby law, Texas Government Code §§ Title 3, Chapter 305, also regulates direct communications with members of the legislative or executive branch of state government to influence legislation or administrative action. (**See Notes)
- b. Considering (i) the diverse and complexity of the requirements mentioned above, and (ii) the cost and administrative burden of complying with related regulations, it is the policy of the ISGH that prior approval of the BOARD will be needed prior to any elected official, employee, volunteer or anyone acting on behalf of, directly or indirectly, engages or attempts to engage on behalf of ISGH in any activity to influence legislation by contacting or urging its members, volunteers or the public to contact members or employees of a legislative body for the purposes of proposing, supporting or opposing legislation or advocates the adoption or rejection of legislation. No elected official, employee, volunteer or anyone acting on behalf of ISGH is authorized to expend or approve, without prior written approval of the Board, expenditures devoted to lobbying.

6. Political Campaign Intervention – Issue Advocacy

- a. ISGH officials must avoid advocacy of an issue that functions as political campaign intervention. When seeking the Board’s approval for engaging in advocacy of an issue, the Executive Body shall present all facts and circumstances necessary to enable the Board to make a determination whether or not advocacy of that issue may be deemed political campaign intervention.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- b. Contributions to political campaign funds on behalf of ISGH violate the prohibition against political campaign activity.
 - c. ISGH officials shall be cognizant that issue advocacy communications which have one or more of the following are deemed political campaign activity: (1) identification of one or more candidates for a given public office, (2) expressing approval or disapproval for one or more candidates positions and/or actions, (3) delivery of the communication close in time to the election, (3) reference to voting or an election, (4) addressing an issue in the communication that has been as an issue distinguishing candidates for a given office, (5) if the communication is a part of an ongoing series of communications by the organization on the same issue that are made independent of the timing of any election, and (6) relationship of the timing of the communication and identification of the candidate with a non-electoral event such as a scheduled vote on specific legislation by an officeholder who also happens to be a candidate for public office.
 - d. Whenever an ISGH official speaks in a non-official capacity, he or she shall clearly indicate that his or her comments are personal and not intended or to be taken to represent the views of ISGH.
7. Political Campaign Intervention – Agreeing to a request from candidates or inviting candidates running for public office to appear or speak at a non-religious event in ISGH Facilities:

To avoid ISGH being deemed as participating or intervening in a political campaign, a prohibited activity, ISGH officials in charge of the event shall ensure that:

- a. An equal opportunity is afforded to all candidates seeking the same public office,
- b. In organizing and conducting the meeting, no support or opposition to one candidate over the other candidate(s) is given or any indication to that effect (including any bias in the manner in which candidate introductions are made, and/or in the communication concerning the candidate's attendance).
- c. Communications issued relating to the event clearly indicate in a non-discriminatory manner the capacity in which the candidates are appearing.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- d. The topics discussed by the candidates at the event shall cover a broad range of issues that the candidates would address if elected to the public office and are of public interest,
 - e. Each candidate shall be given an equal opportunity to present his or her views on issues discussed at the event,
 - f. Neither ISGH officials nor members of the audience shall ask the candidates to agree or disagree with any positions, agendas, platforms or statements of ISGH,
 - g. If a moderator is used, he or she should not comment on the questions from the audience or otherwise imply approval or disapproval of the candidates.
 - h. No political fundraising occurs,
 - i. No flyers and other, campaign materials shall be placed or distributed prior to, during or after the candidates appearance at the event and
 - j. If different candidates are invited to speak at two different events, ensure that each event will be as well publicized as the other event to satisfy the test of providing equal opportunity to all candidates without bias for compliance with prohibition of political campaign intervention.
8. Political Campaign Intervention - Inviting a candidate to speak at an ISGH event in a non-candidate capacity

ISGH officials responsible for organizing and conducting the event shall ensure the following to avoid the risk of ISGH being deemed in violation of non-intervention rules:

- a. The individual who is invited to speak at the event is chosen solely for reasons other than his candidacy for public office,
- b. Clearly indicate in all its communications announcing the individual's attendance at the event the capacity in which the individual is appearing, without mentioning the individual's political candidacy or the upcoming election.
- c. ISGH shall request the individual to speak only in a non-candidate capacity and without making any references to his or her candidacy or the election;
- d. No campaign activity shall occur at such an event, and no campaign materials shall be placed or distributed prior to, during or after the candidates appearance at the event, and no pictures taken of any candidate taken with ISGH officials, and
- e. A nonpartisan atmosphere shall prevail at the event for the entire duration.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

520.3 Procedure

1. All requests, from candidates running for public office, to appear or speak at a non-religious event at an Islamic Center must be submitted in writing to the Associate Director (may also be sent to the designated official ISGH email address) at least 5 days prior to the requested appearance date. Only the candidates or their campaign staff or an ISGH member residing in the zip code area assigned to that particular Islamic Center may submit such a request. ISGH elected officials, employees, committee members and other volunteers associated with operations and management of the ISGH facility are prohibited from making requests on behalf of the candidates.
2. The Associated Director shall receive and review requests mentioned subparagraph 1 above and forward them to the ISGH Executive Body for approval with his or her recommendation taking into consideration compliance of policy requirements outlined in paragraph 520.2 hereinabove.
3. All approvals and denials of requests in subparagraphs 1 and 2 above must be formally communicated in writing (through the official ISGH email system) directly to the candidates or their campaign staff. Such communication shall include details pertaining to the candidates' appearance at the Islamic Center – date, time, requirements and protocols to be observed by the candidates during the visit.
4. With respect to an Islamic Center desiring to invite candidates running for public office to appear or speak at a non-religious event at an Islamic Center, the Associate Director shall request and obtain the approval of the Executive Body prior to scheduling such an event and invitations are sent out to candidates. The Associate Director, other elected officials, employees, and volunteers at the Islamic Center shall ensure compliance of policy requirements outlined in paragraph 520.2 hereinabove.
5. Ensure that presence of the candidates at the event shall not impede free passage to worshippers entering or exiting the prayer areas and the Islamic Center. Ensure that the main pulpit is not used for any political purposes.
6. ISGH approval communication with the candidates or their campaign staff in instances covered by item 3 or ISGH invitation covered by item 4 hereinabove

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

shall include a statement to the effect that ISGH reserves the right to cancel the event at any time at its discretion, without notice and without an explanation. ISGH may, at its own discretion, reschedule and hold the event at a later date.

7. ISGH elected officials, staff and committee members responsible for management and operations of Islamic Center shall be familiar with this Policy, act in accordance with it and assist the Operations Manager and the Executive Body, when requested.

520.4 Implementation

The Executive Body shall implement this Policy with the assistance and participation of the Executive Director, and the Operations Director at the Main Center and Associate Directors at the Islamic Centers. The Executive Body shall periodically review this policy and its compliance with the legal counsel and independent outside auditors of ISGH, and report to the Board of Directors on related issues, resource constraints or concerns.

Adopted by the Board of Directors on: 05/18/2019
Revised and approved by the Board on: 10.16.2024

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

521 – PUBLIC DISCLOSURE POLICY

521.1 Purpose:

1. To identify the public disclosure obligations of ISGH as a tax-exempt organization under IRC §501(c)(3) and to provide guidance for compliance with applicable requirements thereunder.

521.2 Policy

2. It is the policy of ISGH **not** to make the following documents available to public for inspection or copying since ISGH, as a 501(C)(3) tax-exempt charitable organization, is not obligated under the law to do so:
 - a. Articles of incorporation and all amendments;
 - b. Bylaws and all amendments;
 - c. Conflict of interest policy; and
 - d. Audited financial statements.
3. The following documents will be made available to the public upon request for inspection and copying:
 - a. Form 1023 and all attachments; and,
 - b. IRS determination letter granting exemption under IRC §501(c)(3)
4. ISGH, as a religious organization, is neither required under Internal Revenue Code §6033(a)(3)(A)(i) to file Form 990 Series annual returns nor does it do so on optional basis and as such it is unavailable to be made public.

However, if in any given tax year ISGH were to have business or trade gross taxable income that is not substantially related to its exempt purposes under IRC §501(c)(3), of \$1,000 or more, ISGH will comply with requirement to file Form 990-T for that year, and make it available for public disclosure.

5. The term ‘public’ as used in this policy document refers to persons other than eligible voting members of ISGH.
6. The policy set forth above, particularly, as it applies to items listed under paragraph 521.2(1) above (considered optional), is based on a determination that it is prudent to make public only what is required by the law.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

521.3 Implementation:

3. The Executive Body shall implement this Policy with the assistance and participation of the Executive Director at the Main Center. The Executive Body shall report to the BOARD on issues, resource constraints or concerns related to administration of this policy or additional mandated legal requirements
3. The BOARD shall conduct a periodic review (every two years) of this policy with input from legal counsel and independent outside auditors of ISGH,.
4. This policy may be changed by the BOARD in consideration of any future changes to its' governance practices that may be adopted by ISGH after input from its advisors and evaluation of its specific circumstances in order to demonstrate that it is an organization willing to make available to public disclosure more than the minimum required by law.

Adopted by the Board of Directors on: 01/07/2020

Revised and approved by the Board of Directors on: 09/04/2024

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

ADMINISTRATION

522 – WHISTLEBLOWER POLICY & PROCEDURES

522.01 Policy:

522.011 Objectives:

1. Establish an effective policy and procedures for (a) internally reporting concerns regarding any questionable accounting or audit matters, or any suspected financial improprieties or misuse of ISGH resources, or violations of ISGH Constitution and Bylaws and Policies (hereinafter collectively referred to as “Concern”) by employees, as well as elected officials, members and other volunteers on a confidential and anonymous basis in order that ISGH can take corrective action when warranted; (b) receipt, retention and treatment of reported Concerns, (c) protection of employees as well as elected officials, members and other volunteers who report Concerns from retaliatory actions.
2. Demonstrate commitment to compliance with applicable laws, and as a matter of good governance and preventive measure to avoid potential liability.

522.012 General:

ISGH is committed to lawful and ethical behavior in all of its activities and requires its’ employees as well as elected officials and other volunteers to observe high standards of business and personal ethics, practice honesty and integrity in the conduct of their duties and responsibilities and comply with applicable laws, regulations and policies.

522.013 Reporting Responsibility

In order to meet the policy objectives, employees as well as elected officials, members and other volunteers are encouraged and enabled to report their respective Concern internally so that ISGH can promptly take appropriate corrective action when warranted.

Other subjects, such as raising matters of alleged discrimination or harassment, for which ISGH has existing reporting mechanisms, should be reported under those mechanisms. This policy is not intended to provide a means of appeal to outcomes in those mechanisms or as an alternative to those mechanisms.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

522.014 Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing that the information disclosed indicates a violation. Any allegations that prove to be frivolous or unsubstantiated and which prove to have been made maliciously or recklessly or with the foreknowledge that they are false, will be treated as a serious disciplinary offense. It may result in disciplinary action up to and including termination of employment, or removal or suspension from elected office or volunteer status, as the case may be.

522.015 No Retaliation

To meet the objectives of this policy, no employee, elected official, member or other volunteer shall retaliate against any employee, elected official, or other volunteer who in good faith reports a Concern. Protection from retaliation ensured under this policy shall not only be from termination but also from other negative employment actions such as demotion, suspension or relocation. Moreover, an employee, an elected official, member or other volunteer who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including termination of employment or volunteer status, suspension or removal from elected office, as applicable.

Further, federal law imposes criminal liability (with fines or imprisonment up to 10 years) upon whomever retaliate against an individual for providing law enforcement authorities with truthful information relating to the commission or possible commission, of any federal offense.

522.02 Procedures:

522.021 Reporting Procedure:

1. Employees:

Employees should first discuss their Concern with their immediate supervisor. If, after speaking with his supervisor, the employee continues to have reasonable grounds to believe the Concern is valid or if the supervisor is a subject of the Concern, the employee should report the Concern to the next level supervisor. If the employee is not satisfied with the response, he should report directly to a member of the Executive Body. Whenever practical, reports should be in writing.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

If the Concern was reported verbally by the employee to his supervisor and/or the next level supervisor, the supervisor should promptly forward the Concern in writing to the Executive Body. Reports of Concerns may also be submitted by the Employee in writing directly to the Executive Body with credible supporting documentation.

2. Elected Officials, Members and Other Volunteers

- a. Elected Officials (other than Directors), members and other volunteers should submit their Concerns in writing with credible supporting documentation directly to the Executive Body.
- b. Directors should submit Concern relating to accounting, audit matters or financial improprieties in writing directly to the Chair of the Audit Committee, while Concerns relating to violations or suspected violation of ISGH Constitution, Bylaws and Policies should be reported directly to the Board of Directors.

522.022 Handling of Reported Violations

The Executive Body shall handle all reported Concerns except those relating to accounting, audit matters and financial improprieties which shall be forwarded to the Chair of the Audit Committee. The Audit Committee will have exclusive responsibility to investigate Concerns relating to accounting, audit matters and financial improprieties including the Concerns received directly by it.

Upon receipt of a report of Concern a written acknowledgement will be issued to the sender within ten business days. It will not be possible to acknowledge receipt of anonymously submitted reports of Concerns.

All reports of Concern shall be promptly investigated by the Executive Body or the Audit Committee, as applicable, and appropriate corrective action recommended to the Board of Directors if warranted by investigation. In addition, action taken must include a conclusion and/or follow up with the complainant for closure of the Concern.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

522.023 Confidentiality

Report of a Concern and the investigation pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure by anyone of a report of Concern to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in disciplinary action up to and including termination of employment, removal or suspension from elected office or from volunteer position, as applicable.

522.03 Compliance:

Failure to comply with this Policy may result in disciplinary action as well as possible civil or criminal sanctions. Sarbanes-Oxley Act, Section 1107 imposes criminal liability, (with fines and/or imprisonment up to 10 years), for retaliation against an individual for providing law enforcement authorities with truthful information relating to commission or possible commission of any federal offense.

Adopted by the Board of Directors on: 9.9.2020

Revised and approved by the Board of Directors on: 9.9.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

524 – ISGH Muslim Cemeteries – Management Policy

524.1 Purpose:

1. Establish and document policy and procedures for effective and efficient management, operation and maintenance of ISGH owned and operated Muslim cemeteries.
2. Demonstrate commitment to transparency, accountability and compliance with the teaching of Quran and Sunnah, state and local laws, regulations and ordinances.

524.2 Policy:

1. ISGH Muslim Cemetery Management Team, under the overall supervision and direction of the Executive Body, shall be responsible for operation, maintenance, care and security of ISGH Muslim cemeteries.
2. Rules outlined in Exhibit-1 to this policy are promulgated so that all those intending to bury their Muslim relatives in ISGH owned and operated cemeteries or those who visit the gravesites of their Muslim relatives and friends understand and comply with the rules of exclusive Muslim cemeteries and help maintain sanctity of the gravesites. ISGH Muslim Cemetery Management Team shall enforce these rules.

524.3 Procedure:

1. Any Muslim who intends to have his or her deceased family member buried in an ISGH Muslim Cemetery should make that request to ISGH Funeral Home Services and fill out and sign the ISGH Muslim Cemetery prescribed ‘Disposition of Remains Instructions Form’ (ISGH Form Rev.00 – Dec 2020).
2. The ISGH Muslim Cemetery prescribed, ‘Disposition of Remains Instruction Form’ must be signed by any one or more of the following persons, in the order of priority listed, whom ISGH Muslim Cemetery recognizes pursuant to the applicable law, as having right to control the disposition of the body/remains:
 - a. The person designated in a written instrument signed by the decedent,
 - b. The decedent’s surviving spouse,
 - c. Any one of the decedent’s surviving adult children;
 - d. One of the decedent’s surviving parents;
 - e. Any one of the decedent’s surviving adult siblings;
 - f. Any one or more of the duly qualified executors or administrators of the decedent’s estate, or

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

- g. Any adult person in the next degree of kinship in the order named by law to inherit the estate of the decedent.
3. Completed and signed ‘Disposition of Remains Instruction Forms’ shall be retained as a part of the permanent records of ISGH Muslim Cemetery in hardcopy/print format as well as in PDF format at the ISGH Muslim Cemetery.
4. A copy of rules outlined in Exhibit-1 shall be included as an attachment to the ISGH Muslim Cemetery prescribed ‘Disposition of Remains Instructions Form’ and provided to the signatories of the ‘Disposition of Remains Instruction Form’ (i.e. relatives, heirs and/or their representatives) to ensure better awareness, understanding and compliance and obtained their signature signifying consent.
5. As a part of its permanent records, ISGH Muslim Cemetery Management Team in coordination with ISGH Funeral Home Services shall maintain a record of each burial in the ISGH Muslim cemeteries which include: (a) the date the decedent’s body was received, (b) the date the decedent’s body was buried, (3) the name and age of the decedent, and (4) identity of the plot in which the decedent was buried.

524.4 Implementation:

6. The Executive Body shall implement this Policy with the assistance and participation of the ISGH Cemetery Management Team and ISGH Funeral Home Services, and report to the Board of Directors on any issues, resource constraints, or concerns related to implementation of the Policy.

Adopted by the Board of Directors on: 10/16/2024

Revised and approved by the Board of Directors on: 10/16/2024

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

Exhibit-1

ISGH Muslim Cemetery - Rules

1. At least 6 hours advance notice prior to the announced burial time is required to make digging arrangements and prepare the gravesite. ISGH Funeral Home Services will coordinate as required with ISGH Cemetery Management Team to facilitate timely burial.
2. Burial will be performed in accordance with the teachings of Quran and Sunnah, and in compliance with the state and local regulatory requirements and ISGH Muslim Cemetery rules. No exceptions or family requests will be accommodated at the gravesite to make changes to the manner in which the grave is prepared and descendant's burial conducted.
3. ISGH makes available gravesites for burial of Muslim decedents at ISGH Muslim Cemetery at no cost. However, the decedent's heirs, relatives, agents or representatives (signatories of Disposition of Remains Instruction Form) must pay prescribed charges to ISGH Funeral Homes Services for funeral services cost, opening and closing of grave and concrete vault.
4. ISGH does not sell any gravesites/plots to anyone nor does it in any way convey ownership rights of the gravesite/plot to anyone including decedent's heirs, relatives, agents or their representatives. The ownership of the ISGH Muslim Cemetery, including any and all gravesites/plots, remains solely and exclusively with ISGH at all times. The decedent's heirs, relatives, agents and representatives do not own any part of the cemetery.
5. ISGH Muslim Cemetery does not permit burying in a casket as it is contrary to the Sunnah of the Prophet (Peace be upon him). The ISGH Muslim Cemetery leverages E box concrete vaults for burial with the deceased body laying on the ground soil.
6. In the family section, a specified number of contiguous gravesites will be made available to each of the families that have previously been assigned reservations by ISGH. The gravesites will be made available for burial purposes only at no cost as stated in Rules # 4 and 5 above. Furthermore, said reservations do not vest nor does it convey ownership rights of gravesites to any person. Assignment of reservation is not and shall not be deemed as a sale or an offer for sale of gravesites and does not constitute certificate of ownership of gravesites.
7. There will be no discrimination because of race, color or national origin of a decedent. However, since ISGH Muslim Cemetery is an exclusive Muslims only cemetery, the decedent must have been a Muslim who believed in Allah, Prophet Muhammad (Peace be upon him) is the last messenger of Allah, and in Judgment Day.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

8. All burials will be completed during the daylight hours for operational and safety reasons. In case of inclement weather or natural disaster, ISGH Muslim Cemetery reserves the right to cancel and reschedule a burial with or without short notice.
9. No grave shall be raised above the established grade. No change of grading, moving soil or edging and ditching without prior authorization is permitted.
10. Burning of incense or candles while following the funeral or after burial is forbidden.
11. Construction of any kind or shape including but not limited to canopy, tomb, mausoleum, or enclosure such as fence (wood metal), metal hedge, bricks, concrete, ditch, or gravel is not permitted. No raised headstones are permitted.
12. Only approved grave-markers are permitted in order to maintain uniformity of the cemetery. ISGH Muslim Cemetery will exclusively provide grave markers at an extra cost. They will be in English. ISGH will not be responsible for repair or replacement of any marker.
13. Placing flowers in a vase, basket, or any other container, or any type of boxes, toys, vases, potted plants, pictures, photos or other items at the gravesite or on the grave is not permitted. ISGH reserves the right to remove any and all unauthorized objects left at the gravesite.
14. Planting of trees, shrubs or flower plants at the gravesite will not be permitted. No changes or alterations of any kind to the graves will be permitted.
15. ISGH Muslim Cemetery visiting hours signs are posted at the gate, at the cemetery office, and online on the website. Visits should only be for purposes usually associated with cemetery visits in accordance with the teaching of Quran and Sunnah.
16. There shall be no littering on cemetery premises. Trash and other discarded items shall be properly disposed off in trash bins placed around cemetery grounds.
17. There shall be no profane language or boisterous conversation or playing of music on cemetery grounds. Everyone is expected to observe decorum and solemnity of the burial ritual. Possession, distribution or use of alcohol or illegal drugs in the cemetery is prohibited.
18. All vehicles must be properly parked in designated parking areas. Driving through cemetery ground is not permitted except for grave diggers, maintenance and custodial crews.
19. Advertising placards, notices or signage of any kind, leaflets and flyers shall not be placed or distributed near the gravesite or other parts of cemetery grounds.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

ADMINISTRATION

20. There shall be no digging of holes, removing of plants or breaking limbs of trees or shrubs that are part of the landscape of the cemetery grounds or defacing grounds or structures.
21. The signatories of ISGH Muslim Cemetery's Disposition of Remains Instructions Form are obligated to keep ISGH Muslim Cemetery informed of their valid current contact information, i.e. email, phone number and mailing address.
22. At times, burials may take place while development and construction work is in progress in other parts of ISGH Muslim Cemetery. ISGH Muslim Cemetery Management Team will take necessary steps to minimize delays and inconvenience. Unsafe or hazardous conditions when observed must be promptly reported to the ISGH Muslim Cemetery Management Team.
23. ISGH Muslim Cemetery Management Team will take all steps deemed necessary to preserve the integrity and sanctity of gravesites in the ISGH Muslim Cemetery, including landscaping and potential removal of the grave due to flooding or other natural disasters.
24. If decedent's relatives, heirs, friends, agents or their representatives fail to abide these rules, ISGH will initiate appropriate administrative and legal proceedings to enforce the rules and recover damages and additional costs from the signatories of 'Disposition of Remains Instructive Form' and its attachment (i.e. these rules).
25. The signatories of 'Disposition of Remains Instruction Form' agree to defend, indemnify, hold free and harmless ISGH, ISGH Funeral Home Services, and ISGH Muslim Cemetery, its elected officials, officers, and employees, at the expense of the signatories of 'Disposition of Remains Instruction Form', from and against any and all claims, actions, suits or other legal proceedings brought against ISGH, ISGH Funeral Home Services and ISGH Muslim Cemetery arising out of the performance of burial work undertaken pursuant to the disposition of remains instructions.

