

# ISLAMIC SOCIETY OF BERKS COUNTY

الجمعية الإسلامية لمقاطعة بيركس

## Masjid As-Sabireen

101 W. Windsor Street Reading, PA 19601

<http://isbcpa.org>

### Bylaws

Amended March 23, 2022 (Sha'Ban 20, 1443)

#### **THIS BYE LAW**

لا إله إلا الله محمد رسول الله

We bear witness that there is none worthy of worship except Allah (SWT) and that Mohamed (SAW: may peace be on him) is His messenger.

#### **PREAMBLE**

We proclaim that the book of Allah Al-Quran Kareem in its scope is the full and final divinely revealed constitution for mankind. It is also the Holy book of the Muslim faith and the source book of Islamic laws, rules, and regulations for the Muslims. The Islamic Society of Berks County (ISBC) unequivocally affirms the Quran and the authentic hadith (sayings) and Sunnah (deeds) of Prophet Mohammed (SAW), as its eternal and ultimate constitution. The Islamic Society of Berks County (ISBC) further affirms that it will remain open for prayers to all Muslims and be opened to our Practices, Culture, and Coexistence, according to the constitution of the United States of America and the laws of the State of Pennsylvania. Following are lesser laws, rules and regulations meant for the governance of the Islamic Society of Berks County affairs in accordance with the teachings of the Quran and the authentic Sunnah.

ISBC shall be a non-profit, non-political organization, and the fundamental purpose of the ISBC shall be to encourage and to enable Muslims with the basic knowledge and competence in Islam to individually and collectively toward meeting human needs in conformity with Islamic doctrines and belief. It shall also be the purpose of the ISBC to avoid any wrong practices in Islam and to create a feeling of brotherhood and sisterhood. The organization shall not directly participate in politics or openly promote, sponsor, or campaign for a candidate for any political position even if the candidate is among its membership.

## **OUR CORE BELIEF**

We believe in Allah (SWT) and His Prophet (SAW). Our core belief is service. We will serve the religion of Allah (SWT) Islam, our Community, Culture and Humanity in general.

### **1. ARTICLE I**

#### **1.1. NAME OF ORGANIZATION**

The name of the organization shall be Islamic Society of Berks County (ISBC).

#### **1.2. HEADQUARTERS or PRINCIPAL OFFICE**

The principal office shall be **101 W. Windsor Street, Reading PA 19601**. The organization may also have other offices at other places within and outside the state of Pennsylvania as may be determined and approved by the Board of Directors and the Executive (Shura) Council members.

#### **1.3. MAILING ADDRESS**

The official mailing address of the organization required by law shall be **101 W. Windsor Street, Reading, PA. 19601** in the County of Berks, in the state of Pennsylvania in United States of America

### **2. ARTICLE II**

#### **2.1. PURPOSE**

- 2.1.1.** The organization shall be non-commercial and non-partisan. The organization shall not operate for profit or financial gain, and no part of its assets, income or gain shall be, assigned distributable to, or benefit any of its board, executive, committee or any members of the community or society.
- 2.1.2.** Islamic Society of Berks County Pennsylvania (ISBC) was formed primarily to serve the religion of Allah (SWT), the Muslim community of greater Reading Berks County Pennsylvania area, and humanity in general. The organization shall operate exclusively for charitable, religious, educational purposes according to the injunctions of Allah (SWT), the authentic hadith and Sunnah of Prophet Mohamed (SAW) and within the definition of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future Federal tax code the laws of the State of Pennsylvania as may apply.
- 2.1.3.** The organization shall be guided by the Holy Quran, the authentic hadith, and Sunnah of Prophet Mohamed (SAW) and adherence to the principles of “Ahlu Sunnah wal Jammah” (those who follow the authentic Sunnah of Prophet Mohamed and the “Community”). The organization shall not establish a law or engage in activities or establish institutions contrary to the teachings of the Quran, the authentic hadith, the Sunnah of the Prophet (SAW), the laws of the United States of America and the State of Pennsylvania.
- 2.1.4.** Promoting friendly relations between Muslims and non-Muslims and presenting Islam to people of other faiths. Furthering co-operation among the existing Muslim organizations and communities as well as strengthening fraternal bonds and cordial relationship among Muslims.

