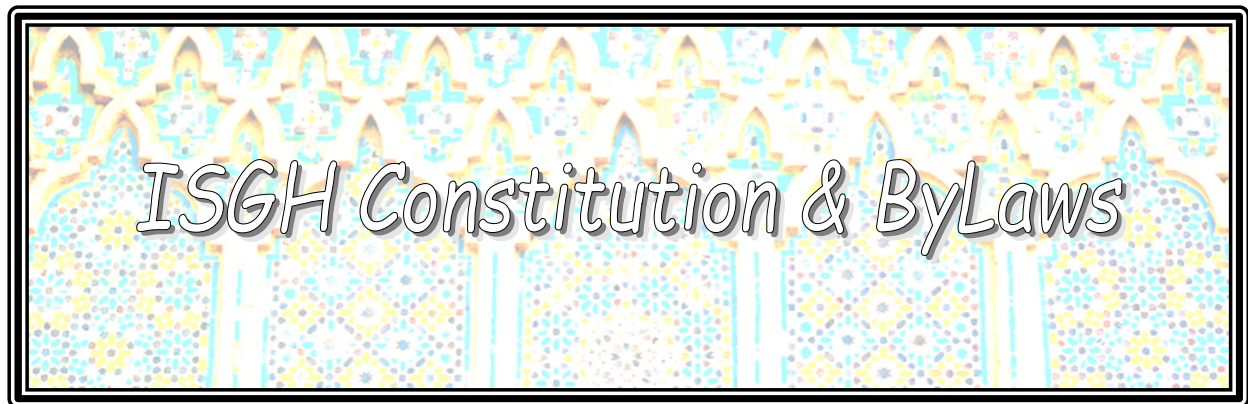




*In the Name of Allah, the Most Beneficent, the Most Merciful.*



**ISLAMIC SOCIETY**  
**OF**  
**GREATER HARRISBURG**



**407 N Front St, Steelton, PA 17113**

**A Registered Non-Profit Organization Established in 1975 (Entity Number 62475)**

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## ARTICLE I      NAME, LOCATION & OBJECTIVES

### Section 1: Name & Location

The name of the organization shall be “The Islamic Society of Greater Harrisburg” hereafter referred to as the “ISGH” located at 407 North Front Street, Steelton, PA 17113.

### Section 2: Objectives

The aims and objectives of ISGH are to:

- To seek the pleasure of Allah (SWT) by sincerely adhering to the teachings of Quran and Sunnah of Prophet Muhammad (Peace be upon him).
- To provide quality Islamic education, Quran memorization and religious instructions to the Muslim members of the community.
- To provide Islamic religious services and facilities for prayers for the Muslims.
- To promote brotherhood amongst Muslims and develop a harmonious relationship with neighbors and community at large within the framework of Islam.
- Create a better understanding of Islam among non-Muslims and Muslims through lectures, discussions, presentations and Da’wah activities.
- Establish a transparent Zakat system to help poor and needy families in the area.

## ARTICLE II      MEMBERSHIP

### Section 1: Membership

The Council shall determine eligibility for and type of membership to the ISGH pursuant to Article IV of the Constitution and Bylaws. ISGH shall extend full membership to residents of Greater Harrisburg Area (consisting of Dauphin and its neighboring counties only).

- a. **Honorary Membership:** The Society may recognize and bestow upon a living individual Honorary Membership for outstanding services to the Islamic community of this area.
- b. **Life Membership:** Life membership shall be extended to all individual Muslims over the age of eighteen years pursuant to Article II, Section 3 and 4 of the Bylaws.
- c. **Full Membership:** Full membership shall be extended to all Muslims over the age of eighteen years pursuant to Article II, Section 3 and 4 of the Bylaws.
- d. **Associate Membership:** Associate membership shall be extended to all non-Muslims over the age of eighteen years pursuant to Article II, Section 3 and 4 of the Bylaws.
- e. **Regular Membership:** Regular membership shall be extended to all Muslims donors over the age of eighteen years pursuant to Article II, Section 3 and 4 of the Bylaws.

