

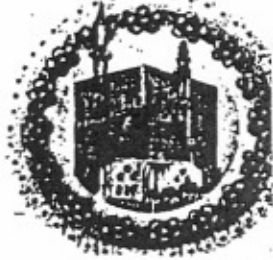


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, the Beneficent, the Merciful

THE ISLAMIC SOCIETY OF GREATER HARRISBURG

REGISTERED NON-PROFIT ORGANIZATION



BYLAWS

ARTICLE I

NAME & LOCATION

The name of the organization shall be "The Islamic Society of Greater Harrisburg" hereafter referred to as the "Society" and its headquarter shall be located in the Greater Harrisburg Area.

ARTICLE II

MEMBERSHIP

Section 1: Types of Membership

The Council shall determine eligibility for and type of membership to the Society pursuant to Article IV of the Constitution.

- a. Honorary Membership: The Society may recognise 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 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.

Section 2: Application for Membership

- a. Application for membership to the Society shall be made on a form prescribed by the Council.
- b. The acceptance or rejection of application to life, full and associate membership shall be subject to determination by the Council. The decision of the Council shall be appealable to the General Membership.

- c. The Council shall initiate determination and conferment of Honorary Membership.

Section 3: Membership Term and Dues

- a. The term of membership to the Society shall include one full calendar year beginning on January 1st. and expiring on December 31st.
- b. Life Membership shall be subject to a one time payment of Two Hundred Dollars.
- c. Full Membership shall be subject to an annual payment of Five Dollars.
- d. Associate Membership shall be subject to an annual payment of Three Dollars.

Section 4: Privileges and Duties

- a. All members shall have the privilege to attend General Membership Meeting and to participate in activities of the Society.
- b. All life and full members shall have the right to vote in the resolution of issues before the General Membership and in elections of the Council.
- c. All associate members are exempted from the right to vote.
- d. All honorary members shall enjoy non-partisan status and shall be exempted from the right to vote.
- e. All life and full members residing in the Greater Harrisburg Area and beyond shall be eligible to seek election and hold office of the Council.
- f. The Society shall provide Islamic education to all its members and their dependents.
- g. The Society shall expect of all its members respectable and decent public conduct.
- h. All muslim members shall strive to conform to the principles and practices of Islam.
- i. The Society shall expect of all members of the Council to be of decent and moral character, committed to the principles and practices of Islam.
- j. The Society shall require of all its members to uphold and respect its Constitution and Bylaws.

- k. All members shall be required to fully contribute towards realization of the purposes of the Society.

Section 5: Separation from Membership

- a. A member may separate from membership to the Society by submitting a written resignation subject to approval of the Council.
- b. Non-payment of annual membership dues within three months of the expiration date shall be construed by the Council as separation from membership.
- c. The Council may separate a member from the Society subject to approval of the General Membership. This provision excludes all Honorary Members.

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 the budget of the Society and to elect a new Council to conduct the affairs of the Society in the following year.
- b. The Council shall notify all members of the Society of date, time and place in writing no later than thirty days from the date of the meeting.

Section 2: Regular Meeting

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

Section 3: Requisition Meeting

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

- b. Life and full members shall each cast one vote.
- 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 vote may be cast in writing.

ARTICLE IV

ORGANIZATIONSection 1: General Membership

- a. The General Membership shall constitute of all voting members.
- b. The General Membership shall review and approve 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 third voting members present by a two third 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 third voting members present by a two third majority.
- f. The General Membership may separate a Member of the Council in a meeting with its two third voting members present by a two third majority.

Section 2: Purpose of the Council

The Council shall manage all affairs of the Society, to create a community based on Islamic principles and to promote a closer understanding among the people of Islamic faith.

Section 3: Composition of Council

The Council shall consist of a President, a Vice-President, a Secretary, a Treasurer and three Council Members elected for one year by the General Membership.

Section 4: Administrative Powers of Council

- a. Appoint committees from among the members and delegate powers.
- b. Appoint Election Officers to conduct elections.
- c. Nominate voting members to fill vacant Council positions.
- d. Conduct all General Membership meetings.
- e. Grant or deny memberships.

- f. Recognise and bestow Honorary Membership.
- g. Initiate amendments to the Constitution and Bylaws.
- h. Initiate separation proceedings.

