

# ***CONSTITUTION of the ISLAMIC SOCIETY OF TULSA (IST)***

## **ARTICLE.1: NAME & NATURE**

The organization shall be called the Islamic Society of Tulsa (IST), hereinafter referred to as the IST. It shall be a non-profit organization and shall be financed by the contributions, donations and membership fees of its members, and other legitimate sources. It shall establish and maintain continuous affiliation with the Islamic Society of North America, hereinafter referred to as ISNA, currently headquartered in Plainsfield, Indiana.

## **ARTICLE II: AIMS & PURPOSES**

The aims and purposes of IST shall be to serve the best interest of Islam in the greater Tulsa area including the Tulsa city and its satellite towns in northeastern Oklahoma, so as to enable Muslims to practice Islam as a complete way of life. Towards this end, it shall, in cooperation with ISNA:

1. Help Muslim communities of Greater Tulsa carry out Islamic programs and projects within the guidelines of the Quran and Sunnah;
2. 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;
3. Mobilize and coordinate the human and material resources in Muslim communities;
4. Promote an understanding and dialogue with the other communities of the Greater Tulsa.
5. Promote cooperation with other Muslim organizations on state, regional, national and international.

## **ARTICLE III: MEMBERSHIP**

1. All local resident Muslims who have lived in the Greater Tulsa Metro Area with acceptable sound Islamic beliefs and practices and in good standing with the Muslim community shall be suitable for membership.
2. After being accepted as member by Majlis-Al-Shura, the eligible members 16 years or older will become voting members by paying a membership fee. The membership fee will be for a two year membership.
  - a. \$50 per single person for a two year membership
  - b. \$100 for a two year family membership including all children above 16 years living with parents.
3. Membership renewal will take place every two years and will be communicated by khutbah announcements and or e-mail, postal mail, and or newsletter.

4. There will be no life-time or student memberships.

## **ARTICLE IV: ORGANIZATION STRUCTURE**

1. The IST shall have the following organs:

I.	General Assembly	["Assembly"]
ii.	Majlis Al-Shura	["Majlis"]
iii.	Operating Council	["Council"]
iv.	Board of Education	["Board"]
v.	Dawah Council	["Council"]
vi.	<b>Youth Council</b>	<b>["Council"]</b>

2. The General Assembly shall be the supreme authority over the affairs of the IST.
3. The Majlis shall be the chief executive and policy-making arm of The IST, subject only to the authority of the Assembly and shall Be headed by the duly elected Chairman, the chief spokesman of The IST.
4. The Council shall be primarily responsible for the operation of the Masjid As-Salam and shall be headed by a President who shall be elected by and report to the Majlis.
5. The Board of Education shall be primarily responsible for the organization and promotion of the Islamic School and shall be headed by a Director who shall be elected by and report to the Majlis.
6. Relationships among these organs shall be governed by this constitution and may be further defined by the Majlis, as needed.
7. Youth council will be responsible for planning and coordination of youth activities headed by chair person of the youth executive committee which will be elected by the Majlis Al-Shura.
8. All organs shall formulate rules and regulation for day to day business which shall include but shall not be limited to the grievance procedures for grievances filed by one or more of the General Assembly members.

## **ARTICLE V: GENERAL ASSEMBLY**

1. The Assembly shall be the supreme authority for the affairs of the IST.
2. Assembly shall elect the Majlis of the IST.

3. The Assembly may adopt resolutions, amend the Constitution and, in general, exercise all powers necessary to promote the aims and purposes of the IST.
4. The Assembly shall approve the IST annual report and financial statements, audited by a Certified Public Accountant (CPA).
5. At least two meetings of the Assembly shall be held during a calendar year, with one of the two being held during the month of January. The notice of such meetings shall be mailed/or E-mail to all voting members at his or her last known address, at least ten days prior to the meeting and shall also be announced after the Friday prayer during the week of the meeting. The presence of one—third of all the voting members shall constitute a quorum.
6. If the first meeting fails to achieve a quorum, a second meeting shall be called, no sooner than one week but within one month. The second meeting shall be in quorum regardless of the number present.
7. Regular meetings of the Assembly shall be called by the Chairman of the Majlis.
8. Special meetings of the Assembly shall be called by the Chairman of the Majlis upon a request of 2/3 of the Majlis members or 1/3 of the total-voting members of the Assembly.
9. Consultative meetings of the Assembly (with no decision making powers) may be called either by the Chairman of the Majlis, or the President of the Council, or the Director. No quorum is needed for such meetings.

