

# 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

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## 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 alkitab 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. Tax ID number is 58-1566513

## **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 Executive Committee (EC) or the Board of Trustees (BOT)
  - 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 a BOT meeting and a recommendation will be made.
3. The amendment and the 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 amendment(s) will be voted on after a period of no less than two weeks after the close of its discussion at a specially called Business Meeting.

6. A simple majority (50% + 1) 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

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## **By –Laws**

### **Article 1**

#### **ORGANIZATION**

##### **1.1 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  
Is a registered member who is a permanent resident in the CSRA and who supports the ISA monetarily by making the minimum donations as outlined in Article 7.3.

##### **1.2 FINANCES**

1. The Fiscal Year will be from January 1<sup>st</sup> through December 31<sup>th</sup>.
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, etc.
5. Funds received by the ISA will go to the general fund unless otherwise specified.

##### **1.3 THE GOVERNING BODY**

The governing body of the ISA shall consist of three entities; a Board of Trustees (BOT), an Executive Committee (EC), and the ISA General Body. The respective functions of these three entities are outlined below.

### **1.3.1 BOT:**

#### **1.3.1.1. Composition of BOT:**

- A. The BOT will consist of six elected members. In addition, the EC President shall be an ex-officio member. The Imam will attend meetings upon invitation.
- B. Each elected BOT member will serve a 4-year term, except the first BOT, which will be made up of three members elected for two years and those who got the three highest number of votes for full 4-year terms.
- C. Elected members can serve for no more than two consecutive terms.
- D. No ISA member can serve on both the BOT and the EC at the same time except that the EC President will be an ex-officio, non-voting member of the BOT.
- E. The elected BOT shall select its officers; Chair, Vice Chair, CFO, and Secretary, during its first meeting. The term for the officers is 2 years. A member can be elected for the same office one additional term. EC President cannot be an officer of the BOT.
- F. The BOT shall meet at least quarterly. The quorum for the meeting is four voting members to include the Chair. Decisions in the BOT shall be made by a majority vote. The Chair is the tiebreaker. (In case the vote breaks into three against three, the side in which the Chair casts a vote wins the majority).
- G. In combined EC/BOT meetings, the Chair of the BOT shall be the Chair of the meeting.
- H. The officers of the BOT shall not receive any compensation for their services. However, by resolution of the BOT, an officer may be reimbursed for any expenses incurred in connection with conducting affairs of ISA. Nothing herein shall be construed to preclude an officer of the BOT from serving ISA in any other capacity and receiving reasonable compensation therefore.

#### **1.3.1.2. Functions of the BOT:**

- A. Shall be the legal holder of all ownership documents for ISA properties.
- B. Shall be responsible for long-term ISA projects such as acquiring and developing ISA properties, making investment decisions, managing investment accounts, creating a long-term reserve fund, initiating major building projects, and exploring major new directions for ISA activities.
- C. Shall conduct the annual fundraising in collaboration with the EC.
- D. Shall report their activities to the community at the quarterly meeting.
- E. Budget oversight:
  - i. The annual budget will be prepared by the EC within 2 months of its election. The BOT will review the annual budget prepared by the EC and presented to the BOT by EC President. If there are questions or disagreements these will be resolved in a combined meeting of BOT and EC and a mutually agreed upon budget is passed. This should take place within a month from its presentation to BOT
  - ii. BOT shall not be involved in managing the budget during the fiscal year.
  - iii. For un-budgeted items greater than 50,000 USD, the BOT's approval is required.

#### **F. Imam's position and contract:**



- i. Should the Imam's position become vacant, by formal notice from either party (the Imam or BOT), the BOT and EC shall form an Imam CommitteeSearch Committee. The CommitteeSearch Committee shall include at least one member of the EC, one member of the BOT and three voting ISA members, who are from outside the BOT and EC. The CommitteeSearch Committee shall include at least one sister and one young adult. The CommitteeSearch Committee shall prepare a short prioritized list of three candidates, to be presented to a combined assembly of the BOT and EC. The quorum for the combined BOT and EC meetings shall be 9 members and a decision is approved based on a 2/3 majority of those members present at the meeting. If there is no agreement reached on a candidate from the list, a new CommitteeSearch Committee shall be appointed to proceed with a new search.
- ii. When a candidate is approved, the BOT shall proceed with the contract negotiation and hiring procedures.
- iii. The EC shall conduct an annual review of the Imam's performance. The EC shall submit its review and recommendation whether or not to renew or to renegotiate the contract to the BOT three months before the end of the employment term of each year. Should the BOT reach a different recommendation than the one presented by the EC, then the BOT and EC shall assemble in a joint meeting to reach a final decision (based on the quorum and majority specified above). The BOT shall communicate to the Imam the results of the evaluation and the status of the contract's renewal including any items for amendments or renegotiation.
- iv. Any decision not to renew or to terminate an Imam must be supported by 60% of members present in the combined meeting of the EC and the BOT based on the quorum specified above.

