

## 1. Article I - NAME

The organization shall be called the Islamic Society of Sarasota and Bradenton, hereinafter referred to as the "ISSB".

## 2. Article II - NATURE

The ISSB will be a non-profit, Islamic religious organization, pursuant to IRS 501 (C) (3).

## 3. ARTICLE III – OBJECTIVES

The objectives of the ISSB shall be to:

- 3.1. Serve the interest of the Muslim community of Sarasota and Bradenton.
- 3.2. Disseminate Islamic knowledge, information and traditions according to the teaching of the Holy Quran and Sunnah.
- 3.3. Carry out religions, educational, social, charitable, cultural, and athletic activities.

## 4. ARTICLE IV: ORGANIZATIONAL STRUCTURE

The ISSB's organizational structure shall consist of memberships & governing bodies as follows:

- 4.1. The ISSB shall have the following two memberships level:
  - 4.1.1. General Members (GM) shall be any person joining the ISSB (see ARTICLE V).
  - 4.1.2. Registered Members (RM) shall be any qualified GM (see ARTICLE V).
- 4.2. The ISSB shall have the following three governing bodies:
  - 4.2.1. The General Assembly (GA) shall be the main legislative body of the ISSB.
  - 4.2.2. The Board of Trustees (BOT) shall be the Guardian of the ISSB.
  - 4.2.3. Board of Directors (herein known as Majlis Al Shura or MAS) shall be the main executive body of the ISSB.

## 5. ARTICLE V: MEMBERSHIP

- 5.1. The ISSB will have two levels of membership: General Members and Registered Members
  - 5.1.1. General Members (GM) – The general membership shall be composed of any person who is willing to complete and sign the ISSB membership application form and accept, adhere, and respect the Constitution of the ISSB.
  - 5.1.2. Registered Members (RM) - The registered membership shall consist of any GM who must:

- 5.1.2.1. Be a Muslim who bears witness to Al Shahada: La ilaha illallah Muhammad-ur-Rasulullah. (there is no god but Allah, and Muhammad is His Prophet);
- 5.1.2.2. Be over eighteen (18) years of age when joining the ISSB;
- 5.1.2.3. Be legal resident or citizen of the United States of America
- 5.1.2.4. Complete and sign the ISSB Membership Application Form (MAF)
- 5.1.2.5. Pay membership dues of \$30 per individual per month subject to change on an annual basis by majority vote of the ISSB Board of Directors (herein known as Majlis AlShura) (MAS). MAS may waive these dues for individuals who contribute to the Masjid in non-monetary forms equivalent to or in excess of the annual dues.

## 5.2. Voting & Running for Office

GMs are invited to attend the ISSB General Assembly (GA) meetings as observers with no voting rights.

5.2.1. RMs are entitled to attend the ISSB GA meetings with full voting rights provided that they:

- 5.2.1.1. Have been RM for not less than six months prior to such meetings;
- 5.2.1.2. Are residents within the ISSB geographical serviced communities i.e. Sarasota & Manatee;

5.2.2. Only RMs may seek election and hold office provided that they:

- 5.2.2.1. Have been RM for not less than one year prior to election enrolment opening date;

## 5.3. Disciplinary Action

5.3.1. Any RM can submit to the MAS Secretary a written complaint supported by enough evidence against any the ISSB Member for violation of the ISSB Constitution.

5.3.2. Such written complaint with all supporting documents shall be:

- 5.3.2.1. Discussed by the MAS within the next two scheduled regular meetings;
- 5.3.2.2. The MAS shall have the absolute authority to take the necessary actions by a simple majority vote of the MAS members, except for the expulsion or suspension of any member, where a two-thirds majority vote is required.
- 5.3.2.3. Shall be kept on file by the Secretary

## 6. ARTICLE VI: GENERAL ASSEMBLY (GA)

6.1. The General Assembly (GA) shall be the main legislative body of the ISSB and will consist of all the General Members (GM) and Registered Members (RM).

6.2. There shall be at least one GA meeting during each calendar year. GA meeting may be called at any time by a petition of two-third of the RM, BOT, or MAS.

6.3. The GA meeting agenda, venue, and details shall be:

- 6.3.1. Managed and organized by the MAS, who shall determine the details of proxy, absentee, and voting procedures.
- 6.3.2. Published and posted on all the ISSB public media such as bulletin boards, web sites etc.
- 6.3.3. Communicated to all GMs & RMs at least 30 days in advance either by mail or email.
- 6.3.4. During the GA meeting all items on the agenda will be discussed and voted on; however any new items appended to the agenda shall be for the purpose of discussion only and not for voting.

6.4. The quorum for any GA meeting to convene shall be any of the following:

- 6.4.1. At least 75% of the RMs.
- 6.4.2. At least, 51% for each of the followings bodies: RMs, MAS, & BOT members.
- 6.4.3. At least 25% of RMs plus 75% of MAS members and 75% of BOT members.
- 6.4.4. In the event of an absence of a quorum for the GA meeting, the meeting shall be postponed for at least two weeks at which time the meeting will proceed irrespective of RM present but must include 75% of MAS members and 75% of BOT members. GM & RM should be informed of each new scheduled in a timely manner but not less than one week.