## **ARTICLE VI: MAJLIS AL-SHURA**

### **A. Functions of the Majlis shall be:**

1. Implement the Constitution of the IST;
2. Be the final authority in all matters concerning the affairs of the IST except when the assembly is in session;
3. Formulate overall policies and guidelines promoting the aims and purposes of the IST, which will be implemented by the Operating Council and the Board of Education, the Dawah Council and the Youth Council.
4. Appoint special committees as needed;
5. Approve the annual budget by simple majority.
6. Approve the affiliation of an organization to the IST;
7. Elect necessary officers;

8. Appoint a Certified Public Accountant, who is not among the officers of the IST, to audit the accounts of the IST;
9. Select delegates from among the voting members, to represent the IST, as and when needed;
10. Appoint an Imam for the regular prayers, according to the Islamic law;
11. Interpret this constitution. Such interpretations can only be overridden by a vote of at least 2/3 of the voting members attending a quorum meeting of the assembly; and
12. Register all real estate belonging to the IST under the name of the North American Islamic Trust (NAIT), currently headquartered in Plainsfield, Indiana.

**B. Composition**

1. The majlis shall be composed of seven trustworthy Muslims, five of whom shall be elected by the assembly of the IST. These five elected members will select two additional voting members out of the membership of the IST in the first majlis meeting.
2. In Addition the majlis shall select one or two brothers or sisters(preferably one brother and one sister) for a period of one year renewable by Shura for another year, 18 to 28 years old as non-voting youth representative for internship for the purpose of strengthening leadership base and provide senior level members the opportunity to mentor the youth and understand their needs better.
3. In its first meeting, which shall be headed by its eldest member and held within a month after its election, the Majlis shall elect from among its members a Chairman, a Secretary and a Chief Financial Officer. Only the Chairman shall have to be from among the five elected members.
4. The Majlis shall either elect from among its members or select from the Assembly, the president of the Operating Council, who shall serve for one year. The selected president, if not already a member of the Majlis, shall be a non-voting member of the Majlis.
5. The Majlis shall either elect from among its members or select from the Assembly, the Director of the Board of Education who shall serve for two years. The selected Director, if not a member of the Majlis, shall be a non-voting member of the Majlis.
6. The Majlis shall elect and approve the Dawah President and Board etc.
7. The Majlis shall elect and approves the President of the Youth Council and also hiring and firing of a Youth Director.

**C. Duties of the Officers**

1. **The Chairman of the Majlis shall:**
  - a. Convene and preside over the meetings of the Majlis;
  - b. Be responsible for executing the decisions of the Majlis;

- c. Preside over the Assembly meeting;
- d. Be the chief executive officer and spokesman for the IST; and
- e. Be authorized to delegate any or all of his duties to any other person approved by the Majlis.

2. **The Secretary shall:**

- a. Handle the correspondence of the Majlis;
- b. Prepare the agenda for the Majlis meetings and distribute it one week in advance of the meetings; and
- c. Be responsible for taking the minutes at each meeting and circulating them to the members of the Majlis within 15 days after the meeting.

3. **The Chief Financial Officer shall:**

- d. Be responsible for providing financial guidance to the IST;
- e. Assist the Treasurers of the Council and the Board;
- f. Be responsible for the preparation of the annual financial statements, to be submitted to the Assembly after audit by a CPA; and
- g. Coordinate with the President and the Director for preparing the annual budget (January 1st to December 31st).

D. **Meetings and Procedures**

1. There shall be at least three meetings of the Majlis during any calendar year.
2. The presence of 5 of the 7 voting members shall constitute a quorum.
3. Any member who cannot be present may communicate his written views to the Chairman of Majlis prior to the meeting date. The Chairman shall present these views to the Majlis.
4. A regular meeting shall be called upon the request of any three members of the Majlis, or at the request of the Chairman. A special meeting shall be called at the request of either a unanimous Council or a unanimous Board, within 2 weeks of the request.
5. A notice for a regular meeting shall be communicated to the members of the Majlis at least two week in advance.
6. 5 days prior to the date of the meeting. A notice for a special meeting shall be communicated at least 2 days in advance.
7. Decisions shall be arrived at by the concurrence of a simple majority of the members present at a duly convened meeting. The Chairman can make a decision after conferring with and getting the approval of any other three voting members of the Majlis. Such decisions must be communicated to the remaining Majlis members within 15 days.
8. The Majlis meetings shall be conducted according to the standing orders of the ISNA.
9. In case of a tie in voting, the side of the Chairman shall prevail.
10. All organs shall conduct their meeting to parliamentary procedures.

