

CONSTITUTION OF THE ISLAMIC SOCIETY OF GREATER LAFAYETTE (ISGL)

ARTICLE I: NAME & NATURE

The organization shall be called the Islamic Society of Greater Lafayette, hereinafter referred to as the ISGL. It shall be a not-for-profit religious organization in accordance with the rules in IRS section 501(c) (3) and shall be financed by the contributions, donations, and membership fees of its members, and other legitimate sources and it shall be registered with the state of Indiana. The ISGL is organized exclusively for religious, charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

The ISGL shall be organized in a way that no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the ISGL organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose close hereof. No substantial part of the activities of the ISGL organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the ISGL organization shall not participate in, or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II: AIMS & PURPOSES

The aims and purposes of the ISGL shall be to serve the best interest of Islam and Muslims in the Greater Lafayette area, which include the city and its 50 miles surroundings, so as to enable them to practice Islam as a complete way of life. Toward this end, it shall:

1. Help Muslims of Greater-Lafayette **carry out Islamic** programs and projects within the guidelines of the Quran and Sunnah.
2. Creating an atmosphere of obedience to Allah SWT, love of Rasulullah SAW, and brotherhood and love among the Muslims.
3. Prevention of compromising the rights of Muslims.
4. Assist Muslims in organizing themselves for the entire spectrum of Islamic activities including but not limited to religious, charitable, civic, cultural, educational, social, technical, and scientific activities.
5. Promote dialogues with the non-Muslim communities of the Greater Lafayette area.
6. Promote cooperation with other Muslim organizations on local, state, regional, and national levels, within the guidelines of the Quran and Sunnah.
7. Devote special efforts towards the needs of Muslim students at Purdue University.
8. Disseminate information about Islam and promote Daawa activity.

ARTICLE III: MEMBERSHIP

1. All committed, practicing Sunni Muslim (i.e. one who is free from all of "Those Which Abrogate Islam" as defined in Appendix-A). According to Ahlu Sunnah Wal-Jamaah who have resided in the Greater Lafayette area for at least 4 months (one semester for students) will be acceptable for membership upon filling the proper membership application.
2. Members must be adult, sane, and physically present in the area.
3. Members pledge that they perform the five obligatory prayers.
4. After being accepted for membership by the executive committee, the members above the age of 16 years will become voting members. after paying annual membership fee of \$10 per member. These members hereinafter will be called voting members. The new members enrollment period will be during the months of February and September each year. Renewals received after this date result in being ineligible to vote during that membership period.
5. All the voting members will constitute the General Assembly of the ISGL.

ARTICLE IV: ORGANIZATION & STRUCTURE

1. The ISGL shall have the following organs:
 - a. General Assembly (GA)
 - b. Board Of Trustees (BoT)
 - c. Executive Committee (EC)
 - d. Islamic Center Board (ICB)
 - e. Muslim Student Association (MSA)
 - f. Islamic Education Board (IEB)
 - g. Greater Lafayette Sisters Committee (Sisters Committee).
2. Within the boundaries of the Islamic Shariah, the GA shall be the supreme authority over the affairs of the ISGL.
3. The BoT shall be the chief planning, policy making and supervising arm of the ISGL, subject only to the authority of the GA and shall be headed by the duly elected General Coordinator.
4. The ICB shall be primarily responsible for the operation of Islamic Center and shall be headed by Coordinator who shall be elected as a member of the EC and will report to the EC.
5. The MSA will represent the Muslim student body of Purdue University and will be elected by students only. They will implement their own constitution but at the same time abide by the laws, regulations and procedures set by this constitution and by the EC.
6. The IEB shall be primarily responsible for the organization and promotion of the Islamic School and shall be headed by a Director who shall be elected as a member of the EC and will report to the EC.

7. The Sisters Committee will represent the Muslim women of Greater Lafayette and will be elected by sisters.
8. Relationships among these organs shall be governed by this constitution and may be further defined by the BoT, as needed.

ARTICLE V : GENERAL ASSEMBLY (GA)

1. Within the boundaries of the Islamic Shariah, the GA shall be the supreme authority over the affairs of the ISGL.
2. The GA comprises all the voting members of the ISGL.
3. The GA shall elect the BoT and EC of the ISGL.
4. The GA may adopt resolutions, amend the constitution and the bylaws and in general exercise all powers necessary to promote the aims and purposes of the ISGL. These changes are guided by the rules in Article XI.
5. The GA shall approve the ISGL annual report and financial statements, audited by a Certified Public Accountant (CPA).
6. At least two meetings of the GA shall be held during an academic year, with one of the two being held during the month of January after the start of the academic spring semester at Purdue University. The notice of such meetings shall be announced at least two weeks prior to the meeting. Announcements will be made by all means possible including but not limited to posting in the prayer areas, email and after Jumaa prayer. The presence of half of all members shall constitute a quorum.
7. If the first meeting fails to achieve a quorum, a second meeting shall be called within two weeks. The second meeting shall be in quorum if at least 25 % of members were present.
8. Regular meetings of the GA shall be called by the General Coordinator of the EC or by the Chairperson of BoT.
9. Nonscheduled meetings of the GA shall be called by the General Coordinator of the EC upon a written request of simple majority of the BoT members or 20% of the total members of the GA.