Acknowledged and Agreed

Adopted by the Board of Directors on: 10/16/2024

Revised and approved by the Board of Directors on: 10/16/2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

600 – FINANCES

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

601 – DOCUMENTATION OF TRANSACTIONS

601.1 Purpose:

Establish guidelines for proper recording and documentation of financial transactions, assets and liabilities to identify, track, use and protect ISGH resources in compliance with requirements of applicable state and federal laws and the Bylaws,

601.2 Policy

1. All financial transactions, assets and liabilities shall be recorded and documented by ISGH in the books of account in a manner that is appropriate and according to generally accepted accounting principles (GAAP) in the United States and other regulatory requirements including IRS Rules, Statements 116 and 117 issued by Financial Accounting Standards Board (FASB), applicable state and federal laws.
2. The record keeping system shall include a summary of transactions in the books of account such as accounting journals and ledgers. The books shall show gross receipts, purchases, expenses, payroll, employment taxes, assets, liabilities, and distribution of charitable funds. Sources of receipts and expenditures shall be documented as part of record keeping system.
3. The record keeping systems maintained shall enable ISGH to accomplish:
 - Evaluate the success of programs to determine whether ISGH is achieving desired results, to identify problem areas and determine changes needed to improve performance.
 - Evaluate the success of programs and Monitor adherence to budgetary guidelines, which is crucial for management.
 - Prepare accurate and timely annual financial statements to comply with regulatory requirements and bylaws, and to notify members and donors.
 - Support financial information provided to regulatory agencies including IRS.
4. The record keeping system shall show that as an IRC 501 (C) (3) tax-exempt charitable organization ISGH complies with tax rules and enable it to retain its' tax-exempt status.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

601.2 Procedure

1. Identify the sources of receipts of cash, real property (land and buildings) and personal property (i.e. tangible, intangible and intellectual property) that ISGH receives from all sources. Tangible property includes physical objects such as vehicles, furniture and household goods while intangible property includes stocks and bonds and intellectual property covers patents and copyrights. Identify program receipts separately from non-program receipts; contributions without donor restrictions from those with temporary or permanent donor restrictions (FAS Statements 116 and 117 issued by FASB).
2. All receipts, expenses, payroll, and charitable distributions shall be recorded in the designated accounts specified in Policy # 602 Deposits and Policy # 603 Disbursement of Funds. Supporting documents that are required to be retained have been identified in Appendix-A to this policy. Additional documentation requirements applicable to unique or special transactions are set forth in the related specific policies in this manual.
3. Record of all financial transactions and appropriate supporting documents must be maintained for at least the minimum period that is required by law in accordance with ISGH Policy # 502 Document Retention and Destruction Policy.

601.3 Implementation:

1. The Treasurer shall have the overall responsibility for implementing this policy with the active participation of the Comptroller and senior staff of Finance Department at the Main Center, and the Associate Directors and the Administrative Bodies at Islamic Centers. The Comptroller is designated as the Administrator in charge of day to day administration of this Policy and shall report to the Treasurer any issues, resource constraints, or concerns related to administration of this Policy and notify additional requirements mandated by GAAP compliance and regulations.

Date Last Updated: 9.23.2020

Revised and Approved by the Board of Directors: 3.30.2021

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

APPENDIX-A

Supporting Documents to be retained

- Keep supporting documents that show the amounts and sources of gross receipts i.e. amounts from all sources including contributions) such as donor correspondence, pledge documents, cash register tapes, bank deposit slips, receipt books, invoices, credit card charge slips and Form 1099-MISC.
- Keep supporting documents for purchases such as cancelled checks, cash register tape receipts, credit card sales slips and invoices.
- Keep supporting documents with respect to expenses, employee payroll and fund distributions incurred including cancelled checks, cash register tapes, contracts, account statements, credit card slips, invoices, and petty-cash slips for small cash payments.
- With respect to assets and liabilities, keep record such as purchase and sales contracts, and invoices, real estate closing statements, property deeds, cancelled checks, and financing documents, which provides following information: (a) When and how the asset was acquired, (b) Whether any debt was used to acquire the asset, (c) Documents that support mortgages, notes, loans or other forms of debt, (d) Purchase price, (e) Cost of any improvements, (f) Deductions taken for depreciation (g) Deductions taken for losses resulting from fires or storms, etc. (h) How the asset was used, (i) When and how the asset was disposed, (j) Selling price and (k) Expenses of sale.
- Keep business records that support federal and state annual returns.
- In case of charitable funds distributions, keep case histories to demonstrate that the distributions serve charitable purposes of ISGH. Case histories shall include names, addresses, purpose/reasons and identification and support documents.
- Keep documentation other than those identified above that substantiates the entries in the books of account.
- Keep supporting documents for payments (vendors' invoice, bill of sale, receipts, account statement, etc.) regardless of (payment method (check, EFT or cash) together with payment record and a reference (i.e. date and check number, payment method, transaction number) mentioned on the supporting documents. Keep the supporting documents in a secure place, and organized by year and type of receipt or expense.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

602 – DEPOSITS

602.1 Purposes:

1. Establish an effective policy and procedures for proper identification, collection, securing, depositing and record keeping of all monies received by ISGH, and,
2. Demonstrate commitment to compliance with applicable laws, and accounting practices.

602.2 Policy:

1. Gross receipts are the amounts received from all sources, including donations and contributions. ISGH is required to retain supporting documents that show the amounts and sources of its gross receipts.
2. Documents that show gross receipts include the following: donor correspondence, pledge documents, cash register tapes, bank deposit slips, receipt books, and credit card charge slips and Form 1099-MISC Miscellaneous Income. (IRS Publication 4221-PC (Rev.3 -2018, page 17).
3. Upon receiving any amounts for ISGH, either cash or check, designated ISGH personnel, members, and volunteers must immediately drop the amount received in the donations box.
4. All amounts collected at ISGH Centers, whether by check, credit card, or cash must be documented and reported by end of next business day to Accounting Department at the ISGH Main Center. If for any reason the funds cannot be deposited same day, the collection must be placed in the designated ISGH safe at the Islamic Center until it is deposited in ISGH designated bank account for that Islamic Center.
5. All cash and checks contributions collected at the Islamic Center must be deposited in ISGH designated bank account for that Islamic Center.
6. Collected cash may not be used directly for payment of cash expenses including petty cash.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

7. For the purposes of this policy any reference to Islamic Centers shall include Musallahs.

602.3 Procedure:

1. After Friday Services each Islamic Center, designated ISGH personnel or volunteers shall count and report on deposit slip (Provided by Main Center) all amounts collected.
2. All amounts collected must have two witnesses count, collect, and sign the deposit slip.
3. All deposits must be categorized as General Fund, Construction Fund, Education Fund, Funeral Fund, Sadaqa Fund, Special Program Fund, or Zakat Fund.
4. If deposit is for special program fund, add sub-category of campaign, event, and/or program name.
5. If amounts cannot be deposited same day, then collected amounts should be stored in a locked secure safe deposit box until they are deposited into the designated bank account.
6. All amounts, INCLUDING all cash donations and contributions collected at all Islamic Centers must be deposited in the designated bank accounts.
7. All filled out deposit slips with two executed witness signatures, counting details, copies of checks, and deposit summary should be submitted to deposits@isgh.org each Tuesday before 3PM.
8. Deposit clerk at the Main Center will then enter data on ISGH donor App to retain Donor information.
9. A copy of the deposit records should be maintained at the Main Center for reference and annual audit.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

602.4 Implementation:

The Treasurer shall implement this Policy with the assistance and participation of the Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers.

To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration of this Policy. The Comptroller shall report to the Treasurer on any issues, resource constraints, or concerns related to administration of this Policy and notify any additional requirements mandated for GAAP compliance.

Adopted by the Board of Directors on Original
Revised and approved by the Board of Directors on: 9.9.2020

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

603 – DISBURSEMENT OF FUNDS

603.1 Purposes:

7. Establish an effective policy and procedures for proper identification, disbursement, and record keeping of all disbursements made by ISGH, and,
8. Demonstrate commitment to compliance with applicable laws, and accounting practices.

603.2 Policy:

1. For accounting purposes, the following eight (8) fund accounts shall be set up in the books of account:
 - a. General Fund
 - b. Construction Fund
 - c. Education Fund
 - d. Funeral Fund
 - e. Reserve Fund
 - f. Sadaqa Fund For Needy
 - g. Special Programs Fund
 - h. Fundraising Activities Fund
 - i. Membership Development Fund
 - j. Zakat Fund
 - k. Endowment Fund
2. General Fund is the principal operating fund. General Fund is an unrestricted fund and shall be used to record financial transactions of general and administrative nature of all ISGH operational activities.
3. General Fund shall be used for all payments referred to as “OPEX “or “Operating Expenses”. General Fund shall be used to record expenses relating to daily operations throughout all Islamic Centers and Musallahs.
4. Construction Fund is a restricted fund, designated to record all construction related financial transactions, including Construction Expenses, referred to as “CAPEX.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

5. Education Fund shall be used to record financial transactions relating to educational activities.
6. Funeral Fund shall be utilized to record financial transactions relating to cemetery and funeral services.
7. Reserve Fund shall be utilized to create a reserve in the amount equivalent to meet operating expenses for six (6) months as stated in the annual budget for the current year.
8. All ISGH Islamic Centers shall allocate monies, on a monthly basis from unrestricted contributions and from donations for general expenses they receive, as per the Policy # 612 Funding for Administration Expenses, including the following for the administration expenses of the Main Center:
 - Monthly Liability Insurance Costs
 - Monthly Audit Fees
 - Monthly Main Center Costs
9. Special Program Fund shall be utilized to record all financial transactions related to special events.
10. Fundraising Activities Fund shall be utilized to record all financial transactions related to all cash flow utilized towards fundraising.
11. Membership Development Fund shall be utilized to record all financial transactions related to all cash flow utilized towards membership development activities.
12. Sadaqa Fund For Needy is a temporarily restricted fund (donor-imposed purpose restriction) and shall be utilized exclusively to record Sadaqa receipts, and disbursements in accordance with the Sadaqa For Needy Disbursement Policy# 617.
13. Zakat Fund is a temporarily restricted fund (donor-imposed purpose restriction) and shall be utilized exclusively to record Zakat receipts, and disbursements in accordance with the Zakat Disbursement Policy# 618.
14. Endowment Fund is a permanently restricted fund and shall be utilized to record permanently restricted contributions to the principal amount, while disbursements are made only out of the earnings of the principal amount.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

15. There shall be no transfer or commingling between the funds at any time during the fiscal year. Temporarily or Permanently restricted funds shall not be mixed with each other or with unrestricted funds at any time.

603.3 Procedure

1. Payments Administrator will enter all bills via billing software on a daily basis. Dedicated elected member must approve online before payments are disbursed.
2. All payment approval for all funds will take place electronically with a timestamp via billing system. All payments are to be paid by check or electronically, except petty cash (See # 621 Petty Cash Policy) net 30 days unless otherwise stated in the relevant contract. Processing steps to be completed beforehand are outlined in Appendix.
3. General Fund will be utilized to record the following disbursements:
 - Payroll expenses for operating staff
 - Office Supplies
 - Rental of Musallas
 - Taxes
 - Insurance costs
 - Repairs and Maintenance (labor, landscape, & supplies)
 - Utility Costs
 - Legal Fees
 - Consulting Fees
 - Printing & Shipping Costs
 - Dues and Subscriptions
 - Advertising Costs
 - Meals & Entertainment – General operations
 - Security
 - Cleaning & janitorial
4. Education Fund will be utilized for below common disbursements:
 - Payroll expenses for teachers
 - Tuition expense & reimbursement
 - Books, subscriptions, and references
 - Meals & entertainment – For Students or Teachers
 - Printing & Shipping – For Student or Teachers

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

5. Fundraising Activities Fund will be utilized for following disbursements:
 - Publicizing and conducting fundraising campaigns
 - Maintaining donor lists
 - Special fund raising events
 - Preparing and distributing fund raising manuals, instructions and other materials
 - Related activities

6. Membership Development Fund will be utilized for following disbursements:
 - Soliciting for prospective members and membership dues
 - Membership relations
 - Similar activities

7. Upon completion of procedures in 603.3 Paragraphs 1 and 2 (including the Appendix), ISGH Treasurer will sign all approved checks or payment orders within five working days. If the Treasurer is absent or unable to sign checks within the specified period then another Executive Body member may sign such check(s)/pay order(s) and release the funds subject to the following requirements
 - For payments exceeding \$1,000, in addition to the Treasurer, and an Executive Body member signing the check, the person in-charge of the fund (Associate Director or Committee Chairperson, or work approval designee) must also sign off on the invoice.
 - In line with the internal controls policy which requires a minimum of two persons involvement in the process, the requirement of two signatures on ISGH checks for payments exceeding \$1,000 also applies to payment of recurrent, fixed expenses e.g. utility bills, insurance premiums, installment payments, taxes.
 - For payments exceeding \$1,000, in addition to the Treasurer, and an Executive Body member signing the check, the person in-charge of the fund (Associate Director or Committee Chairperson, or work approval designee) must also sign off on the invoice.
 - In the event a bank does not facilitate dual signatures on checks, monthly cash flow statements as well as budget variances should be used to track the

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

spending. The processing of a request for payment for wire transfers or ACH (online) payment shall be the same as writing checks.

- For Zakat Disbursement: See Policy 618 – Zakat Distribution
- For Sadaqa For Needy Disbursement: See Policy 617 – Sadaqa For Needy

603.4 Implementation:

1. The Treasurer shall implement this Policy with the assistance and participation of the Executive Director, Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers.
2. To assist the Treasurer, the Executive Director is designated as the Administrator in charge of day to day administration of this Policy.
3. The Comptroller shall report to the Treasurer through the Executive Director on any issues, resource constraints, or concerns related to administration of the Policy and notify any additional requirements mandated by GAAP compliance.

Adopted by the Board of Directors on: 03.03.2021

Revised and approved by the Board of Directors on: 09/04/2024

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

Appendix to Policy # 603 Disbursement of Funds

1. Two individuals, at a minimum, must be involved in the steps outlined below prior to presenting the invoice payment by authorized signatories.
2. The invoice is checked for accuracy – addition, match with the packing sheet for items received, match with price in the contract, check for support documents identified in policy #601 Documentation of Transactions. Verify if the transaction for which invoice has been submitted is within the limits set in the policy # 610 Financial Authority.
3. The invoice should have notation with the type of account to be charged by the person who ordered the service or items and/or has responsibility for the budget for it.
4. Withhold payment authorization for expense line items not included in the approved budget until explanations are submitted by the Executive Body or the Associate Directors for the Board's approval. Expense line items that are included in the Board-approved budget but with significant variances, exceeding the limits set by the Board in terms of either percentage or the amounts and/or both, between actual expenses to the budgeted amounts, withhold authorization for further expenditure until the Board's approval.
5. Maintain a separate bank account for payroll alone to reduce risk and for easy of audit.
6. Checks:
 - Upon completion of steps 2 ~ 4 above, a payment check should be prepared by Payments Administrator – if a computerized system is used, the check writing should be automated, and if manually prepared, ensure appropriate entries in the accounting records. Ensure that checks are made to the vendor and not to cash.
 - Initials and date of the person preparing the check, the individual(s) and date of those who have reviewed the documentation, as well as the initials and date of the Comptroller and Executive Director after their overall review.
 - The authorized-signatories should be given an unsigned check with the required supporting documentation. Prior to appending his/their signature(s) authorized signatories shall examine for indications of internal

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

check and review, and perform random test checks to ensure the internal control process is working.

- Check number and date should be written on the invoice and marked as paid.
- Checks should be mailed directly to vendor/service provider, and supporting documents retained as per policy #601 Documentation of Transactions.
- Blank checks should never be signed and kept for later use. Canceled checks should be marked VOID and retained.

7. Electronic Payments and Transfers:

- When making a wire transfer or ACH payment (as in the case of check payment), ensure that vendor/contractor/service provider has submitted all required support documentation, including the name of the payee's bank, account number, routing number for the receiving bank and its address. Verify if the payee is the same as the vendor/service provider/contractor.
- Also ensure that all required internal ISGH authorizations for any disbursement are obtained prior to making the wire transfer or ACH payment.
- Append initials and date of the individuals who have conducted checks and reviewed the documentation, as well as the initials and date of the Comptroller and Executive Director after their overall review, including item 4 above.
- Payments Administrator will input the transaction in the system, while a second employee must review the supporting documentation and the entries in the system prior to authorized-signatories input their respective passwords and/or authorization codes to release the payment.
- Prior to inputting his/her/their passwords and/or authorization codes to release payment, authorized signatories shall examine for indications of internal checks and reviews, and perform random test checks to ensure the process is working.
- The invoice should be marked up as paid, with the amount of wire, the date the transfer takes place, initials and date of the person preparing the transfers, and the initials and date of the persons authorizing the transfer.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

1. Salaries, Wages and other payments to employees:

- Payroll processing function of the Accounting Department in conjunction with HR Administrator must complete the following process. Two individuals, other than the preparer of payroll, at a minimum must be involved in the process. Ensure that all these individuals have no authority to sign timesheets.
- Check the payroll for accuracy that payments are being made only to non-fictitious employees, and it excludes terminated and retired employees, and any additions to payroll are properly authorized in writing.
- Check payroll to ensure that calculations of salaries and wages are in agreement with the records of time/attendance/work performed and terms of employment.
- Check for pay rate changes to ensure they are properly authorized, and check to ensure applicable payroll FICA, tax, advances/loan deductions have been made.
- Check to ensure that all required information for making direct deposit of salaries and wages to employee's bank account has been submitted by each of the employees on the payroll and is current, i.e., including the name of the payee's bank, account number, routing number for the receiving bank and its address. Verify if the payee is the same as the employee; check for duplicate deposit account information, and repeated Social Security numbers or addresses.
- Upon completion of the aforementioned process, the payroll preparer and those who have reviewed must append their initials and date on the payroll sheets. The Comptroller and Executive Director shall also affix their initials and date after their overall review.
- Payroll Administrator will input the transaction in the system, while a second employee must review the supporting documentation and the entries in the system prior to authorized-signatories input their respective passwords and/or authorization codes to release the payment.
- Prior to signing checks or inputting his/her/their passwords and/or authorization codes in case of bank transfers, to release payments, authorized signatories shall examine for indications of internal checks and reviews and perform a few random and thorough checks to ensure the internal control process is working.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- The Treasurer shall review monthly a reconciliation of bank records pertaining to previous month's payroll with the approved payroll documents for that month with the Executive Director and Comptroller.
- When direct deposit is used exclusively, employees must be required to pick up their paychecks in person with a photo ID at least once per year at human resources.