### **3. ARTICLE III**

#### **3.1. ORGANIZATION PRIMARY GOALS**

The organization was formed with the primary goal of building a strong Muslim Community to promote authentic Islamic teachings and provide Islamic infrastructure and focus on Islamic education of Muslim children and adults. based on the Quran, authentic hadith, and the Sunnah of the Holy Prophet Mohamed (SAW), the constitution of the United States and laws of the state of Pennsylvania. All board, executive members, committees, and administrative staff of the organization must believe, profess and are responsible to implement these goals in their various positions. These goals are further explained below:

**3.1.1.** The cornerstone of the organization and all its entities is respect and un-parallel service to the community. To provide service (help, assistance, collaboration etc.) to the Muslim community in particular and the public in general. To promote Muslim participation in community service organizations. To respect and be conscious of the rights of neighbours and the public in general as mandated by Islam and the laws of the United States of America and the State of Pennsylvania.

**3.1.2.** To promote justice in the Muslim community as enjoined by Allah (SWT) based on the belief that any affairs in which Allah (SWT) and His Prophet (SAW) has decreed is final. Also, that the organization and its officers and representatives must not in any way oppress anyone and should always look to alleviate the sufferings of the oppressed.

**3.1.3.** Shall build and acquire infrastructures for Islamic institutions and facilities to benefit the community. The organization shall not name any of its Masjids (Mosques), centres or any other infrastructures after a group or a particular section of the community. For example: its Masjids shall never be named African, Pakistani, Arab, Salafi, Jamaat Tabligh, Shia, Ahmadiyya or any other name that promotes division or elevate a particular sect of group above others.

**3.1.4.** ISBC and Masjid As-Sabireen shall not promote compulsion in religion, Terrorism nor forcibly converts anyone to Islam. The organization and its institutions shall not promote nor participate in terrorism in any form. It shall not judge people by race, colour, origin, or ethnicity.

#### **4. ARTICLE IV**

##### **4.1. DEFINITIONS**

###### **4.1.1. Board of Directors (BOD):**

Shall consist of five (5) members, which must include at least one woman. The Board of Directors are members that will oversee the function of the organization, ensuring that the core values and purposes of the organization are reflected in the operational process.

**a)** The five (5) Board of Directors will be selected by ISBC/As-Sabireen community. **The first 5 BOD will be approved by the Oversight Board.**

**b)** Qualifications for Board of Directors' position shall be the same requirements as that of the Executive (Shura) Council **where applicable.**

###### **4.1.2. Executive (Shura) Council:**

This is a duly elected and organized body that serves the organization for the purpose of management and organization through mutual consultation, and decision making by way of voting. It shall consist of seven (7) members and must have at least one woman. The executive (Shura) council shall comprise of a member of different demographic from the Berks County Muslim community; and a member can be removed for misconduct by 75% of vote of its members.

- a) Current contributing members (members that are up to date with their monthly or yearly membership contributions) of ISBC community shall elect the executive (Shura) Council. The that is the President, Vice President(s), Secretary General, Assistant Secretary, Treasurer, Assistant Treasurer, and Public Relations Officer (PRO).
- b) Each Executive (Shura) council member shall oversee a selected committees for its smooth running.

#### **4.1.3. Imam**

The Imam is a spiritual leader who has been selected and hired by the Executive (Shura) Council to be the spiritual leader of ISBC.

#### **4.1.4. Muslim**

The term “Muslim” shall be defined to mean one who has professed publicly before witnesses three times that there is no God but Allah, and that Prophet Muhammad (Peace and Blessings be upon him) is the Messenger and Prophet of Allah. Muslim is to be further specifically defined as one, who believes in the five basic pillars of Islam,

- a) The testimony that there is no deity worthy of worship except God (Allah) alone, and that Prophet Muhammad (Peace and Blessings be upon him) is his last Messenger
- b) The belief in giving Zakat,
- c) The belief in performing five daily salat, or prayer,
- d) The belief in fasting during the month of Ramadan, and
- e) The belief in performing the pilgrimage to Mecca or the Hajj.