ARTICLE VI-1: BOARD OF TRUSTEES (BoT)

1. GENERAL POWERS

The Board of Trustees shall constitute the planning and oversight body of the ISGL. The Board of Trustees shall set the strategic direction of the ISGL and have all powers necessary to carry out the purposes of the organization as set forth in Article-II.

2. SPECIFIC RESPONSIBILITIES:

In addition to any responsibilities necessary to carry out the purposes of the ISGL, the Board of Trustees shall have the following specific duties which shall not be delegated:

- a. Develop the Bylaws of the Society with the consultation of the Executive and School Committees. The Bylaws shall detail policies and procedures that are not clearly detailed in the Constitution. The Bylaws shall be approved by a two-thirds majority of the Board. No bylaws or interpretations can be made contradicting to the Article II and III of the constitution.

- b. The Board of Trustees shall review, amend, and adopt an annual budget for the ISGL by June 30th of each year.
- c. The Board of Trustees shall adopt and, from time to time, review the fiscal policy for the ISGL. Such policy shall govern internal fiscal controls, the obligation of ISGL funds, approval of contracts, leases, deeds and mortgages, and other significant aspects of the fiscal operation of ISGL.
- d. The Board of Trustees shall adopt and, from time to time, review and revise rules and regulations for the conduct of its business.
- e. The Board of Trustees shall take the leadership role in raising funds to Support ISGL projects and programs.
- f. The Board of Trustees must approve all loans or mortgages by at least five (5) members vote for amounts that exceed two times the annual collections averaged over two consecutive years.
- g. Settle all disputes regarding the interpretation of any Article or part of this Constitution. Such interpretation or resolutions shall be in written form and approved by a two-thirds majority.
- h. In case of any conflict between the Board of Trustees and the Executive Committee, the decision of the Board of Trustees reached by simple majority vote of their members shall prevail.
- i. Any conflict between the community and EC must be addressed by BoT. Board's resolution will be binding on GA members

3. COMPOSITION AND TERMS:

- a. Trustees shall be elected by a majority vote of the GA membership from a slate of candidates presented to the membership by the Election Committee.
- b. All members of BoT shall be legal permanent residents of Greater Lafayette area for at least three (3) years and are planning to reside in the area for term of their membership. In addition, they must fulfil the EC member criteria as stated in article VI-2-A.
- c. The Board of Trustees of the ISGL shall consist of nine (9) members; three for four years, three for three years and three for two years term, beginning May 1st.
- d. At least one Trustee shall be a female and one Trustee shall be a student of age 18 and above.
- e. The General Coordinator of Executive Committee will be the ex-officio member of the Board of Trustees, but cannot chair the board.
- f. No elected Trustee shall serve more than two consecutive terms. A Trustee may return to the Board after a break of at least one term after serving two consecutive terms.
- g. The Board of Trustees shall elect a Chairperson of the Board from among the Trustees

ARTICLE VI-2: Executive Committee (EC)

A. Qualification of Members:

- 1. Voting member of ISGL.

2. Knowledge and practice of the obligations and prohibitions of Islam.
3. Frequent attendance of prayers in the Masjid and interaction with local Muslims beyond Jumah and Eid.
4. Residents in the Greater Lafayette area for at least one year.
5. If not found: If the above qualifications cannot be fully satisfied, then board members will be chosen from among those available who come closest to the above qualifications.

B. Duties and Conditions:

1. After they have been elected to their position, all members should attend prayer regularly. Long periods of unexcused absence, maximum of two weeks (not counting Jumaa or Eid), will cause ejection from the held position unless decided otherwise by the GA.
2. Implement the Constitution of the ISGL.
3. Handle the appointments of Jumah Khutabah (speakers) and Imams.
4. Oversee the activities and services of the Islamic Center to ensure that they are within the framework of the Quran and the Sunnah.
5. Be the authorized executive board under directions of BoT in all matters concerning the affairs of the ISGL and the Islamic Center except when the GA is in session.
6. Administration:
 - a. The EC will approve committee members nominated by the elected coordinator and directors of the others boards and committees
 - b. The IEB and ICB coordinator will nominate members and the EC will approve them by simple majority, in case that some nominees did not get approval, the respective coordinator will nominate somebody else and seeks the approval of the EC.
 - c. As much as possible, this should be a delegation of authority within clearly stated policy parameters and not a situation where every detail is micro-managed by the EC. Nevertheless, whatever the arrangement, no appointee can overrule the EC once they take a decision in the appointee's area of work.
 - d. The EC is going to appoint subcommittees which should include but not limited to Zakat, Outreach Committee, Counselling, Youth Group Committee and Social Events committee including Ramadan, Eid, etc. EC shall share with and update GA on the status, funding and activities for these committees in timely manner.
 - Zakat Committee will be responsible for collecting Zakat-ul-Mal and Zakat-ul-Fitr and Sadakah (charity) distributing it to the qualified recipients according to the Islamic Shariah.
 - Encourage Muslims to exercise this pillar of Islam.
 - e. The EC also oversees different services approved by the Members.
 - f. The EC is free to form other short-term or permanent committees for specific purposes as it sees fit.
7. Conduct meeting with the general body once a month to discuss matters and get feedback.