### Section 2: Application for Membership

- a. Application for membership to the ISGH shall be made on a form prescribed by the Council.

- b. The acceptance or rejection of an application for membership shall be subject to determination by the Council. The decision of the Council shall be appealable to the General Membership.

### **Section 3: Membership Terms and Dues**

- a. The term of membership to the ISGH for Article II Section 1 Clause a, c, d & e shall include a full calendar year beginning on January 1<sup>st</sup> and expiring on December 31<sup>st</sup>.
- b. Life membership shall be subject to a one-time payment of two thousand dollars per person for whole life until the member resides in the Greater Harrisburg area.
- c. Full membership shall be subject to a payment of a membership fee amounting fifty dollars for a single person and seventy five dollars for a family (husband & wife only) for one full calendar year.
- d. The term of regular membership shall be subject to any donation or volunteer services to the ISGH for one full calendar year.
- e. Only Full & Life Members shall have the right to vote for the Council election as per terms prescribed in Article V.
- f. Membership fee is not subject to tax exemption.
- g. Membership in pursuance of the Article II Section 3 Clause (e) will be able to vote only for Council's election that have paid membership fee before April 30<sup>th</sup> of the Council's election year.
- h. The membership fees may be changed in future by the Council subject to the approval of the General Membership.

### **Section 4: Privileges and Duties**

- a. All members shall have the privilege to attend General Membership meetings and to participate in activities of the ISGH.
- b. All Full and Life Members shall have the right to vote in the resolution of issues before the General Membership and in elections of the Council.
- c. All Life and Full Members residing in the Greater Harrisburg Area shall be eligible to seek election and hold office in the Council.
- d. The ISGH shall provide Islamic education to all the community members and their dependents.
- e. The ISGH shall expect of all its members to have respectable and decent public conduct.
- f. All Muslims shall strive to conform to the principles and practices of Islam.
- g. The ISGH shall expect of all members of the Council to be of decent and moral character, committed to the principles and practices of Islam.
- h. The ISGH shall require all its members to uphold and respect its Constitution and Bylaws.
- i. All members shall be required to fully contribute towards realization of the objectives defined in Article I Section 2.
- j. All members will get a special discount for utilizing any of the ISGH facilities.

### **Section 5: Separation from Membership**

- a. A member may separate from membership from ISGH by submitting a written resignation subject to approval of the Council.
- b. Non-payment of membership dues within one month of the expiration date shall be construed by the Council as separation from membership.

- c. The Council may separate a member from the ISGH subject to approval of the General Membership.

## **ARTICLE III      GENERAL MEMBERSHIP MEETING**

### **Section 1: Annual Meeting**

- a. The Council shall hold a General Membership meeting once every year in the month of December to present the Annual Report of activities, including account, balance sheet, general statement of income and expenditure, the budget of the ISGH and to elect a new Council to conduct the affairs of the ISGH in the following two years.
- b. The Council shall notify all members of the ISGH of the date, time and place no later than thirty days from the date of the meeting.
- c. Unless specified in any of the articles, any notice by the council to its ISGH members shall be sent electronically.

### **Section 2: Regular Meeting**

- a. The Council shall have the power to hold periodic General Membership meetings to conduct affairs of the ISGH.
- b. The Council shall notify all members of the ISGH of date, time and place no later than ten calendar days from the date of the meeting.

### **Section 3: Requisition of Meeting**

- a. The Council shall hold a requisition General Membership meeting upon a written request of at least 25% of the voting members specifying its purpose.
- b. The council shall notify all voting members of the ISGH the purpose of the meeting, date, time and place within fifteen calendar days from the date of the receipt of requisition.