E. **Term and Removal:**

1. The Majlis and its member shall be assigned a term of two years.
2. In case of a resignation, or membership termination of a Majlis member, the Majlis shall nominate and elect any member of the IST that it deems suitable. This acting member shall serve until the next Assembly meeting, wherein an election for the remaining term of the regular Majlis member shall be conducted.
3. Any member of the Majlis can be suspended from office by 2/3rd vote of the remaining Majlis members at any of their meetings by a secret ballot, If 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 IST by the actions of the individual Majlis member are proven to be true to the satisfaction of the voting Majlis members. The expelled member shall have the right to ask for a hearing by the Assembly in a duly convened meeting. An affirmative majority vote of such Assembly meeting to approve expulsion shall be final
4. A member failing to attend three consecutive duly convened meetings of the Majlis, unless specifically allowed to do so by an affirmative majority vote of the rest of the Majlis members, shall be deemed to have resigned from the Majlis. Such member would be eligible for reconsideration and election as a member of the Majlis.

F. **Qualification of members:**

1. Accept total commitment to Islam as a whole way of life.
2. Be a voting member of the IST.
3. Expected stay in the community to exceed the period of the term of Majlis membership.
4. Is not an IST paid employee.

## **ARTICLE VII: OPERATING COUNCIL**

A. **Functions:** The Council shall:

1. Implement the policies and decisions of the Majlis;
2. Establish procedures in routine matters, including but not limited to the operation of the Masjid As-salam of Tulsa as a Divine Trust for Islamic activities, and shall manage all other properties of the IST except the ones being managed by the Board;
3. Appoint Functional Committees with well defined and written functions and authority, as needed;
4. Prepare the budget for the fiscal year, with the consultation of the Chief Financial Officer of the Majlis and submit it to the Majlis for approval, no later than March 1st. of each year;
5. Prepare a plan of activities each six months, coordinates with the Board and submit it to the Majlis for approval;
6. Appoint speakers for the Friday Khutba;
7. Raise the necessary funds and handles all monetary matters According to the procedures agreed upon with the Chief Financial Officer;
8. Submit major projects (costing more than a maximum amount set by the Majlis)

- to the Majlis for approval;
9. Submit to the Majlis proposals to sell or buy any property, for projects already approved by General Assembly.
  10. Sign contracts on behalf of the IST with other contracting parties and sign other documents on behalf of the IST, as needed.
  11. Submit to the Majlis for approval, proposals to hire any person to work as an employee of IST;
  12. Outline and Implement procedures for the usage of any property, or equipment, or belongings of the IST; and
  13. Delegate any of its authorities to any person or committee as it deems suitable,

**B. Composition:**

1. The Operating Council shall be headed by the President whose choice will be according to Article VI.B.3. The Council shall consist of the President, one Vice President, one Secretary and one Treasurer, all of whom shall serve for a two year term.
2. The President will nominate to the Majlis names of one voting member of IST each for the office of Vice President, Secretary and Treasurer, within 10 days of becoming President. An affirmative majority vote of the Majlis within 10 days shall be taken for approval of the individual nominees. If any nominee is rejected by the Majlis, the President will nominate another member for approval by an affirmative majority vote of the Majlis.

**C. Duties of the Officers:**

1. The President shall:
  - a. Be the Chief Operating Officer of the IST, excluding the Board of Education, and Youth Director, Youth Center shall supervise all day to day operations of the Council;
  - b. Call and supervise all meetings of the Council;
  - c. Co-sign with the Secretary or any other duly designated officer of the Council, any deeds or contracts, as and when authorized by the Council or the Majlis; and
  - d. Supervise all the Functional Committees, formed by the Council.
2. The Vice-president shall assist the President, perform the duties of the President in case of his absence, and discharge other duties assigned to him by the Council.
3. The Secretary shall handle and keep records of all the official correspondence and take minutes of all the meetings of the Council
4. The Treasurer shall be responsible for all financial transactions and bookkeeping, and submit the required financial reports and budgets to the Council.

