

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 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 both 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 a 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 discussed in a specially called Business Meeting held after at least a two-week notice. The discussion will be concluded after an appropriate motion. And concluded with an appropriate motion.

4. The 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, in a specially held meeting after a period of no less than two weeks.
6. The quorum is 50% + 1 of the voting members, including authenticated proxies. The amendment is adopted if agreed upon by two-thirds of the cast votes.

Islamic Society of Augusta 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 (ISA).
 2. Youth (whose age is 18 years or older) shall individually register.
 - B. Voting Member

Is a registered member who is a permanent resident in the CSRA and who has been supporting the ISA monetarily by making the minimum donations as outlined in Article 6.3. for at least one year.

1.2 FINANCES

1. The Fiscal Year will be from January 1st through December 31th.
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 everyone. 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. Funds received by the ISA will go to the Board of Trustees (BOT). The BOT will have a general account, special project account(s), investment account (s), and special purpose account(s). Funds received will be deposited in the general account unless otherwise specified.
5. The ISA will have an annual budget prepared by the Executive Committee (EC) and approved by the BOT. The BOT will distribute one quarter of the approved budget to the EC at the beginning of each quarter.
6. The EC will specify special purpose funds for, Zakat-al-Mal, and Zakat-al-Fitr.

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 composition and 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 non-voting member. The chair of Augusta Science Academy (ASA) board will also be an ex-officio non-voting member. The Imam will attend meetings upon invitation.
- B. Each elected BOT member will serve a 4-year term.
- 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 ex-officio, non-voting member of the BOT. No School Board member can be a BOT member except the chair who will be an ex-officio non-voting member.
- 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.
- F. The outgoing BOT members will join the newly elected BOT members first meeting to handle material or documents and to share relevant information
- G. 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). The Chair or 2 BOT members can call for a special meeting as needed.
- H. In combined EC/BOT meetings, the Chair of the BOT shall be the Chair of the meeting. In combined meetings of the ASA and BOT, the BOT chair will chair the meeting.
- I. 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.

1.3.1.2. Functions of the BOT:

- A. Shall be the legal holder of all ownership documents for ISA properties and the financial assets.
- 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 and the Augusta Science Academy (ASA).
- D. Shall report their activities to the community at the quarterly meeting.
- E. Budget oversight:
 - i. The EC will prepare the annual budget by the end of November of each year. The EC President will then submit the annual budget to the BOT for review. If there are questions or disagreements these will be resolved in a combined meeting of BOT and EC, where a mutually agreed upon budget will be approved. This should take place within a month from its presentation to BOT, but no later than the end of December.
 - ii. The EC president will present a quarterly report of actual income and expenses in the different categories as contrasted with budgeted income and expenses in the previous

quarter before presentation to the General Body in the quarterly meeting. BOT shall not be involved in managing the approved budget during the fiscal year.

- iii. Expenditure by the EC of any un-budgeted items should be submitted to the BOT for approval. EC can shift (decrease or increase) an amount of funds from one approved line item to another but not by more than 10% of the amount of the budgeted amount without prior approval of the BOT.

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 EC shall form an Imam Search Committee. The Search 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 Search Committee shall include at least one sister and one young adult. The Search Committee shall prepare a short-prioritized list of three candidates, if the number of applicants allows this, otherwise the committee will present the most qualified candidate to a combined assembly of the BOT and EC. The quorum for the combined BOT and EC meetings shall be 9 present 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, the Search Committee shall be asked to proceed with a new search.
- ii. When a candidate is approved, the BOT shall proceed with the contract negotiation and hiring procedures in consultation with the EC.
- iii. The EC shall conduct an annual review of the Imam's performance. The EC shall submit its review and recommendation regarding whether 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, only 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 Chair and EC President shall communicate jointly 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 2/3 of members present in the combined meeting of the EC and the BOT based on the quorum specified above (1.3.1.2.F.i.).

- G. A decision to affiliate or disaffiliate with another organization or to dissolve ISA would be initiated by BOT and then discussed in a combined meeting with the EC. The quorum for this meeting will be Ten members and approval will be by 3/4 of those present. Final approval will be contingent on approval of the General Body as in 1.3.3.2.C.

