

Islamic Society of Augusta

Constitution and By-Laws

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In the name of Allah, Most Gracious, Most Merciful

Islamic Society of Augusta

Constitution

*Motto: Help ye one another in righteousness and piety, but help ye not one another in sin and rancor.
(Quran, Chapter 5: Verse 2)*

Article I

THE CREED OF THIS ORGANIZATION IS:

La Ilaha Illa ALLAH. MUHAMMAD Rasul-ALLAH.

لا إله إلا الله محمد رسول الله

This means:

There is no deity other than Allah. Allah is the only one worthy of worship, obedience, and submission. Muhammad (PBUH) is His last messenger and guide to mankind.

THE QURAN IS THE DIVINE WORD OF GOD AND OUR SOURCE OF GUIDANCE:

Thalika alkitabul la rayba feehi hudan lilmuttaqeen

ذَلِكَ الْكِتَابُ لَا رَيْبَ فِيهِ هُدًى لِّلْمُتَّقِينَ

This means:

This is the Scripture whereof there is no doubt, a guidance to those (pious and righteous persons) who fear (and love) God (much). *Quran* (Chapter 2: Verse 2)

THE PROPHET MUHAMMAD *ibn* ABDULLAH IS OUR ROLE MODEL:

Laqad kana lakum fee rasooli Allahi oswatun hasanatun liman kana yarjoo Allaha waalyawma alakhira wathakara Allaha katheeran

لَقَدْ كَانَ لَكُمْ فِي رَسُولِ اللَّهِ أُسْوَةٌ حَسَنَةٌ لِّمَن كَانَ يَرْجُوا اللَّهَ وَالْيَوْمَ الْآخِرَ وَذَكَرَ اللَّهَ كَثِيرًا

This means:

Verily (Indeed) in the messenger of Allah you have a beautiful pattern (good example to follow) of (conduct) for him whose hope is in Allah and the Last Day, and remembers Allah much. *Quran* (Chapter 33: Verse 21)

Article II

TITLE

The title of the organization is The Islamic Society of Augusta, hereafter referred to as the ISA. The ISA is an Islamic Organization incorporated in the State of Georgia as a non-profit charitable organization.

Article III

PURPOSES

The purposes of the ISA are:

1. To lead life according to the principles of Islam as given by Allah and His messenger.
2. To help Muslims carry out their activities according to Islam.
3. To carry out our religious, social, civic, charitable, literary, or other Islamic activities.
4. To apply the Islamic principles and practices to ourselves and our children and to preserve and promote Islam for the future generations.
5. To strengthen the relationship among Muslims.
6. To promote cordial relations and better understanding between Muslims and non-Muslims.
7. Islamic Da'wa—to present the Islamic message to people of other faiths.
8. To encourage Islamic education among the members and families of the ISA.
9. To promote cooperation with other Muslim organizations.

Article IV

AMENDMENTS TO THE CONSTITUTION

1. Amendments to the Constitution shall be made only at a Business Meeting (as defined in the By-Laws).
2. The Amendments:
 - a. May be originated by the Islamic Center Committee (ICC—as defined in the By-Laws).
 - b. May be originated by a written submission with signatures from one third of voting members.
 - c. In either case, the proposed amendment will be discussed in an ICC meeting and a recommendation will be made.
3. The amendment and the ICC recommendation will be announced in a specially called Business Meeting and will then be discussed and the discussion ended with an appropriate motion.
4. This amendment will be posted on the bulletin board and announced by all other reasonable means to the members.

5. The proposed amendments will be voted on after a period of no less than two weeks at a specially called Business Meeting.
6. A quorum of one-half of the voting members and a two-thirds majority vote of the voting members present or authenticated proxies shall be necessary for the adoption of the amendment.