6.5. Representation & Voting

- 6.5.1. Voting can be exercised by Absentee Voting or Proxy Voting through a designated RM as Proxy Member.
- 6.5.2. A Proxy Member cannot endorse his/her Proxy's representation to someone else.
- 6.5.3. A Proxy Member cannot represent more than three RMs plus him/her self.
- 6.5.4. A Proxy Member shall have a signed representation form from the RM.

6.6. All actions shall be decided by simple majority of the present quorum votes (including absentee & proxy votes) with the exception of amendments to the present constitution or any other business relating to the sale or purchase of assets owned by the ISSB, in which case a 75% of the present quorum votes will be required.

## 7. ARTICLE VII: BOARD OF TRUSTEES (BOT)

7.1. The Board of Trustees (BOT) shall be the Guardian of the Islamic Society of Sarasota and Bradenton (ISSB). The BOT shall:

- 7.1.1. Be comprised of at least five (5) registered members of the ISSB plus the Imam as a Religious advisor.
- 7.1.2. Organizes its own meetings and internal structure according to their duties and responsibilities.

7.2. BOT members shall be:

- 7.2.1. Nominated by the MAS;

7.2.2. Individually voted in and confirmed during GA meeting.

7.3. BOT terms:

7.3.1. The term for officers of BOT members shall be four (4) years.

7.3.2. Three (3) members shall be elected every two years to maintain a staggering structure to the BOT.

7.3.3. A member of the Board may be eligible to hold office for two (2) consecutive terms

**8. ARTICLE VIII: Majlis AlShura (MAS)**

8.1. The MAS shall be the main body that manages all the affairs of the ISSB as guided by the spirit of Islam and adherence to Islamic rules and covenants and following the recommendations of the GA and advice of the BOT.

8.2. The MAS shall be comprised of Seven (7) members that are designated as follows: President, Vice President, Secretary, Treasurer, and three (3) members, plus the Imam as a religious advisor.

8.3. MAS members confirmation:

8.3.1. Any eligible RM can run for election to become a member in MAS.

8.3.2. Each candidate who has been nominated to the MAS shall complete a candidacy application before his/her candidacy is accepted and be put on the voting ballot. The application shall be made public to the ISSB RMs and should highlight the candidate profile and his/her plans for serving the ISSB. The Imam is excluded from this requirement.

8.3.3. Each member of the GA votes for and nominates President, Vice President, Secretary, and Treasurer plus 3 additional MAS members at large.

8.3.4. The top seven (7) candidates with the highest number of votes shall be inducted as MAS members. Candidates with a tie in number of votes are included.

8.3.5. If a tie results in an increase in the number of members of the MAS, the newly elected members shall break the tie, among the members causing the tie, by a secret ballot.

8.4. MAS Officers:

8.4.1. The GA votes and confirms each individual candidate as a MAS member at large and not to a specific MAS position.

8.4.2. The term for each office of the MAS shall be two (2) years.

8.4.3. A member of the MAS may be eligible to hold the same office two consecutive terms thereafter is highly recommended to elect alternative.

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## 9. ARTICLE IX: DUTIES AND RESPONSIBILITIES

### 9.1. The Board of Trustees (BOT) shall:

- 9.1.1. Meet at least once every three months, or at any time requested by the MAS.
- 9.1.2. Oversee, provides guidance, advice, and counsel to the MAS.
- 9.1.3. Not have any Operation or Executive power.

### 9.2. The Majlis AlShura (MAS) shall:

- 9.2.1. Meet at least once every month to conduct its duties and responsibilities.
- 9.2.2. Establish procedures for voting and holding elections according to the constitution of the ISSB in this document.
- 9.2.3. Plan, manage, and execute the activities so as to accomplish the objectives of the ISSB.
- 9.2.4. Carry out policies and decisions of the GA.
- 9.2.5. Appropriate funds and establish procedures for various activities in the routine operation of the ISSB.
- 9.2.6. Construct six standing committees to assist the MAS to perform its function; other Ad Hoc committees may be added when the need arises. Each committee should include at least one member of MAS. The six standing committees are:
  - 9.2.6.1. Communication and Dawah Committee
  - 9.2.6.2. Education Committee
  - 9.2.6.3. Financial Committee
  - 9.2.6.4. Maintenance Committee
  - 9.2.6.5. Sisters Committee
  - 9.2.6.6. Youth Committee

### 9.3. The Standing Committees shall:

- 9.3.1. Exist to help MAS and as such, the committee's objectives, activities and programs shall be reviewed and approved by MAS before being implemented.
- 9.3.2. Be invited to MAS meetings on an as needed basis.
- 9.3.3. Have the President of each committee confirmed by the MAS, report to the MAS, and provide a status report to the MAS on a regular basis.
- 9.3.4. The main objectives of the Sub committees shall be:
  - 9.3.4.1. Communication and Dawah Committee:
    - 9.3.4.1.1. To present, build, and explain the ISSB's image, views, and position on matters of interest to the ISSB.