Adopted by the Board of Directors on: 03.03.2021

Revised and approved by the Board of Directors on: 09/04/2024

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

604 – CONTRIBUTIONS

604.1 Purpose:

1. Establish a policy for proper handling of contributions that ISGH receives from its members and other donors and provide guidance for compliance with the requirements mandated by applicable regulations,
2. Provide guidance on related accounting which is an important issue for a non-profit like ISGH because contributions are a significant source of revenue, and,
3. Reinforce commitment to comply with all applicable laws, rules, and regulations including GAAP and financial accounting standards.

604.2 Policy

1. A contribution is as an unconditional voluntary nonreciprocal transfer of cash or other assets to ISGH by a member or other person or an entity (including settlement or cancellation of its liabilities) who will no longer be the owner of the resource upon transfer to ISGH. Other assets referred to herein shall include real property (land and buildings), personal property [i.e. tangible property (including automobiles and other equipment, materials); intangible property (including stocks and bonds, use of facilities, utilities, and services and unconditional promises to give those items in future) and intellectual property (such as patents and copyrights.)] (FASB Statement No.116).
2. Any transaction that involves transfer of assets to ISGH in which ISGH acts as an agent, trustee or intermediary of the resource-provider/donor rather than as donee shall not be considered a contribution. [FAS Statement No.116].
3. This policy document addresses, in view of the complexity of the issue, addresses only contributions received in the form of cash, (including through credit card or electronic fund transfer). For contributions of real and personal property, refer to Policy # 605 and for contributions received via pledges, refer to Policy #625.
4. The accounting and financial reporting standards of ISGH with respect to contributions shall comply with the requirements mandated by FAS Statement No. 116, including classification of contributions based on presence or absence of donor-restrictions and the nature of those donor-restrictions [i.e. “Unrestricted”

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

(with no donor-imposed restrictions), “Temporarily Restricted” (with donor-imposed purpose restrictions) and “Permanently Restricted” (permanent donor-imposed restrictions that allow only use of the earnings from contributions and prohibit use of contributions)], and revenue recognition.

5. Classification and financial statement reporting of ISGH’s net assets, its revenues and expenses shall be based on the existence or absence of donor imposed restrictions (i.e. unrestricted, temporarily restricted and permanently restricted) [FAS Statement No. 117].
6. Appropriate asset classes for revenue recognition shall be those identified in the policies # 602 Deposits, and # 603 Disbursements of Funds.
7. To obviate the burden of separately tracking numerous individual donor-imposed restrictions, acceptance of unconditional contributions with donor-imposed restrictions shall be limited to certain specified purpose-restricted funds such as Zakat Fund, Sadaqa Fund, Construction Fund, and Endowment Fund. Unconditional contributions with donor-imposed restrictions for other purpose-restricted or time-restricted funds may be accepted with prior approval of the Executive Body.
8. Contributions with donor-imposed conditions as well as contributions with donor-imposed special restrictions that may be administratively or financially prohibitive to comply for ISGH in the opinion of the Executive Body, shall not be solicited, and if received, shall be declined. Exceptions to this policy may be considered in case of individual contributions of \$50,000 or more in cash or in other assets but will require the approval of the BOARD. Additionally, ISGH may, at its sole discretion, decline to accept any contribution for any reason, with or without citing a reason.
9. 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 or entity.

604.3 Procedure

1. Use the flowchart included in Appendix to develop a better understanding of the decision making process applied for classifying the resources received as contributions, recognizing revenue and accounting. During the process, particular attention should be paid to the distinction between donor-imposed conditions and uncertain event whose occurrence or failure to occur gives contributor a right of

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

return of the contributed assets from ISGH. In contrast, a donor-imposed restriction limits the purpose of use of the assets by ISGH].

2. At the Islamic Centers level, use properly identified separate collection boxes [(i.e. unconditional, donor-restricted contributions applies to - Sadaqa For the Needy, Zakat Fund, Construction Fund, and Endowment Fund), and (the unconditional and unrestricted contributions applies to - General/Operating Fund and other Funds)], and deposit funds in designated bank accounts to preclude comingling of different funds.
3. ISGH will not accept Directed Donations (including cash or other assets) for non-ISGH organizations or entities (within USA or overseas), or individuals.
4. ISGH Accounting at the Main Center shall issue a contemporaneous written acknowledgement/receipt for each single contribution/donation of \$250 or more, or one written acknowledgement to substantiate several single contributions of \$250 or more. For smaller amounts receipts are issued upon request from the donors. The written acknowledgement/receipt shall on ISGH stationary and show name of donor, date, the amount of cash contribution and a description of noncash contributions, if any. Additionally, the written acknowledgement shall contain a statement that no goods or services were provided by ISGH in return for the contribution. If however any goods or services were provided in return for the contribution, a description and a good faith estimate of the value of goods or services received shall be stated (IRS Pub.4221-PC Rev.3 -2018, pg 23).

604.4 Implementation:

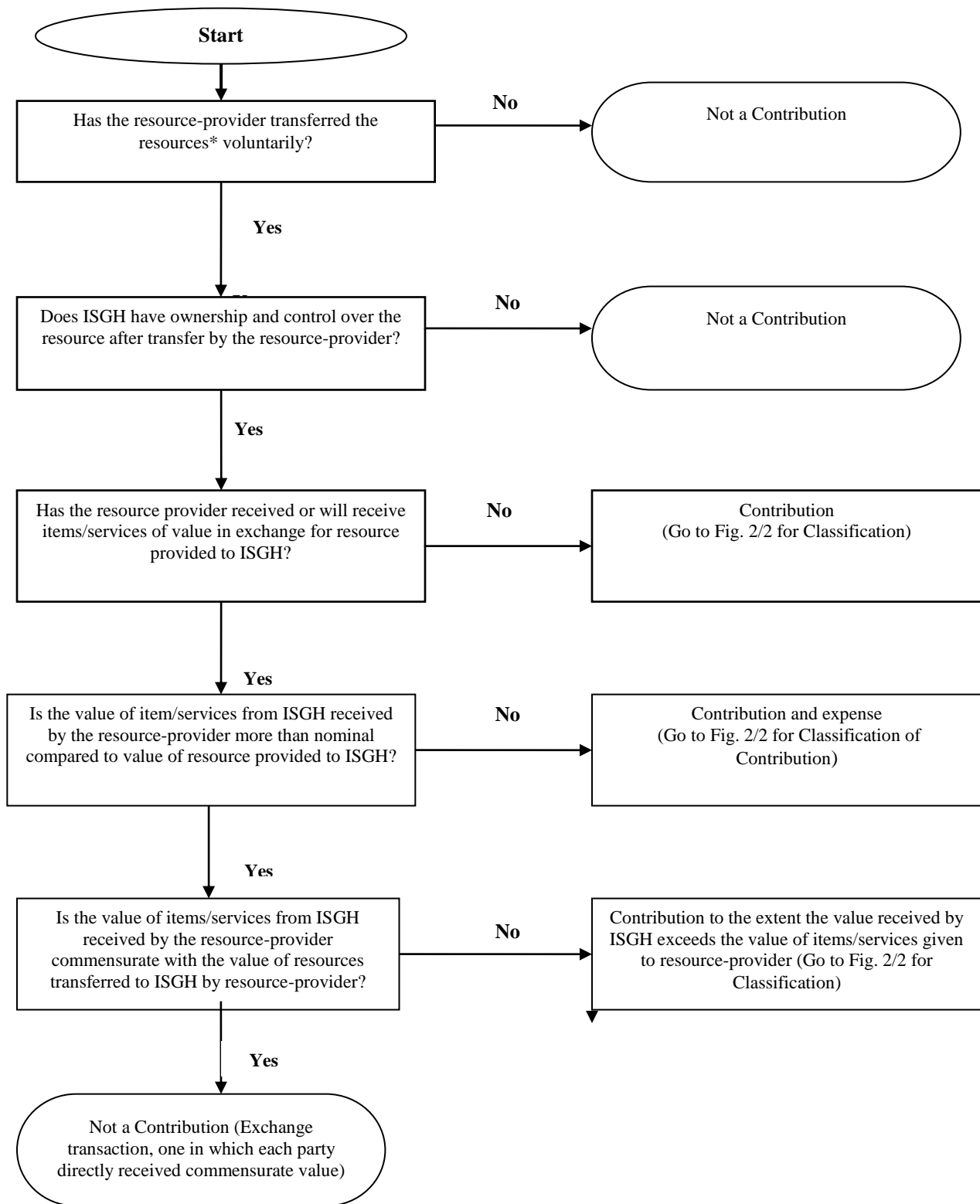
1. The Treasurer shall implement this Policy with the assistance and participation of the Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers. To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration of this Policy.
2. The Comptroller shall report to the Treasurer on any issues, resource constraints, or concerns related to administration of this Policy and notify any additional requirements mandated for GAAP compliance.

Adopted by the Board of Directors: Original

Revised and approved by the Board of Directors on: 03.03.2021

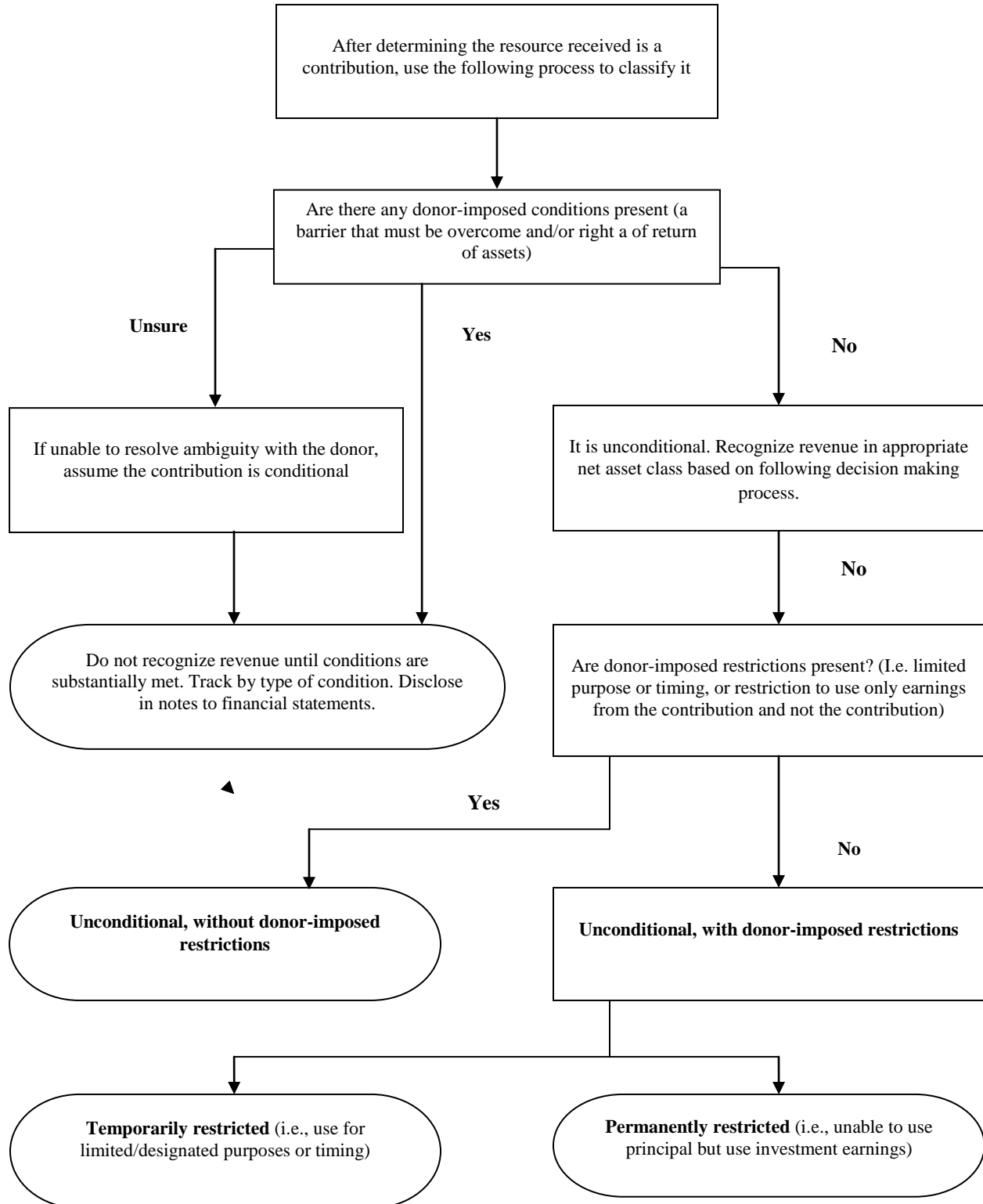
ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

Appendix - # 604 Contributions Classifying Resources Received (Fig.1/2)



ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

Appendix - # 604 Contributions (Fig.2/2)



ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

605 – CONTRIBUTIONS OF REAL AND PERSONAL PROPERTY

605.1 Purpose:

1. Establish policy and procedures regarding handling of contributions of real and personal property including related accounting which is an important issue for a non-profit like ISGH because contributions are a significant source of revenue.
2. Demonstrate commitment to accountability, financial transparency, and compliance with applicable laws, rules, and the Bylaws.

605.2 Policy

1. ISGH accepts non-cash contributions of real property (such as land and buildings) and personal property [(including (a) tangible property such as vehicles, furniture, equipment and household goods, (2) intangible property such as stocks and bonds; and (c) intellectual property such as patents, copyrights, and software)] subject to following conditions. However, ISGH may, at its sole discretion, refuse to accept a tangible asset contribution for any reason.
2. Any contributed real and personal property worth accepting must possess the common characteristic of all other assets, i.e. future economic benefit or service potential. Consideration shall be given to factors such as the remaining useful life, physical as well as operating condition, and the availability of ownership documentation such as property deeds, purchase/sale agreements, property tax, etc. ISGH does not accept household items such as furniture and appliances which have little or no market value due to worn condition, being out of style or no longer useful.
3. As a part of the acceptance process, a determination shall be made, using the decision flowchart described in Appendix to ISGH Policy #604 Contributions, with respect to the following:
 - (a) Whether the transaction providing the real and tangible property to ISGH can be deemed as a contribution,
 - (b) Whether the contribution is unconditional (either from the outset or when the condition(s) are met), and,

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- (c) Whether the unconditional contribution is unrestricted or restricted on the basis of donor imposed restriction, which includes the consideration about how broad or narrow the purpose is and whether the real and tangible property can be used only after a specified date.
4. Prior to accepting any real and tangible property the Islamic Center shall, in consultation with the Treasurer and/or the Comptroller, evaluate if the stipulated donor-conditions, or donor-restrictions as to the purpose or timing, impose any special responsibilities on ISGH and significant additional costs in complying with such donor-conditions or donor-restrictions, respectively.
 5. Real and tangible property received shall be recognized, in compliance with the requirements of FAS Statement 116 and GAAP, in the books of account either as revenue or as assets received in the period and recorded at their fair values.
 6. ISGH may sell, use, or otherwise dispose-off the contributed real and tangible property, subject, however, to donor-imposed restrictions, in accordance with ISGH Bylaws, ISGH Policy #624 Capitalization, # 615 Disposal of Tangible Property, #601 Documentation of Transactions, #602 Deposits, and #603 Disbursement of Funds.

605.3 Procedure

1. Upon receipt of the contributed real and personal property ISGH may issue a contemporaneous written acknowledgement to the donor in accordance with paragraph 2 below and as per policy #604 Contributions, paragraph 604.3 (6). Since IRS has special requirements with respect to acknowledgements for vehicle donations, ISGH shall issue acknowledgement to the donors in accordance with Appendix-1 attached hereto.
2. The acknowledgement/receipt shall include the following information:
 - a. Name and, when applicable, taxpayer ID number of the donor,
 - b. Date of receipt of the contribution.
 - c. A description i.e., 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.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- d. A statement that no goods or services were provided by ISGH in return for the non-monetary contribution.
 - e. A good faith estimate of the value of goods or services received may be stated on the receipt/acknowledgement.
3. Without prejudice to paragraph 605.3 (2.e), for internal accounting purposes of ISGH, a fair value shall be established based on quoted market prices, if available, as it provides the best evidence of fair value of the contributed real and personal property. If quoted market prices are not available, fair value may be estimated based on quoted market prices for similar assets, independent appraisals, or other accepted valuation techniques.
4. In case of real property contribution (i.e. land and/or buildings), a fair value shall be estimated from sources like (a) amounts recently paid for similar properties in the locality, (b) estimates of market value of the property by local appraisers or real estate brokers, (c) an estimate of the fair value by the local tax assessor's office, or (d) estimates of its replacement cost.
5. Real property and personal property shall be reported in the annual financial statements as restricted support or as unrestricted support in accordance with the requirements of FAS Statements 116 and 117 issued by FASB.

605.4 Implementation:

The Treasurer shall implement this Policy with the assistance and participation of the Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers.

To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration of this Policy. The Comptroller shall report to the Treasurer on issues, resource constraints, or concerns related to administration of this Policy.

Adopted by the Board of Directors on: 03.03.2021
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ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

Appendix-1 to Policy # 605 Contributions of Real and Personal Property

Donation of Vehicles

1. Written Acknowledgment for Vehicle Contribution Deduction of More Than \$500:

The following information must be included in ISGH written acknowledgement:

- donor's name and taxpayer identification number,
- donated vehicle identification number, and the date of contribution,
- one of the following statements, whichever applies:
 - a statement that no goods or services were provided by ISGH in return for the donated vehicle (if applicable), **or**,
 - if any goods or services were provided by ISGH to the donor in return for the donation, then a statement with a description and good faith estimate of goods or services provided, **or**,
 - a statement that goods or services provided consisted entirely of intangible religious benefits, if that was the case.

The acknowledgement must also contain only one of the following (whichever applies):

- a statement certifying that ISGH intends to make significant intervening use of the vehicle, a detailed description of the intended use, the duration of use, and a certification that the vehicle will not be sold prior to completion of the use, **or**,
- a statement certifying that ISGH intends to make material improvement to the vehicle, a description of the material improvement, and a certification that the vehicle will not be sold prior to completion of the material improvement, **or**,
- a statement certifying that ISGH intends to sell the vehicle and apply the sale proceeds for one or more of its' charitable purposes, **or**,

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- a statement certifying that ISGH intends to give or sell the vehicle to a needy individual at a price significantly below fair market value and that the gift or sale is in direct furtherance of ISGH's charitable purpose of relieving the poor and distressed or the underprivileged who are in need of a means of transportation.

In addition to the information indicated above, the contemporaneous written acknowledgment issued to the donor within 30 days of the vehicle's sale, must contain:

- a statement certifying that the vehicle was sold in an arm's length transaction between unrelated parties, the date the vehicle was sold, the gross proceeds received from the sale.

The written acknowledgement shall be issued to the donor within 30 days of the date or donation, or if the vehicle is sold, then within 30 days from the date of the vehicle's sale, containing the information described above. ISGH may instead use IRS Form 1098-C.

2. **Written Acknowledgment for a Vehicle Contribution Deduction of \$500 or Less:**

If the fair market value of the donated vehicle is estimated to be at least \$250 but not more than \$500, then the written acknowledgement must include the following:

- donor's name and taxpayer identification number,
- donated vehicle identification number and a description (but not value),
- the date of contribution,
- one of the following statements, whichever applies:
 - a statement that no goods or services were provided by ISGH in return for the donated vehicle (if applicable), **or**,
 - if goods or services were provided by ISGH to the donor in return for the donation, then a statement with a description and good faith estimate of value of goods or services provided, if any, **or**,
 - a statement that goods or services provided consisted entirely of intangible religious benefits, if that was the case.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

The acknowledgement shall be provided either on a paper copy, or issue it electronically via an email to the donor within 30 days of the donation.

Adopted by the Board of Directors on: 03.03.2021

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ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

606 – FINANCIAL SUPPORT FOR DARUL ARQAM SCHOOLS

606.1 Policy

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

606.2 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

607 – FUNDRAISING AT ISGH FACILITIES

607.1 Purpose:

9. Adopt an effective policy and procedures to provide guidance for proper management, oversight, and accounting of fundraising activities by ISGH at its Islamic Centers, its subsidiaries, and other ISGH facilities.
10. Reinforce commitment to accountability, financial transparency, and compliance with applicable state and federal laws, rules and regulations to charitable, non-profit and tax exempt organizations, as well as conformance with ISGH Constitution and Bylaws, ISGH Policies, and the GAAP and FAS requirements.