### **1.3.2. Executive Committee (EC)**

#### **1.3.2.1. Composition of the EC:**

- A. The EC consists of: President, Secretary, Treasurer, Education Secretary, Program Coordinator, and Women's Representative. The Imam shall attend the meetings upon invitation.
- B. In addition, the President, with the approval of the EC, shall appoint a voting ISA member, to act as a liaison between the ISA and the Muslim Community Center of Augusta and other local or regional organizations. He/she shall attend EC meetings upon invitation.
- C. There will be seven Standing CommitteeCommittees: Religious Affairs, Program Coordination, Operation and Maintenance, Education, Networks and Security, Relief, and Communication Committee.

#### **1.3.2.2. Functions of the EC:**

- A. Shall oversee the day-to-day activities of the ISA.
- B. Shall secure operational funding, and to ensure that the funds are used efficiently according to set priorities.
- C. Shall prepare and approve an annual budget proposal within 2 months of election. The EC President shall present the budget proposal to the BOT for final approval.
- D. Shall have the discretion to use the approved Budget for the duration of the funding period without the need for further approvals by the BOT.

- E. In case an unforeseen need arises for an unbudgeted item higher than \$50K, the EC shall present a budget amendment to the BOT for approval.
- F. Shall participate in the hiring of the Imam as described above. The EC shall coordinate activities with the Imam (programs, providing logistical support for programs that may be led or presented by the Imam). The EC shall perform at least one annual evaluation of the Imam's performance and shall report the result of the annual review with a recommendation regarding the renewal/renegotiation of the contract to BOT, at least three months before the end of the contract as described above.
- G. Shall recruit and hire other employees, as deemed necessary.
- H. Shall establish the policies for operations of the ISA. Written policies will be available to all ISA members.
- I. The EC shall have at least one formal meeting each month. In addition, the EC President at his/her discretion, or three EC members may call a special meeting of the EC.
- J. Decisions will be made by a majority vote in EC meetings. A quorum for EC meetings shall be four members present, including the President.
- K. In case the President is not able to attend a meeting, the EC Secretary shall become acting President in that meeting, given a quorum is met.
- L. All actions shall be in accordance with Islamic principles and in conformity with these Constitution and By-Laws.

### **1.3.3 ISA General Body:**

#### 1.3.3.1 Composition:

- A. The ISA General Body is composed of all voting members of the ISA.
- B. When conducting business that requires voting, the quorum rules shall be followed as outlined in this document.

#### 1.3.3.2 Functions:

- A. Purchase or sale of major assets (more than \$50,000) requires the simple majority (50% + 1) of the voting members at a specially held meeting with at least a two-weeks notice.
- B. Any amendments to the Constitution or By-Laws require the approval of the voting members at a specially held meeting with at least a two-week notice as noted in the respective articles of these Constitution and By-Laws.
- C. Affiliation with or disaffiliation with another organization requires the simple majority of the voting members at a specially held meeting with at least a two-week notice after the subject has been discussed in a specially announced business meeting.

## **Article 2** **IMAM**

- A. The Imam is the religious leader of the ISA.
- B. His duties are detailed in his job description document.
- C. The Imam shall serve as a consultant to the both the BOT and EC and shall attend selected meetings upon invitation.