8. Decision Making:

- I. The EC will make all decisions within the guidelines, policies and priorities established in the ISGL constitution.
- II. At least three EC members may make on the spot decisions outside of any regular meeting, but such decisions cannot be in conflict with general decisions and policies mentioned above, and should be approved at the next regular meeting of the ISGL.
- III. Other decisions regarding property transactions, acquisition, sale or modification of property, should be approved by simple majority in the GA.
- IV. Launching of major projects, or highly visible public activities are reviewed and approved by at least five EC members before they are executed.
- V. Other decisions are approved by simple majority of the EC.
- VI. Formulate overall policies and guidelines promoting the aims and purposes of the ISGL which will be implemented by the Islamic Center Board, the MSA, the Board of Education, and the Muslim Sisters Committee.

9. The EC will meet on as needed basis and not less than once a month. The minutes of a meeting should be made public one week after meeting in which they are approved.

10. Conduct Fund raising activities for the ISGL.

11. Financial Responsibility:

- a. Ensure that bills are paid in a timely manner.
- b. Ensure that cash donations are received, counted and deposited.
- c. Ensure that all significant expenditures are done by check.
- d. Ensure that accurate records are kept of all income and expenditure and that donations dedicated to a particular beneficiary or cause are properly delivered.
- e. Approve new bank accounts.
- f. May impose a maximum on all expenditure above which prior EC approval will be required.
- g. File tax forms for both the monetary accounts and the properties.
- h. Have complete and unrestricted access to all files, documentation and any other items relevant to the finances and all other affairs of ISGL.
- i. Present a monthly report detailing all income and expenditure must be produced and made available to the GA.

12. Select delegates to represent the ISGL, as and when needed.

13. Manage, maintain and develop property.

14. Execute this Constitution. As Guardian of the Constitution, BoT shall settle all disputes regarding the interpretation of any Article or part of this constitution. Such interpretations can only be overridden by a vote of at least 2/3 of the members attending a quorum meeting of the GA.

15. Under directions of BoT, register all real estate belonging to the ISGL as a trust under the name of the North American Islamic Trust (NAIT), currently headquartered in Plainfield, Indiana.

16. Under the directions of BoT, be responsible for investing, taking and paying interest free loans.

17. Seek answers to religious questions from American Muslim Jurists Association (AMJA), or another similar USA based organization if AMJA is not available, as and when need arises.

C. Composition:

The EC shall be composed of seven members.

1. General Coordinator
2. Islamic Center Board (ICB) Coordinator.
3. General's Accountant
4. Secretary and Public Affairs Officer.
5. Fund raiser and NAIT Representative.
6. Representative of the Muslim Student Association. He will be selected by the MSA executive committee and must satisfy the general conditions of membership (Article III) and the qualifications of the EC (Article VI-A).
7. Islamic Education Board (IEB) Director.

D. Duties of the Officers:

1. The General Coordinator of the EC shall:
 - a. Preside over the meetings of the EC.
 - b. Be responsible for executing the decisions of the EC.
 - c. Preside over the GA meeting.
 - d. Present reports on the state of the ISGL to the General Body meeting.
 - e. Being a spokesman, representative and correspondent of the ISGL in its activities.
2. ICB Coordinator: See article VII: Islamic Center Board.
3. The Public Affairs officer and Secretary shall:
 - a. Handle, sort, screen and distribute all correspondence of the ISGL.
 - b. Educate the public and schools about Islam and Islamic beliefs.
 - c. Prepare the agenda for the EC meetings and distribute it one week in advance of the meetings.
 - d. Be responsible for taking the minutes at each meeting and get it approved by members of the EC at the next scheduled meeting of the EC.

- e. Make lists of voters, to be posted 4 weeks before the election dates and deliver it to the Election Committee. See Article XV: Elections.
- f. Keep strict attendance in the GA meetings.
- g. Shall certify signatures of the new officers for the financial institutions.
- h. Keeping the ISGL registered in the state of Indiana.