607.2 Policy

1. Fundraising is an activity of major importance to ISGH, as is the case with most charitable, tax-exempt nonprofits that rely on the generosity of donors for their funding needs to achieve their mission. Hence, ISGH Main Center and the Islamic Centers devote significant resources to this activity.
2. The Board has the ultimate responsibility for ensuring that the organization including its' Islamic Centers has adequate financial resources. Towards that end, the Board directs and ensures the development of fundraising plans, and leads, supports and works together with the Executive Body, the Associate Directors, volunteers and staff in the design, supervision and conduct of fundraising activities. Board members' involvement in fundraising activities may include participation in solicitation efforts such as providing names of potential donors, or making calls to or visit potential donors after prospects are identified by others, writing or signing fundraising letters, thanking donors personally, accompanying the president on donor visits, or making the ask themselves.
3. The Associate Directors shall be responsible for developing the fundraising plan for their respective Islamic Centers, in coordination with the COUNCIL, and leading and participating with the Administrative Body, Committee Chairs, volunteers and staff in implementing the plan.
4. Fundraising Plans shall include, at a minimum, details such as the date, time and location of the fundraising event, the names and titles of ISGH officials designated to lead and the names and titles of others participating in managing the fundraising

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

activity; the methods proposed to be used at the event to obtain funds, and names of programs for which funds are being proposed to be raised and the target levels.

5. Besides conducting fundraising events ISGH and its Islamic Centers employ traditional methods of fundraising such as soliciting donors via mailing letters, sending emails, making phone calls, applying for grant funding, pledge drives, and via the internet (use a Donate Now button on websites of ISGH and its Islamic Centers).
6. ISGH and/or its Islamic Centers may sometimes employ under a contract independent professional fundraisers. While most professional fundraisers provide their services on gratis except for travel and boarding costs, in some special cases however, professional fundraisers require a base compensation, or a percentage of the proceeds, while others require a base amount of compensation in addition to a percentage of proceeds. Since these arrangements can lead to abuse, all contracts shall be submitted in advance to the ISGH Board for its contract review and approval to ensure avoidance of excess benefit transactions. The Executive Body shall provide oversight for such transactions.
7. Fundraising activities are regulated by state law. While many states require charitable nonprofits to register (known as, “charitable solicitation registration”), Texas does not require charitable, religious and nonprofit organizations such as ISGH to register with the state to solicit donations. However, paid professional fundraisers employed to assist a nonprofit with fundraising activities, may be required in some cases to register with the state *before* a nonprofit solicits any donations from residents of the state.
8. This policy document addresses contributions received in the form of cash or check, (including through credit card or electronic fund transfers, and pledges). For guidance on contributions of tangible property (real and personal property including other assets such as stocks and securities), refer to Policy # 605 Contributions of Tangible Property.
9. ISGH will only accept the following:
 - a. Unconditional contributions with no donor-restrictions (in the form of cash, check, credit card payment or electronic transfer);
 - b. Unconditional pledges with no donor-restrictions;
 - c. Unconditional contributions with donor-imposed restrictions (in the form of cash, check, credit card payment or electronic transfers) for certain specified purpose-restricted funds, such as Zakat Fund, Sadaqa Fund, Construction

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- Fund, and Endowment Fund (to preclude the burden of separately tracking numerous donor-imposed restrictions);
- d. Unconditional pledges with donor restrictions for certain specified purpose-restricted funds, such as Zakat Fund, Sadaqa Fund, Construction Fund, and Endowment Fund, (to preclude the burden of separately tracking numerous donor-imposed restrictions);
10. Unconditional contributions with donor-imposed restrictions (in the form of cash, check, credit card payment or electronic transfers for other purpose-restricted or time-restricted funds will only be accepted with prior approval of the Executive Body. Likewise, unconditional pledges with donor-imposed restrictions for other purpose-restricted or time-restricted funds will only be accepted with prior approval of the Executive Body.
 11. Conditional contributions (including conditional pledges) as well as Unconditional contributions with special restrictions that will be administratively or financially prohibitive to comply with for ISGH in the opinion of the Executive Body, shall not be solicited, and if received, shall be declined. Exceptions to this policy may be considered in case of individual contributions of \$50,000 or more in cash or in other assets but will require the approval of the BOARD.
 12. ISGH will not accept Directed Donations (including cash or other assets) for non-ISGH organizations or entities (within the USA or overseas), or individuals.
 13. ISGH may, at its sole discretion, decline to accept any contribution for any reason, with or without citing a reason
 14. Fundraising activities shall conform to applicable requirements of Policy #601 Documentation of Transactions, #602 Deposits, #603 Disbursements of Funds, and #604 Contributions.

607.3 Procedure

1. All proceeds (cash, and checks) received in fundraising at any of the ISGH premises must be handled in strict compliance with ISGH policies and procedures for collection and deposit of funds.
2. All proceeds (cash and checks) received from the donors on ISGH facilities must be deposited in an ISGH bank account promptly but no later than the time prescribed in this manual. All amounts raised and collected from donors on ISGH premises by the Imam of the Masjid, or by any other person, shall neither be

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

retained personally nor shall they be distributed directly to any person or entity whatsoever, no matter how deserving the intended recipient(s) may be, or expended directly for any reason. 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.

3. Donors who wish to mail their checks for donations at a later date after fundraising events shall mail them directly to ISGH Main Center, Attn: Finance Department or deposit them in collection boxes at Islamic Centers. As a matter of internal control, ISGH employees and appointed officials as well as elected officials (including Board

Members, Associate Directors, and Area Representatives) shall inform and urge such donors to do so.

4. ISGH Comptroller shall issue a contemporaneous written acknowledgement/receipt for each single contribution/donation of \$250 or more, or one written acknowledgement to substantiate several single contributions of \$250 or more. For smaller amounts receipts are issued upon request from the donors. The written receipt shall on the ISGH stationary and show name of donor, date, the amount of cash contribution and a description of noncash contributions, if any. Additionally, the written acknowledgement shall contain a statement that no goods or services were provided by ISGH in return for the contribution.
5. If any goods or services were provided in return for the contribution, ISGH shall provide a written statement with a description of goods and services. No estimate of goods and services shall be provided. Token items or services of intangible religious value need not be considered. The disclosure statement should be made, at the latest, at the time payment is received. Subject to certain exceptions, the disclosure responsibility applies to any fundraising circumstances where each complete payment, including contribution portion, exceeds \$75. (IRS Publication 4221-PC Rev.3-2018, pg 23)
6. All ISGH Islamic Centers shall participate in all ISGH major fundraisers (as defined by Board of Directors).
7. A standard pledge template that lays out all terms clearly and concisely for all potential donors shall be used. Make the potential donors aware of the implications of their pledges so that they make an informed decision. A log of all

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

pledges received should be prepared by the Fundraising Team, a copy of which should be provided to the Comptroller.

8. Outstanding pledge documents shall be retained at respective Islamic Centers. Review periodically all outstanding pledges for collectability. The Fundraising Team shall be assigned the task of follow-up on outstanding pledges with the donors. It will have to identify and notify when payments are received on the pledges to the Finance department. Upon fulfillment of each charitable pledge, the contribution should be handled in the manner mandated in Policy # 604 or # 605 respectively depending whether it is cash or real and personal property.
9. Policies and Procedures relating to fundraising by non-ISGH entities at ISGH facilities are covered by ISGH Policy #608. 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 USA based nonprofit organization that is exempt from taxation under IRC Section 501(c)(3) and, if applicable, is also registered in Texas to solicit funds from the public.

607.4 Implementation:

7. The Executive Body shall implement this policy with the assistance and participation of the Treasurer, the Executive Director and Comptroller at the Main Center, and the Associate Directors and finance staff at the Islamic Centers.
5. To assist the Executive Body, the Treasurer is designated as the Administrator in charge of day to day administration of this Policy. The Treasurer will report to the Executive Body on issues, resource constraints or concerns related to administration of this policy or additional mandated requirements for GAAP and FAS compliance.
6. The Executive Body shall review the policy periodically in consultation with ISGH Legal Counsel and the Auditors to update the policy to ensure that it is current and in line with the changes to applicable federal and state laws.

Adopted by the Board of Directors on: 09.23.2020

Revised and approved by the Board of Directors on: 09.11.2024

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

608 FUNDRAISING BY NON-ISGH ENTITIES AT ISGH FACILITIES

608.1 Purpose:

3. Provide guidance by establishing policy and procedures for management, oversight and proper accounting of fundraising activities by non-ISGH entities either at ISGH facilities or online in conjunction with ISGH.
4. Demonstrate commitment to accountability, financial transparency, and compliance with applicable state and federal laws, rules, regulations, including GAAP and financial standards, and ISGH Constitution and Bylaws.

608.2 Policy

1. A non-ISGH person 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.
2. Under no circumstances will the Executive Body authorize fundraising activities by and for a non-ISGH entity unless such entity seeks EB approval in writing and provides the necessary legal documents evidencing that it is a charitable or religious, nonprofit organization, that is exempt from taxation under IRC Section 501(c)(3), and, if applicable, is also registered in Texas to solicit funds from the public.
3. When a non-ISGH entity is permitted to do fundraising in ISGH facility, such permission shall be applicable to only the designated facility and on the date and time specified in the approval. Additionally, such an entity shall be subject to administrative and facility use fee, including split of contributions/donations collected at the event, to be determined by the Executive Body.
4. 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.

608.3 Procedure

1. 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.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

2. However, ISGH Executive Body, at its sole discretion, may authorize fund raising activities and collection of donations for USA-based philanthropic projects at any ISGH facility, if such events are not in conflict with USA laws and ISGH interests.
3. 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.
4. It is the responsibility of the Islamic Center administration, Religious Teacher, and all authorized ISGH volunteers of the Islamic Center to ensure that outside speakers are not allowed to raise funds without prior written permission from the Executive Body provided through the Treasurer.
5. 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 and/or how the contributions/donations received at the event will be split between ISGH and a non-ISGH entity shall be determined by the Executive Body.
6. If a non-ISGH entity is allowed to use an ISGH facility for a fee and/or split of contributions/donations received at the event between ISGH and non-ISGH entity. Such non-ISGH entity must sign an agreement to acknowledge their obligation and abide by the terms of the agreement.
7. When a non-ISGH entity conducts fund raising event at an ISGH facility where it plans to give something of value to those in attendance, it must provide a written statement, in advance of the event, informing the donors of the fair market value of the specific items or services it provided in exchange for contribution or donation, if the amount exceeds \$75. Token items or services of intangible religious value need not be considered

608.4 Implementation:

1. The Treasurer shall implement this policy with the assistance and participation of the Executive Director at the Main Center and the Associate Directors at Islamic Centers.
2. To assist the Treasurer, the Executive Director at the Main Center and the Associate Directors at their respective Islamic Centers are designated as the

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

Administrators in charge of day to day administration of this policy. They will report to the Treasurer on issues, resource constraints, or concerns related to administration of this policy.

Adopted by the Board of Directors on: Original

Revised and approved by the Board on: 09/04/2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

609 – REFUND OF DUES AND DONATIONS

609.1 Policy

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

609.2 Procedure

1. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

610 - FINANACIAL AUTHORITY AND DUTIES OF ELECTED MEMBERS

610.1 Purpose:

5. Establish policy and procedures for implementing effective internal controls of all financial transactions, and;
6. Compliance with applicable laws, rules, Bylaws and requirements mandated by GAAP in the United States and demonstrate commitment to transparency and accountability.

610.02 Policy

5. All disbursements of ISGH funds for approved budgeted amounts and projects shall be limited to the amounts noted for the elected ISGH official or entity in this policy. All disbursements of ISGH funds outside approved budgets and projects shall in accordance with the policies, # 619 Budgets, # 603 Disbursement of Funds, and # 618 Internal Controls.
6. Authority detailed hereunder shall be subject to the limitations in Bylaws, Article XII, Sections 4 and 5, and Article XIIA, Sections 1 and 2, and in ISGH Policy #106, Paragraph 106.03, Subparagraphs 3 and 4.
7. All operating expenses such as listed below must be paid directly to the vendor:
 1. Security Services
 2. Cleaning & Janitorial Services
 3. Pest Control
 4. Garbage Collection
 5. Repairs & Maintenance – Labor
 6. IT/Tech Support
 7. Dues & Subscriptions
8. At no time during the length of tenure can an elected member pay cash to any vendor for services rendered.

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

9. All vendors rendering services to ISGH must submit receipts within 90 days of services rendered to Main Center Accounting for disbursement.

10. An elected member not rendering services can pay out of pocket for reimbursement only for the below expenses, in accordance with #621 Petty Cash Policy and #601 Documentation of Transactions, Sections 601.2 paragraphs 5, 6, and 7).

1. Meals & Entertainment
2. Repairs & Maintenance – Supplies
3. Office Supplies
4. Landscape at ICs
5. Travel & Lodging (Mileage, Parking , & Tolls)
6. Postage & Delivery
7. Emergency Sadaqa Expense

11. Cash advance and loans – prohibited for all elected members (Refer to Policy #613 paragraph 2).

610.03 Procedure:

1. Financial Authority & Approval Limits:

Financial Authority & Approval Limits	
Shura (5 Zonal Directors + 4 Executive Body Members)	\$10,000 +
Executive Body (President , Vice President ,Secretary, Treasurer)	\$3,001 - \$9,999
Executive Body – Individual Member	Up to \$3,000
Associate Director	Up to \$3,000

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

2. The following is a list of Elected Members who have fiscal and accounting responsibilities:
 - a. Board of Directors (Shura)
 1. All non capital and capital expenditures over 10K are to be approved by the Shura
 2. Review and approve below budget on an annual basis :
 - a. Operating Budget (OPEX)
 - b. Capital Expenditure Budget (CAPEX)
 - b. Executive Body
 1. President Financial Duties
 1. Cosigner for All ISGH Financial Institutions
 2. Must sign all construction contracts before payment
 3. Must sign all change order requests for payment
 2. Vice President Financial Duties
 - a. Cosigner for All ISGH Financial Institutions
 3. Treasurer Financial Duties
 - a. Cosigner for All ISGH Financial Institutions
 - b. Verifies all funds in account for construction projects
 4. Secretary Financial Duties
 - a. Cosigner for All ISGH Financial Institutions
 - c. Zonal Directors Financial Duties
 - d. Associate Directors Financial Duties
 1. Approval Limit – 3 K
 2. Annual threshold – As per OPEX Budget
 - e. Zakat Committee Financial Duties
 1. Refer to Policy 618
 - f. Sadaqa Committee Financial Duties
 1. Refer to Policy 617
 - g. Construction Financial Duties
 - a. Central Construction Committee:
 1. Prepares all Construction (CAPEX) proposals
 2. Evaluate all bids approved within budget limit
 3. CAPEX (Over Budget) – Must be approved by Construction Committee AND Shura
 4. Change Orders – Refer to Construction Policy

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

- h. Islamic Center Council
 - 1. Approval Limit – 5 K
 - 2. Approval Limit – As per annual CAPEX Budget

- 3. Refer to policy # 603 Disbursement of Funds, Section 603.3 Paragraph 7 for those with check signing authority, the amounts that require dual signatures on a check, and persons who can approve wire or electronic fund transfers or ACH (online).

610.4 Implementation:

- 8. The Treasurer shall implement this Policy with the assistance and participation of the Executive Director, Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers. To assist the Treasurer, the Executive Director is designated as the Administrator in charge of day to day administration of this Policy.

- 9. The Executive Director shall report to the Treasurer on any issues, resource constraints, or concerns related to administration of the Policy and notify any additional requirements mandated by GAAP compliance.

Prev. Revision Adopted by the Board on: 01.19.2023

Revised and approved by the Board: 09.25.2024

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

611 – TRANSFER OF FUNDS

611.1 Purpose:

1. To provide guidance for proper identification, authorization, and record keeping of inter-fund and intra-fund transfers processed through journal entries, maintain sufficient audit trail, and, facilitate consistency in preparation and fair presentation of financial statements that are free from material misstatement or errors,
2. Compliance with applicable laws, rules, Bylaws and requirements mandated by generally accepted accounting principles (GAAP) in the United States, financial accounting and reporting standards prescribed by FASB, and other relevant ISGH policies.

611.2 Policy:

5. Transfers addressed in this policy are internal transactions in ISGH books of account that internally move funds or balance of one fund account (source fund) to another fund account (target fund) by means of journal entries without the exchange of cash or checks.
6. The following internal transfers between one fund account (source fund) to another fund account (target fund), or between activity codes within the same fund account are permitted, subject to requirements specified in paragraphs 3, 4 and 5:
 - a. To rectify accounting errors such as entering items in the wrong account, transposing numbers, leaving out or adding a digit or a decimal place, omitting or duplicating an entry, treating expenses as income or vice versa, or revenue and expense coding errors.
 - b. To transfer/carry-forward prior year balances, or to close an inactive or dormant fund account.
 - c. To transfer restricted-contributions initially recognized in a Specific Purpose fund to the designated activity fund or entities, e.g. donations received in a fundraiser intended for a major capital project.
 - d. To allocate shares of donations received and expenses in case of joint fundraising event organized by ISGH with other non-profits based on prior agreement.
 - e. Transfer Journal Entries related to loans and advances between Islamic Centers in accordance with the requirements of ISGH Policy # 613 Loans and Advances.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- f. To allocate indirect expenses (i.e. not specifically identifiable to a particular function or activity; e.g. general and administrative expenses, rent, supervisory and clerical compensation, accounting that benefit several activities). While allocating ensure that it conforms to “functional reporting” of expenses mandated by FASB Statements, which show expenses based on functions they benefitted.
 - g. To transfer to or from an Endowment Fund account, the appropriations in accordance with the terms of the Donor’s Agreement or trust deed.
7. No co-mingling is permitted between one fund account with another fund account at any time during the fiscal year, as per the requirements of GAAP, and accounting and reporting standards issued by FASB, as further detailed in ISGH Policies # 603 Disbursement of Funds, # 604 Contributions, # 605 Contributions of Real and Personal Property. e.g., funds with donor-imposed permanent restrictions and funds with donor-imposed temporary (i.e. term and/or purpose) restrictions (i.e. temporarily restricted funds) shall not be mixed with each other or with unrestricted funds.
8. A permitted transfer journal entry, transferring funds from one fund account (object fund) to another fund account (target fund), must be processed only after verifying that the object fund has a positive balance, and will continue to have a positive balance after the proposed transfer because fund accounting system which ISGH as a tax-exempt non-profit is mandated to implement, does not allow any more spending against that fund.
9. All permitted internal transfers must be authorized by officials having financial authority specified in ISGH Policy # 610 Limits of Financial Authority.

611.3 Procedure:

1. All internal transfers must be done by means of transfer journal entries in the Journal Proper and include a description of the items, an explanation why the transfer is necessary, and shall be in compliance with generally accepted accounting principles.
2. Inter-fund transfers, i.e. between the source fund account and the target fund account must net to zero for each transaction, i.e. inter-fund transfer account codes must be used in pairs in the debit and credit sides of a journal entry.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

3. In processing transfer journal entries to allocate an expense or revenue from one fund account to another fund account, or between one codes within the same account, ensure compliance with GAAP matching principle, so that financial information prepared is relevant (helps EB understand past performance, present condition, and future outlook), reliable (objective and verifiable) and consistent (allows meaningful comparisons to be made between accounting periods).
4. A record of all transfer journal entries and supporting documents must be maintained for the period specified in ISGH Policy # 502 Document Retention and Destruction Policy.

611.4 Implementation:

1. The Treasurer shall implement this Policy with the assistance and participation of the Executive Director, Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers. To assist the Treasurer, the Executive Director is designated as the Administrator in charge of day to day administration of this Policy.
2. The Comptroller through the Executive Director shall report to the Executive Body on any issues, resource constraints, or concerns related to administration of the Policy and notify any additional requirements mandated by GAAP compliance.
3. The Executive Body shall periodically review this policy and its' compliance with the Audit Committee and the independent outside auditors of ISGH, and implement their recommendations promptly and report to the Board of Directors.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 09/04/2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

612 – FUNDING FOR ADMINISTRATION EXPENSES

612.1 Policy

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

612.2 Procedure

1. 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.
2. Funds contributed for Sadaqah, Zakat and Construction are exempt from the above % deduction rule.
3. Only Majlis Al-Shura may authorize exemption of any other collections from mandatory Main Office General Fund contributory deduction.
4. The percentage of Main Office General Fund contributory deductions may not be changed unless authorized by a majority vote of Majlis Al-Shura.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

613 – LOANS AND ADVANCES POLICY

613.1 Purpose:

1. To provide guidance for proper handling of loans and advances, both inter and intra ISGH, including authorization, disbursement, tracking, recovery, recording and reporting in accordance with the state and federal laws and regulations, ISGH Bylaws, policies, and the generally accepted accounting principles.
2. Accountability, financial transparency and incorporation of best practices in corporate governance.