### **Section 4: Quorum and Voting**

- a. The quorum of a General Membership meeting shall constitute at least 25% of the voting membership provided that at least 5 members of the council are also present. Each member shall be entitled to one vote.
- b. Life and Full Members shall each cast only one vote. Family membership consists of two votes.
- c. The method and procedure of voting shall be determined by the Council.
- d. Absentee or proxy voting shall not be permitted, except in elections where absentee voting may be cast in writing only if he/she appears to be sick and cannot come to the place of voting.

## **ARTICLE IV     ORGANIZATION**

### **Section 1: General Membership**

- a. The General Membership shall consist of all voting members.
- b. The General Membership shall review and approve of all policy decisions.
- c. The General Membership shall have the exclusive power to amend provisions of the Constitution and the Bylaws in a meeting with its two thirds voting members present by two-thirds majority.
- d. The General Membership shall elect a Council and delegate powers contained in the Bylaws.
- e. The General Membership may separate a member in a meeting with its two thirds voting members present by a two thirds majority.
- f. The General Membership may separate a member of the Council in a meeting with its two thirds voting members present by a two thirds majority.

### **Section 2: Purpose of the Council**

- a. The Council shall manage all the affairs of the ISGH, to create a community based on Islamic principles and to promote a closer understanding among the Muslims of the area.
- b. To cooperate and actively promote the abidance to the rule of law and the maintenance of peace and tolerance.
- c. To plan and achieve the ISGH objectives mentioned in Article I Section 2.

### **Section 3: Composition of Council**

The Council shall consist of a President, Vice President, Secretary, Treasurer and five Council members elected for two years by the General Membership. The following are the criteria for all Council members:-

- a. Preferably be a resident of the Greater Harrisburg area.
- b. Shall be a US citizen or a permanent resident.
- c. Shall try to establish and attend congregational prayers.
- d. Shall not have any conflict of interest that would personally benefit him from any type of transactions performed on behalf of ISGH
- e. Shall maintain privacy, confidentiality regarding sensitive matters and other council matters.

### **Section 4: Administrative Powers of Council**

- a. Appoint various committees (Education committee, Youth Committee, Sisters Committee, Religious committee, Maintenance committee etc.) when needed from among the members and delegate powers.
- b. Appoint election officer and two assistant election officers to conduct Council elections.
- c. Nominate voting members to fill vacant Council positions.

- d. Conduct all General Membership meetings.
- e. Grant or deny memberships.
- f. Recognize and bestow Honorary Membership
- g. Initiate amendments to the Constitution and Bylaws.
- h. Initiate separation proceedings.
- i. The Council shall work voluntarily without any remuneration.
- j. There will be no contract awarded to any council member's business.
- k. The council shall not take up any new major projects, two months before the expiry of the existing council.

#### **Section 5: Financial Powers of Council**

- a. Seek and collect membership dues and donations.
- b. Borrow funds by the way of Qarz-e-Husna subject to approval by the General Membership.
- c. Purchase and acquire property rights subject to authorization by the General Membership.
- d. Sell, lease or dispose of properties and assets subject to authorization by the General Membership.
- e. Spend funds for administrative and maintenance purposes as approved by the Council. The maintenance committee shall be given an approval with a maximum of five hundred dollars for spending on emergency repairs. To fulfill certain major projects, ISGH shall solicit select reliable suppliers and contractors to submit price quotes and shall award the contract to the lowest bidder or as approved by the council.
- f. Masjid and school/ zakat bank accounts shall be maintained separately under the name of ISGH as approved by the council. All the donations collected shall be deposited into the ISGH Masjid account unless specifically mentioned for School/ Zakat.
- g. The distribution of Zakat and Sadaqa funds shall be limited to the immediate community of the ISGH area subject to meet the financial requirements and must attest to this fact by filling out the Social Services Application Form defined by the council. The circumstances of those applying to receive Zakat/Sadaqa funds must be vetted and approved by the council or Zakat committee formed by the council.