1.3.1.3 BOT officers:

1. Chair: Chairs the meetings, prepares the agenda with the secretary, cosigns bank and investment accounts.
2. Vice Chair:
 - A. Assumes the position of the chair if the position is vacated, by resignation or disability, till the following election, or if the chair will be absent for more than 3 months till his / her return.
 - B. In case the chair cannot attend a scheduled meeting, the vice chair will chair the meeting

3. Secretary: Prepares the agenda along with the chair, keeps the minutes of meetings, secures all documents, both hard copies and in digital format.
4. Chief Financial Officer: Cosigns all BOT accounts in banking and investment institutions and issues all BOT checks. Distributes the funds in the different accounts, prepares monthly financial statements for Board meetings, oversees the budget (income / expenses) and presents the investment accounts for discussion and decision making. Also presents a financial report in the quarterly meetings.
5. The 2 members at large are to help in the overall work of BOT and can be assigned specific tasks by the chair or the board.

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, Women's Representative and Young Adult (<45 years old) Representative. The youth co-presidents will be non-voting members of the EC. 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 six Standing Committees: Religious Affairs, Operation and Maintenance, Networks and Security, Relief, Outreach / Interfaith, and Rapid Response.

1.3.2.2. Functions of the EC:

- A. Shall oversee the day-to-day activities of the ISA.
- B. Discuss the budget submitted by individual EC members and chairs of the various committees in conjunction with the actual income /expenses of the previous year. The EC then prepares and approves a proposed budget for the next fiscal year. This must be accomplished by the end of November. The EC President shall present this budget proposal to the BOT for final approval (Article 1.3.1.2.E.i.).
- C. Shall secure operational funding and ensure that the funds are used efficiently according to set priorities.
- D. Shall have the discretion to use the approved Budget for the duration of the funding period without the need for further approval by the BOT within the limits outlined in Article 1.3.1.2.E.iii.
- E. Shall participate in the hiring of the Imam as described 1.3.1.2.F. 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.
- F. Shall recruit and hire other employees, as deemed necessary.
- G. Shall establish the policies for operations of the ISA. Written policies will be available to all ISA members.
- H. 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.

- I. Decisions will be made by a majority vote in EC meetings. A quorum for EC meetings shall be four members present, including the President. In case of a tie the President will be the tiebreaker.
- J. In case of an emergency when the President is not able to attend a meeting, the EC Secretary shall conduct that meeting. The President may participate by electronic means, if possible.
- K. 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 article 9 below.

1.3.3.2 Functions:

- A. Sale, lease, lien, exchange or disposition of major assets (more than \$50,000) - other than investment assets - requires the concurrence of two thirds (2/3) of the voting members at a special meeting i) at which the quorum is satisfied, and ii) is held after at least a two-week 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. A decision by a combined BOT / EC meeting of affiliation or disaffiliation with another organization or dissolution of ISA requires the approval of 3/4 of the voting members at a specially held quorum fulfilling meeting after at least two weeks after the subject has been discussed in a specially announced business meeting held after a two-week notice.
- D. Major construction projects (costing more than \$100,000) require the approval of a simple majority (50%+1) of the voting members at a specially held meeting with at least a two-week notice.

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 religious consultant to the both the BOT and EC and shall attend selected meetings upon invitation.
- D. The Imam shall report directly and solely to the EC President. In the case of prolonged absence of, or the incapacity of the President, the Imam shall report to the BOT Chair.
- E. All comments and concerns about the Imam must be channeled through the President. On issues pertaining to the Imam that the EC deems significant, the President will act only with the approval of the majority of EC members.
- F. If there is a disagreement between the President and the Imam that cannot be resolved, either the Imam or the EC President can petition the BOT to mediate for a resolution.

- G. The Imam will Chair the Religious Committee and will be responsible for da'wah, and specifically activities tailored for incarcerated and revert Muslims. He can select different ISA members to help in these tasks.
- H. The Imam is expected to participate in the school, especially curriculum development.
- I. The Imam shall be involved in planning all religious activities and inviting guest speakers in coordination with the president.
- J. The Imam shall be a member of the Relief and the Outreach / Interfaith committees.
- K. The Imam, by virtue of being the religious leader of the community, shall not be involved in the electoral process, and cannot be nominated for a position as an EC or BOT member.