Further, a Muslim believes in the six articles of Islamic Faith (according to the belief of Ahlus Sunnah wal Jamhah), namely:

- a) Allah,
- b) Allah’s Angels,
- a) Allah’s Messengers or Prophets
- b) Allah’s revealed Books, e) The Day of Resurrection and
- c) Divine preordainments, i.e., whatever Allah has ordained must come to pass (good and bad).

A Muslim is not to be defined as one who is also a member of any other religious faith.

#### **4.1.5. Quorum**

Unless otherwise specified in other sections of these bylaws, the presence of 50% (1/2) of the executive (Shura) members plus one (1) shall constitute a quorum. Decisions approved in Executive (Shura) Council meetings that reached quorum are binding to all the Executive (Shura) Council members in article 4.1.2 above and ISBC.

#### **4.1.6. Voting Rights**

The term “voting rights” shall be defined herein to mean a member who is part of the ISBC Executive (Shura) Council.

#### **4.1.7. Approval**

A majority vote (50% plus one) shall be required for approval of any action, except as specified herein.

- 5. ARTICLE V: ORGANIZATIONAL STRUCTURE:** The Executive (Shura) Council is the governing body of the ISBC and is the key decision makers. Any Committees formed shall be under the Executive (Shura) Council, and the Executive (Shura) Council will be under the Board of Directors of ISBC.

**5.1. Nomination and Election of Executive (Shura) Council Members.** To provide direction, management, and oversight for the organization, an Executive (Shura) Council shall be created. Executive (Shura) Council members shall be nominated and elected by all Muslim community members who are current with their membership contributions/ dues. The current temporal Oversight Board (created by the judge order) shall prescribe the process whereby such nominations and election are made, which process shall be approved by Executive (Shura) Council by a simple majority. For all subsequent elections after the establishment of the first Executive (Shura) Council, they along with the Board of Directors shall prescribe the process whereby such nominations and election are made, which process shall be approved by Executive (Shura) Council by a simple majority. Neither that process nor this provision shall in any way limit the power of the voting rights Executive (Shura) Council members with respect to nominating Executive (Shura) Council members to serve on the Executive (Shura) Council. No family members, including but not limited to spouses, siblings, children, grandparents, parents, cousins, etc., may serve on the Executive (Shura) Council simultaneously except if approved by the simple majority of members of Executive (Shura) Council to fill a specific need for ISBC. This helps maintain the diversity of thought, and the integrity of the Executive (Shura) Council.

**5.2. Term of Executive (Shura) Council Members.**

The Executive (Shura) Council member shall be elected for a term of two years and shall be eligible to be reelected for a second term a maximum of two terms which is four (4) years and can't be re-elected again by a duly convened general meeting of the

community. The Council members shall have overlapped term between them. Officers of the organization, that is, the Executive (Shura) Council, shall remain on the Executive (Shura) Council in an advisory capacity for the rest of the term of the last second (2<sup>nd</sup>) year to facilitate a smooth transition in organizational leadership.

**5.2.1. Qualifications of Executive (Shura) Council members:** The primary qualifications for Executive (Shura) Council members are:

- a) They are Muslim that professes the Kalima “La ila ha Ila Lah Mohamed Rasulullah” (to bear witness that there is none worthy of worship except Allah and Mohamed is His last messenger), believe in the Holy Books (Al-Quran).
- b) They must be permanent reside in the Berks County area, in Pennsylvania.
- c) Members of the Executive (Shura) Council must frequent the Masjid for regular and Jumah (Friday) Salats (prayers) and participates in the Masjid events and activities.
- d) They are (See section 4.1.6) members in good standing with the ISBC/Masjid for at least two (2) years. In the event there are no candidates with two (2) years or more tenure, other candidates may be considered.
- e) They have demonstrative skills that will be of service to ISBC and Masjid As-Sabireen such as business knowledge, legal knowledge, civic leaders, administrative knowledge, religious knowledge, scientific or medical knowledge, etc.
- f) They have no known serious moral or mental defects that would render them unfit for service.
- g) They have no known felony conviction, and or criminal activity.
- h) Not found wanting of financial/economic mismanagement and or malpractices.
- i) Have not cost ISBC, Masjid(s), or Muslim community financial loss or loses, by unilaterally making decision outside his/her/their powers.
- j) An Imam of the Mosque cannot be an officer in the Executive (Shura) Council

**5.3. Number of Executive (Shura) Council Members.** The Executive (Shura) Council shall consist of a minimum of seven (7) members and a maximum of nine (9) members. The number must be an odd number for voting purpose.