Islamic Society of Augusta

By –Laws

Article I

ORGANIZATION

A. MEMBERSHIP

1. Membership is open to any Muslim who believes in the creed and the purposes of the Islamic Society of Augusta and abides by its Constitution and its By-Laws.
2. Types of membership:
 - a. Registered Member
 1. Is one who meets the membership requirements in Item 1 and registered his/her contact information with the Islamic Society of Augusta.
 2. Youth (those age 18 years or older) shall register independently of their parents.
 - b. Voting Member
 1. Is a registered member who supports the ISA monetarily by making the minimum donations as outlined in Article VI C.3.

B. FINANCES

1. The Fiscal Year will be from January 1st through December 31st.
2. The Islamic Society of Augusta is financed, operated and maintained by its members. Donations and funding from other sources can be accepted provided that any conditions set up for funding are not in conflict with any law of the United States and/or any articles of the ISA Constitution or By-Laws.
3. Zakat is a yearly obligation on all Muslims. It is calculated based on the wealth of each individual. Sadaqa is a highly valued action in Islam. The ISA is eligible to receive Zakat and Sadaqa as long as they are spent according to Islamic rules.
4. The ISA will specify special purpose funds such as: Sadaqa, Zakat al-Mal, Zakat-al-Fitr, Education, Library, Dawa, Relief, etc.
5. Funds received by the ISA will go to the general fund unless otherwise specified.

C. ISLAMIC CENTER COMMITTEE (ICC)

1. The ICC is the governing body of the ISA and shall consist of the President, Secretary, Treasurer, Education Secretary, Programs Coordinator, Women’s Representative, Youth Representative, three Members-at-Large, and the Imam. (see pg 19)

2. In addition, a voting ISA member will be appointed to act as a liaison between the ISA and the Muslim Community Center of Augusta and other local or regional organizations. He/she will be a non-voting member of the ICC.
3. Officers of ICC will be elected from within voting members and by voting members according to the voting conditions and procedures.
4. The functions of the ICC will be:
 - a. To oversee the programs of the ISA, and assure proper maintenance of the Islamic Center.
 - b. To seek continued funding, and to ensure that the funds are used efficiently according to set priorities.
 - c. To prepare an annual budget.
 - d. To have the discretion to use the funds in the best possible way to serve the community and as the need arises.
 - e. To conduct a search and hire the Imam.
 - f. To recruit and hire other employees as deemed necessary.
 - g. To approve selected advisors for Muslim Youth Group of Augusta.
 - h. To establish the policies for operations of the ISA and keep accurate records, which will be available to all ISA members.
5. The ICC will have at least one formal meeting each month.
6. Decisions will be made by majority vote in ICC meetings. A quorum for ICC meetings shall be with six members present.
7. All actions should be in accordance with Islamic principles and in conformity with the Constitution and By-Laws.

Article II

IMAM

1. The Imam is the religious leader of the ISA.
2. His religious duties are detailed in his appointment contract.
3. The Imam is a non-voting member of the ICC.
4. The Imam will be a member of the Education Committee.
5. The Imam shall report directly and solely to the ISA president. In the absence of, or in the event of the incapacity of the president, the Imam shall report to the most senior Member-at-large.
6. On issues pertaining to the imam that the ICC deem as significant, the president will act only with the approval of the majority of ICC members.
7. All comments and concerns about the Imam must be channeled through the president.
8. If there is a dispute between the president and the Imam it should be brought to the most senior Member-at-large. If this does not result in a satisfactory resolution, it goes to the ICC for resolution.ⁱ