#### **Section 6: Duties of Council**

- a. Conduct programs of Islamic education to impart knowledge of the Islamic way of life.
- b. Organize religious, cultural, and other related activities to foster community ties.
- c. Encourage mutual understanding between Muslims and Non-Muslims through Dawah activities
- d. Further cooperation with other local masjids and Islamic organizations.
- e. Manage ISGH building Complex.
- f. Present budget and annual reports at annual General Membership meetings.
- g. Provide for the election of a new Council prior to dissolution of the existing Council to facilitate succession.
- h. Imam - The council will appoint one or more Islamic scholars for various duties to fulfill the religious, educational, spiritual, and social needs of the community. The Council shall determine the fair compensation for the scholar providing the various services to the community. All terms

and conditions of the engagement may be negotiated under a separate contract to reflect both the party's agreement.

- i. Overnight stay in the ISGH shall not be allowed for safety and security reasons, except in the following circumstances such as ISGH approved overnight programs: Itikaf, Qayam-ul-Layl etc. Guests and individuals from the Dawah group invited by the Council shall stay overnight at ISGH if approved by the Council.

#### **Section 7: Council Meeting**

- a. The Council shall meet on an average once a month, with a minimum of twelve meetings per year.
- b. The Council shall meet at the call of the President. The Secretary shall issue notification of the date, time, and place at least two days before the meeting. No meetings shall be held by any of the council members without the President's approval.
- c. Five members present at a Council meeting shall constitute a minimum quorum to conduct meetings.
- d. The Council decisions shall be made by a simple majority vote of the members present.
- e. In case of a tie, the President shall cast the deciding vote and the President's decision is final.

#### **Section 8: Replacement of Members of Council**

- a. A Council position vacated by separation shall be filled by election provided the length of the intervening period between the date of separation and December 31st exceeds sixty calendar days. The said election shall be held within fifteen calendar days from the date of vacancy. Should the length of the intervening period be sixty calendar days or less, the Council shall nominate a voting member to fill the vacant position.
- b. If the vacant position in the Council is President, then the Vice President shall become President. The position of Vice President vacated by succession shall be filled pursuant to the provision of Article IV, Section 8, and Para (a).
- c. If the vacant positions in the Council are President and the Vice President, then the Secretary shall become President. The vacant position of the Vice President and the position of the Secretary vacated by succession shall be filled pursuant to provisions of Article IV, Section 8, and Para (a).
- d. If the vacant positions in the Council are President, the Vice President and the Secretary, the General Membership shall reelect the Council within one month.

#### **Section 9: Succession of the Council**

- a. The outgoing Council after the election shall transfer all files, documents, records, assets, bank accounts and liabilities to the incoming Council prior to December 31<sup>st</sup>.
- b. The outgoing Council should remove their signatories from bank accounts and hand over the correct login information of PayPal, ISGH Website and Facebook to the upcoming Council.
- c. The Council meeting minutes must be maintained and shall be provided to the next Council during handing over/taking over the charge.



### **Section 10: Separation from Council**

- a. A member of the Council shall be separated by resignation addressed to the President and submitted to the Secretary specifying the date and explanation of resignation. The resignation shall be subject to approval by the Council.
- b. The Council may separate a member by suspension by a two third majority with at least six members present on charges including violation of the Constitution and Bylaws, misuse, or misappropriation of funds and/or actions detrimental to the interests of the ISGH. The Council decision shall be subject to review and approval of the General Membership in its next meeting.
- c. If any Council member resigned without a valid reason and also submitted a nomination for any Council position in future, the one's nomination will not be considered eligible to participate in the Council election.
- d. If any Council member is found guilty pursuant to the provisions of Art. IV, Section 9 Clause b or Section 10, Clause (b & c) , those Council members will not be entitled to participate in council election for lifetime.

### **Section 11: Powers & Duties of President**

The President shall have the following qualifications, powers and duties:

- a. Shall be a member of ISGH for at least one year and is known to have leadership qualities and dedication to ISGH.
- b. Preferably should have been an ISGH council member for at least one term.
- c. Preside at Council and General Membership meetings.
- d. Cast a deciding vote in case of a tie in Council meetings.
- e. Call Council meetings.
- f. Confirm minutes of Council and General Membership meetings.
- g. Supervise all administrative functions of the Council.
- h. Provide direction to the Council and to the ISGH.
- i. Shall nominate or reorganize various committees in consultation with the council members.