D. **Meetings and Procedures:**

1. There shall be a minimum of 6 regular meetings of the Council during one year, called by the President.
2. A special meeting shall be called at the request of either any two members of the Council or the Majlis. Such a meeting shall be held within two weeks of the request.
3. The presence of three-fourth of the members of the Council shall constitute a quorum at any duly convened meeting.
4. When the Council is not in session, the President may make decisions after consulting with at least two other Council members and shall communicate such decisions to the remaining member within 10 days.
5. When council is in session a decision shall be arrived at be simple majority. In the case of a tie the side of the President shall prevail.
6. The Council meetings shall be conducted according to the standing orders of the ISNA. However, the council has the right to adopt procedures and rules for its meeting, in consultation with the Majlis.
7. Minutes of every Council meeting shall be submitted to the Chairman of the Majlis within two weeks after the meeting.

E. **Term and removal:**

1. The term of the Council shall start on February 1st and end on January 31st of following year.
2. Any member of the Council except the President may be removed from office by a majority vote of its members at any of its meetings if 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 IST are proven to be true. Any member so expelled shall have the right to a hearing by the Majlis in its duly convened meeting. An affirmative majority vote of the Majlis to approve expulsion shall be final.
3. If a Council member resigns or is removed from office, the President shall submit nomination for a replacement to the Majlis and the procedures of Article VII. B. 2. shall be followed.
4. If the President resigns, or is voted out by the Majlis, or judged incapable of discharging his duties by the Majlis, then the entire Council shall stand dissolved and a new Council shall be formed, after the Majlis chooses another President, according to Article VI. B. 3. and VII. B. 2. In the meantime, the Chairman of the Majlis shall act on behalf of the Council,
5. If the Majlis falls to choose a President, for a new full term before February 1st, the most recent President and the Council shall carry on their duties until the Majlis reaches a decision.

## **ARTICLE VIII: BOARD OF EDUCATION**

A. **Functions of The Board Shall Be:**



1. Implement the policies and decisions of the Majlis;
2. Establish procedures in routine matters, including but not limited to the operation of the Islamic School;
3. Plan a full time year—around school to fulfill the growing needs of the Muslim children for a well-rounded education;
4. Appoint Functional Committees with well defined and written functions and authority, as needed;
5. Promote the learning of the Arabic language;
6. Prepare the budget of the School for the fiscal year, with the Consultation of the Chief Financial Officer and submit It to the Majlis for approval, no later than one month before Ramadan.
7. Prepare a plan of activities each six months, coordinates with the Council and submit it to the Majlis for approval;
8. Raise the necessary funds and handle all monetary matters of the School according to the procedure agreed upon with the Chief Financial Officer;
9. Submit to the Majlis for approval, proposals to hire teachers and any person to work for the Board;
10. Outline and implement procedures for the usage of any property, or equipment, or belongings of the School;
11. Submit major projects (more than a maximum amount set by the Majlis) to the Majils for approval.
12. Set the curriculum for the School;
13. Delegate any of its authorities to any person or committee, as it deems suitable.

**B. Composition:**

1. The Board of Education shall be headed by the Director whose choice shall be according to Article VI.B.4. The Board shall consist of the Director, one Treasurer and one Secretary.
2. The Director shall nominate to the Majlis names of one voting member each for the Treasurer and the Secretary, within 10 days of becoming Director. An affirmative majority vote of the Majlis within 10 days shall be taken for approval of the individual nominees. If any nominee is rejected by the Majlis, the Director shall nominate another member for approval by an affirmative majority vote of the Majlis.

**C. Duties of the officers:**

1. The Director shall:
  - b. Be the Chief Operating Officer of the Board and shall supervise all day to day operations of the School;
  - c. Call and supervise all meetings of the Board;
  - d. Co-sign with the Secretary any deeds or contracts related to the activities of the Board, as and when authorized by the Board or the Majlis; and
  - e. Supervise all the Functional Committees formed by the Board.
2. The Secretary shall handle and keep records of all the official correspondence of the

Board and take minutes of all 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 Board.