Article III

ISLAMIC CENTER COMMITTEE ORGANIZATION

1. All officers except the Youth Representative will be elected at the Annual Meeting and will serve for one year terms, except for the Education Secretary and the Treasurer who will serve a two-year term and the Members-at-Large who will serve three-year terms.
2. Nominees for any of the offices shall be voting members in good standing. They should have demonstrated adherence to the principles embodied in the Constitution. They should have been voting members for at least one year with the additional understanding that Members-at-Large should have been registered members for at least five years. The President and Members-at-Large should also have served in another capacity on the ICC, the President for at least one complete term and two years for a Member-at-Large.
3. Each officer can succeed himself or herself not more than twice consecutively in the same office.
4. The newly elected committee, except the Education Secretary, assumes responsibility at the first Business Meeting in March. The outgoing officers should deliver any records of office and describe the work in progress to the incoming elected officers during the transitional week.
5. The Education Secretary-elect will assume responsibility at the beginning of the subsequent Islamic School academic year. The Education Secretary-elect can assist the serving Education Secretary during the transitional period. During this period, he/she may formulate new plans or changes in the curriculum. These changes, if any, will be implemented only at the beginning of the Islamic School academic year and with the approval of the ICC.

Article IV

ICC OFFICERS

A. PRESIDENT

1. Shall preside at all meetings: ICC Meetings; General Assembly Meetings; Quarterly Business Meetings; and Annual Meetings.
2. Shall be the official spokesperson of the ISA, unless the President designates another ICC member/s in his/her place.
3. Shall approve all payment requests.
4. Shall sign, jointly with the Secretary, all official correspondence issued by the ISA.
5. Shall, only with the approval of the majority of members of ICC, form or dissolve standing or ad-hoc committees; appoint members to such committees and remove members from those committees. He will be an ex-officio member of all committees.
6. Shall, in case of a tie, have a casting vote.
7. The president will appoint a librarian in agreement with the educational secretary.

8. Shall communicate to the members approved ISA policies and be responsible for their implementation.ⁱⁱ

B. SECRETARY

1. Shall keep an accurate and up-to-date record of:
 - a. Suggestions and announcements at Sunday Business Meetings, of which the actual recording may take place through his/her designee.
 - b. Decisions and actions taken at ICC Meetings.
 - c. Quarterly and Annual Meetings.
2. Shall keep an accurate and up-to-date roster, listing the names, addresses, e-mail addresses, and telephone numbers of all registered members.
3. Shall have custody of all official records, files, and monthly financial reports.
4. Shall notify all members about special meetings by posting on the bulletin board and by any other reasonable means.
5. Shall prepare and mail all official correspondence reflecting decisions taken at the Business Meetings or by the ICC.
6. Shall compile the final lists of voting members as of the 15th of July and the 15th of January.

C. TREASURER

1. Shall maintain bank accounts in the name of the ISA and shall deposit all funds therein immediately after receiving them.
2. Shall pay all bills and prepare and sign all checks approved by the President. All checks in excess of \$1000.00 shall be countersigned by the President.
3. Shall keep up-to-date financial records of the ISA, including investment accounts, and give a written financial report summary to the ICC every month.
4. Shall present an oral and written financial report of the previous quarter during the Quarterly Business Meeting.
5. Shall prepare a budget to be approved by ICC and presented at the first Quarterly Business Meeting.
6. Shall prepare and submit to the Annual Meeting a statement of all accounts and finances of the ISA as of the end of the Fiscal year on December 31st.
7. Shall compile a list of the members who met the minimum financial requirements by the end of June and December and post it on the bulletin board.
8. A grace period of two weeks will be allowed for members to make up any minimum financial requirements, and shall post a final list by July 15th and January 15th.

D. EDUCATION SECRETARY

1. Shall propose a budget for the Islamic School and present to the ICC at the beginning of each school year. Once approved, the budget will be protected (with its use solely for school expenses and activities) with twenty-five percent of collected dues added to the

General Fund for overhead expenses. Any remaining balance at the end of the year will be forwarded to the following school year.

2. Shall prepare a quarterly report of the school's activities to be presented at the Quarterly Business Meetings.
3. The Education Secretary shall head the Education Committee, consisting of the Assistant Education Secretary, the Imam, the instructors, a Registrar, and other ISA members as selected by the Education Secretary. The Education Committee will be in charge of the Islamic School and it shall:
 - a. Develop the curriculum and select the books and other education materials to be approved by ICC.
 - b. Devise and implement the Islamic School's rules and regulations, to be compiled into a handbook for students and parents.
 - c. Develop special activities and programs for the school children.
 - d. Determine and collect the school dues approved by ICC.
4. Will supervise the Librarian and the function of the library.