### **Section 12: Powers & Duties of Vice President**

- a. Shall be a member of ISGH for at least six months
- b. Coordinate with the President in the conduct of the Council affairs.
- a. Preside at Council and General Membership meetings in the absence of the President.
- b. Succeed the President in case of separation
- c. Plan and organize programs for Islamic education.
- d. Shall be himself informed of all educational activities of ISGH schools.
- e. Shall serve as liaison between the Council and the Education Committee

### **Section 13: Powers & Duties of Secretary**

- a. Shall be a member of ISGH for at least 6 months.
- b. Perform all administrative functions for the Council and the General Membership.

- c. Maintain and present proceedings of Council and General Membership meetings.
- d. Maintain a mailing list and social media groups for the ISGH.
- e. Correspond on behalf of the ISGH.
- f. Preside at Council and General Membership meetings in the absence of the President and the Vice President.
- g. Prepare agenda for Council and General Membership meetings.
- h. Coordinate with the President in the conduct of the Council affairs.
- i. Succeed the President in case of separation of the President and the Vice President.
- j. Present Annual Report at General Membership meetings.
- k. Maintain record for having overnight stay of Dawah group at ISGH including name, address, contact number, dates of arrival and departure.

#### **Section 14: Powers & Duties of Treasurer**

- a. Shall be a member of ISGH for at least six months
- b. Perform all financial functions for the Council and General Membership.
- c. Transact all business concerning collection membership dues and donations.
- d. Maintain one or more accounts for deposits and payments.
- e. Make payments from the accounts under his signature together with signatures of the President, Vice President in absence of the President, or the Secretary in absence of the President and Vice President.
- f. Maintain the detailed record on incomes and expenditures as well as the purposes of all transactions.
- g. Prepare budgets and report financial status to the Council at its periodic meetings.
- h. Prepare and present the Annual Budget to the Annual General Membership meeting.
- i. Prepare budgets, reports and financial status to the General Membership meetings, upon request.
- j. Coordinate with the President in the conduct of financial affairs.

#### **Section 15: Powers & Duties of Council Members**

- a. Shall be a member of ISGH for at least six months.
- b. Perform duties assigned by the Council.
- c. Coordinate with the President in the conduct of the Council affairs.
- d. Coordinate with the Vice President in planning and organization of programs for the Islamic education.
- e. Coordinate with the Secretary and the Treasurer in the performance of administrative and financial functions.
- f. Coordinate with the President in maintaining the complex, Gymnasium, Community Health Clinic and Rental properties.
- g. Prepare and maintain contracts for tenants, HVAC, Internet, utilities etc.
- h. Coordinate with Vice-President in preparing and updating employment contracts
- i. Maintain the interior and exterior of the ISGH complex.
- j. Maintain contracts for leasing Gymnasium and rental properties.

### **Section 16: Indemnification**

All Council Members shall be always indemnified out of the funds of the ISGH against all charges and expenses incurred in a suit or proceeding brought against them in respect of any act in the execution of duties of the ISGH. All other charges and expenses incurred by members of the Council resulting from their willful neglect or default shall be excluded from the provisions of this section shall be the exclusive responsibility of the General Members.

### **Section 17: Disputes/Arbitration**

- a. Disputes within the ISGH council shall be resolved as much as possible through informal means of mediation.
- b. In case of a dispute among the council members, the President shall resolve the dispute or shall form a three member's Advisory Committee among the senior members of ISGH to resolve the issue.
- c. Any decision by the Advisory Committee in resolving any/all disputes by majority vote shall be considered final and binding on all parties; and constitutes waiver by all parties, of all their rights to take the matter to court of law.