D. **Meetings and procedures:**

1. There shall be a minimum of three regular meetings of the Board during one year, called by the Director,
2. A special meeting shall be called at the request of the Majlis. Such a meeting shall be held within two weeks of the request.
3. The presence of 2/3 of the members of the Council 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 third member within 10 days.
5. Decisions shall be achieved by simple majority. In the case of a tie, the side of the director shall prevail.
6. The board meetings shall be conducted according to the standing orders of ISNA. However, the board may adopt its own meetings' Procedures and rules for its meetings, in consultation with the Majlis.
7. Minutes of each Board meeting shall be submitted to the Chairman of the Majlis within two weeks after the meeting.
8. The Board 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 Board shall start on February 1st and end after two years on January 31st.
2. Any member of the Board, except the Director, may be removed from office by a majority vote of the Board at any of its meetings If 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 1ST are proven to be true. Any member so expelled shall have the right to a hearing by the Majlis in Its duly convened meeting. An affirmative vote of the Majlis to approve expulsion shall be final.
3. If a Board member resigns or is removed from office, the director shall submit a nomination for a replacement to the Majlis and the procedures of Article VIII. B. 2 Shall be followed.
4. If the Director resigns, or is voted out by the Majlis, or judged incapable of discharging his duties by the Majlis, then the entire Board shall stand dissolved and a new Board shall be Formed after the Majlis chooses another Director according to Article VI. B. 4. And Article VIII. B. 2. In the meantime, the Chairman of the Majlis shall act on behalf of the Board.
5. If the Majlis fails to choose a new director, for a new full term before February 1st, the most recent Director and the Board shall carry on their duties until the Majlis reaches a decision.

## **ARTICLE IX: ELECTION COMMITTEE.**

1. The Majlis shall elect three voting members of the general Assembly as the Election Committee, at least two weeks before elections, for the duration of the elections and publication of its results. The members of the Election Committee are eligible to hold any elected or non—elected office in IST.
  
2. The Election Committee shall
  - a. Acquire a list of voting members of the Assembly from the Chairman of the Majlis after expiration of the deadline for membership, which shall be set 24 hours prior to the elections;
  - b. Announce a time and place for elections, at least one week in advance;
  - c. Invite nominations for the membership of the Majlis and announce a deadline for accepting such nominations. Only the voting members of the Assembly have the right to nominate;
  - d. Discard the nominations of those not members before the expiration of the deadline for membership, or do not meet the qualifications for membership of the Majlis (see Article Vi. F.); and
  - e. Announce the names of eligible nominees, at least one hour before casting of ballots.
  - f. Shall ask candidates for Majlis-Al-Shura to :
    - I. Officially accept the nomination
    - II. Provide a brief summary of goals and priorities for IST
    - III. Provide a brief Resume listing education, recent job history, contributions to the community i.e., volunteer work, participations in the committees etc.
    - IV. Provide photo.
  - g. The election committee shall make available all information from candidates to the membership by currently available resources i.e., notice board and newsletters, etc.
  
3. Elections Process:
  - a. Concurrence of the nominee shall be required. If any nominee declines before casting of ballots starts, or is not present to approve of his nomination, or has not submitted a written approval through a voting member, then that nominee shall be dropped from the list of eligible nominees.
  - b. If only 5 nominees for membership of the Majlis are left, after scrutiny by the Election
  - c. Committee, then they shall be declared elected as Majlis members without casting of ballots.
  - d. If less than 5 nominees for membership of the Majlis are left after scrutiny by the Election Committee, then the door for nomination shall be reopened immediately, and the procedure as outlined in Article IX. 2. d. & e and 3. a. & b. shall be repeated (without the one hour between nominations and casting of votes). If at least 5 eligible nominees are not available at this time, then the elections shall be postponed for one week and the election process shall be repeated.

- e. Each voting member shall acquire only one official ballot from the Election Committee.
  - f. Members not present at an election meeting shall not have the right to vote.
  - g. Ballots with 5 names or less shall be counted in their entirety.
  - h. In case of ballots having more than 5 names, only the first 5 names shall be considered valid.
  - i. The Election Committee shall count the votes immediately after the last ballot is casted. Any member of the IST may be present at the ballot counting.
- I. The Election Committee shall announce the names of the 5 nominees with highest number of votes, immediately after the ballot count. These 5 members shall be the elected members of the Majlis.

### **ARTICLE X: AMENDMENTS**

1. Any amendment of this Constitution shall be submitted in writing by the proposing voting member to the Chairman of the Majlis.
2. The Majlis shall present the proposed amendment to the next meeting of the General Assembly with its recommendations.
3. No other amendments may be made at the General Assembly meeting. But modification of an amendment shall be allowed, if the member making the original amendment accepts.
4. A 3/4 vote of the General Assembly members present in person shall be necessary for the adoption of an amendment.
5. The adopted amendment shall be effective immediately, unless the General Assembly votes otherwise by 3/4 majorities.