E. WOMEN'S REPRESENTATIVE

1. Shall be selected by the voting women members with the understanding that the role of the Women's Representative is to:
 - a. Be responsible to present the opinions and concerns of all women members.
 - b. Propose and coordinate programs and activities to be performed by the women members.
 - c. Facilitate and assist as a point of contact for women in need.

F. PROGRAMS COORDINATOR

1. Shall be responsible for coordinating the social activities of the ISA arranged by the ICC.
2. Shall be responsible for assuring that the Islamic Center is kept clean and well-maintained.
3. Shall maintain the schedule for ISA programs.
4. Shall process requests and coordinate the use of the ISA facilities for members' private functions and ISA celebrations according to established policies.
5. Shall be the contact person to arrange for outside visitors/guests and for the use of ISA facilities according to established policies.

G. YOUTH REPRESENTATIVE

1. Shall be the president of the Muslim Youth of Augusta (MYA) as elected in accordance with their By-Laws.
2. Shall submit to ICC any amendments to the Muslim Youth of Augusta By-Laws.
3. Shall be responsible to report the youth group activities.
4. Shall coordinate any projects in which the youth group would be asked to participate.

5. He/she is a non-voting member of ICC.
6. Select an advisor to be approved by ICC.

H. MEMBERS-AT-LARGE

1. Because of their longer duration of membership and prior experience at the ICC, Members-at- Large should be fully aware of the history of ISA, the principles on which it was organized, its achievements, and problems.
2. Their main role should be to assure that the activities in the mosque and decisions made by the ICC are in accordance with Islamic principles, in consultation with the Imam, and in conformity with the Constitution and By-Laws of ISA.
3. In addition, they will help maintain continuity of the ISA leadership and smooth the functioning of ICC during the transitional period with yearly election of new officers.
4. Moreover, they will:
 - a. Develop long term plans for ISA and propose new projects/activities.
 - b. Function as consultants/advisors (counselors) to the President and other members of ICC.
 - c. Perform certain tasks or assume certain responsibilities - for example, new projects - as assigned by the President or ICC.
 - d. The most senior Member-at-Large shall in the absence of, or in the event of the incapacity of the president, act for and perform all the duties of the President.

Article V

Committees

1. Committees are either a standing committee for a specific purpose or for a long term project, or an ad-Hoc committee for a specific assignment.
2. ICC will provide the committee with a charter that defines its task and authority and a time frame for the completion of the task as applicable.
3. The president appoints the committee with the approval of a majority of all ICC voting members. The president is an ex-officio (non-voting) member of any committee. A maximum of 2 ICC members could be appointed to be members of a committee. The committee at its first meeting selects its chairman.
4. The committee has to meet at least quarterly.
5. The Committee shall provide ICC, by its chairman with, in progress reports at least quarterly and a final report after it finishes its assigned duty. These reports have to be approved by the majority of the committee members excluding the president. The approved report is to be submitted to the ICC for further discussion and approval by a majority of voting ICC members. A member of a committee who is also an ICC member does not vote regarding this report in the ICC. If unapproved, the points of disagreement should be returned to the Committee for modification and then reconsideration by ICC.

6. If a committee work extends beyond 2 years, its members shall be re-appointed with possible substitutions every 2 years by the then current ICC.
7. Dissolution of a committee:
 1. When it finishes its job and submits its final report that is approved by ICC.
 2. If the president believes that the committee is not performing its job properly, the president shall discuss this within a meeting of the committee and if still unsatisfied then the president shall discuss his / her intent to dissolve the committee within ICC. The committee becomes dissolved if the majority of ICC voting members excluding any ICC members who are members of the committee approve the dissolution.ⁱⁱⁱ

Article VI

MEETINGS

1. The regular, weekly meeting held on Sundays will be called the “General Assembly” meeting and will include all members and it shall be held at:

The Islamic Center of Augusta
3416 Middleton Road
Augusta, GA 30907
(or any other location designated by ICC)

A portion of the meeting will be designated as the “Business Meeting” to discuss administrative matters as well as any other business that arises.