613.2 Policy

1. General:

- A. All loans, whether intra ISGH, or to and from other persons or entities, or between ISGH Islamic Centers must be documented and witnessed as required by Sharia, and shall be interest-free and for short term.
- B. Loans to ISGH Employees are classified as Employee Advances and are separately covered by ISGH Policy #625 Policy on Employee Advances.
- C. No loans or advances shall be made to a member of the BOARD. Members of the BOARD who vote for or assent to making of a loan to a director, and any officer who participates in making the loan or advance, is jointly and severally liable under the law for the amount of the loan until repayment. [TBOC §22.225]
- D. No loans or advances to any elected official or a member of the Administrative Body or Standing Committee shall be made [ISGH Bylaws, Article XIIA, Sec. 2]
- E. For the purposes of this policy, persons identified in subpara C and D, and the entities in which any such person is an owner, director, partner, employee or member shall be deemed as disqualified persons.
- F. ISGH loans or advances to an eligible non-disqualified person or entity: (i) in excess of \$20,000 but less than \$50,000, the required approval and the prescribed limit shall be as specified in Bylaws, Article XII Sec. 4 paragraph

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- A; and (ii) in excess of \$50,000, the required approval and the prescribed limit shall be as set forth in Bylaws, Article XII Sec. 4 paragraph B.
- G. For loans or advances to an eligible non-disqualified person or entity, other than those covered in paragraph 613.2.E hereinabove, whether inter or intra-ISGH for less than \$20,000 in any twelve month period, the approval authority shall be as set forth in # 610 Limits of Financial Authority Policy.
- H. No more than one loan shall be approved for the same borrower at any one time, and only upon full recovery of any prior loans of the borrower.
- I. All loans and advances shall be made from General Fund (i.e., unrestricted funds), or from a special fund created with donor-contributions specifically made for the purpose of extending loans and advances. Prior to approval of a loan/advance application verify that sufficient monies are available in the General Funds (or special fund for loans, as the case may be). ISGH, as a nonprofit tax-exempt organization under Section 501(c)(3) of IRC is required to implement Fund Accounting System which entails that when a fund has no positive balance (or monies), no further spending or disbursement is permitted from the Fund. ISGH is also required to ensure that there is no comingling between various Funds, and use FASB-standardized non-profit reports to report annually.
- J. Relevant requirements of Policy #601 Documentation of Transactions, #602 Deposits, #603 Disbursements of Funds, and # 610 Limits of Financial Authority will also apply.

2. Advances to contractors and vendors:

ISGH may extend advances to contractors and/or vendors predicated on the terms of contracts entered by ISGH for construction or services, to eligible non-disqualified persons and/or entities, provided however:

- i. An advance to a contractor or vendor for \$10,000 or more shall be disbursed upon submission of an unconditional bank guarantee for the full amount of advance in favor of ISGH until the advance is fully repaid to ISGH or off-set-off against payments due under the contract for completion of work or provisioning of services; and,

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- ii. an advance to a contractor or vendor for less than \$10,000 shall be disbursed only upon submission of a duly signed unconditional promissory note for the full amount in favor of ISGH, in a format and text acceptable to ISGH, and valid until the advance is fully paid.

3. Loans between ISGH Main Center and/or between Islamic Centers(ICs):

- A. ISGH recognizes that from time to time some ICs run into situations in which the timing of when they receive funds (contributions and donations) and when they need to pay bills gets out of sync, particularly when an IC is faced with unanticipated or sudden expenses. If an IC doesn't have sufficient cash in reserve, having cash available from a short loan from ISGH Main Center or from another IC can provide stability.
- B. All loans to ICs shall be for short term, not exceeding one calendar year; and must be fully repaid within the agreed upon term. Loans may be structured with regular monthly repayments if agreed upon by the parties prior to approval of the loan.
- C. The EB will review all relevant information including how the borrowing IC will use the funds, and whether the repayment plan is based on reasonable assumptions for future revenue and has the support of IC Council. If the borrowing IC has been operating with a persistent deficit, the EB will make a determination whether or not a loan is the appropriate tool to fill the gap and pay ongoing operating expenses. Adding debt on top of accumulating deficits will exacerbate uncertainty of IC's ability to meet its obligations fully and in a timely manner, and could lead to insolvency.
- D. Loans granted by ISGH Main Center or one ISGH IC to another IC, loan amount and the terms (including how the cash will be used and a realistic repayment plan) shall be mutually agreed upon in writing and be approved with at least a two-third majority of each Council of the two ICs, and ratified by the EB or the BOARD, based on approval authority, prior to disbursement.
- E. Upon receiving required approval, processing of the loan or advance shall initially be through journal transfer entries between the General Fund accounts (i.e. unrestricted contributions) of the lending and borrowing ICs in accordance with # 611 Transfer of Funds Policy.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

4. **Loans extended by ISGH Members to Islamic Centers:**

- A. An IC can solicit and obtain a loan from one or more ISGH members under circumstances outlined in paragraphs 613.2.3.A; 613.2.3.B; and 613.2.3.C.
- B. Loans solicited and received by an IC from one or more ISGH members shall be based on prior mutual agreement in writing. The agreement must state, among other things, the loan amount, repayment terms, and statements to the effect that it is an interest-free, unsecured loan, and that the lender(s) will neither have nor will be able put any kind lien whatsoever on ISGH/IC's properties and other assets. The agreement shall be approved with at least a two-third majority of IC Council and ratified by the EB or the BOARD, based on financial authority limits.
- C. Upon receiving required approval, the agreement shall be signed between the parties and the loan amount shall concurrently be received by IC, and deposited in designated bank account as per Policy # 602 Deposits.

5. **Loans and advances to non-disqualified persons**

As a rule ISGH does not engage in extending centrally loans to any person due to:

- i. Donors, and grant makers prefer their donations and grants to be plowed into direct delivery of services consistent with ISGH mission instead of getting into the business of extending loans;
- ii. Due to the nature and frequency of services provided to the community, ISGH is compelled to plow all revenues it receives into delivering services rather than have the funds tied up in loans and advances;
- iii. Recovering loans and advances is a time-consuming, cumbersome, costly process, with the risk of partial or non-recovery of loans and advances extended, as well as loss of community goodwill.
- iv. ISGH depends on member contributions, donations from non-members, and occasional grants from the federal, state, or local agencies to meet its mission, which makes it difficult to have financial flexibility as revenue from these funding sources doesn't always come when needed; a situation made worse when funds are tied up in loans; Lack of financial flexibility

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

makes it more vulnerable to uncertainties, leading to insolvency and inability to meet its obligations.

613.3 Procedure:

1. All loans and advances shall be properly identified, recorded and documented by ISGH in the books of account in a manner that is appropriate and according to GAAP in the United States and other regulatory requirements including IRS Rules, Accounting and Reporting Standards prescribed by Financial Accounting Standards Board (FASB), applicable state and federal laws.
2. Record of all financial transactions and appropriate supporting documents must be maintained for at least the minimum period that is required by law in accordance with ISGH Policy # 502 Document Retention and Destruction Policy.
3. The Comptroller shall create a system to track loan recipients, such as a database or online portal, including a method to track the progress of loan repayment, manage delinquencies, and manage cash flow.
4. All reasonable, practicable and lawful measures shall be taken by the Executive Body to recover all loans and advances in a timely manner and in accordance with the terms and conditions of each loan.

613.3 Implementation:

4. The Executive Body shall implement this policy with the assistance and participation of the Treasurer, and the Executive Director at the Main Center, and the Associate Directors and finance staff at the Islamic Centers.
5. The Executive Body shall establish an evaluation process to monitor and assess the effectiveness of the loan program; and report to the BOARD on issues, resource constraints or concerns related to administration of this policy or additional requirements mandated by GAAP and regulatory compliance.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 09.25.2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

**614 – ISGH REAL ESTATE PROPERTIES HELD IN TRUST BY
NORTH AMERICAN ISLAMIC TRUST**

614.1 Policy

1. 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.
2. A Sale or alienation of trust property will require obtaining No Objection from NAIT after approval by the ISGH General Body

614.2 Procedure

1. After gaining title to any real estate property, ISGH will promptly transfer the title of the property to its NAIT account.
2. When deemed necessary, Majlis Al-Shura may delay the property transfer till a later appropriate time.
3. At all times, the trust property is kept in NAIT for the benefit of ISGH.
4. 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.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

615 – DISPOSAL OF TANGIBLE PROPERTY

615.1 Policy

1. When necessary, ISGH management may subject to the provisions of Bylaws Article XII, dispose ISGH tangible property with proper approval and documentation, in accordance with this policy and procedures specified herein.

615.2 Procedure

1. 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). Islamic Centers shall provide annually an updated copy of the inventory list to the Treasurer/Accounting Department at the ISGH Main Center.
2. When necessary, ISGH management (Majlis Al-Shura, Executive Body), may authorize disposal of ISGH tangible property (equipment, furniture or other valuables) that is within their jurisdiction and financial authorization limits. The authorization to dispose must be in writing in each instance.
3. Upon authorization, such property may be sold, donated or condemned as appropriate. In the event of sale, sale proceeds must be deposited in appropriate ISGH bank account and the Accounting Department notified within the prescribed time limits.
4. If any tangible property is sold or donated then a valid proof of its fair market value should be attached to the disposal documents and copies provided to the Comptroller/Treasurer.
5. If any tangible property is condemned due to obsolescence, due to non-availability of parts required for repair, or due to cost of repairs exceeding 60% of replacement cost of the item (beyond economical repair), then the reason for condemnation and the event of final disposal should be documented, and copies forwarded to the Comptroller/Treasurer.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

616 – FINANCIAL AUDIT, INSPECTION OF BOOKS AND RECORDS

616.1 Purpose:

1. Establish and document policy and procedures regarding financial audit and inspection of books and records by members, and
2. Demonstrate commitment to accountability, financial transparency, and compliance with applicable laws, rules, and the Bylaws

616.2 Policy:

1. An annual financial audit shall be conducted by an independent qualified external auditor appointed by the BOARD. Upon completion of the financial audit in accordance with the generally accepted auditing standards in the United States of America, the independent qualified external auditor shall submit his report to the Board.[Bylaws Article III Section 5 and Article IV Section 5]
2. An ISGH eligible voting member acting in good faith may, upon written request, examine and copy at the member's expense, at ISGH Main Center, at a reasonable time during business hours and for a proper purpose, the books and records of the corporation relevant to that purpose. [TBOC § 22.351]
3. Governing bodies of all ISGH subsidiaries shall provide their respective audited financial statements of their respective subsidiary to the Board at the end of each fiscal year, as well as unaudited interim financial statements during the year required by the Board.[Bylaws Article III, Section 4, B and C]
4. The Board may also order special audits of a limited scope that involves the examination of accounts and the use of accounting procedures to discover financial irregularities designed to investigate alleged financial irregularities.

616.3 Procedure:

1. The Audit Committee shall recommend the selection, retention and compensation of the independent external auditors for appointment by the Board.
2. The Audit Committee will review with the independent external auditor appointed by the Board the scope and extent of the examination to be performed during the annual financial audit. Upon completion of the audit, the Audit Committee, along with the Comptroller and the Treasurer shall review financial statements with the independent external auditor.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

3. The Audit Committee will periodically review with the Treasurer and the Comptroller ISGH system of internal controls for accuracy of financial statements and compliance with the laws and submit its finding to the Board.
4. Governing bodies of all ISGH subsidiaries must ensure that financial information transmitted to ISGH is complete and accurate, and the financial statements free from material misstatements.
5. An eligible voting member who wishes, in good faith, to examine for a proper purpose books and records should submit a written request to ISGH Treasurer. The request should list the specific documents relevant to that purpose.
6. The Treasurer will, upon receipt of the member's request, instruct the Comptroller to make the documents germane to the stated proper purpose available to the member to examine at the Main Center during regular business hours at a reasonable time.
7. 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 by the member at his expense.
8. To cover the material and labor costs for providing copies of the requested document(s) the office may charge a service fee, payable in advance.

616.4 Implementation:

1. The Treasurer shall implement this Policy with the assistance and participation of the Comptroller and finance staff at the Main Center.
2. To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration of this Policy.
3. The Comptroller shall report to the Treasurer on any issues, resource constraints, or concerns related to administration of the Policy.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on 10.14.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

617 – SADAQA

617.1 Policy

1. The ISGH Sadaqa Policy is aligned with the Zakat Policy and is a secondary means to assist needy & deserving individuals and families but not organizations with financial charitable assistance. It is expected that both Zakat and Sadaqa shall follow the same application, assessment and disbursement platform. The following rules form the ISGH Sadaqa Policy – they apply equally to all disbursements and require compliance on all points.

617.2 Procedure

1. All Sadaqa fund disbursements shall only be made after the standard ISGH Sadaqa Application has been duly completed and approved by the appropriate approval authority. All charitable assistance shall be screened through Zakat Policy; however, if the applicant is not eligible for Zakat or his need is larger than maximum Zakat authorization, then charitable financial assistance through Sadaqa may be considered with adequate supporting documentation.
2. Funds disbursed as Sadaqa shall be for needy individuals and/or families and not to organizations, groups, or entities, unless specifically designated by the Treasurer or ISGH EB based on approval limits. A needy individual or family shall be deemed to qualify for Sadaqa financial assistance only if funding is required for educational expenses, residence rent or payment, utilities payment, or food assistance, or a specific miscellaneous need identified by the ISGH official or appropriate approval authority. Sadaqa disbursement payment should be made to the service provider and not to the Sadaqa assistance recipient, except on a specific special needs waiver basis.
3. Funds disbursed as Sadaqa shall be for individuals and/or families that reside in the zip codes assigned to the respective Islamic Center (IC) or Zone in which the Sadaqa funds were collected and from which the disbursements are being made, unless specifically designated by EB or Shura. Within a zone, the Zonal Executive Committee may approve Sadaqa disbursement between ICs. In case the applicant is a traveler or a needy person from outside of the greater Houston area, then the approval of the Zonal Director is a requirement with documentation copy sent to EB.
4. Approval authority for Sadaqa funds disbursement rests with the local Islamic Center Zakat & Sadaqa Committee effective 1 October 2019.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

5. The maximum Sadaqa disbursement to an individual or family shall be \$3,000 per calendar year unless so designated by the ISGH EB with a limit of \$1,000 per monthly disbursement. An additional special disbursement of up to \$3,000 to the same individual or family in the same calendar year can be made but shall require the approval of the Zonal Director with notification and review by the EB, bringing the total Sadaqa assistance to any given individual or family to a maximum limit of \$6,000 per calendar year. Under special circumstances where immediate cash assistance is necessary or required, the Associate Director shall have the authority to make a one-time only payment of \$250 in cash with a cash-received receipt obtained from the recipient. This cash disbursement is considered part of and shall fall within the maximum \$6000 annual limit.
6. No more than one person (mustahiq) shall be selected from one household/family.
7. ISGH Main Center Accounting function shall only release disbursement or Sadaqa assistance check when required documentation is provided along with the Sadaqa application.

Adopted by the Board of Directors on: Original

Previously approved: 01/18/2017

Revised and approved by the Board of Directors on 08.21.2019

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

620 – ZAKAT DISTRIBUTION

620.1 Purpose

This document codifies ISGH policies, standards and practices regarding distribution of Zakat donations received at ISGH Islamic Centers. The policies, standards, and practices, outlined in this document, provide guidance in distributing zakat in an accountable, transparent, prudent, and ethical manner for the benefit of genuinely needy and deserving applicants who qualify for receiving zakat assistance.

620.1 Policy

1. “620 – Zakat Distribution Policy” supersedes and replaces all previous policies on the subject including the “Zakat Distribution Manual” issued in February 2006.
2. They are also intended to ensure continued confidence of the donors, recipients, members and the community in general, in the manner in which ISGH discharges its fiduciary responsibility effectively, efficiently and responsively, and at the same time comply with regulatory requirements that ISGH is obligated to meet as well as its’ own internal controls.
3. The nature and type of assistance provided under this zakat distribution program will be to provide assistance to zakat qualifying applicant-households residing within the assigned jurisdiction of each Islamic Center (Appendix A), who may have limited or no income from other sources, to meet their basic needs such as food, housing and utilities

620.2 Implementation:

1. The Treasurer shall have the responsibility to oversee the program with the assistance and participation of the Comptroller and other staff of Finance Department at ISGH Main Center.
2. ISGH Main Center administers all zakat payments directly to property owners, utilities and other service providers, based on the disbursements approvals submitted through ISGHCRATE system by Zakat & Sadaqa Committee at each Islamic Center.
3. Recipients of assistance never have to fill out any W-9 forms. However, rent is a specific item Internal Revenue Service has to track on an annual basis.
4. All property owners (Landlord) who have collected over \$600 in a calendar year for rent must send a W-9 in order for the tenant to receive rental assistance.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- a. Exception to this rule – In special cases where the tenant is renting or subleasing from an individual, a SSN must be provided if it is over \$600 annual rental disbursement. Special Approval from the Treasurer must be received in advance before any disbursement. (Special Recommendations must be received by the Treasurer from Zakat Committee Chairman in advance before any disbursement).
5. Zakat & Welfare Committee established at Board level will be as a Standing Committee reporting to the Treasurer, as provided in Article VIII, Section 1 and Section 2 of the Bylaws. The Committee will be advisory in nature. The Board shall have the authority to modify its membership as required.
6. The Zakat Committee Chairperson and nine members, to be nominated by the Treasurer and approved by the Board, will be selected as follows: Two members from each zone that has more than one Islamic Center and one member from the zone that has only one Islamic Center – all of whom shall be Chairpersons of IC Zakat & Sadaqa Committees. It shall meet periodically to review Zakat and Sadaqa collection and distribution system including policies and procedures and provide recommendations for improvements.
7. Zakat & Sadaqa Committee established at each Islamic Center will be a Standing Committee, as provided in Article VIII, Section 3 of the Bylaws, shall have primary responsibility to assess the needs of each eligible applicant and approve disbursement of zakat assistance in accordance with Quran and Sunnah and in line with the procedures and limits specified herein. The Committee will consist of a Chairperson, and at least, two or more members based on the community size. They will be nominated by the Associate Director and approved by the Council. They shall be selected not only for their skill sets and competencies but also for their availability and willingness to devote required time and effort. They should be regular ‘musalleen’ at the Islamic Center and have familiarity with the local community. The Committee shall make decisions on matters coming before it by a simple majority.
8. The names and other information pertaining to Zakat and Sadaqa applicants and/or recipients shall always be strictly confidential. If any of ISGH volunteers, elected members, and/or staff who do not abide by this rule, suspension of position or further action can be taken by ISGH.
9. Any party that is involved in handling Zakat & Sadaqa cases shall not use or disclose to others information except as permitted by law or on a need to know basis within ISGH to enable distribution and to maintain accounting records and related reports.
10. The names and other information of Zakat and/or Sadaqa applicants/recipients shall not be shared (by Zakat Committee members) with members of Islamic Center Council and Associate Directors. Failure to comply with this mandatory requirement shall be viewed by the Board as a serious disciplinary offense.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

620.3 Procedures:

- 1) Zakat disbursement process will, in each case, without exception, only commence after an applicant submits a duly completed assistance application in the prescribed ISGH form, along with these supporting documents:

For One-Time Disbursements	For Recurring Disbursements (Over 3 Months)
Copy of Texas Photo ID or Driver’s License	Copy of Texas Photo ID or Driver’s License
Financial Assistance Application	Financial Assistance Application
Pay Stubs	Pay Stubs
Signed Residential Lease/Rental Contract* (* if rental assistance is requested)	Previous year’s IRS Tax Return
W-9 issued by the Landlord* (* if rental assistance is requested)	Signed Residential Lease/Rental Contract* (* if rental assistance is requested)
Most recent electric or gas bills	W-9 issued by the Landlord* (* if rental assistance is requested)
Eviction Notice, if any	Most recent electric or gas bills
Other documents to support applicant’s present financial condition. Example: Food Stamps, SSI, Bank Stmtms.	Eviction Notice, if any
	Other documents to support applicant’s present financial condition. Example: Food Stamps, SSI, Bank Stmtms.