- D. The Imam will be a member of the Education Committee.
- E. The Imam shall report directly and solely to the EC President. In the absence of, or in the event of the incapacity of the President, the Imam shall report to the EC Secretary.
- F. All comments and concerns about the Imam must be channeled through the President. On issues pertaining to the Imam that the EC deems as significant, the President will act only with the approval of the majority of EC members.
- G. If there is a disagreement between the President and the Imam that could not be resolved, either the Imam or the EC President can petition the BOT to mediate for a resolution.
- H. The Imam will Chair the Religious Committee and will be responsible for da'wah, interfaith and outreach activities specifically tailored for incarcerated and revert Muslims. He can select different ISA members to help in these tasks.
- I. The Imam shall assist the Program Coordinator in planning all religious activities.
- J. The Imam shall be a member of the Relief and Communication Committees.
- K. The Imam shall not be elected as an EC or BOT officer.

### **Article 3**

#### **EXECUTIVE COMMITTEE ORGANIZATION**

- A. The six officers of the EC will be elected biannually for a two-year term. Officers can serve for a maximum of two consecutive terms, with a lifetime maximum of three terms in the same position.
- B. The newly elected Committee shall assume responsibility at the first day of the month following the elections. The outgoing officers must deliver all records of office and describe the work in progress to the incoming elected officers during the transition period.
- C. The incumbent Education Secretary shall assist the newly elected Education Secretary during the transitional period.
- D. Each EC officer shall present a summary report during the quarterly meetings.
- E. The officers of the EC shall not receive any compensation for their services. However, by resolution of the EC, an officer may be reimbursed for any expenses incurred in connection with conducting affairs of ISA. Nothing herein shall be construed to preclude an officer of the EC from serving ISA in any other capacity and receiving reasonable compensation therefore.

### **Article 4**

#### **EC OFFICERS AND COMMITTEE RESPONSIBILITIES**

##### **4.1 PRESIDENT**

- A. Shall preside over EC Meetings, General Assembly Meetings, Quarterly Business Meetings, and Annual Meetings. He / she shall communicate to the members approved ISA policies and be responsible for their implementation. The President shall also communicate member suggestions and comments presented during these meetings to the EC for discussion.
- B. Shall be a non-voting member in the BOT and act as liaison between the EC and BOT.

- C. Shall be the official spokesperson of the ISA, unless the President designates another EC member(s) in his/her place.
- D. Shall approve all payment requests.
- E. Shall sign, jointly with the Secretary, all official correspondence issued by the ISA.
- F. Shall, only with the approval of the majority of members of EC, form or dissolve standing or ad-hoc Committees; or appoint or remove Chairs of such CommitteeCommittees. He will be an ex-officio member of all CommitteeCommittees.
- G. Shall, in case of a tie at the EC, have the casting vote.
- H. The President shall approve the appointment of a Librarian selected by the Education Secretary.
- I. Shall select Youth Advisors for the Muslim Youth group of Augusta (MYA) in consultation with the group's officers. The Youth President shall submit to EC President any amendments to MYA By-Laws.

#### 4.2 **SECRETARY**

- A. Shall keep an accurate and up-to-date record of:
  - a. Decisions and actions taken at EC Meetings.
  - b. Reports presented during quarterly and Annual Meetings.
- B. Shall keep an accurate and up-to-date roster, listing the names, addresses, e-mail addresses, and telephone numbers of all registered members.
- C. Shall post summary reports of EC meetings on the bulletin board.
- D. Shall have custody of all EC official records, files, and quarterly financial reports.
- E. Shall notify all members about special meetings by posting on the bulletin board and by any other reasonable means.
- F. Shall prepare and mail all official correspondence reflecting decisions taken at the EC Meetings.
- G. Shall form a Communication CommitteeCommittee to manage the webpage, social media accounts, newsletter, and other forms of official ISA correspondence.
- H. Shall compile and keep the finalized list of voting members with the help of the Treasurer as mentioned in 7.3.F

#### 4.3 **TREASURER**

- A. Shall be responsible for supervising all financial aspects of EC activities.
- B. Shall be assisted by two ISA members, approved by the EC. One member will be responsible for collecting and depositing funds and the second shall be writing and dispensing checks. The Treasurer will supervise their activities and reconcile the bank accounts on a monthly basis.
- C. Shall maintain bank accounts in the name of the ISA.
- D. All checks shall be approved by the President. All checks in excess of \$1000.00 shall be countersigned by the President.
- E. Shall keep up-to-date financial records of the ISA, and give a written financial report summary to the EC every quarter.
- F. Shall present an oral and written financial report of the previous quarter during the Quarterly Business Meeting.