2. Quarterly Business Meetings will be held in which the officers (See By-Laws Article IV) will present brief reports of their activities and the members will have the opportunity to discuss in more detail the affairs of the society.
3. The last General Assembly meeting in the month of February will be designated as the “Annual Meeting.” During this meeting, the annual reports by the officers will be presented and the election of the new officers will be held.
4. The President at his own discretion, or upon the request of more than one-half of the voting membership, may call a special meeting two weeks prior to such date.
5. Notice of Meetings: Announcement at the weekly Business Meeting shall constitute due notice of the Quarterly Business Meeting. For specially called meetings or those at times other than already scheduled, notice will be given to members. The announcement will be made in a Business Meeting, posted on the bulletin board, and announced by other reasonable means.

Article VII

ELECTIONS

ELECTIONS PROCEDURES

1. Elections are held annually according to the election schedule.
2. The President, with the approval of the ICC, shall appoint the Election Committee to conduct the election process.
3. The Treasurer will compile a list of financial contributions made by ISA registered members for the previous fiscal year and give the list of eligible voting members to the ICC Secretary.
4. The Secretary shall:
 - a. Compile a list of voting members according to the voting requirements for the Election Committee.
 - b. Post on the bulletin board and by any other reasonable means the initial voting members list for review.
5. The Election Committee shall reconcile with the Treasurer and Secretary any complaints about the voting members' list to finalize and approve it.
6. The Secretary shall post on the bulletin board and by any other reasonable means the final voting members list.
7. The Election Committee shall:
 - a. Be comprised of three voting members, one of whom shall be a woman.
 - b. Post on the bulletin board and by any other reasonable means a list of all positions open for election for that year.
 - c. Provide members via the online ISA newsletter (as well as upon request) the nomination forms and start accepting nominations.
 - d. Tabulate and announce all nominations received by the closing date defined in the election schedule.
 - e. Conduct the elections on the date defined in the election schedule.
 - f. Maintain control of ballots and their safekeeping.
 - g. Tabulate and announce the election results.
 - h. In case of contested election results, the dispute shall be brought to the Election Committee and resolved within five days of the election.
 - i. Provide a detailed report for the ICC with the election results.

A. ELECTION SCHEDULE

Month	Week	Activity
January	1	Election Committee is appointed
	2	ICC Treasurer and Secretary will work together to compile a list of eligible voting members
		ICC Secretary will post a list of voting members
	3	The Election Committee will post the list of open positions
	4	The Election Committee will approve the final voting list
		The Election Committee will make nomination forms available and begin accepting nominations
		The Election Committee will present a progress report in the last Sunday in January Business Meeting
February	1	The Election Committee will present a progress report at the Business Meeting
	2	The Election Committee will present a progress report at the Business Meeting
	3	The Election Committee will announce the final slate of nominees by the end of the Business Meeting and close the nomination process by 2:00 p.m.
	4	The Election Committee will conduct elections during the Annual Meeting and announce results at the end of the meeting

B. VOTING REQUIREMENTS

1. Age 18 or older.
2. Registered members of ISA for at least six months (per Article I, 2a)
3. Have made the following minimum monthly contributions:
 - a. Five dollars (\$5) per month for an individual aged 18-25
 - b. Twenty dollars (\$20) per month for an individual over age 25
 - c. Forty dollars (\$40) per month for a husband and wife
4. Any member unable to meet the monthly contributions may request a waiver from the ICC and, once approved, achieve full voting status.
5. Contributions will be documented by the Treasurer twice a year:
 - i. At the end of June
 - ii. At the end of December
6. The list will be compiled by the Secretary
 - i. For elections: voting list will be the one compiled at the end of December, finalized and final list posted by January 15th.
 - ii. For voting for other matters: the most recent voting list finalized either on July 15th or January 15th.