### **ARTICLE XI: RULES OF PROCEDURE**

1. The IST will be governed by this Constitution and by the Rules of Procedure of ISNA, the latter of which shall be refined by the Majlis, as needed.

### **ARTICLE XII: AFFILIATION**

1. Any other locally constituted organization may become affiliated with the IST, provided that it fulfills the following conditions:
  - a. It has a bona fide membership of locally resident Muslims or Muslim students of an educational institution;
  - b. It has a constitution that agrees in principle with the aims and purposes of the IST;
  - c. It conducts regular Islamic activities; and
  - d. It files a written application with the Chairman of the Majlis of the IST.
2. Such organization shall be called an Affiliate and shall be eligible to benefit from the IST services. It shall have the responsibility of carrying out the decisions of the IST in areas within its Jurisdiction.

3. The Muslim Student Association of the Tulsa University (also known as MSA) is recognized herein as a Founding Affiliate of The IST.
4. Upon written charges being brought against an affiliate and upon filing of such charges with the Chairman and upon hearing thereof by the Majlis In a duly convened meeting, Majlis may by a majority vote, decide to suspend or expel the Affiliate from the IST. Any Affiliate so expelled shall have the right to a hearing by the Assembly in a duly convened meeting. An affirmative majority vote of such General Assembly meeting to approve the expulsion shall be final.

### **ARTICLE XIII: PROMULGATION OF THE CONSTITUTION**

1. This Constitution will become effective immediately after a vote of approval is taken by the 1987 “General Assembly” of the MSA of Tulsa Chapter, according to the laws of the current Constitution of the MSA. The 1987 President of the MSA shall chair this meeting.
2. The 1987 “Executive Committee” of the MSA of Tulsa Chapter shall choose the Election Committee for the first election of the members of the Majlis of the IST. This Election Committee will hold elections *as* provided for In Article IX. 2. And 3.

### **AMENDMENT NO.2 DAWAH COUNCIL**

PURPOSE: - To upgrade the Dawah activities through creation of distinct entity, Dawah council, at par, with the Operating council and the Board of Education. Currently the Dawah activities are handled variously under the auspices of the Operating council.

Several existing Articles of the Constitution will stand modified by passage of the proposed amendment, as reference in the following amendment.

#### **PROPOSED AMENDMENT**

1. The proposed amendment shall be called Second Amendment
2. The IST shall be a Dawah Council as its Fifth organ. (Article IV-1)
3. The Dawah Council shall be primarily responsible for disseminating Islamic Knowledge among Muslims and non—Muslims and for promoting an understanding. And dialogue with the other communities of the Greater Tulsa, and shall be headed by a DAIE who shall be elected by and report to the Majlis Al-Shura. (Article IV-1)
4. By -Laws of the Dawah Council will be formalized by the Majlis Al-Shura in Conformity with those of the Operating Council and the Board of Education Under the following headings:
  - a. FUNCTIONS
  - b. COMPOSITION
  - c. DUTIES OF THE OFFICERS
  - d. MEETING AND PROCEDURES AND
  - e. TERM AND REMOVAL.

DATE:- 10.27.91

## **AMENDED & RESTATED ELECTION PROCEDURES**

*(As of February 28, 1999)*

### **1. Election:**

- a. Election of five voting members of Majlis Al-Shura will be held on the last Sunday of January of every even-numbered year (e.g. January 30, 2000). Ballots will be cast from 9:00AM to 5:00PM. No other IST activity will be scheduled for that day.
- b. Announcement about the date of Election of the voting members of Majlis Al-Shura will be made on the last Friday of September of every odd-numbered year (e.g. September 24, 1999).

### **2. Election Committee:**

- a. Majlis Al-Shura shall appoint Election Committee three months prior to the Election Day (e.g. October 31, 1999), for the duration through the Election Day and Election Results Notification.
- b. Election Committee will consist of five voting members of the General Assembly, including three men and two women.
- c. A member of the Election Committee is not eligible to hold or accept nomination for any elected or non-elected office of IST during his/her term as an Election Committee member.
- d. Majlis Al-Shura shall promptly substitute an Election Committee member if a member is unable to serve or accepts any nomination for an IST office.
- e. IST membership drives will be held on January 1<sup>st</sup>. to January 31<sup>st</sup>. on each odd year. All membership expire on January 31<sup>st</sup>. of the odd year e.g; 2011, 2013, 2015 etc.
- f. Membership renewal will take place every two years and will be communicated by khutbah announcement and or E-mail, and or Newsletter.
- g. There will be no life-time or student memberships.
- h. Voting member registered by July 31<sup>ST</sup>. of year (six months before election) will be eligible to vote.
- i. Membership List will be maintained by the Secretary of Majlis Al-Shura who will publish the Membership List as of July 31<sup>st</sup> of each year no later than August 15<sup>th</sup> of that year. A copy of the July 31<sup>st</sup> Membership List (i.e. Voting Members) will be delivered by the Secretary to the Election Committee Within ten days of its appointment.