**5.4. Vacancies on the Shura Council.**

**5.4.1. Events Causing Vacancy.** A vacancy or vacancies on the Executive (Shura) Council shall exist on the occurrence of the following:

- a) The death or resignation of any member
- b) The declaration by Executive (Shura) Council resolution of a vacancy of the office of a member who has been declared of unsound mind by an order of court or convicted of a felony during their term in Council.
- c) Suspension/Removal of an Executive (Shura) Council member for cause by 75% majority vote of the Shura Council for loss of confidence or for

dereliction of duty or for fraudulent acts under applicable law or for any violation as determined by the Executive (Shura) Council.

**5.4.2. Resignations.** Except as provided below, any Executive (Shura) Council member may resign by giving written notice to the President or Secretary of the Executive (Shura) Council. The resignation shall be effective 30 days (30 days' notice) when the notice is given unless it specifies a later time for the resignation to become effective. A resignation need not be formally accepted to be effective. No member may resign if the organization would then be left without the minimum number of members required by law or these bylaws.

**5.4.3. Filling Vacancies.** The members of the ISBC Community shall elect new Board of Directors' when there is a vacancy on the Board of Directors.

**5.4.3.1. Exceptions of Eligibility.** All violations regarding Islamic Shariah will be referred to the Religious Committee for review. The disposition of each case shall be handled accordingly by mutual consultation (Shura). Any violations of the law (of the land) will be referred to local, state, or federal authorities of the USA.

**5.5. Nomination and Selection of Executive (Shura) Council Officers.** To provide management and oversight for the Corporation, Officers for the Executive (Shura) Council shall be elected. Shura Council officers shall be nominated and elected by the members of the ISBC Community.

**5.5.1. Term of office of Executive (Shura) Council Officers.** The terms of office for all Executive (Shura) Council officers are two (2) years. Officers of the organization, that is, the President, Vice President(s), Secretary General, Assistant Secretary, Treasurer, Assistant Treasurer, and the Public Relations Officer (PRO), shall remain on the Executive (Shura) Council in an advisory capacity to facilitate a smooth transition in organizational leadership.

**5.5.2. Election of Officers of the Executive (Shura) Council.** The Officers of the Executive (Shura) Council are to be elected by a simple majority (50% plus one) secret ballot of the ISBC Community members with good standing with membership dues for each position (President, Vice President(s), Secretary General, Assistant Secretary, Treasurer, Assistant Treasurer, and the Public Relations Officer (PRO). If after two (2) ballots no candidate is elected, the Officers shall be elected from the top candidates with the highest number of votes by balloting the Executive (Shura) Council. In case of a tie between candidates for an officer position, balloting will be repeated until one of the candidates gets the highest number of votes.

**5.5.3. Executive (Shura) Council term limit.** After election, the Executive (Shura) Council shall serve for a term of two (2) years, provided he/she remains a member of the Executive (Shura) Council. Shura members shall serve until replaced and may be re-elected; however, no executive (Shura) member can serve more than two (2) consecutive terms. The year, in which the term of the Executive (Shura) Council expires, is when the election for the executive member shall be conducted. The President of the Executive (Shura) Council whose term is ending shall open and conduct the meeting and the vice president shall conduct the election. In the President's absence, or his/her refusal or failure to open that meeting, the vice president shall open the meeting and conduct the election. The two (2) year term for the newly elected or re-elected Executive (Shura) Council member shall commence on the first day following the shura member's election. If an Executive (Shura) member should resign, die, or be replaced during his/her two (2) year term, another Shura member will be selected following the procedure in this Bylaws. The new Shura member(s) will then serve out the remainder of the two (2) year term of the Shura member(s) being replaced. The same term limit shall apply to all other committee under ISBC.