All voting members are required to show a current valid photo ID card to the voting committee/ personnel, otherwise a member who fails to show a photo ID will not be able to cast their vote.^{iv}

C. NOMINATION REQUIREMENTS

1. Nominators/Nominees shall be voting members.
2. Election Committee members cannot nominate or be nominated.
3. Nominees for President should have served for at least one year in another capacity at ICC. Nominees for Members-at-Large should have been registered members for five years and also should have served on ICC in another capacity for at least two years.
4. Nominations can be submitted to the Election Committee members during the Business Meetings and/or by personal contact during the specified nomination period, but must be followed by a printed nomination form with the signatures of nominee and nominator.
5. For each nominee there should be two nominators.
6. Withdrawal of a nominee is possible before the close of the nomination process. After the final slate is announced, withdrawal is only permissible if there is another nominee for that position—any changes must occur prior to the close of the Business Meeting at 2:00 p.m.

D. VOTING BY PROXY

1. A proxy form will be provided by the Election Committee and made available on the ISA website at www.isaugusta.com.
2. In any voting procedure, voting by proxy will be allowed if the member is eligible to vote and a properly completed proxy form is given to another voting member. This form must be presented at the time of voting.

Article VIII

VACANCY OF AN OFFICER'S POSITION

1. If an officer is going to be unable to attend the meetings for up to three months, the president will ask another member of the ICC to assume that office temporarily in addition to the duties of his/her office.
If the absenteeism period is going to be more than three months, the procedure will be similar to Section 2.
2. If an officer vacates his/her position by resignation, moving, or otherwise, the other nominee for this office, in the previous election, with the second largest votes will automatically assume office for the remainder of the term. If there were no other nominees, the immediate past office holder will be asked to assume the position. If unwilling or unable, the president, with the approval of the ICC, will appoint a voting member from the community who is otherwise qualified to be nominated for the particular office to assume the office for the remainder of the term.
3. If the remaining period of the term under Section 2 is less than three months, the ICC may decide to proceed as in Section 1.
4. If the officer in question is the President, the most senior Member-at-Large will assume that position (in addition to keeping his/her current position) until the end of the term.

Article IX

AUDIT

1. The President shall initiate an independent limited audit of the ISA finances every other year.
2. The President shall initiate a complete audit every five years.

Article X

DISCIPLINARY ACTION

1. The membership of any member who is involved in any activity against Islam and/or the purposes of the ISA can be terminated.
 - a. The charge(s) must be submitted by two registered members in writing to the Islamic Center Committee.
 - b. The ICC will evaluate the charge(s).
 - c. If the ICC then decides it is a valid concern, by a majority vote, the charge/s and the ICC recommendation will be presented in a specially called Business Meeting.
 - d. A quorum of one half of the voting members and a two thirds majority vote of the members present shall be necessary for the termination to be approved.
2. If the charged member is an officer of the ISA, the same procedure as outlined above (Item 1) will be followed except that this member will not be permitted to vote in ICC regarding this issue.
3. If an officer of the ICC is believed to not be performing his/her duty in the ICC, he/she will be charged:
 - a. The charge should be submitted in writing by at least two members of the ICC and submitted to the ICC President.
 - b. The President will appoint a Grievance Committee consisting of three ISA voting members who are in good standing who have been registered members for at least five years and are not current office holders, with the approval of the ICC.
 - c. If the complaint is against the ICC President:
 - i. The complaint will be submitted to the most senior Member-at-Large who will then appoint the Grievance Committee as described above.
 - d. The Grievance Committee will review and investigate the allegation and report the findings to the ICC, excluding the charged member.
 - e. If there is a valid concern, the three Committee members, as well as the charged member, will discuss the allegation and the response of the charged member in a special ICC meeting.
 - f. If two thirds of the ICC members, after deliberation, agree on the charge, a corrective action will then be made. It can be a written admonition or dismissal from the ICC.