4. General Accountant shall:

- a. Prepare the ISGL Budget.
- b. Pay all utilities, maintenance costs of the building, and any other bills in a timely manner.
- c. Oversee all the various accounts of the ISGL, e.g. IEB account, ICB account, MSA account and any other account.
- d. Pay the insurance of the building.
- e. Collect residential rent, including deposits and resident's damage costs (if any), and the revenue from various services.
- f. Ensure that cash donations are received and counted publicly in front of several witnesses.
- g. Ensure that all incoming funds are deposited in the ISGL bank account.
- h. Ensure that all significant expenditures are done by check.
- i. Ensure that accurate records are kept of all income and expenditure and that donations dedicated to a particular beneficiary or cause are properly delivered.
- j. Prepare a monthly report detailing all income and expenditure must be produced and made available to the GA.

5. Fund raiser and NAIT representative shall:

- a. Conduct legal consultation with the NAIT lawyers.
- b. Conduct loan negotiations.
- c. Report major non-fiqeh-related disputes to the NAIT to be solved.
- d. Raise funds locally, within the USA and Canada, and abroad.
- e. Be responsible for keeping record of all pledges of donations, and developing an appropriate system toward assuring the fulfillment of these pledges in a timely manner.

6. A representative of the Muslim Student Association.

7. IEB Director: See the Article IX: Islamic Education Board.

E. Term and Removal:

- 1. The EC and its members shall be assigned a term of two years starting May 1st and Ends April 30th two years later.

2. The terms of the six elected positions of the EC shall be staggered in the following manner:
 - a. General Coordinator, Islamic Center Board (ICB) Coordinator, and General Accountant elections shall be held every ODD year.
 - b. Secretary and Public Affairs Officer, Fund Raiser and NAIT Representative, and Islamic Education Board (IEB) director elections will be held every EVEN year
3. If any elected member resigns, become incapacitated or dies, an election shall be held within one month to elect a new member according to Article XV, with taking into consideration the time-line differences.
4. A member failing to attend three consecutive duly convened meetings of the EC, without an acceptable excuse by the simple majority of the EC, shall be deemed to have resigned from the EC and his position shall be considered vacant and an election shall be held within one month to elect a new member.
5. If a member violates of the general membership conditions or any of the EC member he can be ejected by simple majority of the General Assembly and an election shall be held within one month to elect a new member.

ARTICLE VII: ISLAMIC CENTER BOARD

A. Functions and Conditions:

1. Implement the policies and decisions of the EC.
2. Providing facilities for Muslims, including the broad categories of worship (ibadah), dawah, service, and education.
3. Maintenance and cleaning of the Islamic Center property, consisting of the Islamic Center building, parking, and surrounding footpath and green area.
4. Management of different services, approved by the EC.
5. Management of the residential area in the Islamic Center.
6. Appointments of subcommittees that shall help achieve the aforementioned tasks.

B. The ICB Composition:

The ICB shall consist of three members:

1. Coordinator
2. Secretary
3. Resident Affairs Officer.

C. The ICB Selection:

1. Eligibility

All conditions for the EC membership (ARTICLE VI.A) apply here. The MSA Executive Committee members shall not be eligible for becoming members of the ICB, and hence cannot be nominated.

2. Procedure

The coordinator shall nominate to the EC three names: for the Secretary and The Resident Affairs Officer positions within 10 days of becoming coordinator. A simple majority of votes is required to approve an individual nominee. If any nominee is rejected by the EC, the coordinator shall nominate another member for approval by an affirmative majority vote of the EC. This procedure should end no later than May 30th.

D. Duties:

The Coordinator shall

1. Be a member of the EC.
2. Be responsible for implementing the policies and procedures set by the EC, ICB and the GA, through directing and coordinating such activities.
3. Call and preside over the meetings of the ICB.
4. Call for extra-ordinary ICB meetings either upon the request of the other ICB members or the GA, governed by the rules and regulations mentioned in Section :Meetings, or upon changing or amending any rule and/or regulations affecting the community at large, to be approved by the General Body.
5. Meet and brief the community once a month of all activities carried out by the ICB in that month, within privacy rights of the community members
6. Be responsible for the general cleanliness, daily cleanliness and cleanliness after specific functions, such as the Islamic school, dinners, ...etc., are held. The areas of responsibility are: the three prayer areas, the basement, the bathrooms in the basement and in the first floor, the stairs of the building, the parking area, and the side-walks around the building.
7. Be responsible for trash removal in the first floor and the basement.
8. Be responsible for managing and maintaining the storage areas in the building.
9. Be responsible for maintaining the Shed and usage of the tools and appliances.
10. Be responsible for purchasing all the supplies needed for the whole building including, but not limited to, trash bags, soaps, electric bulbs, paper towels, as well as supplies for the maintenance of the lawn, parking area and side-walks around the building.
11. Be responsible for the periodic maintenance of the following:
 - a. Audio/Visual system in the whole building.
 - b. Filters and smoke alarms in the whole building.
 - c. Painting of parts of or whole building as needed.
 - d. Heating and cooling systems, including temperature setting in the whole building.