- 2) The application with its supporting documents should be submitted by the applicant in person:
- At the Islamic Center having jurisdiction of area zip code where the applicant resides.
- 3) Zakat & Sadaqa Committee of Islamic Center shall set up a regular schedule (or other appropriate venues) to receive duly completed applications with their respective supporting documentation and interview applicants, at least twice a month. The schedule including the ISGH email contact information of Committee Chairmen and members shall be published by posting on the Notice Board and through regular announcements at Islamic Center.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- 4) As part of due diligence, the Zakat & Sadaqa Committee of Islamic Center will review the application for completeness and verify copies of photo ID, rental/lease agreement and utility bills with their respective originals (before returning the originals to the applicants). **All documents after scanning and uploading into isghCRATE should be destroyed.** The Committee members will also check the residential address shown on all the documentation matches and further, that it is within the jurisdiction of the Islamic Center. The Committee members will also obtain information on Social Security payments, Food Stamps, and any other assistance including TANF being received by the applicant household. Other factors to be considered:
- (a) Meet the poverty limit criteria of the State/Federal Government,
 - (b) If unemployed, show evidence that he/she is actively seeking employment.
- 5) The criteria for the poor and the needy categories mentioned in Quran as among the 'Mustahiq of Zakat', as described in Appendix B.
- 6) Those eligible for zakat assistance will also include:
- (a) Single woman with young children at home and cannot work
 - (b) Single, widowed, or refugee women
 - (c) Those who are disabled, restricted to type and duration of work due to disability,
 - (d) Seniors/elderly who receive no or limited social security and are unable to work,
 - (e) Domestic violence cases, where the case is filed and wife is forced to live separately pending court verdict leaving her homeless and/or in financial distress.
 - (f) Unemployed or minimum wage workers
 - (g) Requests for assistance from travelers (Ibnus-Sabeel) shall be subject to additional scrutiny and handled as exceptional, one time assistance cases by the Zakat & Sadaqa Committee with limited help, not exceeding \$50
- 7) Membership of ISGH shall not be a requirement for applying and/or receiving Zakat or Sadaqa assistance. It is mandatory for all elected officials, committee members, and employees of ISGH to observe and comply with this policy without any reservations.
- 8) Upon completion of the verification and review of application and supporting documents, at least two members of the Committee (except in cases which require urgent response a member may conduct the interview) shall interview the applicant to determine his/her Zakat eligibility, and genuineness, the extent and type of his/her needs. Thereafter, the IC Zakat & Sadaqa Committee members shall submit their recommendation in accordance with the limits specified in the disbursement schedule described in paragraph 9 below to the Chairperson of the IC Zakat & Sadaqa Committee.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- 9) Once the assistance has been approved by the Committee, the Chairperson of the Zakat & Sadaqa Committee shall scan and upload PDF copies of the application and its support documents to the applicant's profile set up in ISGHCRATE system and enter the type and extent of disbursement approved by the Committee for payment processing by the Finance/Accounting Department at the ISGH Main Center.
- 10) The Zakat & Sadaqa Committee at each Islamic Center shall ensure that zakat assistance it approves in each case shall not exceed the following Disbursement Limits:
- a) Total Combined Rental and Utility Assistance: A maximum of \$750 per applicant/household per month;
 - b) Duration of Assistance: A maximum of 3 months in each instance. Extension/renewal will be subject to interview of the applicant including a review of the applicant/household's updated financial information to verify the applicant has continued qualification for zakat assistance. Extension/Renewal of assistance beyond six (6) months is discouraged except in special cases, such as: widows or single women with young dependent children having no or limited income and living on their own; those with disability who are restricted to type and duration of work; and, seniors/elderly receiving no or limited social security and are unable to work. Families where head of the household makes minimum wage due to language and/or skills limitation

<u>Duration of Financial Assistance</u>		
<u>Three months maximum</u> within one calendar year.	Extension/renewal will be subject to interview of the applicant including a review of the applicant/household's updated financial information to verify the applicant has continued qualification for zakat assistance.	Updated Financial Information required.
<u>Six months or more - Special Cases</u> - within one calendar year	Discouraged except in special cases	<u>Special Cases</u> (1) Widows and/or single women with dependents (2) Disabled Individuals (3) The elderly (65 and above) (4) Families where head of household makes minimum wage due to language and/or skills limitation

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- c) In exceptional cases, the monthly maximum limit of \$750 mentioned in paragraph 10.a may be increased by the Treasurer upon recommendation of the Chairperson of the Zakat & Sadaqa Committee of Islamic Center; provided all other disbursement limits remain unchanged.
- d) Annual Maximum: Not exceeding \$9,000 per applicant/household for all types of assistance mentioned in 10.a and b above.
- e) Food Card: \$100 per person with a maximum of \$300 for a family of five or more per month. With respect to duration of assistance under this category, the limits specified in paragraph 8.b. above will apply. The applicant/household however will not be eligible for issuance of Food Card, if he/she is receiving Food Stamps.
- f) Maximum Threshold Summary :

(1)	Rent :	\$750 Maximum per month
(2)	Utilities :	\$750 Maximum per month
(3)	Food Cards :	\$300 Maximum per month
(4)	Other Financial Assistance :	\$750 Maximum per month
Total Above Combined of \$750/Month , \$9,000/Annual Maximum		

11) Examples of those not qualifying for Zakat and/or Sadaqah assistance include but are not limited to the following:

- (a) for payment of legal fees and costs in divorce cases, domestic violence or abuse cases, asylum petition cases, immigration cases, or cases where providing assistance will make ISGH a party or seen as supporting one party over the other;
- (b) For payment of medical and dental bills, and
- (c) For payment of credit card debt where the debt is due to overspending beyond the applicant's means.

12) The Case Manager (employed by ISGH) will review, evaluate and ensure the compliance of Zakat policy by all Zakat/Sadaqa Committees at all ISGH Islamic centers.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- 13) The Zakat Committee Member will adhere to all Zakat, Sadaqa, And/or Fitra requests with the utmost respect for the applicant with care, good faith, and due diligence. If Zakat committee member does not adhere to this value, further action by ISGH administered to match ISGH core mission value as posted in the Bylaws.

- 14) One time Emergency Help – In situations which demand immediate financial assistance, a center can use up to \$100 from their petty cash to provide quick relief. The Associate Director is responsible to itemize the expense for petty cash replenishment on the petty cash log. If the need is higher than \$100, then the ISGH issued corporate card may be used and the expense classified as such. Alternatively, the ISGH Case Manager may be contacted to address the situation.

Adopted by the Board of Directors: Original

Revised and Approved by the Board of Directors: 2.20.2020

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

Appendix A

Islamic Society of Greater Houston

Zakat & Sadaqa Financial Assistance Program

Revised 11/2019

Page 1 of 5

Zip Codes Assigned to Islamic Centers <u>SOUTH ZONE</u>	
Brand Lane/Al Sabireen, TX 77477	
77004	
77005	
77006	
77021	
77025	
77030	
77031	
77033	
77035	
77036	
77045	
77047	
77048	
77051	
77053	
77054	
77071	
77074	
77081	
77085	
77096	
77099	
77401	
77459	
77469	
77477	
77478	
77479	
77489	
77496	

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

Appendix A

Islamic Society of Greater Houston

Zakat & Sadaqa Financial Assistance Program

Revised 11/2019

Page 2 of 5

Zip Codes Assigned to Islamic Centers <u>SOUTHEAST ZONE</u>			
Baytown Islamic Center, TX 77521	Hwy 3/ Abu Bakr, TX 77034	Northshore Islamic Center, TX 77015	Pearland Islamic Center, TX 77581
77521	77012	77005	77061
77522	77017	77011	77075
77523	77020	77013	77546
77532	77029	77015	77578
77535	77034	77049	77581
77562	77058	77530	77583
	77059	77536	77584
	77062		77587
	77087		77581
	77089		
	77502		
	77503		
	77504		
	77505		
	77506		
	77507		
	77511		
	77546		
	77547		
	77571		
	77573		
	77598		

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

FINANCES

**Appendix A
Islamic Society of Greater Houston
Zakat & Sadaqa Financial Assistance Program**

Revised 11/2019

Page 3 of 5

<u>SOUTHWEST ZONE</u>			
Central/ROIC, TX 77098	Mission Bend/Hamza, TX 77083	New Territory/ Maryam, TX 77479	Synott/Attaqwa, TX 77478
77001	77036	77435	77099
77002	77042	77461	77476
77004	77072	77469	77478
77006	77077	77471	77496
77019	77082	77477	77498
77027	77083	77479	
77046	77406		
77056	77407		
77057			
77063			
77098			
77237			
77402			

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

Appendix A

Islamic Society of Greater Houston

Zakat & Sadaqa Financial Assistance Program

Revised 11/2019

Page 4 of 5

Zip Codes Assigned to Islamic Centers <u>NORTHWEST ZONE</u>	
Bear Creek/Al Mustafa, TX 77084	Katy IC / Al Aqsa, TX 77494
77007	77423
77024	77450
77041	77493
77043	77494
77055	
77079	
77080	
77084	
77094	
77095	
77433	
77447	
77449	
77450	
77484	

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

Appendix A Islamic Society of Greater Houston Zakat and Sadaqa Financial Assistance Program

Revised 11/2019

Page 5 of 5

Zip Codes Assigned to Islamic Centers			
NORTH ZONE			
Adel Rd /Bilal, TX 77067	Champions/ Salaam, TX 77379	Cypress IC, TX 77429	Woodlands/Al Ansar, TX 77384
77008	77068	77065	77302
77009	77069	77070	77354
77014	77070	77429	77373
77016	77355	77433	77375
77018	77356	77477	77380
77022	77362	77484	77381
77026	77363		77382
77028	77375		77384
77032	77377		77385
77037	77379		77386
77038	77388		77388
77039			77389
77040			77393
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ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

ISLAMIC SOCIETY OF GREATER HOUSTON

620 – Zakat Distribution Policy

Appendix B

The Recipients of Zakat

(Prepared by Ulema Committee of ISGH)

Recipients of Zakah are divided into eight categories. Allah the Almighty mentions in His Book (the Quran) as He says: “Verily the Sadaqaat (Zakah) are only for poor and needy and those employed to collect (the funds); and to attract the hearts of those who have been inclined (towards Islam); and to free captives; and for those in debt; and for Allah’s cause, and for the wayfarer; a duty imposed by Allah. And Allah is All Knower, All Wise.” (Quran 9:60). These are:

1. **Al Fuqara (The Poor):** *Faqir* (singular of Fuqara) is a person who does not have sufficient wealth to fulfill his or her needs and the needs of his or her dependents, such as food, drink, clothing and housing. He (or she) may be considered poor (according to his/her situation) even though he or she may possess the minimum required for payment of Zakah (i.e. *Nisab*.)
2. **Al Miskeen (The Needy):** Miskeen (Needy) is someone whose level of poverty is more or less than that of Faqir. However, the ruling applicable is the same in all matters. The Messenger of Allah (SAAW) defined Miskeen in some of his Hadiths. He said: “*Miskeen (Needy) is not the one who goes around among people (begging) maybe receiving a morsel or tow, and a date or two. Rather, Miskeen (Needy) is the one who does not have enough wealth to suffice him, however he does not let others know about it in order to be given charity and he does not stand and beg from the people.*” (Al Bukhari)
3. **Al Amilun Alayhi (Those who are involved with its work):** One who works with Zakah is a person who collects it or a person who goes around gathering it or a person who is responsible for maintaining it or a scribe recording it in a register. Such a person is given wage for his or her work from it (i.e. from Zakah) even if that person is wealthy. This is based upon the statement of the Prophet (SAAW): “*Charity is not permissible for a wealthy person except for five: The one who works with it or a person who buys it with his/her wealth or one who is indebted or one who is setting out to fight (Jihad) in the way of Allah, or a poor person who is given charity from it (Zakah) and then that person gives some of it to a wealthy person as a gift.*” (Ahmad, Abu Dawud and Ibn Majah. Al Hakim said that it is Sahih with the deficiency of being a Mursal)
4. **Al Muallafa Quloobuhum (Those whose hearts are to be reconciled with faith):** Al Mu’allaf Qalbahu is a Muslim whose Islam is weak but has a strong influence among his/her people. Zakah is given to such a person in order to appease his/her heart and gather him/her (firmly) into Islam. This is in hopes that comprehensive benefit may be gained from such person and/or his (or her) evil actions restrained. Zakah may also be given a person who is a disbeliever in hopes that such person will accept Iman (faith in Islam) and/or folks of such person may accept faith. Thus, such people are given from Zakah in order to encourage them to accept Islam and endear them to it.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

5. **Ar Riqab (The Slaves):** The intent of this category is to use of Zakah funds to purchase a Muslim, who is a slave, and to free him/her in the way of Allah (i.e. solely for Allah's Pleasure.) It also applies to a Muslim who is an indentured servant (i.e. he/she has a contract with his/her owner to purchase his/her freedom). Such a person may be given from Zakah which will help him/her fulfill the contract and thus become a free man after that.
6. **Al Gharimun (Those Indebted):** Al Gharimun is a person who owes a debt that he did not incur through disobedience to Allah and His Messenger, and it has become impossible for that person to pay it off. Such a person is given the amount from Zakah funds that will allow him to pay off his/her debt. This is due to the statement of the Prophet (SAAW): "*The matter is no permissible except for three: For a person, who is extremely poor, or a person who has severe debt, or a person who possesses a (debt of) blood (money).*" (Al Tirmithi who said it is hasan and Abu Dawud)
7. **Fi Sabeelillah (In the way of Allah):** The intent of Sabeelillah is the deed that helps one to achieve the Pleasure of Allah and His Gardens (of Paradise). The most specific form of it is Al Jihad in order to elevate the Word of Allah the Most High. Hence, the one who goes out to fight in the way of Allah is given from Zakah, even if he is wealthy.
8. **Ibnus-Sabeel (Wayfarer):** Ibnus-Sabeel is a traveler who is cut off from his/her land, being far away from it. So such a person is given from Zakah that which will fulfill such person's need as a stranger, even if such person is a wealthy in his/her homeland. This is due to poverty such person is experiencing in his/her journey while being cut off from his/her resources. This is the case when there is no one who can give such person a loan that will be of assistance in fulfilling his/her needs. If there is someone who can give such a person a loan, then he/she is obligated to take a loan and he/she is not given Zakah as long as he is considered a wealthy person in his/her own land.

Notes

1. If a Muslim pays Zakah of his/her wealth to eligible recipients from any one of the eight categories, then that is sufficient. However, precedence should be given to those who are most important and have a greater need. If the wealth subject to Zakah is abundant and if it (Zakah) is distributed to every category of recipients from the eight categories, then that is better.
2. Zakah is not paid to those Muslims for whom it is obligatory to spend on his/her parents, spouse and children; even if they become extremely poor because it is obligatory upon such a person to spend on them whenever they have needs that require spending.
3. Zakah is not given to the family of the Prophet (SAAW) due to their nobility. They are Banu Hashim, the family of Ali, the family of Ja'far, the family of 'Aqil, and the family of 'Al Abbas'. This is due to the Prophet's statement: "*Verily charity is not befitting for the family of Muhammad. It is only impurities of the people.*" (Muslim)

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

4. It is sufficient for a Muslim to pay Zakah on his wealth to the Muslim leader, even if he is tyrant. In this way, he/her absolves himself/herself of responsibility for payment of Zakah. This is due to the Prophet's statement: *"If you give it to my messenger (i.e. Zakah collector), then you are free of it and get its reward and its sin is upon whoever changes (i.e. misappropriates) it."* (Ahmad)
5. Zakah is not given to a disbeliever or to a sinful person, such as a person who does not pray (As Salah) and/or who disrespects symbols of Islam. This is due to the Prophet's statement: *"If (Zakah) is taken from their wealthy and given to their poor."* (Bukhari and Muslim) Meaning the wealthy among Muslims and their poor. It is also not given to a wealthy person or to a strong person who is capable of earning (i.e. working). This is due to the Prophet's statement: *"There is no share in it for either a wealthy person or a strong person who is capable of earning."* (Ahmad, and he said it was strong) This means a person who is capable of earning an amount that is sufficient for him.
6. It is not permissible to transport Zakah from one land to another distant land, whether the distance is considered short or greater than that. This is due to the Prophet's statement: *"It (Zakah) is given to their poor."* The people of knowledge (i.e. scholars of Islam) have made an exception if there are no poor people in a land or the need (to send Zakah somewhere else) is more serious. In such a case it is permissible to transfer Zakah to another land that has poor people. The Imam (Muslim leader) or someone else does this.
7. Whoever has a debt that is owed to him/her by a poor person and he/she wants to make it a part of his/her Zakah, then it is permissible for such a person if he/she requests it from the poor person and the poor person (debtor) commits himself to repaying the debt to the lender. However, if the poor person is not able to repay the debt or he/she (debtor) repays it to him/her (lender) in order for the lender to return it to debtor (as Zakah), then it is not permissible.
8. Zakah is not acceptable unless it is given with such an intention. If a person pays it without having the intention of paying the obligatory Zakah, it will not fulfill his/her obligation. This is due to the Prophet's statement: *"Deeds are judged by their intentions, and every person will get what he intended."* (Bukhari) Therefore, the one who pay it must do so with the intention of paying Zakah that is obligatory for such person upon his/her wealth. Such a person should also make his/her intention to pay it solely for the Face of Allah, the Most High, as sincerity of intention is a condition for acceptance of every act of worship. This is due to Allah, the Almighty's statement: *"And they were not commanded (anything) except that they worship Allah, making their religion solely for Him (alone)"* (Quran 98:5)

It is permissible for a wealthy woman to pay her Zakah to her husband, who is poor. However, the opposite is not permissible. This is because the maintenance of wife is obligatory upon man while maintenance of man is not obligatory upon his wife.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

621 – PETTY CASH FUND POLICY

621.1 Purpose:

1. Establish and document Petty Cash Fund policy and procedures to ensure proper authorization, identification, tracking, protection and use of ISGH resources, and
2. Demonstrate compliance with generally accepted accounting principles, applicable laws, rules, and ISGH Bylaws.

621.2 Policy:

1. ISGH shall maintain a petty cash fund to pay for small, miscellaneous expenses such as stamps, small delivery charges, emergency supplies such as postage, paper towels, coffee and other basic office supplies, minor repairs or other miscellaneous expenses.
2. The Petty Cash fund shall not exceed the \$ 3,000 limit at any time.
3. The Accounting Department at the Main Center shall be the custodian of the petty cash fund
4. At the Islamic Centers, the Finance Secretary and/or the Associate Director shall have the authority to request petty cash. The Associate Director may designate another person as petty cashier, who receives funds and renders services.
5. The petty cash fund shall be operated on a cash basis. This means when it is time to replenish the petty cash fund, petty cashier through the Associate Director or the Finance Secretary shall request a check for the difference between the cash-on-hand and the total assigned to the petty cash fund. At this time, the Accounting Department at the Main Center shall total out the expenses made and identify those expenses by general ledger account number.
6. When the check request is submitted for payment, it shall indicate the total amount needed to bring the fund back up to \$3,000 limit.
7. Check request shall provide a breakdown of the various expense accounts being charged to each account.
8. When a request for petty cash reimbursement is made to Accounting Department at the Main Center, items will be listed on the Petty Cash Fund Reconciliation Sheet. A description of each item charged shall be recorded together with the amount. The Accounting Department personnel must receive vendor receipts and/or vouchers to verify legitimacy for the request to be processed for approval.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

9. The Accounting Department shall have the responsibility to track all petty cash accounts and evaluate expenses and report to odd or unusual expenses.

621.3 Procedure:

1. When a request for petty cash reimbursement is made to Finance Manager, the item shall be listed on the Petty Cash Fund Reconciliation Sheet. A description of the item charged shall be recorded together with the amount. The Finance Manager must receive a vendor receipt for processing of approval of the amount of the requested.
2. The recipient of the petty cash funds must sign the sheet to indicate receipt of the funds. The paid receipt should be attached to the sheet. At that time, the Petty Cash Fund Reconciliation Sheet and associated receipts are attached to the check request voucher.
3. The Accounting Department shall send the Document “ISGH Petty Cash Log _Template” to each recipient of petty cash to log in expenses.

621.4 ISGH Internal Control

1. The Treasurer or Comptroller shall reconcile at the end of the year the Petty Cash Fund and all outgoing officers shall return the balance to ISGH Main Center before their term ends.

621.5 Implementation:

1. The Treasurer shall have overall responsibility to implement this Policy with the assistance and participation of the Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers.
2. To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration and implementation of this Policy.
3. The Comptroller shall report to the Treasurer on any issues, resource constraints, or concerns related to administration of the Policy and notify any additional requirements mandated by GAAP compliance.

Adopted by the Board of Directors on 10.14.2020

Revised and approved by the Board of Directors on: 10.14.2020

**ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES**

FINANCES

Petty Cash SOP

1. Funding/Replenish Recipient

	DR	CR
10500 - Petty Cash	XX	
10000 – Operating Bank Account		XX

2. Expenses Incurred For Petty Cash

	DR	CR
60000 – Expense	XX	
10500- Petty Cash		XX

Please refer to “2020 ISGH Petty Cash Log _Template”

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

622 – MILEAGE REIMBURSEMENT POLICY

622.1 Policy

ISGH will pay for mileage reimbursement based on guidelines below:

- A. Standard Mileage Rate for the cost of operating car for work related purposes only is according to current IRS Reimbursement Rate per mile. This rate of reimbursement covers any and all expenses including but not limited to those listed in sub-paragraph D below.
- B. Mileage must be reported in a timely manner - expenses received by employer after 30 days of occurrence will not be reimbursable without valid reason.
- C. Mileage Reimbursement will be reimbursed for the following purposes only :
 - 1. The expenses must be for *ISGH* business driving only
 - 2. Visiting jobsites for work related purposes if so directed by an appropriate elected official.
 - 3. Employee is required, by an appropriate elected official, to attend local meetings, training, seminars, and or workshops, away from his regular place of work.
 - 4. The specific employee positions covered by this policy shall be approved in advance by the Board.
- D. Mileage Reimbursement will NOT be allowed for expenses incurred for the following:
 - 1. Depreciation
 - 2. Lease payments
 - 3. Licenses
 - 4. Gas
 - 5. Insurance
 - 6. Repairs
 - 7. Oil
 - 8. Tires
 - 9. Travel between home and place of regular employment.