**5.6. Responsibilities of the Executive (Shura) Council Members:**

**5.6.1. President:** The President shall:

- a) Be responsible along with the Executive (shura) for general management of all activities of the ISBC, Masjid As-Sabireen and all ISBC properties.
- b) Implement the bylaws of the ISBC by formulating the overall plans, policies and organizing the efforts and resources.
- c) Call and preside over the meetings of the ISBC Executive (Shura) Council.
- d) Designate members and/or seek from members of ISBC to carry out any special task.
- e) Present the Annual Report to the Shura Council, and the Board of Directors.

**5.6.2. Vice President:** The Vice President shall:

- a) Assume all responsibilities of the president and act on behalf of the President in his absence
- b) Assist the President in carrying out his duties for accomplishing the purposes of the ISBC.
- c) Vice President will help in overseeing for Community Affairs and Facility Management.
- d) Participate in overseeing the activities of the various committees in ISBC
- e) He can assume the functions of the President temporarily whenever requested to do so by the president. If the President is permanently incapacitated as determined by the majority vote of the Shura and the Board of Directors, the Vice President shall assume the Presidency for the remaining period of the President's term.



**5.6.3. Secretary General:** The Secretary General shall:

- a) Prepare, circulate, and maintain the minutes of the Executive (Shura) Council meetings.
- b) Prepare the agenda and notify the Shura Council of the scheduled meetings.
- c) Be responsible for correspondence of the ISBC.
- d) Be responsible in collaboration with the membership committee for maintaining a list of the regular members of the ISBC.
- e) Be custodian of the seal of the organization and affix the seal, or cause it to be affixed, as appropriate.
- f) Keep or have kept at the principal office, a copy of the Articles of Incorporation, membership list, sign in sheets of meetings, and the bylaws, as amended to date.
- g) Keeping ISBC registered as a non-profit (501 (c) (3)) corporation in the State of Pennsylvania.
- h) Posting on the bulletin board of the Mosque a list of members eligible to vote in the elections. This list shall be posted at least 15 days before the elections.

**5.6.4. Assistant Secretary:** The Assistant Secretary shall:

- a) Assume all responsibilities of the Secretary General and act on behalf of the Secretary General in his absence.

**5.6.5. Treasurer:** The Treasurer shall:

- a) Keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the ISBC properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters customarily included in financial statements.
- b) Maintain records of all financial transactions of the ISBC.
- c) Collect and deposit all funds received on behalf of the ISBC in the Asset account of the ISBC.
- d) Prepare the budget of the ISBC for the approval of the Executive (Shura) Council.
- e) Prepare the Annual Financial Statement and present it in the Executive (Shura) Council meetings.
- f) Pay all bills/expenditures of ISBC.
- g) Any irregularities i.e., unanticipated bills, of any amount should be brought to the attention of the President and the Secretary General of the Executive (Shura) Council prior to payment.
- h) Any payments or disbursement of money except for bill (i.e., salary, electric, gas, water etc.) must first be approved by the Executive (Shura) Council, and then may require two signatures on the check. One of the signatures must be the President of the Shura Council or designee (in his absence). The other

signature must be the Treasurer or designee (in his absence). Designees must be members of the Shura Council.

- i) Responsible of collecting cash from the donation box and distribution of Zakat money. Zakat money distribution should be done in consultation with the Executive (Shura) council members.
- j) Treasurer shall not collect money from any box within the Mosque without the presence of another member of ISBC. Each collection should be signed by treasurer and another member.
- k) All the finances should be audited by two members of ISBC every year.

**5.6.6. Assistant Treasurer:** The Assistant Treasurer shall:

- a) Assume all responsibilities of the Treasurer and act on behalf of the treasurer in his absence.

**5.6.7. Public Relation Officer (PRO):** The PRO shall:

- a) Be responsible for making announcements, in the mosque (masjid), editing and circulating newsletter(s) within the Muslim community about the activities of the Executive (Shura) council and ISBC.
- b) Establishing and maintaining a web site and posting information on website regularly.
- c) Disseminating information about the Executive (Shura) council and the Muslim community through press and media releases to the local communities.
- d) Disseminating information about Muslim festivities and celebrations to the non-Muslim organization such as Schools and media.