- G. Shall prepare an annual operation budget to be approved by EC within two months of the elections. The EC President shall then present the budget to the BOT for approval. Final approval by the BOT shall be within one month. The Treasurer shall then present the approved budget at the first Quarterly Business Meeting.
- H. Shall prepare and submit to the Annual Meeting an up to date statement of all accounts and finances of the ISA.
- I. Shall assist the Secretary to compile the voting list based on the criteria outlined in section 7.3.F.

#### **4.4 EDUCATION SECRETARY**

- A. Shall propose a projected annual budget for the Islamic School and present to the EC at the beginning of each school year. Any remaining balance at the end of the year will be forwarded to the following school year.
- B. Shall prepare a quarterly report of the school's activities to be presented at the Quarterly Business Meetings.
- C. The Education Secretary shall head the Education Committee. The Education Committee will be in charge of the Islamic School.
- D. Will select a Librarian with the approval of the EC President.
- E. Will supervise the Librarian and the functions of the Library.

#### **4.5.WOMEN'S REPRESENTATIVE**

- A. Shall be elected by the voting women members.
- B. Shall be responsible to present the opinions and concerns of all women members.
- C. Shall propose and coordinate programs and activities to be organized by the women members.
- D. Shall facilitate and assist as a point of contact for women in need.
- E. Shall assist the Program CoordinatorCoordinator in planning ISA functions and programs.

#### **4.6.PROGRAM COORDINATOR**

- A. The Program Coordinator shall Chair the Program CommitteeCommittee. The Chair shall select the CommitteeCommittee members.
- B. The Program Coordinator shall present an outline of the planned activities for the year as well as a budget proposal for EC approval.
- C. Shall maintain the schedule for ISA programs.
- D. Shall be the contact person to arrange for outside visitors or guest speakers and for the use of ISA facilities according to established policies.

#### **4.7. STANDING COMMITTEES**

The following Committees and their Chairs function at the prerogative of the executive Committee. Each standing Committee shall develop a charter that defines its scope, responsibilities, and guidelines. The Committee charter, membership, and any subsequent modifications thereof must be approved by the EC. Each Committee shall prepare an annual budget proposal to the EC to be approved and included in the EC budget proposal to the BOT. Each Committee has to meet at least

quarterly and shall present a report to the EC for discussion and presentation to the ISA General Body during the quarterly meeting.

Additional ad-hoc Committees can be formed by the EC to serve specific assignments. EC will provide each ad-hoc Committee with a charter that defines its task, authority, and a time frame for the completion of the task as applicable. The President shall appoint the Committee Chair with the approval of the EC. The Chair of the Committee shall choose the members. A maximum of two EC or BOT members could be members of an ad-hoc Committee at the same time. Each Committee shall have at least one BOT or EC member. The Committee shall provide EC, by its Chairman, with a written progress report at least quarterly and a final report after it finishes its assigned duty.

No Committee shall have authority as to any of the following matters:

- a. The dissolution, merger, or consolidation of ISA;
- b. The sale, lease, exchange or disposition of all or substantially all of the property of ISA;
- c. The election, appointment or removal or filling vacancies on the BOT or EC or any of its Committees;
- d. The amendment of the Articles of Incorporation;
- e. The amendment or repeal of this Constitution and By-Laws or the adoption of new Constitution and By-Laws; or
- f. The amendment or repeal of any resolution of the BOT or EC, which by its terms cannot be amended or repealed except by action of the BOT or EC.

Dissolution of a Committee:

- a. Standing Committee Committees are perpetual, even though the Chair and membership can change after electing a new EC.
- b. When an ad-hoc Committee finishes its job and submits its final report that is approved by EC.
- c. If the President believes that an ad-hoc 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 EC. The Committee becomes dissolved if the majority of EC voting members excluding any EC members who are members of the Committee approve the dissolution.

#### **4.7.1. Programs Coordination Committee**

- A. The Program Coordinator shall Chair the Committee and select its members.
- B. The Committee shall advise and assist the Program Coordinator in coordinating the social activities of the ISA arranged by the EC. Shall process requests and coordinate the use of the ISA facilities for members' private functions according to established ISA policies.
- C. The Imam shall be involved in planning all religious activities/programs using ISA facilities.

- D. The Committee Chair shall coordinate with the imam, Women's Representative, and Youth Group Representatives to discuss the program of any guest speaker and prepare the final itinerary accordingly.