### **3. Nominees:**

- a. Election Committee will invite nominations for Majlis Al-Shura membership at least two months prior to the Election date (e.g. November 30, 1999). Nomination period will close one month prior to the Election date (e.g. December 31, 1999)
- b. Only those Voting Members of IST will be eligible to become a Nominee who:
  - i. Is not a member of the Election Committee for the relevant Election.
  - ii. Has been an IST Member for ten months prior to the Election (e.g. Voting Member on or before March 31, 1999 for the January 30, 2000 Elections), and
  - iii. Intends to stay in the community for at least two years. Election

Committee will reject nomination of any one who does not meet these qualifications. Secretary of Majlis

- b. Al-Shura will publish no later than April 15<sup>th</sup> of each year, the list of Voting Members eligible to be Nominee for the five elected voting members of Majlis Al-Shura. PAGE
- c. Election Committee will make its best efforts to contact each Nominee and seek his/her written acceptance of the nomination. Failure of a Nominee to deliver to the Election Committee a written acceptance of the nomination 17 days prior to the Election date (i.e. no later than Thursday falling two weeks prior to the Election week) will be regarded as non-acceptance of the nomination by the Nominee.
- d. If the total number of Nominees accepting their nominations is five, no balloting will be held and these five Nominees will be declared Majlis Al-Shura members. If the total number of Nominees accepting their nominations is less than the Majlis Al-Shura *voting* memberships subject to Election (i.e. five), these Nominees will stand elected unopposed. Nominations for the balance of Majlis Al-Shura voting memberships will be invited during Jumah two weeks prior to the Election date, and will be closed on the following Thursdays Maghrib Prayer (sunset time). Election Committee will diligently seek acceptance of each Nominee. Failure of a Nominee to personally accept the nomination, either verbally or in writing to at least one member of the Election Committee will be regarded as non-acceptance of the nomination by the Nominee.
- e. List of Nominees accepting nomination will be published by Jumma Prayer of the week prior to the week of Election, with place and time of the Election balloting.

## 5. **Balloting:**

- a. Voting Members can visit the voting station and cast vote personally during the designated time period. Voting Members will be given a ballot after showing a photo-ID and signing the Voting Membership List, Ballot will not be taken out of the voting booth by any Voting Member? No absentee balloting or ballot by mail will be accepted.
- b. Ballot will carry an IST Seal. And have names of all the accepting Nominees in an
- c. English alphabetical order. Arabic and Urdu script will be written beside each name.
- d. Each Voting Member will be given only one ballot and allowed to cast only one ballot. In case, he/she inadvertently makes any marking or wants to change his/ her vote before leaving the voting booth, the old ballot will be canceled and exchanged with a new ballot, Any ballot found to have any marking or alteration or have check-marks against more than the contested Majlis Al-Shura memberships (i.e. five) will be disregarded from counting of votes. Ballots with fewer than the contested Majlis Al-Shura memberships will be honored for vote counting.
- e. Each of the accepting Nominee will be entitled to designate in writing to the Election Committee, no later than 24 hours before beginning of balloting~ one 1ST Member as his/her representative. This representative or the Nominee will be allowed to be present in the voting station to watch the balloting process but without infringing on the privacy/secretcy right of the voters, in regard to which decisions of the Election Committee will be final.
- f. Any irregularity during the voting process will be immediately addressed by the Election Committee. Any of the Nominee or his/her representative will be entitled to draw attention of the Election Committee to any such irregularity during the voting process

Any complaint after the close of the voting process will be disregarded.

- g. Any request for recounting of votes will be considered by the Election Committee only if it cites the basis for the request and is delivered in writing by a Nominee to the Election Committee within 48 hours of the close of voting. In case the Election Committee accepts the recounting request, it will communicate the time and place for the recounting to all the contesting Nominees. Absence of the requesting Nominee at the designated time and place will be taken, as withdrawal of the recounting request, and its recounting will be held.
- h. Vote counting will start immediately after closing of balloting~ except for the Maghrib Salat and will continue uninterrupted till it is completed.