9.3.4.1.2. To explain Islam to non-Muslims, provides proper support for the new Muslims and coordinate all activities with other Muslim and non-Muslim organizations

9.3.4.2. Education Committee: to develop, build, and improve the religious knowledge and understanding for members of the ISSB.

9.3.4.3. Financial Committee: to raise and manage the ISSB funds and assets

9.3.4.4. Maintenance Committee: to keep the Masjid building and grounds in good operational condition

9.3.4.5. Sisters Committee: to coordinate sisters' activities and to provide an environment for the ladies of the ISSB to be actively engaged in Islam and the affairs of the ISSB.

9.3.4.6. Youth Committee: to provide an environment for the youth of the ISSB to be actively engaged in Islam and affairs of the ISSB and to prepare for future leadership roles.

9.4. The President shall be in charge of:

9.4.1. Presiding on MAS & GA meetings and co-chairing BOT and all committee meeting.

9.4.2. The general management of all activities of the ISSB.

9.4.3. Implementation of plans and policies recommended/adopted by the GA, BOT, and MAS.

9.4.4. Presenting an annual report to the General Assembly

9.4.5. Assignment together with the Secretary, Treasurer, or any MAS member who is selected by the MAS to execute any deeds, mortgages, bonds, contracts, or other instruments which have been approved by GA or MAS.

9.5. The Vice President shall:

9.5.1. Preside on the MAS & GA, and co-chair BOT & all committees meeting in case of absence of the President.

9.5.2. Be an Executive officer of the ISSB and shall assist the President in the general and active management of the operation of the ISSB. Shall assist in the administration of the ISSB, including general supervision of the policies of the ISSB and management of the financial affairs of the ISSB.

9.6. The Secretary shall:

9.6.1. Prepare and circulate within thirty days, and maintain the minutes of all MAS and GA meetings.

9.6.2. Prepare the agenda and notify the MAS and the GA of scheduled meetings.

9.6.3. Be responsible for the correspondence of the ISSB.

9.6.4. Be responsible for maintaining a list of the members and volunteers for the day to day running of the ISSB.

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- 9.6.5. Be responsible for keeping and maintaining all documents, deeds, and records of the ISSB.
- 9.7. The Treasurer shall, with the assistance of the Financial Affairs Committee:
- 9.7.1. Maintain records of all financial transactions of the ISSB.
  - 9.7.2. Collect and deposit all funds received on behalf of the ISSB in the appropriate bank accounts.
  - 9.7.3. Prepare the balance sheet and budget of the ISSB for the approval of the MAS.
  - 9.7.4. Prepare the annual financial statements and present it at the GA meeting.
- 9.8. Other members of the MAS whom do not hold an office, shall work and assist on assignments that are delegated to them by the MAS.
- 9.9. THE Imam
- 9.9.1. The Imam shall be:
    - 9.9.1.1. The spiritual leader of the ISSB and in charge of all religious and spiritual affairs.
    - 9.9.1.2. The religious advisor for the MAS and the BOT.
    - 9.9.1.3. A permanent member, officer, or advisor of all committees.
  - 9.9.2. Selection process of the Imam:
    - 9.9.2.1. The MAS in consultation with the BOT shall introduce potential candidates (preferably 3 candidates) to the ISSB GM during Friday prayers and other the ISSB public events.
    - 9.9.2.2. Input from the GM shall be solicited to assist the MAS in the determination of the best Imam suitable for the ISSB.
    - 9.9.2.3. The MAS shall present a short list of candidates to the GA for final selection through voting.
    - 9.9.2.4. The MAS will negotiate an offer with the Imam for employment under such terms and conditions as approved by the MAS.

## 10. ARTICLE X: GENERAL PROVISIONS

- 10.1. Vacancies
  - 10.1.1. A position of any office in the MAS or BOT is considered vacant upon the a) death, b) resignation, c) absenteeism for three consecutive meetings without a cause, and d) impeachment and dismissal of one of its members.
- 10.2. Replacement:
  - 10.2.1. The next candidate in line based on number of votes from GA meeting will be considered to fill the vacant position and will be confirmed only after approval by MAS

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- 10.2.2. If no candidate is available, then the President of the MAS shall immediately arrange and coordinate a nomination and election of a replacement by either a combined meeting of MAS & BOT or the GA.
- 10.2.3. The term of new candidate shall be the remaining term of the replaced member.
- 10.3. A member of the MAS or BOT who resigns before completion of his/her term will not be eligible to seek election for any office for a period of one (1) complete term following the resigned term.
- 10.4. In case of impeachment of a member, such a person cannot be nominated to hold any office in the ISSB.
- 10.5. Impeachment
- 10.5.1. Impeachment inquiry of any member of the BOT or MAS shall be discussed by joint meeting of MAS and BOT or GA
- 10.5.2. Impeachment adoption requires approval by at two-thirds of the present members of said meeting (either MSA+BOT, or GA)
- 10.5.3. Impeachment will be dropped if not passed and such charges cannot be brought back for consideration until at least 1 year.