#### **4.7.2. Religious Affairs Committee**

- A. The Imam shall Chair the Religious Affairs Committee.
- B. The Imam shall choose four members in consultation with and approval of the EC.
- C. The Committee Chair (Imam) shall present an annual budget to the EC for approval.
- D. The Committee shall be in charged of all interfaith, outreach, and da'wa activities. Multiple teams shall be formed to undertake those multiple functions.  
The Committee shall be tasked with resolving religious differences between the Imam and community members and between the Imam and the EC. The ruling of the Committee shall be binding and documented.

#### **4.7.3. Operation and Maintenance Committee**

- A. The EC President shall select the Committee Chair with the approval of the EC
- B. The Chair shall select the Committee members
- C. The Chair shall present an annual budget request to the EC for approval
- D. The Committee shall maintain a complete inventory of systems, equipment, warranties, service contracts, etc.
- E. The Committee shall supervise routine maintenance of the facility
- F. The Committee shall maintain a roster of the maintenance and repair contractors and supervise necessary repairs.
- G. The Committee shall include a member who also serves at the network and security Committee.

#### **4.7.4. Relief Committee**

Shall be responsible for relief functions:

- A. The Relief Committee shall be in charge of local relief efforts within the ISA community.
- B. The Relief Committee shall coordinate fundraising for national and/or international humanitarian relief efforts
- C. The Chair of the Relief Committee shall be appointed by the EC President with EC approval.
- D. The Imam shall be a member of the Committee.
- E. The Committee Chair shall prepare an annual relief budget and present it to the EC before the beginning of the fiscal year for approval
- F. The Committee shall receive all relief applications with all required supporting documents. The Committee shall determine the eligibility of each case based on the supporting documents.
- G. The Committee Chair shall maintain records of relief application and supporting documents for each case. When approved by the Committee, a payment slip shall be completed and presented to the EC President for signature, then to the Treasurer for payment, along with necessary documentations.

#### **4.7.5. Education Committee**

The Education Committee functions to oversee all matters relating to the educational program of the ISA School and to work with the School Administration to ensure the education program remains consistent with the ISA School's mission statement.

- A. The Education Secretary shall be the Chairman of the Education Committee
- B. The School Administration (Principal, Vice-Principal, Academic Affairs Director, Office Manager, and Hafiz) as well as the Imam shall be members of the Education Committee.
- C. Shall ensure the curriculum is regularly reviewed and improved, considering and implementing changes as appropriate
- D. Shall recommend approval of the annual school calendar
- E. Shall ensure that the educational Staff is adequate to accomplish the educational program of the ISA School
- F. The members of Education Committee are empowered by the Education Secretary (with approval of the EC) to review and approve hiring recommendations of the administration/general Staffing (i.e. TA's, Staff, and Staff compensation)
- G. Ensure that regular Staff evaluations are conducted by the School Administration; and
- H. Establish policy and promote professional development of the educational Staff.

#### **4.7.6. Network and Security Committee**

The Committee shall be responsible for:

- A. Installation and maintenance of local computers, attached network, and other security measures.
- B. Recommending security equipment and procedures to the EC
- C. Training and supporting Staff on network and information security procedures
- D. Training the ISA community on basic network infrastructure as required
- E. Performing analysis of network security needs and contributing to the design, integration, and installation of hardware and software throughout the ICCA.
- F. Analyzing, troubleshooting and correcting network problems remotely and on-site as needed.
- G. Securing entryways and provisioning and management of Internet protocol camera systems
- H. Maintaining locks, distributing, and keeping track of all building keys/codes/access.
- I. Shall include a member who also serves on the Operation and Maintenance Committee.

#### **4.7.7. Communication Committee**

- A. The ISA Secretary shall Chair the communication Committee. The Imam shall be a member of the Committee.
- B. The Committee shall manage the ISA website, social media accounts, weekly newsletter, and other forms of communication.



C. The Committee shall advise the ISA Secretary on drafting press releases and preparing for media interviews with ISA representatives. All communications shall be presented to the EC for approval.