- e. Tiles, roof and outside structure of the whole building.
- 12. Be responsible for lawn mowing and snow removal of the side-walks, and entrances around the building.
- 13. Be responsible for handling lost and found items.

The Secretary shall

- 1. Prepare the agenda for the ICB meetings and distribute it one week in advance of the meetings.
- 2. Be responsible for taking the minutes at each meeting and approve them by members of the ICB before the next scheduled meeting of the ICB.
- 3. Assume the position and responsibilities of the Coordinator in case of absence or disability of the Coordinator.
- 4. Be responsible for the approved services.
- 5. Be responsible for Parking lot assignments and ensuring proper use of the parking area, daily, as well as during Friday prayers.
- 6. Arrange for towing of illegally parked or abandoned cars in the parking lot.
- 7. Negotiate and acquire more parking spaces with the city and Purdue University.
- 8. Be responsible for maintaining and implementing the security rules and regulations.
- 9. Be responsible for taking and keeping minutes of all meetings of the ICB. Minutes shall be available to any member of the GA upon request.

The Resident Affairs Officer shall

- 1. Be responsible for setting the policies and procedures governing renting the residential rooms which should be approved by the EC.
- 2. Be responsible for the appointment of a counselor, and for setting and implementing the rules and regulations governing rights and duties of the counselor.
- 3. Be responsible for setting and implementing the rules and regulations of the rental lease agreement.
- 4. Be responsible for the maintenance of the residential area including repair/replacement of furniture and appliances, as well as the full maintenance of the kitchen, the bathrooms, the rooms and the stairs in the residential area.
- 5. Be responsible for monitoring the cleanliness of the residential area, including trash removal, and periodic pest control.

E. Meetings and Procedures

There shall be a minimum of one monthly meeting the people.

F. Term and Removal

1. Term of the ICB shall be one year, starting June 1st and ends May 31st of the following year.
2. If any elected member resigns, become incapacitated or dies, a new member for that position(s) will be selected within three weeks according and the procedures of Article VII. C.1-2.
3. A member failing to attend three consecutive duly convened meetings of the ICB board, without an acceptable excuse by the simple majority of the ICB board, shall be deemed to have resigned and a new member for that position(s) will be selected within three weeks according and the procedures of Article VII. C.1-2.
4. If a member violates the eligibility conditions (ARTICLE VII-C-1) he can be ejected by simple majority of the EC and a new member for that position(s) will be selected within three weeks according and the procedures of Article VII. C.1-2.
5. If the Coordinator resigns, or removed according to Article VI-E, the procedure in Article VI-E will be followed.

ARTICLE VIII: EDUCATION BOARD:

A. Functions:

The Board shall:

1. Implement the policies and decisions of the EC.
2. Establish procedures in routine matters, including but not limited to the operation of the Islamic School and nursery.
3. Appoint Functional Committee with well defined and written functions and authority, as needed.
4. Set the curriculum for the School and the Nursery.
5. Select teachers according to criteria approved in the first IEB meeting each year, and train the teachers.
6. Promote the learning of the Arabic language.
7. Prepare the School budget for fiscal year, and submit it to the EC for approval.
8. Prepare School and Nursery schedules and activities for the year during the first meeting each year, and submit it to the EC for approval.
9. Raise the necessary funds and handle all monetary matters of the School according to the procedure agreed upon with the EC.
10. Submit to the EC for approval, proposals to hire teachers and any person to work for the Board.
11. Outline and implement procedures for the usage of any property, or equipment, or belongings of the School.
12. Submit major projects (more than a maximum amount set by the EC) to the EC for approval.
13. Conduct parenting workshops and parenting discussion groups to support parents raising their children in the society.

B. Composition:

1. The Education Board shall consist of the Director (IEB Director, an EC member), Treasurer, and Secretary, in addition to two Parents Representative(s).
2. The Director shall nominate to the EC two names from the voting members of the ISGL for the Treasurer, and Secretary positions within 10 days of becoming a director. A simple majority of votes is required to approve an individual nominee. If any nominee is rejected by the EC, the Director shall nominate another member for approval by an affirmative majority vote of the EC. This procedure should end no later than July 31st.
3. IEB members shall have the same requirements of any other elected officers as specified by the ISGL constitution.
4. All IEB members have equal voting rights.