Article 3

EXECUTIVE COMMITTEE ORGANIZATION

- A. The seven 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 on the first day of October. The outgoing officers will attend the first meeting of the new committee and must deliver all records of office and describe the work in progress to the incoming elected officers within one-month period. The incoming president will chair the joint meeting.
- C. Each EC officer shall present a summary report during the quarterly meetings.
- D. 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 for such service.

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 ISA or EC member(s) in his/her place.
- D. Shall approve all payment requests.
- E. Shall sign 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 Committees. He / she will be ex-officio voting member of the standing and ad-Hoc committees.
Shall, in case of a tie at the EC, have the casting vote.
- G. Shall select Youth Advisors for the Muslim Youth group of Augusta (MYA) in consultation with the group's officers. The Youth Co-presidents shall submit to EC President any amendments to MYA By-Laws.

H. Will be a voting ex-officio member of the Augusta Science Academy (ASA) board.

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 / minutes of EC meetings on the bulletin board within 10 days.
- D. Shall have custody of all EC official records, files, and quarterly financial reports. He / She will be responsible to secure these records in both physical and digital forms.
- 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 select some ISA members to help him /her manage and update 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.I. and II.

4.3 **TREASURER**

- A. Shall be responsible for supervising all financial aspects of EC activities.
- B. Shall be assisted by three ISA members, who will be approved by the EC. Two members will be responsible for collecting donations from boxes, Mohid or similar systems, online and credit card donations, and depositing these funds in the BOT accounts as specified. The third member will help with bill payments and keeping records. The Treasurer will supervise and be responsible for their activities.
- C. Shall maintain EC bank accounts in the name of the ISA and is responsible for reconciling these accounts on a monthly basis.
- D. All payments 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 EC and give written financial reports to the EC every quarter.
- F. Shall present the financial report of the EC accounts during the Quarterly and annual Business Meetings.
- G. Shall prepare an annual operation budget by collecting the budgets of the different committees and heads of other EC programs by the first week of November of each year. The budget after being approved by EC, shall be presented by the President to the BOT for approval. Final approval by the BOT shall be by the end of December. The Treasurer shall then present the approved budget at the first Quarterly Business Meeting.
- H. In coordination with the BOT's CFO he/ she will receive the quarterly disbursement of EC funds at the beginning of each quarter. At the end of the last quarter (September) the amount remaining in EC account is to be deducted from the following quarterly distribution based on the new budget.
- I. Shall assist the Secretary to compile the voting list based on the criteria outlined in sections 7.I and II.

4.4 EDUCATION SECRETARY

- A. Shall propose a projected annual budget for the weekend 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 appoint a school principal, academic affairs director, administrator, and other staff to help the management of the school and the performance of all his / her duties. The Imam and Hafiz are to be advisors especially about curriculum development. They can also participate in teaching
- D. Select teachers and assign them to the different classes.
- E. Hire teachers' assistants.
- F. Develop the school calendar.
- G. Develop the School curriculum.
- H. Conduct regular staff evaluations.
- I. Establish a policy for professional development of the teachers.
- L. Will be a voting ex-officio member of ASA board

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 Coordinator in planning ISA functions and programs.

4.6 PROGRAM COORDINATOR

- A. The Program Coordinator shall select members to assist him /her.
- B. The Program Coordinator shall present an outline of the planned activities for the year as well as a budget proposal for EC approval. 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.
- C. Shall maintain the schedule for ISA programs in coordination with the Imam, Women representative and youth group.
- 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 YOUNG ADULT REPRESENTATIVE

- A. Shall propose and coordinate programs and activities for young adult members age 45 and younger.
- B. Shall be responsible to present the opinions and concerns of young adult members age 45 and younger.
- C. Shall assist the Program Coordinator in planning ISA functions and programs.
- D. Shall work with the Youth Group Co-Presidents and Young Adult Coordinators.
- E. He/she will prepare the budget for the Youth Group and the Young Adult Coordinators.

4.8 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 for the EC, to be approved and included in the EC budget proposal to the BOT. Each Committee must 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 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.