D. The Committee shall advise the Imam on interfaith issues and communications with other faith communities.

## **Article 5** **MEETINGS**

- A. The regular, weekly meeting held on Sundays will be called the “General Assembly” meeting, will be open to all ISA members, and shall be held at: The Islamic Community Center of Augusta (ICCA) 465 Old Evans Road, Martinez GA 30907 (or at any other location designated by EC). A portion of the meeting will be designated as the “Business Meeting” to discuss administrative matters.
- B. Quarterly Business Meetings will be held in which the EC officers and the Chair of the BOT will present brief reports of their activities and the members will have the opportunity to discuss in more detail the affairs of the society.
- C. The General Assembly meeting held the last weekend of September each year will be designated as the “Annual Meeting.” During this meeting, the annual reports by the EC officers and BOT will be presented and elections held every other year.
- D. 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 two weeks in advance except for cases of emergency. The announcement will be made in a Business Meeting, posted on the bulletin board, and announced by other reasonable means.
- E. The President, at his discretion, or three of EC members, or upon the request of more than 15% of voting members can ask for a special General Assembly meeting, two weeks in advance

## **Article 6** **ELECTIONS**

### **6.1 ELECTIONS PROCEDURES**

- A. Elections are held biannually in the last weekend of September.
- B. The President, with the approval of the EC, shall appoint the Election Committee to conduct the election process.
- C. The Treasurer shall compile a list of the members who have met the minimum financial contributions for the current fiscal year (prorated) by the end of July and December and post it on the bulletin board for review by ISA members.
- D. A grace period of two weeks will be allowed for members to make up any unpaid minimum financial requirements, and shall present an updated list to the EC Secretary.
- E. The Secretary shall review the updated list of voting members prepared by the Treasurer and ensure compliance with other voting requirements (residence).

- F. The Election Committee shall reconcile with the Treasurer and Secretary any complaints about the voting members' list and approve it.
- G. The Secretary shall post on the bulletin board and by any other reasonable means the final voting members list as of the 15<sup>th</sup> of August and the 15<sup>th</sup> of January.
- H. The Election Committee shall:
  - a. Be comprised of three voting members, at least one of whom shall be a woman and one shall be a young adult.
  - b. Post on the bulletin board and by any other reasonable means a list of all positions open for election.
  - 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.
  - g. Tabulate and announce the election results. The ballot counts will only be made public upon the request of the candidates.
  - 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 to the EC with the election results and handle the nomination forms, ballots, and proxy forms to the EC Secretary.

## 6.2. ELECTION SCHEDULE

Month	Week	Activity
<b>August</b>	1	Election Committee is appointed
	2	EC Treasurer and Secretary will work together to compile a list of eligible voting members
		EC 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 Business Meeting of the month.
<b>September</b>	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 held in the week before the scheduled election 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>October</b>	1	First day of October: Newly-elected EC and BOT Committees take office
		The outgoing EC Committee members continue to attend meetings with the new EC Committee for the first month or as long as reasonably needed to ensure smooth transition of responsibilities. During the transition period, the newly elected Committee is in charge.

### **6.3.VOTING REQUIREMENTS**

- A. Age 18 or older.
- B. Registered members of ISA for at least six months (per Article 1.1.2.A)
- C. 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
- D. Any member unable to meet the monthly contributions may request a waiver from the EC and, once approved, achieve full voting status.
- E. Contributions will be documented by the Treasurer twice a year, at the end of July and the end of December.
- F. The list shall be compiled by the Secretary with the assistance of the Treasurer
  - i. For elections: voting list will be the one compiled at the end of July, finalized and posted by August 15<sup>th</sup>.
  - ii. For voting on other matters: the most recent voting list finalized either on January 15<sup>th</sup> or August 15<sup>th</sup>.
- G. All voting members are required to show a current government-issued photo ID card to the Election Committee.

### **6.4.NOMINATION REQUIREMENTS**

- A. Nominators/Nominees shall be voting members.
- B. Nominees for any of the offices shall be voting members in good standing.
- C. A nominee cannot be nominated for more than one elected office at the same time.
- D. Election Committee members cannot nominate or be nominated.
- E. 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 the nominee and nominator.
- F. For each nominee there should be at least two nominators. The nominees should sign the nomination forms to indicate their consent to serve.
- G. Withdrawal of a nominee is possible before the close of the nomination process, i.e. until the close of the Business meeting one week before Election Day at 2.00 pm.
- H. Nomination requirements for the BOT:
  - a. US citizen or permanent resident
  - b. Resident in the CSRA for at least ten years
  - c. Voting member for the previous five years
  - d. Served previously on the EC for at least two terms in any office.