C. Duties of the Officers:

1. The Director shall:
 - a. Be a member of the EC.
 - b. Be the Chief Operating Officer of the Board and shall supervise all day to day operations of the Islamic school.
 - c. Call and supervise all meetings of the Committee.
 - d. Co-sign with the Secretary any deeds or contracts related to the activities of the Committee, as and when authorized by the Committee or the EC.
2. The Secretary shall handle and keep records of all the official correspondence of the Board and take minutes of all of the meetings of the Board. The Secretary shall perform the duties of the Director in case of his absence.
3. The Treasurer shall be responsible for all financial transactions and bookkeeping of the board, and submit the required financial reports and budget to the General Accountant.

D. Meetings and Procedures:

1. There shall be a minimum of six regular meetings of the Committee during one year, called by the Director.
2. An extra-ordinary meeting shall be called at the request of the EC. Such a meeting shall be held within two weeks of the request.
3. The presence of half of the members of the Committee shall constitute a quorum at any duly convened meeting.
4. When the Board is not in session, the Director may make decisions after consulting with another member of the board and then shall communicate the decision to the rest of the board within ten days.
5. Decisions shall be achieved by simple majority. In the case of a tie, the side of the director shall prevail.
6. Minutes of each Committee meeting shall be submitted to the Chairman of the EC within two weeks after the meeting.

7. The Committee may call a meeting of the teachers and/or parents for consultation purposes. Such meetings shall have no decision-making powers.

E. Term and Removal:

1. The term of the Committee shall start on June 1 and end after one year on May 30th.
2. If any elected member resigns, become incapacitated or dies, a new member for that position(s) will be selected within three weeks according and the procedures of Article VII. C.1-2.
3. A member failing to attend three consecutive duly convened meetings of the ICB board, without an acceptable excuse by the simple majority of the ICB board, shall be deemed to have resigned and a new member for that position(s) will be selected within three weeks according and the procedures of Article VII. C.1-2.
4. If a member violates the eligibility conditions (ARTICLE VII-C-1) he can be ejected by simple majority of the EC and a new member for that position(s) will be selected within three weeks according and the procedures of Article VII. C.1-2.
5. If the Director resigns, or removed according to Article VI-E, the procedure in Article VI-E will be followed.

ARTICLE IX: MUSLIM SISTERS COMMITTEE

A. Function:

1. Sisters Committee is an integrated part of the ISGL representing Women of the Muslim Community.
2. Implements policies of and coordinates with the EC.
3. Muslim Sisters Committee shall maintain special rules and regulation in accordance with the needs of Muslim Women.
4. Muslim Women Committee handles matters related to Muslim Women.
5. Coordinate for the following activities after being approved by the EC of the ISGL:
 - a. Social activities including but not limited to Eid celebrations, Ramadan Iftars, group dinners, and picnics.
 - b. Participate in Dawah activities such as halaqas, lectures, and group discussions for Muslim Women
 - c. Pay special attention to accommodate the needs of Muslim Women and female students.
 - d. Responsible for welcoming new Muslim sisters coming to Greater Lafayette.

B. Composition:

The Muslim Sisters committee will be elected by women only from the female voting members of the ISGL and shall be comprised of three officers: president, treasurer and secretary. The committee shall choose a liaison with the EC.

C. Duties of the officers:

1. The President shall:
 - a. Represent Muslim Women in Greater Lafayette.

- b. Implement policies set by the EC.
 - c. Responsible for organization of activities related to Muslim Women needs such as social visitation, maternity assistance, and all cultural activities to fulfill the aims and goals of the ISGL.
 - d. Call and supervise all meetings of the Committee.
2. The Secretary shall handle and keep records of all the official correspondence of the Women Committee and take minutes of all the meetings. The Secretary shall perform the duties of the Director in case of his absence.
 3. The Treasurer shall be responsible for all financial transactions and bookkeeping of the Committee, ask for funds from the EC, and submit the required financial reports and budget to the EC.

D. Meetings and Procedures:

1. There shall be a minimum of 2 meetings with general women body during one year, called by the President.
2. An extra-ordinary meeting shall be called at the request of either any two members of the Committee or the EC. Such a meeting shall be held within one week of the request.
3. The presence of half of the members of the Committee shall constitute a quorum at any duly convened meeting.
4. When the Committee is not in session, the President may make decisions after consulting with at least one other Committee member and shall communicate such decisions to the remaining members within 10 days.
5. Decision shall be arrived at by simple majority. In the case of tie, the side of the President shall prevail.
6. Minutes of every meeting shall be submitted to the Chairman of the EC within two weeks after the meeting.

E. Term and Removal:

Women General Assembly is defined as the female voting members of the ISGL and will be referred to hereinafter as Women GA.