#### **6. Election Results:**

- a. Election results will be announced and posted on the Masjid Notice Board immediately after the vote counting is complete. These Election results will be considered Provisional Results for a period not to exceed five days (i.e. till the following Jumah Prayer time), during which any request for a recount will be dealt with and the Provisional Results accordingly amended, if needed.
- b. Election Committee will dispense with any recounting request prior to the Jumah Prayer
- c. Time following the Election Day, issue a written Election Results Notification to the Majlis Al-Shura with copies to all the contesting Nominees~ and post a copy on the Masjid Notice-board, Election Committee will also announce and distribute the same after the Jumah Prayer to the 151 Members. The Election Results Notification will specify the names of the new members of the Majlis Al-Shura equal to the number of Majlis Al-Shura memberships contested (i.e. five), based on the highest number of votes received.
- d. Election Committee will deliver to Majlis Al-Shura all ballots and related documents at the issuance of the Election Results Notification. Majlis Al-Shura will keep and maintain all ballots and related documents for at least a period of six months.

#### **7. Interim Election (Resignation/Termination of a Majlis Al-Shura \Voting Member):**

- a. If a Majlis Al-Shura voting member out of the five elected ones~ resigns before the last Friday of September of an even-numbered year (i.e. first year of his/her term). Interim election for a new Majlis Al-Shura member will be held on the last Sunday of the following January (i.e. of odd-numbered year). However, if a Majlis Al-Shura voting member resigns after the last Friday of September of an even-numbered year, election for a new Majlis Al-Shura member will be held no later than 6 months from the date of his/her resignation or termination. In both cases, Majlis Al-Shura will appoint any eligible 1ST member to serve till election of a new Majlis Al-Shura member by the Voting Members of 1ST.
- b. Interim Election will be conducted under the same procedures as for the regular Election.



## ***Proposed Constitutional Amendments – Passed 12/23/01***

1. The original text of article VIA 10 (functions of Majlis Al-Shura) is: “Appoint an imam for the regular prayers, according to the Islamic law;” To be amended as:  
“Appoint, hire or terminate an iman and other personnel to suit the needs of the Muslim community according to the Islamic law;”
2. Add following item in the article Vi C 1 (Duties of the chairman of the Majlis Al-Shura shall) as item f: “Be the primary liaison between the Majlis and the imam.”
3. The original text of article VI! A 6 (Operating Council Functions) is:  
“Appoint speakers for the Friday Khutba; to be amended as:  
“Appoint speakers for the Friday Khutba in the absence of the full-time imam; and coordinate with the full-time imam to provide imam for the daily prayers.”

*Amendment passed by 78% votes of the General Assembly meeting*

*Held after Asar prayer (3:45 PM) on Dec. 23, 2001.*

*Attendee total: Brs.22 Srs.5*

*Vote: Yes 22 (78.57%) No 06 (21.43%)*

### ***Proposed Constitutional Amendment number 3. Youth Council***

That youth council be added as the sixth organ of IST by amendment 3.0 as follows:

Purpose: To plan and coordinate youth activities through creation of distinct entity, youth council at par with other organs.

Existing articles of the constitution will stand modified by passage of the proposed amendment as follows:

Proposed amendment:

- a. The proposed amendment shall be called the third amendment.
- b. The IST shall have youth council as its sixth organ.
- c. The youth council shall be primarily responsible for planning and coordinating youth activities.
- d. By-Laws of the youth council will be formalized by the Majlis Al-Shura in conformity with those of the other organs of the IST.
- e. The youth council shall comprised of the following:
  - a. The youth executive committee including chair person, vice chair, secretary, treasurer.
  - b. Youth Planning Committee comprising, parents, youth, sheikh, chair-youth director, who will in turn report to the youth executive committee.
  - c. Youth director shall chair the youth planning committee and reports to the youth executive committee.
  - d. Youth director is hired by the Shura.

- e. Youth director has an annual review by youth executive committee to be reported to the Shura.
- f. The youth executive committee will recommend to the Shura a youth director for hire and is directly involved in the interviewing process.
- g. That youth council chair person shall be selected by the Shura as a non-voting member of Majlis Al-Shura just as other IST organ heads are selected.