- e. No two immediate family members (spouses, children, parents, or siblings) shall serve on the BOT at the same time
- I. Nominations for EC
  - a. Nominees for any EC position must have been voting members for a minimum of two years.
  - b. Nominees for President should have served for at least one term in another capacity at EC.
  - c. Nominee should be a legal resident in the US

### **6.5. VOTING BY PROXY**

- A. The form to assign a proxy vote will be provided by the Election Committee and made available on the ISA website at [www.isaugusta.com](http://www.isaugusta.com) at least two week before the Election Day.
- B. 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.
- C. A photocopy of a current, signed, government-issued ID card of the person giving the proxy must be presented to the Election Committee with the signed proxy form. The Election Committee shall match the signature on the ID with the one on the form for verification.

### **6.6. QUORUM**

A quorum for elections, or for other business requiring voting is 50% + 1 the ISA voting members (including authenticated proxies). If a quorum is not reached during the initial voting, the results of voting will not be announced and a second voting shall be held one week later involving the members who did not participate in the initial round. The results shall be added to the initial vote tallies. The combined number of votes shall be considered a quorum and the results announced.

## **Article 7**

### **VACANCY OF AN OFFICER'S POSITION**

- A. If an officer is going to be unable to attend the meetings for up to three months, the President shall ask another member of the EC 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 Article 8, Paragraph B.
- B. If an officer vacates his/her position (due to 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 unwilling or unable to serve, the President, with the approval of the EC, 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. If the remaining period of the term is less than three months, the EC may decide to proceed as in Article 8, Paragraph A.

- C. If an office remains unfilled following an election, the President, with the approval of the EC, will appoint a voting member from the community, who is otherwise qualified to be nominated for the particular office.
- D. If the officer in question is the President, the EC Secretary will assume that position until the end of the term. The EC will select a new Secretary from the voting members.

**Article 8**  
**REMOVAL FROM OFFICE**

- A. In case of probable cause for removal from office, a complaint filed by a trustee or an EC member or signed by 15% of the voting ISA members against a member of the BOT or EC shall be submitted to the Chair of the BOT. The Chair of the BOT shall submit the complaint to the Religious Committee, and the Imam will serve as a non-voting member in this case. The Committee evaluates the complaint and allows rebuttal by the concerned person. If the Committee decides it is a serious violation, it submits a full report to the Chair of the BOT, otherwise the charge(s) will be dismissed. If the charges are not dismissed by the Religious Committee, the complaint shall be referred to a combined EC/BOT meeting. The quorum is 9 members excluding the accused. The accused shall be allowed to rebut again. The officer shall be removed by a majority vote of those present excluding the accused.
- B. If an EC or BOT officer misses three consecutive meetings, without a valid excuse, the President/Chair shall contact the officer in question to invite him/her to a specially called meeting of the EC. After discussion, the EC officer will be asked to validate the excuse or resign.

**Article 9**  
**AUDIT**

- A. The BOT Chair shall select an auditor and initiate an independent limited audit of the EC and BOT finances every other year, and a complete audit every five years.
- B. The complete audit results shall be presented to both the EC and BOT.
- C. A summary will be presented to the General ISA Body during the annual meeting.

**Article 10**  
**DISCIPLINARY ACTION**

- A. 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 voting members in writing to the EC President.
  - b. The EC will evaluate the charge(s).
  - c. If the EC decides it is a valid concern, by a majority vote, the charge(s) and the EC 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.

**Article 11**  
**AMENDMENTS TO THE BY-LAWS**

- A. Amendments to the By-Laws will be possible at a Business Meeting.
- B. An Amendment can be originated by:
  - a. The EC.
  - b. A written submission of at least ten voting members.
- C. The proposed amendment will be discussed in an EC meeting and a recommendation will be made.
- D. The amendment and the EC 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.
- E. This amendment will then be posted on the bulletin board and conveyed to the members by all reasonable means.
- F. Such proposed amendments will then be voted on after a period of no less than two weeks at a specially called Business Meeting.
- G. A quorum of 50% + 1 of the voting members and a two-thirds majority vote (of the voting members present and authenticated proxies) shall be necessary for the adoption of the amendment.