1. The term of the Board shall start on August 1st , and end on July 31st of the following year.
2. Any members of the Sisters Committee may be removed from office by a majority vote of the women GA after hearing from that member, of charges of a direct violation of the Constitution or gross misuse or misappropriation of funds or obvious damage to the existence or interest of the ISGL are proven to be true.
3. If a Committee member resigns or is removed from office, the President shall call for elections to elect a replacement member.
4. If any elected member resigns, become incapacitated or dies, a new member for that position(s) will be selected within three weeks.
5. A member failing to attend three consecutive duly convened meetings of committee, without an acceptable excuse by the simple majority of the Muslim Sisters Committee shall be deemed to have resigned and a new member for that position(s) will be selected within three weeks.

ARTICLE X: (REMOVED)

ARTICLE XI: PERMANENCE OF THIS CONSTITUTION AND AMENDMENTS

1. The following Articles can only be changed or modified by a 100 % agreement of all members of the EC and BoT.
 - a. Aims and Purposes of ISGL (Article II)
2. If any part of this constitution (including the above-mentioned Articles) is found to be unacceptable according to the universally recognized sources of Islamic Law, the issue must be investigated by the SC. To make the required change, the SC must present its proof from the Islamic sources that a change is required and that the proposed change is in harmony with the dictates of the Quran and the Sunnah. The EC will have final approval of these changes after determining that proper procedures have been followed.
3. Petition for amendments to the Constitution, as well as amendment to any rules specified by the EC will follow the procedures outlined in Article V-6,7,8 and 9.
4. Any amendment of this Constitution shall be submitted in writing by the proposing member to the General Coordinator of the EC, at least 10 days before the GA meeting.
5. No other amendments may be made at the GA meeting. But modification of an amendment shall be allowed, if the member making the original amendment accepts.
6. A 2/3 vote of the GA voting members present in person (provided that a quorum has been satisfied) shall be necessary for the adoption of an amendment.

ARTICLE XII: RULES OF PROCEDURE

The ISGL will be governed by this Constitution.

ARTICLE XIII: AFFILIATION

1. Any other locally constituted organization may become affiliated with the ISGL, provided that it fulfills the following conditions:
 - a. It has a constitution that agrees in principle with the aims and purposes of the ISGL.
 - b. It conducts regular Islamic activities.
 - c. It files a written application with the Chairman of the EC of the ISGL and then gets its approval.

2. Such organization shall be called an Affiliate and shall be eligible to benefit from the ISGL services. It shall have the responsibility of carrying out the decisions of the ISGL in areas within its jurisdiction.
3. Upon written charges being brought against an Affiliate and upon filing of such charges with the General Coordinator and upon hearing thereof by the EC in a duly convened meeting, EC may, by a majority vote, decide to suspend or expel the Affiliate from the ISGL. Any Affiliate so expelled shall have the right to hearing by the GA in a duly convened meeting. An affirmative majority vote of such GA meeting to approve the expulsion shall be final.

ARTICLE XIV: DISSOLUTION

In the event of the dissolution of the organization, the EC shall, after paying or making provisions for the payment of all the liabilities, dispose of all the assets of the organization to the North American Islamic Trust. In the event that the North American Islamic Trust does not exist at the time of the dissolution of the ISGL, the EC shall, after paying or making provisions for the payment of all the liabilities, dispose of all the assets of the organization to another Muslim Organization (that follows the principles of Ahlu Sunnah Wal Jamaah) in the USA, and that meet the requirements of exempt purposes within the meaning of section 501 (c) (3) of the IRS Code, or corresponding section of any future federal tax code. In the event that such Muslim organization does not exist at the time of the dissolution of the ISGL, the EC shall, after paying or making provisions for the payment of all the liabilities, dispose of all the assets of the organization according with the rules set forth by the court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes within the meaning of section 501 (c) (3) of the IRS Code, or corresponding section of any future federal tax code.

ARTICLE XV: ELECTIONS

1. Dates for election will be the week end of the 2nd week of April of each year.
2. The EC shall appoint three members of the GA as the Election Committee, at least two months before elections, for the duration of the elections and publication of its results. The members of the Election Committee are none eligible to hold any elected position in ISGL.
3. The Election Committee shall:
 - a. Acquire a list of voting members of the GA from the Secretary of the EC after expiration of the deadline for membership, and at least 30 days before the election date.
 - b. Invite nominations for the membership of the EC 3 weeks before the election date. Only the voting members of the GA have the right to nominate. Nominations ends 3 days prior to the election date
 - c. Announce a time for elections, at least 3 weeks in advance.
 - d. A preliminary list of these nominees will be public one week before the election date, with final list published two days before the election date.
 - e. Discard the nominations of those not voting members (Article III. 2.), or do not meet the qualifications for membership of the EC or BoT (see Article VI-1-3(b) and VI-2. A).

f. All elections will be held in the Greater Lafayette Islamic Center building when possible.