- g. In a graver situation, the matter will be referred to the general ISA body for possible termination of membership (see Item 1).
4. If an ICC officer misses three consecutive meetings, without a valid excuse, the Secretary will notify the President. The President will contact the officer in question to invite him/her to a specially called meeting. After discussion, the ICC officer will be asked to validate the excuse or ordered to tender the officer's resignation.

Article XI

AMENDMENTS TO THE BY-LAWS

1. Amendments to the By-Laws will be possible at a Business Meeting.
2. An Amendment can be originated by:
 - a. The ICC.
 - b. A written submission of at least ten voting members.
3. The proposed amendment will be discussed in an ICC meeting and a recommendation will be made.
4. The amendment and the ICC recommendation will be presented in a specially announced Business Meeting. It will be discussed in that meeting and the discussion will be ended by an appropriate motion.
5. This amendment will then be posted on the bulletin board and conveyed to the members by all reasonable means.
6. Such proposed amendments will then be voted on after a period of no less than two weeks at a specially called Business Meeting.
7. A quorum of one-fourth of the voting members and a two-thirds majority vote of the voting members present will be necessary for the adoption of the amendment.

Approved Amendments January 11, 2015

Librarian

1. The position shall be eliminated from ICC, librarian will be appointed with mutual agreement between president and educational secretary.

i Imam

The Imam shall report directly and solely to the ISA president. In the absence of, or in the event of the incapacity of the president, the Imam shall report to the most senior Member-at-large.

On issues pertaining to the imam that the ICC deemed as significant, the president will act only with the approval of the majority of ICC members. All comments and concerns about the Imam must be channeled through the president. If there is a dispute between the president and the Imam it should be brought to the most senior Member-at-large. If this does not result in a satisfactory resolution, it goes to the ICC for the resolution.

ii President

Shall, only with the approval of the majority of members of ICC, form or dissolve standing or ad-hoc committees; appoint members to such committees and remove members from those committees.

Article V provides expanded rules for committee formation, functioning and dissolution.

iii A new article: Committees

1. Committees are either a standing committee for a specific purpose or for a long term project, or an ad-Hoc committee for a specific assignment.
2. ICC will provide the committee with a charter that defines its task and authority and a time frame for the completion of the task as applicable.
3. Appointment of a committee: The president appoints the committee with the approval of a majority of all ICC voting members. The president is an ex-officio (non-voting) member of any committee. A maximum of 2 ICC members should be appointed to be members of a committee. The committee at its first meeting selects its chairman.
4. The committee has to meet at least quarterly.
5. Committee reports: The Committee shall provide ICC by its chairman:
 - a) In progress reports, at least quarterly.
 - b) Final report after it finishes its assigned duty.

These reports have to be approved by the majority of the committee members excluding the president. The approved report is to be submitted to the ICC for further discussion and approval by a majority of voting ICC members. A member of a committee who is also an ICC member does not vote re this report in the ICC. If unapproved, the points of disagreement should be returned to the Committee for modification and then reconsideration by ICC.

6. If a committee work extends beyond 2 years, its members shall be re-appointed with possible substitutions every 2 years by the then current ICC.

7. Dissolution of a committee:

- a. When it finishes its job and submits its final report that is approved by ICC.
- b. If the president believes that the committee is not performing its job properly, the president shall discuss this within a meeting of the committee and if still unsatisfied then the president shall discuss his / her intent within ICC. The committee becomes dissolved if the majority of ICC voting members excluding any ICC members who are members of the committee approve of the dissolution

iv **Voting Requirement**

All voting members are required to show a current valid photo ID card to the voting committee/ personnel, otherwise a member who fails to show a photo ID will not be able to cast their vote.