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FINANCES

622.3 Procedure

- A. The following documents that must be filled out and emailed to payments@isgh.org .
- B. Payment reimbursement can take up to 2 weeks.

622.4 Implementation

- A. The Treasurer shall, with the assistance of the Comptroller, implement this policy and shall notify the Executive Body, and when required to the Board, on any issues, resource constraints, or concerns related to adequate implementation of this policy.

Adopted by the Board of Directors on 9.5.2020

Revised and approved by the Board of Directors on: 9.5.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

623 – CREDIT CARD CHARGES POLICY

623.1 Policy

- A. All staff members who are authorized, to carry an ISGH credit card, by the Board, will be held personally responsible in the event that any charge is deemed personal or unauthorized even if such unauthorized expense is incurred for ISGH work.
- B. Unauthorized use of the credit card includes personal expenditures of any kind; expenditures which have not been previously authorized; meals, entertainment, gifts, or other expenditures which are prohibited by ISGH Bylaws, ISGH Policies, budgets, Federal and Texas laws, and regulations.
- C. Email and Meeting Minutes are NOT considered adequate source of financial documents.
- D. Documents subject to permanent retention should be saved in a format that preserves the original attributes of the document..

623.2 Procedure

- A. ISGH issued credit cards must be used wherever possible for all ISGH work-related office supplies and avoid using your personal cards for such purposes.
- B. If there is any extraordinary item that needs to be purchased and is beyond the limit of the card, an advance approval request must be submitted so that the appropriate amount limit can be uploaded on the card.
- C. Receipts with all approval documents and Expense Reimbursement Request Form for all Credit card/ prepaid card charges must be submitted to the Accounting & Finance Department within seven-(7) days after the month ends.
- D. The form used to submit all expense reimbursement requests ~~to~~ must show the exact expense account allocation of the expenses.
- E. The Accounting & Finance Department will verify all credit/ prepaid card charges with the online account.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

623.3 Implementation:

- A. The Treasurer shall implement this policy with the assistance of the Comptroller and shall notify the Executive Body, and when required report to the Board, on any issues, resource constraints, or concerns related to adequate implementation of this policy.

- B. The Comptroller shall notify the Treasurer of any additional document retention requirements mandated by GAAP compliance.

Adopted by the Board of Directors on 9.5.2020

Revised and approved by the Board of Directors on: 9.5.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

624 – CAPITALIZATION POLICY

624.1 Purpose

1. Establish and document capitalization policy for proper identification and consistent accounting treatment of qualifying costs and expenditures related to assets, and,
2. Demonstrate commitment to comply with applicable laws, rules, and the generally accepted accounting principles.

624.2 Policy

1. For the purposes of this policy, “Capitalization” shall mean expensing acquisition costs of an asset over the useful economic life of that asset rather than in the period in which it is acquired and put into service. i.e., amortized or depreciated over its’ useful economic life.
 - a. The following criteria shall be applied prior to capitalization of the acquisition costs: (a) the item must be an asset, i.e., must have an economic useful life of more than 12 months beginning when the asset is put into use, (b) the asset must be tangible i.e., seen and felt; [e.g., buildings, office equipment and furniture, etc.], (c) the item must be new or replacement in nature, (d) the item must not be part of inventory for resale or inventory of repair or spare parts, and (e) the item must be productive or have a function in business operations.
 - b. This policy prescribes that asset expenditure exceeding the capitalization threshold of \$5,000 for any single individual office furniture or equipment item shall be capitalized and depreciated.
 - c. Depreciation is provided on a straight line method over the estimated useful economic life of the assets on a consistent basis.

For the purposes of this policy, “Capitalization” shall also mean expensing improvement expenditures related to the asset over the useful economic life of that asset rather than in the period in which they are incurred when the future benefit for the expenditures exists. i.e. amortized or depreciated over its useful economic life.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- a. It is ISGH policy to capitalize tangible asset improvement costs and expenditures, provided such costs materially increase the value or extend useful economic life of the asset.
 - b. Costs and expenditures for improvement of office furniture, vehicles and equipment in excess of the capitalization threshold of \$5,000, prescribed by this policy, shall be capitalized and depreciated. Qualifying expenditures above this threshold shall be recorded in the books of account as fixed assets, and expenditures below the threshold shall be charged to expense as incurred.
3. Ordinary and necessary expenditures related to tangible assets, such as for use, operation, repairs and maintenance including materials and supplies are charged to expense as incurred.
 4. Donations of property and equipment received shall be recorded at fair value as support, unless restricted by the donor for a specific purpose. Assets donated with explicit instructions are recorded as restricted support.
 5. Land and buildings purchased, constructed or any improvements thereto are granted, assigned, transferred and conveyed to North American Islamic Trust Inc. (“NAIT”).

624.3 Implementation:

The Treasurer shall implement this Policy with the assistance and participation of the Comptroller and Finance staff at the Main Center. To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration of this Policy. The Comptroller shall report to the Treasurer any issues, resource constraints, or concerns related to administration of the Policy and notify any additional requirements mandated by GAAP compliance.

Adopted by the Board of Directors on: 10.14.2020

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ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

625 – POLICY ON EMPLOYEE ADVANCES

625.1 Purpose

1. Establish and document Employee Advances policy and procedures to ensure proper authorization, identification, tracking, and recovery and protection of ISGH resources, and
2. Demonstrate commitment to accountability, financial transparency and good governance, and compliance with applicable laws, rules, and ISGH Bylaws.

625.2 Policy

1. ISGH discourages use of salary advances as a general rule. However, ISGH, will, as an exception, consider under ‘rare or extraordinary circumstances’ an employee’s request written for salary advance. For the purposes of this policy, one or more of the following shall constitute ‘rare or extraordinary circumstances’: (a) Unexpected family health crisis - not covered by insurance, (b) Damage to property from natural disaster, flood, fire or other accidents – not covered by insurance, (c) Unexpected repair to personal transportation vehicle – not covered by insurance, and (d) expenses as a result of death of an immediate family member.
2. All loans to ISGH employee shall henceforth be termed not as ‘loans’ but as “Employee Advances”.
3. Employee Advances shall only be available to ISGH employees in benefitted positions (Full Time or Part Time).
4. Employees should be employed with ISGH for a minimum of 3 years.
5. No more than one advance will be given to an employee in a calendar year (1 January through 31 December).
6. Advance to an employee shall not exceed 50% of the net base earnings due to the employee in his or her next paycheck up to a maximum of \$10,000. Salary advances for an employee classified as ‘non-exempt’ under the Fair Labor Standards Act shall be limited to calculations based on the employee’s regular schedule, exclusive of overtime, comp time or additional hours.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

7. All employee salary advances shall be interest free.
8. Limits of financial authority of different ISGH officers for salary advances to employees shall be the same as the limits of their general financial authority described in ISGH Policy # 610.

625.3 Procedure

1. All salary advances to employees who work full time or part time in ISGH General and Administrative areas shall be from General Funds. All salary advances to ISGH employees who work as teachers full time or part time shall be from Education Fund.
2. Salary advances shall be repaid at a rate of not less than \$100 per pay period and must be repaid within one calendar year.
3. All salary advances employees must be properly authorized, documented and witnessed as required by Shariah and properly recorded in the books of account.
4. No salary advances shall be disbursed prior to receiving a duly completed and signed promissory note for the advance in ISGH prescribed form. A copy of the ISGH form will be available from the Finance Department at the Main Center.
5. The original note of indebtedness must be provided to the Finance Department at the Main Center for safe keeping. Similarly Main Center must be notified when the note has been retired.
6. The Finance Department at Main Center shall track and update all active loans on a monthly basis.
7. Loan approval shall be in compliance with the approval limits specified in the policy #610 Financial Authorities and Duties of Elected Members.

625.4 Implementation:

1. The Treasurer shall implement this Policy with the assistance and participation of the Comptroller and finance staff at the Main Center and Associate Directors at Islamic Centers.
2. To assist the Treasurer, the Comptroller is designated as the Administrator in charge of day to day administration of this Policy.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

3. The Comptroller shall report to the Treasurer on any issues, resource constraints, or concerns related to administration of the Policy and notify any additional requirements mandated by GAAP compliance.

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ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

626 – Islamic Center Endowment Fund Policy

626.1 Purposes:

11. Adopt an effective policy and procedures to provide guidance to the donors of Islamic Centers on the creation and governance of an IC Endowment Fund for facility maintenance and operational support of the Islamic Center designated by its donors.
12. Demonstrate the Board’s active engagement in pursuing a strategy for generating diverse revenue streams, and compliance with the gift instrument of the IC Endowment Fund, applicable laws and requirements of the accounting and reporting standards.

626.2 Policy:

1. The Board actively seeks and encourages donors to continuously support and strengthen the existing internal ISGH Endowment Fund which was established to provide financial bedrock for ISGH, and to “allow ISGH to support its activities, generally consisting of spiritual development, community services, medical services, and family and children services including counseling, refugee assistance and disaster relief”.
2. An important element of the Board’s strategy is to ensure that component units of ISGH, Islamic Centers, are also on a firm financial footing and sustainable path by generating additional revenue streams for Islamic Centers, which have been meeting their respective operating and maintenance expenses entirely, in addition to supporting the Main Center, through fundraising. The Board’s policy is designed to engage donors at multiple levels and encourage them to support ISGH on an overall basis as well as specifically through its components units. The Board recognizes that donors support religious and charitable organizations for a variety of reasons, but the most paramount are the donations that donors give to impact issues they care about, and like to see the difference their donations make, beginning with the community and neighborhoods they live in.
3. With this goal in mind, the Board encourages and facilitates creation of an internal Islamic Center Endowment Fund (hereafter ‘the IC Endowment Fund’) for each Islamic Center by one or more significant donors, in coordination with the Islamic

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

Center, for the Islamic Centers' exclusive and permanent benefit, to supplement resources needed to meet operation and facility maintenance of the Islamic Center.

The term 'Endowment Fund' refers to an institutional fund under the term of the gift instrument that is wholly not expendable by the institution on a current basis [TUPMIF Act § 163.003 (2)]. Thus an endowment is established or created by the donor, wherein assets are permanently restricted/set aside under the terms of a gift instrument by donors so that the Endowment Fund grows over time as a result of accumulated income earned from investment of the underlying assets, less appropriations for expenses in accordance with the gift instrument. The term does not include assets that an institution designates as an endowment fund for its own use [TUPMIF Act § 163.003 (2)], i.e. a fund created by an institution for its own use, wherein the Board takes unrestricted contributions and imposes a spending restriction will not be deemed an endowment.

4. ISGH will create each IC Endowment Fund, as an internal permanently restricted endowment fund based on a gift instrument, such as a duly executed written donor agreement expresses donor intent and reflects the understanding based on which the donors' contributions with permanent restrictions are received by ISGH.
5. ISGH will manage each IC Endowment Fund, including investment of its assets in accordance with terms of the gift instrument. The purpose of all such IC Endowment Funds shall be to provide permanent financial support for operation and facility maintenance of respective Islamic Center (excluding activities such as Zakat, Sadaqa).
6. The minimum initial amount to establish an IC Endowment Fund shall be \$ _____. Additional contributions/gifts (cash and/or other assets) may be made by donors over time and added to the initial corpus of the IC Endowment Fund. All such additional gifts/contributions/donations shall be subject to the same in the gift instrument, and be part of the principal/corpus and not be deemed as income of the IC Endowment Fund and they will not be available for appropriation for expenditure.
7. Each IC Endowment Fund shall have a unique identifying name and a separate account in ISGH books of account to record donor contributions towards the principal amount anchoring it. Appropriation for expenditure of a part of the Fund's income for specified purpose shall be in accordance with the terms of the gift instrument.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

8. There shall be no co-mingling of monies and other assets of an IC Endowment Fund with other IC Endowments Funds or with other ISGH funds (unrestricted funds, temporarily restricted funds or permanently restricted funds) at any time for any purpose including but not limited to recording, control, investing, and reporting.
9. Related fees plus other costs incurred by ISGH for each IC Endowment Fund will be charged to its account. The Executive Body will ensure that the costs incurred are appropriate and reasonable in relation to the assets, purposes of the IC Endowment Fund and ISGH, and expertise available within ISGH.
10. Amendments, changes or revision to be made in future to this policy shall not be retroactive and will not affect in any manner the stipulation in the gift instruments of IC Endowment Funds already established prior to such amendments, changes or revisions.

626.3 Procedure

1. The Associate Director of the Islamic Center shall coordinate with one or more major donors who have expressed serious intent to support with significant contributions/gifts/donations the creation of an IC Endowment Fund for Islamic Center's exclusive benefit, with the purpose of providing permanent financial support to meet operational and facility maintenance costs of the Islamic Center, to complete and sign the gift instrument (ISGH Donor Agreement Form provided as Appendix A hereto). No changes, additions or deletions shall be made to the ISGH Donor Agreement Form.
2. When the Executive Body ensures that the ISGH Donor Agreement Form submitted by the Islamic Center is in order, the President will append his signature on behalf of ISGH; and the Treasurer will inform the IC Associate Director the assigned bank account details for depositing the donor contributions for the IC Endowment Fund.
3. The original gift instrument of the IC Endowment Fund shall be retained in permanent records at ISGH Main Center in accordance with ISGH Policy # 502 Document Retention and Destruction, and a copy retained with the beneficiary Islamic Center.

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

626.4 Implementation:

10. The Executive Body shall implement this Policy with the assistance and participation of the Associate Directors at Islamic Centers, and the Executive Director, the Comptroller and the Operations Director at the Main Center.

11. The Executive Body shall periodically review this policy and its' compliance in consultation with the legal counsel and independent outside auditors of ISGH, and report to the Board of Directors on related issues, resource constraints or concerns. Any recommendations for compliance shall be promptly

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ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FINANCES

627 – UNRELATED BUSINESS POLICY

627.1 Purpose:

7. To provide guidance for proper accounting and reporting of business or trade income from an activity that is regularly carried on which is substantially not related to exempt purposes of ISGH under IRC §501(c)(3).
8. To highlight the potential tax liability for unrelated business income, and the need for all key officials to be aware from which activity the organization's income is being generated and whether any of its income is taxable, so that appropriate operating decisions are made.

627.2 Policy

9. It is ISGH policy, as a tax-exempt organization, to take all reasonable and practicable measures to avoid being involved regularly in a business or trade activity that is not substantially related to exempt purposes under IRC §501(c)(3).
10. It is also ISGH policy to properly identify, record and calculate unrelated business income if during any given tax year ISGH were to have income from business or trade activity that is not substantially related to its exempt purposes under IRC §501(c)(3).
11. If and when unrelated business or trade gross taxable income is \$1,000 or more in any given tax year, then ISGH will, in compliance with the law, prepare and file with IRS Form 990-T Exempt Organizations Business Tax Return for that year and pay applicable taxes. No other 990 Series annual return forms are required to be filed by ISGH due to its exempt status as a religious organization under IRC §6033(a)(3)(A)(i).

627.3 Procedure:

1. In identifying, recording and computing unrelated business income, ensure that each income item meets the three part test: (i) must come from a trade or business activity, (ii) that is regularly carried on, and (iii) that is not substantially related to accomplishing exempt purposes under IRC §501(c)(3). [i.e., whether the activities contribute importantly to the accomplishment of exempt purposes]

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

It is important to bear in mind that use of the income from business or trade activity for an exempt purpose does not shield it from being considered unrelated business income ('UBI') and the resulting tax liability. The focus must be on the activity that generated the income/loss, whether such activity furthers an exempt purpose or not. (i.e. whether or not the activity contributes importantly to accomplishment of exempt purposes of ISGH?).

- a. After determining that an UBI item meets the three part test, check for exceptions that may apply under as IRC so as not to treat it as UBI.e.g.:
 - i. The term unrelated trade or business does not include activities relating to the distribution of a 'low cost' (less than \$9.70 in value*) article incidental to soliciting charitable contributions to encourage the recipient to make a donation and the recipient is allowed to keep the item. (*changes each tax year)
 - ii. Registration fees collected for qualified conventions or trade show activities. To qualify the purpose of conventions or trade show must be promote and stimulate interest in the products or services of the organization or educate attendees on issues of the organization or of the industry of which the organization is part of.
 - iii. Sponsorship exception applies to payments received by the organization from an individual or company when the person or company does not receive any substantial benefit, other than the use or acknowledgement of the contributor's name, logo or product line in connection with organization's activities.
- b. Next, check if an UBI item comes within any categories of income excluded by IRC from being treated as unrelated business, e.g.:
 - i. Income from the rental of real property is excluded, provided ISGH wholly owns the building and does not provide additional services with it.
 - ii. Dividends, interest, annuities, and other investment income; and gains and losses from disposition of property are excluded, and,
 - iii. Income from a trade or business conducted by ISGH primarily for the convenience of its members or students is excluded.
- c. Next, factor in all applicable exceptions and exclusions to compute gross taxable income from unrelated business. If it equals \$1,000 or more for the tax year, then prepare Form 990-T to report UBI. Apply deductions to arrive at unrelated business taxable income (UBTI) and then compute tax due.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FINANCES

- d. Next, prior to filing the form, use the services of a certified public accountant or that of outside independent auditors of ISGH to review the accuracy of the information in preparing Form 990-T. Since classification of business or trade activities as unrelated business varies based on facts in each case, the process is complex, tricky, and requires expert guidance. (For more info see IRS Pub 548 Tax On Unrelated Business Income)

- e. The Form 990-T must be filed by the fifteenth day of fifth month following the end of the tax year. If the anticipated tax expected in a year equals or exceeds \$500, pay quarterly estimated tax using Form 990-W. Since failure to file the forms may result in penalties, ensure that these forms are filed in a timely manner.

627.3 Implementation:

- 6. The Executive Body shall implement this policy with the assistance and participation of the Comptroller at the Main Center.

- 7. The Executive Body shall conduct a periodic review (every two years) of this policy with input from legal counsel and independent outside auditors of ISGH, and report to the BOARD on issues, resource constraints or concerns related to administration of this policy or additional mandated legal requirements.

Adopted by the Board of Directors on: 09.11.2024

Revised and approved by the Board of Directors on: 09.11.2024

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

700 – MEMBERSHIP

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

701 – NATURE OF MEMBERSHIP

701.1 Policy

1. 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.

701.2 Procedure

1. 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.
2. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

MEMBERSHIP

702 – ACCEPTANCE OF MEMBERSHIP

702.1 Policy

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

702.2 Procedure

1. Application for membership does not guarantee acceptance and ISGH makes no promises of acceptance to any membership applicant.
2. Acceptance of initial membership application does not guarantee renewal or continued membership, including those on Life Membership.
3. ISGH provides no guarantees of any rights or services to any of its members.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

703 – MEMBER OBLIGATIONS

703.1 Policy

1. All members of ISGH must comply with ISGH rules and regulations, including its Constitution & Bylaws as well as provisions of the Policy & Procedures Manual.

703.2 Procedure

1. 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.
2. Majlis Al-Shura may take disciplinary action(s) against any member who is found to have violated ISGH rules and regulations.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

704 – MEMBERSHIP ELIGIBILITY AND PARTICIPATION

704.1 Purposes:

1. Establish an effective policy and related procedures for proper implementation of the requirements specified in ISGH Constitution and the Bylaws to become a Member and be eligible to vote, and to hold and/or nominate others to an elected office of the Society.
2. Demonstrate commitment to transparency and compliance with applicable Bylaws and enable members to exercise their rights and fulfill responsibility to voice on ISGH affairs.

704.2 Policy:

1. In compliance with the eligibility requirements set forth in ISGH Constitution and the Bylaws, only ‘members’ are allowed to vote, to hold an elected office and nominate other members to an elected office of the Society. In making a determination as to the eligibility, the following shall be considered:
 1. For new membership - requirements set forth in the Bylaws, Article I Section 2, Article I Section 3 Paragraph A, and Article I Section 7 read with Article II Section 1.
 2. For renewal of membership - requirements specified in the Bylaws, Article I, Section 3 Paragraphs A and B.
 3. For Life Membership - requirements set forth in the Bylaws, Article I, Section 4.
 4. The record date set forth in Bylaws, Article I, Section 3 C.
 5. Definition of ‘Natural member’ and ‘Member’ set forth in ISGH Constitution, Article III Section. 3 and 4 and the Bylaws, Article I Sec. 1.