The President shall appoint the Committee Chairs with the approval of the EC. The Chair of the Committee shall choose the members with the approval of EC. Each Committee shall preferably have one BOT or EC member but not more than two EC or BOT members at the same time.

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 property of ISA not within its jurisdiction
- 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 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.

4.8.1. Religious Affairs Committee

- A. The Imam shall Chair the Religious Affairs Committee.
- B. The Imam shall choose five members in consultation with and approval of the EC.
- C. The Committee shall advise the BOT / EC on religious aspects upon request.
- D. The Committee will help the Imam in planning adult educational programs.
- E. The Committee shall be tasked with resolving religious differences between the Imam and community members.
- F. The Committee shall be tasked with resolving religious differences between the Imam and the EC / BOT. The BOT chair will attend meetings when such differences involve the BOT. Meetings to resolve these differences should have a quorum of four members. Neither the Imam nor the EC President/BOT Chair will vote in these meetings. The committee shall attempt to mediate a resolution of the conflict. Failing an agreement, consultation with an outside Islamic expert or the Fiqh Council of North America should be obtained.

4.8.2. Operation and Maintenance Committee

- A. The Committee shall maintain a complete inventory of systems, equipment, warranties, service contracts, etc.
- B. The Committee shall arrange for and supervise routine maintenance of the facility.
- C. The Committee shall maintain a roster of the maintenance and repair contractors and supervise necessary repairs.
- D. The Committee shall include a member who also serves at the network and security Committee.
- E. Reports the need for major repairs (more than \$10,000) or replacement of major appliances to the EC for approval.

4.8.3. Relief Committee

Shall be responsible for relief functions:

- A. The Relief Committee shall be responsible for the local relief efforts within the ISA community using the allocated funds.
- B. The Relief Committee shall coordinate fundraising for national and/or international humanitarian relief efforts.
- C. The Imam shall be a member of the Committee.
- D. 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.
- E. The Committee Chair shall maintain records of the relief application and supporting documents for each case. When approved by the Committee, a payment request shall be completed and presented to the EC President for signature, then to the Treasurer for payment.

4.8.4. 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. Performing analysis of network security needs and contributing to the design, integration, and installation of hardware and software throughout the Islamic Community Center of Augusta (ICCA).
- E. Analyzing, troubleshooting and correcting network problems remotely and on-site as needed.
- F. Securing entryways, supervision, and management of Internet protocol camera systems

4.8.5 Outreach / Interfaith committee

Purpose: The promotion of cordial relations and better understanding between Muslims and non-Muslims.

Functions:

1. Develop plans using various communication tools to reach out to the larger community. This includes email, website, Facebook and local media.
2. Monitor and respond to events that negatively target the Muslim community.
3. Build networks with individuals and organizations that promote tolerance and diversity.
4. Participate in activities promoting interfaith relations.
- 5.. Develop programs to present Islamic topics to the general public usually in a format of a public meeting. The speakers at these events can be members of the local or regional Muslim community and / or outside speakers.
6. The Imam shall be an active member of the committee.

4.8.6 Rapid response committee

Purpose: Provide rapid response to various emergencies.

Composition: The committee will be chaired by the President who will select other members to be approved by the EC.

Responsibilities:

The committee will prepare emergency plans for the following emergencies:

1. Local community incidents such as fire, medical emergencies and structural damages.
2. External threats such as active shooter or other forms of attack on our community.
3. Response to support the larger community in the case of major disasters whether natural or man-made.

Relation to other committees:

Rapid Response Committee will work closely with the operations and maintenance and the network and security committees. When appropriate, the principals of both the weekend school and ASA should be involved.

Will work in coordination with the local law enforcement department, fire department, etc.

Article 5
Augusta Science Academy

The Augusta Science academy (ASA) is a private school that provides an excellent academic education. Its mission is raising the next generation American Muslim leaders through excellent education and outstanding character building to better serve their country and humanity.

ASA is organized independently of the ISA but is affiliated with and reports to the Board of Trustees (BOT).

ASA is governed by an independent board as defined by its charter. It has a separate bank account and is responsible for the management of its finances. ASA is responsible for generating its income through tuitions, donations, endowment(s) and fundraising. ASA is to prepare an annual budget that is presented to the BOT, by its chairman, for approval.