4. **Election Process:**

a. Written connect or decline of the nominees required. If any nominee declines before casting of ballots starts, or has not submitted a written approval, then that nominee shall be dropped from the list of eligible nominees.

b. If only one nominee for any position of the EC or BoT is left after scrutiny by the Election Committee, then he/she shall be declared elected as Executive Committee/BoT members for that position without casting of ballots.

c. If there was no nominations for (a) certain position(s), or this/those nominee(s) was elected for a different position floor nominations will be opened, and then election will take its normal path.

d. Each voting member shall acquire only one official ballot for each position from the Election Committee.

e. Members not present at the election site on Election Day shall have the right to vote by submitting an official e-Vote or absentee ballot provided by the Election Committee.

- i. Official absentee ballots and method to be used for e-Voting shall be provided to voting members at least three weeks before the election date.
- ii. To be counted, the absentee ballots must be in the possession of the head of the Election Committee by the beginning of the election process on Election Day.
- iii. Secure, trusted, verifiable e-Voting technology shall be used for members who may not attend physically.
- iv. Election Committee to announce election date and method to be used for e-Voting at least 3 weeks in advance.
- v. E-Voting shall be made available at least 72 hours prior to the end of specified election period.
- vi. If 50% quorum is not met during the first meeting, e-voting date will be extended by at least 7 days. After which, the received votes will determine the election outcome.

f. In case of a ballot having more name for that position, only the first name shall be considered valid.

The Election Committee shall count the votes immediately after the last ballot for each position is casted. Any member of the ISGL may be present at the ballot counting.

ARTICLE XVI: APPENDICES

Appendix A: The Negators of Islam:

1. Association in the worship of Allah. Allah says, what translated means:

"Verily, Allah forgives not that partners should be set up with him in worship, but He forgives except that (anything else) to whom He pleases, and whoever sets up partners with Allah in worship, he has indeed invented a tremendous sin." (Surat Annisaa verse 48).

"...Verily, whosoever sets up partners in worship with Allah, then Allah has forbidden Paradise for him, and the Fire will be his abode..." (Surat Al-Maidah verse 72).

The slaughtering of animals for the sake of anyone other than Allah, like the one who slaughters for Jinn or for a grave is considered from the association in worship with Allah.

2. Whoever makes intermediaries between him and Allah, supplicating unto them and asking for their intercession and depending on them has committed Kufr.
3. Whoever does not declare the polytheists as kuffar (disbelievers) or doubts their disbelief or believes in the correctness of their religion has committed Kufr.
4. Whoever believes that the guidance of anyone other than the prophet S.A.A.A.S. is more perfect than that of the prophet, and the judgment of others is better than the prophet's judgment is exactly like the one who prefers the judgment of Satans (Tawaagheet) on the prophet's judgment.
5. Whoever hates that which the prophet S.A.A.A.S. brought to us from rulings, judgments, etc. has disbelieved even if he abides by it.
6. Whoever ridicules any part of the religion of Prophet Muhammad S.A.A.A.S. or the rewards [of various acts mentioned] in the religion or the punishments in the religion has disbelieved. The proof for that is the saying of Allah, which translated means: "If you ask them (about this), they declare: 'We were only talking idly and joking.' Say: 'Was it at Allah, and His Aayat (proofs, evidences, verses, lessons, signs, revelations, etc.) and His Messenger (S.A.A.A.S.) that you were mocking?' Make no excuse; you have disbelieved after you had believed." (Surat Attawbah verses 65 and 66).
7. Whoever practices magic, including that which makes someone hate something or love something, or accepts and is satisfied with magic has disbelieved. The proof for that is the statement of Allah, which can be translated as: "...but neither of these two (angels) taught anyone (such things) till they had said, 'We are only for trial, so disbelieve not (by learning this magic from us).'" (Surat Al-Baqarah verse 102)
8. Helping the disbelievers, allying with them, and cooperating with them against the Muslims. The proof for that is in the statement of Allah, which can be translated as: "And if any amongst you takes them as Awliyaa' (Helpers, supporters, ...etc.), then surely he is one of them. Verily, Allah guides not those people who are Thalimoon (polytheists and wrongdoers and unjust)." (Surat Al-Maidah verse 51)
9. Whoever believes that some people can become exempt from the religious obligations and the Shariah of prophet Muhammad S.A.A.A.S. just like Al-Khidhr was exempt from following the Shariah of Musa (Moses) peace be unto him, is a disbeliever.
10. Turning away from the religion of Allah in such manner that one neither learns the religion nor apply it. The proof for that is the saying of Allah, which translated means: "And who does more wrong than he who is reminded of the Aayat (proofs, evidences, verses, lessons, signs, revelations, etc.) of his Lord, then he turns aside therefrom? Verily, We shall exact retribution from the Mujrimoon (criminals, disbelievers, polytheists, sinners, etc.)". (Surat Assajdah verse 22).