704.3 Procedure:

1. Applications for new membership may be submitted by Natural Members at any time during the year. Annual dues for the current calendar year, 1 Jan~31 Dec shall be payable by a Natural Member along with completed application in full

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

and by using an online payment system designated by the BOARD. However, applicants who apply to become Members after 30 June shall be placed, for administrative purposes, on a separate 'Temporarily Inactive' Members list for the remainder of the current calendar year since such persons will not be able to vote, hold an elected office and nominate others for elected office for the current year (§ Bylaws, Art. I, Sec 2 Para C, and Sec 3 Para C).

2. To renew membership, annual dues must be paid in full using the online payment service designated by the BOARD or as provided in sub-paragraph 7 below. Non-acceptable payment forms include cash, money orders, prepaid cards and gift cards (§ Bylaws, Art. I, Sec. 3 B). The restriction on payment formats will only apply for payment of membership annual dues and not to other contributions.
3. Membership will lapse at the end of each calendar year on 31 December of the current year, unless renewed prior to the end of the current year (§ Bylaw, Art. I Sec 3 A).
4. The names of members who fail to renew their membership by paying membership annual dues on or before the close of business on the record date of 30 June of the current year shall be placed on a 'Lapsed Membership List' until 30 June of the following year pending renewal.
5. The names of the persons who renew their membership by paying annual dues on or before 30 June shall be removed from the "Lapsed Membership List" and reinstated in the "Active Membership List".
6. The names of members who fail to renew their membership by paying annual dues on or before 30 June of the following year will remain in the "Lapsed Membership List". Such persons will not be able to vote or hold elected office or nominate others for elected office (§ Bylaws, Article I, Section 2 Paragraph B).
7. Members who are registered for payments by Check-o-matic or Personal Credit Card shall be deemed as having paid annual dues for renewal of membership for the Current year if the total sum of their contributions by 06/30 of the current year are more than or equal to membership fee. Checks issued by Banks on behalf of members from their accounts will also be an acceptable format.
8. Staff at ISGH Main Center dedicated to membership affairs shall send out periodic email reminders during the first and second quarter of the calendar year, urging members to pay annual dues in full to avoid membership lapse at the close of

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

business on 30 June. The email reminders should also draw attention to item 7 above, particularly those on check-o-matic payments. Such reminders may be placed on the notice boards at the Islamic Centers and on the websites.

9. Associate Directors and Membership Secretaries are designated officials to receive membership applications (in hard copy format) at their respective Islamic Center and forward to the ISGH Main Center. Natural Members may also apply for membership online by visiting ISGH website or the websites of Islamic Centers.

704.4 Implementation:

4. The General Secretary shall implement this Policy with the assistance and participation of the Operations Manager and staff at the Main Center and Associate Directors and Membership Secretaries at Islamic Centers.
5. To assist the General Secretary, the Executive Director is designated as the Administrator in charge of day to day administration of this Policy.
6. The Executive Director shall report to the General Secretary on any issues, resource constraints, or concerns related to administration of the Policy.

Adopted by the Board of Directors on: 8.18.2021

Revised and approved by the Board of Directors on: 09/04/2024

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ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

705 – MEMBERSHIP INFORMATION AND LISTS

705.1 Purpose:

1. Establish and document policy and procedures regarding identifying and handling of ISGH Member Information and Lists, and
2. Demonstrate commitment to protect and secure confidential information, and compliance with applicable laws, rules, and the Bylaws

705.02 Policy

1. Personal information of all members and members lists are classified as a part of ISGH Confidential Information and the handling requirements described in #506 Policy on Confidential Information shall apply along with the supplementary requirements described herein this policy.
2. Pursuant to the requirements of ISGH Bylaws, Area Representatives and Membership Secretaries at the Islamic Centers shall be provided with access to limited Confidential Information, specifically, names of the members, their postal and email addresses, restricted to the Islamic Center area(s) of their respective representation in order to discharge their duties and responsibilities to associated with their position for ISGH business.
3. In accordance with the requirements of Texas law, ISGH will, after announcing the date of annual general or special meeting, prepare an alphabetical list of names and addresses of all voting members and make it available at ISGH Main Center from the second business day after the notice of the meeting until the conclusion of the meeting. A member, on a written request stating the purpose, may inspect and copy at member's expense the list at any reasonable time and for a proper purpose during the period list is available for inspection. Such list shall not contain any other information such as personal phone numbers, email addresses, family details, credit card or bank account information. He shall sign the confidentiality agreement prior to copying the list.
4. A list of all voting members, containing specifically, members' names and their addresses, for all Islamic Center areas shall be provided to the Election Commission by first Sunday of September each year in order to discharge its duty and responsibility of conducting elections as described in ISGH Bylaws. Such lists made available to the Election shall not contain any other information of the members such as personal phone numbers, email addresses, family details, credit card or bank account information.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

705.3 Procedure

1. Access and distribution of Members Lists shall be restricted to those identified in paragraphs 1, 2 and 3 in view of their legitimate business need to know subject to signing the confidentiality agreement, as well as those members of staff at ISGH Main Center who are responsible to maintain them.
2. The attached specimen confidentiality agreement (Exhibit-1) shall be used after making changes applicable for each of those authorized in paragraphs 1, 2 and 3, to ensure retention of only those provisions that apply in each respective case.
3. Area Representatives whenever communicating by email with the members residing in their area of representation shall abide the guidelines described in attached Exhibit-2 to be compliant with CAN-SPAM Act.
4. The Area Representatives of any zip code which has more than one elected Area Representative shall coordinate through the Associate Director to avoid sending multiple communications to members duplicating the same message.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on: 10.14.2020

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

MEMBERSHIP

Exhibit-2 to # 705 Policy

Guidelines for CAN-SPAM Act compliant Emails

1. Send e-mails from a legitimate, active e-mail address. Send emails from an official email address that identifies the organization. If the recipient hits "Reply" and responds to the message, the answer should go to an in-box that is monitored. [Entails issuing official email addresses from Islamic Centers to area reps. [Example: xxx@masjidalsalam.org]
 2. Provide accurate header information and a postal address for the sender. The "From" section of the e-mail should clearly and accurately identify either the sender or ISGH (or Islamic Center) or both. The body of the message should contain a snail-mail address. The sender should make it clear to the recipients why they're being emailed — for example, "You are receiving this email because you are a donor", or "You are receiving this email/newsletter because you subscribed to receive email/newsletter from ...". Provide a valid **physical** postal address of the sender. [Example: ISGH or IC.]
 3. Do not send out emails from a bulk list with everyone's e-addresses in the "To" line, so that they are public and therefore available to everyone. Use the "bcc" line, since recipients have not given the organization permission to share their email contact with others.
 4. Give the message an accurate subject line. Use a subject line that is not misleading as to what is contained in the email. It is unlawful to use subject lines that mislead the recipient about the contents or subject matter of the message. Ensure that the e-mail is related to the ISGH's mission (example: information for members, renewals, or news about current or upcoming programs) and is not of commercial in nature.
 5. Provide recipients clear and conspicuous notice of the opportunity to opt-out of future mailings. The notice must be in every email message and must be provided to all individuals receiving the message. Include in every email either a link to a page where recipients can remove their addresses or provide an e-mail address where they can write to have their addresses removed. Do not require any information other than their email address to unsubscribe.
1. If some members opt out of future mailings, respect their wishes. The sender/IC/ISGH has 10 days to remove them from the mailing list(s). Do not send subsequent email after that. Furthermore, if the recipient has opted-out, the sender may not release the email address of the recipient to others. If the sender doesn't give the recipients a list of things to opt-out of, they are opting out of everything when they unsubscribe.

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

800 – FACILITY

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

801 – MANAGEMENT

801.1 Policy

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

801.2 Procedure

1. Administrative Body of each facility is appointed in the manner specified in the ISGH Bylaws.
2. The Administrative Body reports to the respective Associate Director.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FACILITY

802 – ACQUISITION OF REAL ESTATE PROPERTY

802.1 Policy

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

802.2 Procedure

1. 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.
2. 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.)
3. 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.
4. If satisfied with due diligence review results, Executive Body may approve the proposal for acquisition of a real estate property.
5. 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.
6. 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

FACILITY

7. 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.
8. 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.
9. All real properties shall be put in trust with NAIT after a suitable period following acquisition.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

803 – CONSTRUCTION AND REMODELING

803.1 Policy

1. 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. Construction Policy Guidelines have been developed by CCC to cover all aspects of construction operations and require full compliance.
2. All Construction contracts require signature of ISGH President or designee.
3. No local construction committee is authorized to unilaterally approve work contracts.
4. No release of ISGH funds by Treasurer for Construction projects unless & until project has been reviewed and approved by CCC.
5. 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.
6. Prior to any major construction at a new ISGH facility, a Special Capital Projects Review Committee, would review capital construction projects to ensure that each new facility has a Master Site Utilization Plan prior to construction.

803.2 Procedure

1. 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).
2. CCC has developed a comprehensive Construction Policy Guidelines document. All ISGH construction projects require full compliance with every aspect of this policy guideline. Violations of construction policies shall result in withholding of funds or non-payment of work conducted in violation of policy.
3. All Construction contracts that require a construction permit or project that costs more than \$10,000 require signature of ISGH President or designee.
4. No local construction committee is authorized to unilaterally approve or sign work contracts.
5. 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.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

6. For new facilities, after reviewing construction drawings and plans, CCC will submit its report to Shura for approval of project.
7. For remodeling of any existing ISGH facility, CCC will convey its recommendation directly to the local Construction Committee.
8. Central Construction Committee may also provide advice and direction during RFP preparation, bid award process, permit and construction phase.
9. 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.
10. 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.
11. 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.
12. Prior to any major construction at a new ISGH facility, a Special Capital Projects Review Committee, reporting to ISGH Treasurer, would review ALL capital construction projects and validate the decisions of the local IC administration to ensure each new facility has a Master Site Utilization Plan prior to start of any major construction project.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

804 – MAINTENANCE

804.1 Policy

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

804.2 Procedure

1. 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.
2. 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.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

805 – FACILITY USE

805.1 Policy

1. 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.
2. Only authorized individuals or organizations are permitted to use ISGH facilities.
3. 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.
4. ISGH facilities may not be used for promotion of political agenda(s) of any specific political candidate or political party.
5. ISGH facilities may not be used for overnight stay except where specifically approved for Dawah or Tableegh.
6. 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.
7. ISGH and IEIT have an Facilities Agreement for the use of ISGH facilities for fulltime Islamic schools
8. All ISGH activities shall be cancelled at Early Voting Location during voting hours and at Main Center during Election Day voting.

805.2 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.

2. 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.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. To promote Islamic education on a professional basis, ISGH had established the Islamic Education Institute of Texas (IEIT) to operate fulltime schools. In order to ensure smooth operations while keeping the authorities of both ISGH and IEIT intact, a Facilities Use Agreement has been jointly approved and signed by both ISGH President and IEIT Board of Trustees Chairman. The contents and articles of this comprehensive document can only be modified by joint approval of ISGH Shura and

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

IEIT BOT, and not by any ISGH Islamic Center Council or local school administration.

10. All ISGH and non-ISGH activities, including weekend school classes, scheduled during the hours of Early Voting at Early Voting locations and Election Day voting at Central Islamic Center (Main Center) for ISGH General Elections shall be canceled or re-scheduled.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

806 – DISPLAYS

806.1 Policy

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

806.2 Procedure

1. ISGH logo shall be installed and displayed prominently at all ISGH facilities and on all ISGH publication, flyers, banners, or on any publicity material.
2. If approved by EB, non-ISGH entities may display and/or distribute fliers and posters at ISGH facilities, to appeal, announce or promote an activity or project. If a project or program is jointly organized with a non-ISGH entity, ISGH logo should be prominently displayed on any publicity material.
3. 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.
4. ISGH takes no responsibility for accuracy, authenticity or validity of any material that is distributed on ISGH facilities by any non-ISGH entity.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FACILITY

807 – PROHIBITION OF ACCESS & USAGE

807.1 Policy

1. 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.

807.2 Procedure

1. 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.
2. 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.
3. 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.

Adopted by the Board of Directors on: Original

Revised and approved by the Board of Directors on:

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

808 – COORDINATION OF ACTIVITIES

801.1 Policy

1. 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.

808.2 Procedure

1. 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.
2. If ISGH has announced Eid prayer at one central location, then no ISGH Center shall hold independent Eid prayers.
3. Generally Islamic Center Council of a facility will permit religious and social activities organized by members associated with the respective facility.
4. 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.
5. 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 can override the decision of any Islamic Center Council.

Adopted by the Board of Directors on: Original

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ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

809 – DESIGNATED IMAM

809.1 Policy

1. 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.

809.2 Procedure

1. Generally, the Religious Teacher assigned to the facility is the designated Imam of the facility.
2. The person assigned by ISGH for Friday (Juma) Khutbah is the designated Imam for the respective Friday prayers.
3. Islamic Center Council may temporarily assign a qualified person as the designated Imam for leading Taraweeh prayers.
4. In the absence of designated Religious Teacher or Khateeb, the Islamic Center Council of the facility will assign a person as the designated Imam.
5. In the absence of the designated Imam at any prayer time, the congregation may by consensus choose another person to lead the prayers.

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ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

810 – KHUTBAH

810.1 Policy

1. The purpose of the khutbah should be to improve the congregation's relationship to Allah and His deen, and it should be based on verifiable references from the Qur'an and Sunnah. The khutbah must not be related to controversial topics (including one-sided fiqhi opinions), and it must not discuss opinions related to US government policies, local political issues or support/oppose any political candidate.
2. The Khutbah Committee reports to the President of ISGH and is led by the Khutbah Committee Chairman. The Committee is responsible for the effective operation of the Friday khutbah system. Members of the Khutbah Committee are nominated by the Khutbah Chairman and approved by the EB.
3. Khateeb's are expected to be familiar and abide by the ISGH policies and procedures regarding khutbahs. Any violation of the policies will result in a warning; further infractions may result in removing the khateeb from the approved roster.

810.2 Procedures

1. The khutbah schedule is made by ISGH Main Center Office and reviewed and approved by the Khutbah Committee Chairman. After the monthly schedule is published, any requested schedule changes to the assigned khateeb can only be made 72 hours before Friday (i.e. Tuesday afternoon). Any exceptions must be approved by the ISGH President and / or Khateeb Committee Chairman.
2. Requests for khateeb's not on the approved list (e.g. out of town visitors) must first be submitted to the Executive Body for approval at least two weeks prior to scheduling; final scheduling decisions reside with the Khutbah Committee Chairman. Under no circumstances shall representatives or affiliates of any organization designated by the U.S. Department of State as supporters of terrorism be allowed to deliver a khutbah on any ISGH facility.
3. Khateeb's are expected to start the khutbah on time; as such they should strive to get to the Masjid 10-15 ahead of time to accommodate traffic delays or parking issues. Masjid administrators are asked to give a five minute grace period for delayed khateeb's after which they can assign a local, back-up khateeb.

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

4. Priority for the 1st khutbah of the month will be given to the local Religious Teacher for that Masjid as scheduling permits with rotation such that other Khateeb are also able to deliver Khutbah at that Masjid. In general, a khateeb will not be scheduled for more than one khutbah at the same location in the same month. All exceptions need to be referred first to the Executive Body and then ratified by the Khutbah Committee Chairman.
5. ISGH employees (Religious Teachers, Youth Coordinators, etc.) are expected to prioritize ISGH khutbah commitments over other khutbah requests. They are expected to deliver at least three khutbahs a month at an ISGH facility, unless they have been excused via pre-approval from the Executive Body.
6. The khutbah shall be delivered in English, except for the essential parts which are required to be in Arabic. In case the Executive Body or Khutbah Committee creates a common set of talking points to address a specific issue, the khateeb should respect and do their utmost to incorporate these points in their khutbah.
7. ADs should report back to the Khutbah Committee within 48 hours in case a scheduled khateeb does not show or does not abide by any of the aforementioned Khutbah Policies. ADs should ensure a viable back-up khutbah process with pre-assigned local khateeb and pre-printed khutbahs. In case of khateeb delays greater than five minutes, the back-up system should be put in place.
8. All Khateeb must attend the regular Khutbah Meeting whenever scheduled. Valid reason for non-attendance must be notified to Khutbah Committee ONE week ahead of the meeting.

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ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

811 – ANNOUNCEMENTS

811.1 Policy

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

811.2 Procedure

1. 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

2. 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.
3. 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.

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ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

812 – SOLICITATIONS

812.1 Policy

1. Only authorized persons are allowed to solicit; publicize or distribute any kind of information or material at ISGH facilities.
2. ISGH employees may not solicit or distribute literature concerning non-ISGH interests during working time.
3. 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.

812.2 Procedure

1. 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.

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ISLAMIC SOCIETY OF GREATER HOUSTON POLICIES & PROCEDURES

FACILITY

813 – ISGH MUSALLA MANAGEMENT AND USE

813.1 Purpose:

1. Provide guidance for establishment and effective and efficient management, operation and maintenance of ISGH-owned (or leased) and operated Musallas.
2. Demonstrate commitment to transparency, accountability and compliance with ISGH Constitution and Bylaws, and to incorporate best practices in corporate governance.

813.2 Policy:

1. An ISGH owned (or leased) and operated prayer facility that does not qualify as an Islamic Center in conformity with the criteria set forth in Bylaw Article II Section 3 shall be designated a “Musalla”. To be designated as an ISGH Musalla, the facility must be an ISGH owned (or leased) and operated facility. If the facility is not operated by ISGH, it cannot be an ISGH Musalla.
2. Prior to the designation and establishment of an ISGH owned (or leased) and operated facility as a Musalla, a resolution designating the specific facility as an ISGH Musalla shall be passed by the Board with an affirmative vote of two third majority of all members of the Board, at a duly called meeting, regular or special, and the intent to act upon such matter has been given in the notice calling such meeting.
3. The operation of a Musalla shall be governed in accordance with ISGH Constitution & Bylaws, and applicable ISGH policies and procedures approved and published by the Board in effect as of the date of establishment of the Musalla, as well as such other policies that are from time to time duly adopted thereafter by the Board.
4. The Executive Body shall have overall responsibility for management of the facility and shall provide direction, oversee operations, and employ staff.
5. Based on the recommendation of the local Muslim community, a Musalla Committee, comprising two or more volunteers selected from local Muslim residents, shall be nominated by the Zonal Director. This Committee shall be approved by ISGH Shura. The Musalla Committee shall have the responsibility for

ISLAMIC SOCIETY OF GREATER HOUSTON

POLICIES & PROCEDURES

FACILITY

day-to-day operation, maintenance and security of the Musalla. Unresolved issues shall be referred to the Executive Body for guidance and resolution.

813.3 Procedure:

6. The Zonal Director shall hold a regular meeting with the Chairpersons of Musalla Committees at least once each month. The date, time and location of the meeting shall be designated by the Zonal Director. If necessary, the Zonal Director shall also meet with the Chair of a Musalla Committee on as needed basis to address issues of concern.
7. ISGH shall maintain a separate account in ISGH books of account for each ISGH Musalla to record donor contributions, and expenditures in accordance with ISGH policies and procedures, specifically, policies # 201 Documentation of Transactions, #202 Deposits, # 203 Disbursement of Funds, and #610 Limits of Financial Authority.
8. All amounts collected at the Musalla, whether by check, credit card, or in cash must be documented and reported (using deposit slips provided by the Main Center) by the end of next business day to the Accounting Department at ISGH Main Center. When directed by ISGH all filled out deposit slips with two executed witness signatures, counting details, copies of checks, and deposit summary should be submitted to deposits@isgh.org
9. All cash and check contributions collected at Musallas must be deposited in an ISGH-designated bank account for that Musalla by the Treasurer. If contributions received at the Musalla cannot be deposited the same day due to a bank holiday or weekend, then the collected amounts should be stored in a locked secure safe deposit box until they are deposited the next business day into the designated bank account.
10. Collected cash at the Musalla must not be used by the Musalla Committee or Imam to meet cash expenses or make direct payments. Instead, petty cash advanced by ISGH shall be used as specifically provided in # 621 Petty Cash Fund Policy.
11. General Funds (with no donor restrictions) collected at the Musalla shall only be expended for operations, maintenance and development of that Musalla.

ISLAMIC SOCIETY OF GREATER HOUSTON
POLICIES & PROCEDURES

FACILITY

813.4 Implementation:

12. The Zonal Director shall implement this Policy with the assistance and participation of the Musalla Committee, and ISGH finance staff at the Main Center.

13. The Zonal Director shall report to the Board of Directors on issues, resource constraints, or concerns related to implementation of the Policy.

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