ASA decisions to hire or terminate a school principal is to be approved by the BOT. Hire or termination of all other employees is solely decided by ASA Board.

ASA reports to the BOT, at least quarterly, its academic progress and financial status. BOT will financially support the ASA within the approved budget, if necessary.

Members of the ASA board cannot be elected members of the BOT or the ISA Executive Committee (EC) and vice versa except that the chair of the school board will be a non-voting member of the BOT and the EC president and education secretary will be voting ex-officio members of the school board.

Major projects involving finances or construction by the school board are to be presented, by its chair, to the BOT. If there is disagreement, a combined meeting will be convened to resolve the issue. The meeting will include the officers of the school board (3) and of the BOT (3). The BOT chair will chair the meeting. Decisions will be based on a majority vote. The BOT chair will be the tie breaker when this is needed.

Article 6
MEETINGS

- A. There will be monthly business meetings usually on the first Sunday, that will be called the “General Assembly” meeting. It will be open to all ISA members, and shall be held at: The Islamic Community Center of Augusta (ICCA) at 1 Islamic Center Dr, Martinez GA 30907 (or at any other location designated by EC). It can be a part of the weekly religious adult education program. During election years there will be weekly business meetings in the month of September.

- B. Quarterly Business Meetings will be held in which the EC, ASA and BOT officers 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, ASA, and BOT will be presented, and elections held every other year.
- D. Notice of Meetings: Announcement after the weekly Friday prayers, weekly Newsletter, and postings in the lobby 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, email, Newsletter, etc.
- E. The President, at his discretion, or three 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 7

Voting

I. VOTING REQUIREMENTS

- A. Age 18 or older.
- B. Registered members of ISA for at least one year (per Article 1.1.2.A)
- C. Have made the following minimum monthly contributions for one year:
 - a. Five dollars (\$5) per month for an individual aged 18-25 and not living with his / her family.
 - b. Twenty dollars (\$20) per month for an individual over age 25
 - c. Forty dollars (\$40) per month for a husband and wife and their children less than 18 years or up to 25 years if living with the family.
- 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 at the end of December and the voting list finalized as in section II below.
- F. For elections or for voting on other matters the most recent voting list finalized on the first Sunday of February of the year will be the list of eligible voters.
- G. All voting members are required to show a current government-issued photo ID card to the Election Committee or to the committee appointed to conduct a special voting.

II Voting Lists

- A. The Treasurer shall annually compile a list of the members who have met the minimum financial contributions for the prior fiscal year by the end of December and post it on the bulletin board for review by ISA members by the second Sunday of January.
- B. A grace period of two weeks will be allowed for members to make up any unpaid minimum financial requirements and the treasurer shall present an updated list to the EC Secretary.
- C. The Secretary shall review the updated list of voting members prepared by the Treasurer and ensure compliance with other voting requirements.
- D. The EC President shall reconcile with the Treasurer and Secretary any complaints about the voting members’ list and approve it.

- E. The Secretary shall post on the bulletin board and by any other reasonable means the final voting members list as of the first Sunday of February each year.

III VOTING BY PROXY

- A. The form to assign a proxy vote will be provided by the Election Committee or by the committee appointed for voting on other matters and made available on the ISA newsletter and website at www.isaugusta.com at least two weeks before the voting 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 Committee with the signed proxy form which shall match the signature on the ID with the one on the form for verification.

Article 8 **ELECTIONS**

I. 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 submitted before the beginning of the announced time of the business meeting at which the final slate of nominees is announced.
- F. For each nominee there should be at least two nominators. The nominees should sign the nomination forms to indicate their consent to serve and their commitment to do the best they can in fulfilling the duties of the office and to abide by ISA constitution and By-Laws.
- G. Withdrawal of a nominee is possible before the beginning of the Business meeting held one week before the election date.
- 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 be nominated to 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.

- d. No two immediate family members (spouses, children, parents, or siblings) shall be nominated to serve on the EC at the same time.