### **Section 18: Education Committee**

- a. The Education Committee shall be primarily responsible for administrative and operational decisions for running ISGH educational programs and extracurricular activities for students.
- b. The Education Committee shall have its own members, appointed by the Vice President/Council during the Council term.
- c. The Education Committee will have 5 members including the Vice President and will be expanded depending on the size of the schools.
- d. Two of the Education Committee members will be appointed by the council from ISGH General Membership and two will be appointed from the parents of the ISGH students and one will be the current Vice President of the ISGH council.
- e. Education Committee members should meet regularly for school progress and also with parents of the students to update students' progress in consultation with Principal ISGH School.

## **ARTICLE V     AMENDMENT**

A voting member may initiate in a General Membership meeting a process to amend a provision of the Bylaws. The motion once seconded shall be approved or rejected for consideration by a simple majority. Should the General Membership approve consideration of the proposed amendment the proposer and the seconder shall submit in writing to the Secretary who shall present it before the next Council meeting. The Council shall include the proposed amendment in the agenda of the next General Membership Meeting. The General Membership with two third of its voting members present shall approve the proposed amendments by majority of the voting.

## **ARTICLE VI     ELECTION**

### **Section 1: Appointment of Election Committee**

- a. The Election of the Council shall be conducted by an Election Committee appointed by the Council at least thirty calendar days before the elections.
- b. The Election committee shall comprise of three members, Election Officer and two Assistant Election Officers.
- c. The Election Committee members shall also have a right to vote.

### **Section 2: Election of a Separated Council Member**

- a. The election of individual members of the council resulting from separation shall be filled by simple majority vote of the council.

### **Section 3: Nomination for Council**

- a. A nomination for election of a member of the council shall be in writing proposed and seconded by voting members and shall be submitted to the Election committee before two weeks of the election date as decided by the Council.
- b. The voting members nominated for election shall personally be present during the election. In case they cannot be present they shall express their acceptance of nominations in writing to the Election committee.
- c. A member can be nominated for one position only. The Nominees can withdraw their nomination within three days after the submission of nomination papers in writing to the Election Committee.

### **Section 4: Term of Election Committee**

- a. The Election Committee shall be exempted from seeking election and their term shall expire after the election.

### **Section 5: Duties of Election Committee**


- a. Prepare paper ballot form for elections.
- b. The Election Committee shall compile the casted votes for each nominee and shall announce the results soon after the elections are closed.
- c. The members of the Election Committee shall not be members of the current and upcoming Council.

## Section 6: Guidelines for Elections

- a. A member of the Council shall not seek re-election for the same position immediately in the next election but may seek re-election in the years thereafter. This applies only to the President, Vice President, Secretary and Treasurer.
- b. Family Membership consists of husband and wife (two votes only).
- c. All the committees established by the previous council will cease to exist once the new council is formed and the outgoing Council shall hand over all the charges within two weeks to the new elected council such as Bank accounts, Facebook, PayPal, Email and Website logins.
- d. If the number of candidates nominated are less than or equal to 9 then the candidates in the final list shall be declared 'Elected unopposed' by the Election Officer and the unfilled positions will be filled by the elected President.
- e. No immediate family member can be nominated for any council position in the same council.
- f. The election committee shall be responsible for receiving and scrutinizing nominations, giving a final decision on any disputed cases, and conducting elections.
- g. The election committee will be fully authorized to consider/cancel any nomination in case if any member is ineligible or violating ISGH bylaws or sabotages the election process or the nomination form is incomplete. The decisions of the election committee will be final for all involved parties.
- h. If any member cannot attend General Body meetings or come on Election day (due to job or any other valid reasons), then only on a written notarized consent form will be acceptable for his/her vote.

**This Constitution and all amendments is duly signed and adopted after General Membership Meeting**

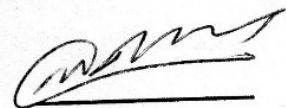
On 28<sup>th</sup> November, 2021.



**Secretary**



**Vice President**



**President**