Section 5: Financial Powers of Council

- a. Seek and collect membership dues and donations.
- b. Borrow monies and issue bonds, debentures and pledges subject to approval by the General Membership.
- c. Purchase and acquire property rights, privileges, stocks, debentures and securities 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 monies for administrative purposes with a maximum of Fifty Dollars per item of expenditure subject to an annual ceiling of Five Hundred Dollars. Additional monies shall be subject to authorization by the General Membership.

Section 6: Duties of Council

- a. Conduct program 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.
- d. Further cooperation with other Islamic organizations.
- e. Manage headquarter of the Society.
- f. Present budget and annual reports at Annual General Membership meetings.
- g. Provide for election of a new Council prior to dissolution of existing Council to facilitate succession.

Section 7: Council Meeting

- a. The Council shall meet on an average once a month, with a minimum of twelve meetings during its term.
- b. The Council shall meet at the call of the President. The Secretary shall issue notification of date, time and place at least two days before the meeting.

- c. Four members present at a Council meeting shall constitute a quorum.
- 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.

Section 8: Replacement of Members of Council

- a. A Council position vacated by separation shall be filled by election provided the length of 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. Should the vacant position in the Council be that of the President, the Vice-President shall become the President. The position of Vice-President vacated by succession shall be filled pursuant to the provisions of Article IV, Section 8, Para (a).
- c. Should the vacant positions in the Council be those of the President and the Vice-President the Secretary shall become the 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, Para (a).
- d. Should the vacant positions in Council be of those of the President, the Vice-President and the Secretary, the General Membership shall reelect the Council within fifteen calendar days.

Section 9: Succession of Council

The outgoing Council after the election shall transfer all files, documents, records, assets and liabilities to the incoming Council prior to December 31st.

Section 10: Separation from Council

- a. A member of the Council shall separate 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 Society. The Council decision shall be subject to review and approval of the General Membership in its next meeting.

Section 11: Powers and Duties of President

The President shall have the following powers and duties:

- a. Preside at Council and General Membership meetings.
- b. Cast a deciding vote in case of a tie in Council meetings.
- c. Call Council Meetings.
- d. Confirm minutes of Council and General Membership Meetings.
- e. Supervise all administrative functions of the Council.
- f. Provide direction to the Council and to the Society.

Section 12: Powers & Duties of Vice-President

- a. Coordinate with the President in the conduct of the Council affairs.
- b. Preside at Council and General membership meetings in the absence of the President.
- c. Succeed the President in case of separation.
- d. Plan and organize programs for Islamic education.

Section 13: Powers & Duties of Secretary

- a. Perform all administrative functions for the Council and the General Membership.
- b. Maintain and present proceedings of Council and General Membership meetings.
- c. Maintain mailing list for the Society.
- f. Correspond on behalf of the Society.
- g. Preside at Council and General Membership meetings in absence of the President and the Vice-President.
- h. Prepare agenda for Council and General Membership meetings.
- i. Coordinate with the President in the conduct of the Council affairs.
- j. Succeed the President in case of separation of the President and the Vice President.
- k. Present Annual Report at General Membership meetings.

Section 14: Powers & Duties of Treasurer

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

Section 15: Powers & Duties of Council Members

- a. Perform duties assigned by the Council.
- b. Coordinate with the President in the conduct of the Council affairs.
- c. Coordinate with the Vice President in planning and organization of programs for Islamic education.
- d. Coordinate with the Secretary and the Treasurer in the performance of administrative and financial functions.

Section 16: Indemnification

All Council Members shall be indemnified out of the funds of the Society at all times 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 Society. 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.

ARTICLE IV

AMENDMENT

A voting member may initiate in a General Membership Meeting a process to amend a provision of the Constitution or 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 2/3rd of its voting members present shall approve the proposed amendment pursuant to the provisions of Art. V, Section 1, Para (c).

ARTICLE VII

ELECTION

- Section 1: The Annual Election of the Council shall be conducted by an Election Officer appointed by the Council at least thirty calendar days before the election.
- Section 2: The election of individual members of the Council resulting from separation shall be conducted by an Election Officer appointed by the Council before the election.
- Section 3:
- 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 Officer on or before the election date.
 - 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 nomination in writing to the Election Officer.
- Section 4: The Election Officer shall be exempted from seeking election. His term shall expire after the election.
- Section 5: The Election Officer shall compile votes cast for each nominee and shall announce the results.
- Section 6: The Election Officer shall not be a member of the Council.
- Section 7: A member of the Council shall not seek reelection for the same position.