II. ELECTIONS PROCEDURES

- A. Elections are held biannually in the “Annual Business Meeting” on the last Sunday of September.
- B. The President, with the approval of the EC, shall appoint the Election Committee to conduct the election process.
- C. The Election Committee shall:
 - a. Be comprised of three voting members, at least one of whom shall be a woman.
 - b. Post on the bulletin board and by any other reasonable means a list of all positions of the BOT and EC open for election.
 - c. Provide members via the online ISA website and newsletter (as well as upon request) the nomination forms and start accepting nominations as well as proxy forms.
 - 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 and BOT with the election results and hand over the nomination forms, ballots, and proxy forms to the EC Secretary.

III. ELECTION SCHEDULE

Month	Week	Activity
August	1	Election Committee is appointed
	3	The Election Committee will post the list of open positions
		The Election Committee will make proxy and nomination forms available. It should begin accepting nominations.
September	3 weeks prior to election	The Election Committee will present a progress report at the Business Meeting
	2 weeks prior to election	The Election Committee will present a progress report at the Business Meeting
	One week prior to election	The Election Committee will announce the final slate of nominees at the beginning of the Business Meeting held the week before the scheduled election. Each nominee will be given the chance to introduce himself / herself and to briefly discuss his / her plan for the office.
	Last Sunday of the month	The Election Committee will conduct elections during the Annual Meeting and announce results at the end of the meeting or ASAP afterwards via email to ISA members sent by EC secretary.
October	1	The newly elected EC and BOT Committees take office on the first day of October. The new EC will hold the first business meeting the first Sunday of October. All BOT and EC officers will be introduced during this meeting.

Article 9 **QUORUM**

A quorum for elections, or for other business requiring voting is 50% + 1 of 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 10
VACANCY OF AN OFFICER'S POSITION

- A. i. If an officer is going to be unable to attend the meetings for up to three months, the BOT chair / EC President shall ask another member of the BOT / EC to assume that office temporarily in addition to the duties of his/her office.
- ii. If the absenteeism period is going to be more than three months, the office will be considered vacant and is filled as in paragraph B.
- B. If an officer vacates his/her position (due to resignation, moving, or otherwise), the BOT chair / EC President, with the approval of the BOT / 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 BOT / EC may decide to proceed as in Paragraph A.i.
- C. If an office remains unfilled following an election, the BOT chair / EC President, with the approval of the BOT / EC, will appoint a voting member from the community, who is otherwise qualified to be nominated for the 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 as in paragraph B.

Article 11
REMOVAL FROM OFFICE

- A. In case of probable cause for removal from office, such as working against ISA policies or decisions of BOT / EC, or in case of 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 the matter will be submitted to the Chair of the BOT. The chair will refer the complaint to a combined EC/BOT meeting. The quorum is 9 members excluding the accused. The accused shall be allowed to rebut the charge(s). The officer shall be removed by a majority vote of 2/3 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 or BOT. After discussion, the EC / BOT will either accept the excuse or the officer has to resign.

Article 12
AUDIT

- A. The BOT Chair shall select a professional outside 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 audit results shall be presented to both the EC and BOT.
- C. A summary of the audit will be presented to the General ISA Body during the annual meeting.

Article 13
DISCIPLINARY ACTION

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 five voting members in writing to the EC President.
- b. The EC will invite the accused to a special meeting, allow him /her to rebut the charge(s). If after full discussion, the EC decides, by a majority vote, that there is enough evidence to support the charge (s), these and the EC recommendation will be presented in a specially called Business Meeting. If this is not the case, the charge(s) will be dropped, and the person cleared. This decision will be announced to the community if needed.
- c. A quorum as specified in Article 9 and a two-thirds majority vote of the members present shall be necessary for the termination to be approved.
- d. If the charge is of a religious nature, the president will refer it to the Religious Affairs Committee. It will evaluate the complaint and invite the accused for rebuttal of the charge(s) A decision of the committee will be by a majority vote. The charges will be either dismissed or validated. A report will be given to the president. If the charges are not dismissed, the procedure outlined in b. and c above will be followed.

Article 14
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 BOT or EC.
 - b. A written submission of at least twenty 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; email, website, weekly newsletter, etc.
- 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 as specified in Article 9 and a two-thirds majority vote (of the voting members present and authenticated proxies) shall be necessary for the adoption of the amendment. 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.