**6. ARTICLE VI: Dissolving the Shura.** The Executive (Shura) Council cannot be dissolved by an individual and it cannot be dissolved before appointing an interim (temporary) Shura Council to carry out the organization's affairs and comply with law under which it was incorporated and these bylaws. The Executive (Shura) Council Office may be dissolved by 75% secret ballot of the Board of Directors. In the same vein, no Shura Council member can be expelled by any other member. Members' expulsion from a council or committee shall follow all due process in accordance with the bylaws.

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**7. ARTICLE VII**

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**7.1. THE IMAM:** The spiritual leader of ISBC.

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**7.1.1. Qualifications to be an Imam:**

- a) Muslim male.
- b) Memorization of at least ten (10) Juz (Sections) of Quran and ability to recite properly.
- c) Knowledge and practice of the obligations and prohibitions of Islam.
- d) Personal conduct appropriate to this position.
- e) Islamic training either formal or otherwise such that the Imam is capable in

the terminology and reference books of the basic Islamic sciences in their original Arabic.

- f) Ability to communicate (verbally and in writing) with congregation – proficiency in English.
- g) If not found: If the above qualifications cannot be fully satisfied, then a temporary Imam will be chosen from among those available who comes closest to the above qualifications.
- h) Imam selection should be diversified and not base on origin, color or ethnicity.

#### **7.1.2. Functions of the Imam:**

- a) **Accountability to the Board of Directors:** The Imam must work strictly within the guidelines, policies and priorities stated in the contract and the bylaws.
- b) **Leading Salaah (Prayer):** The Imam shall be the one who leads all prayers.
- c) **Education & Dawah:** The Imam shall be a member of the education committees and shall give classes and courses deemed necessary by the education committee.
- d) **Committees Support:** The Imam shall participate and support as much as possible to the committees of the Masjid.
- e) **Performing Marriage Contracts:** The Imam shall perform all marriage contracts and necessary documentations. However, in certain circumstance where the bride and groom chose someone to officiate the wedding, the Imam in this case will do the opening prayers and the chosen person can officiate the marriage. This will have to be communicated to the Imam prior to have a consensus.
- f) **Section “e” above shall apply to other functions such as Janazah, naming ceremonies etc.**
- g) **Consultation and Counseling:** The Imam shall make recommendations to the Board of Directors for all matters related to Islamic activities. The Imam shall also provide scheduled time (office hours) for the community to answer their questions or direct them to the appropriate resources.
- h) **Office Hours:** The Imam shall maintain office hours as a reasonable access for members of the Muslim community according to the employee contract.

#### **7.1.3. Imam’s Areas of Authority**

- a) The Imam is the chairman of the Religious Committee who will interpret all shariah matters.
- b) **Delegation:** The Imam may appoint someone else to fulfill the duties and responsibilities of the Imam when needed. These appointments must be based on the individuals' qualifications for the post. Repeated absences of the Imam will require a meeting with the Board of Directors and the Executive (Shura) Council for a possible formal reprimand.
- c) **Musalla (Prayer Hall):** The Imam shall have the authority to conduct,

authorize or limit any activity in the Musalla within the lines of duty that are in accordance with matters of Shariah.

**7.2. Imam's Term of Office:**

The probationary period for the office of Imam is three (3) months. After satisfactory performance the term of office shall be a total of three (3) years. The Imam will be given a performance evaluation annually.

**7.3. Imam's Dismissal:**

The Imam shall be dismissed from office if the person deviates from Islamic behaviors that are in align with the position. This includes:

1. Proven and unrepentant commission of major sins,
2. Unsatisfactory performance of Imam duties,
3. Irresponsible behavior and/or misconduct,
4. Proven commission of any of Nawaqidh Al-Islam (those which abrogate Islam) or continued support of such activities.

Dismissal of the Imam is the responsibility of the Board of Directors and the Shura council and must be according to the above principles after a hearing. Any formal complaints must be fully investigated and dealt with accordingly.

- 8. ARTICLE VIII - AD HOC COMMITTEES.** The Executive (Shura) Council will maintain the activities and mission of the ISBC through various committees. Each selected chair of the AD HOC Committee shall be elected by the ISBC community members in good standing. Qualification for the Ad Hoc committee members shall be derived or obtained from **Section 5. Sub Section 5.2.1. Qualifications of Executive (Shura) Council members** of this bylaw where applicable. Each committee shall be overseen by a selected member from the Executive (Shura) Council. Committees for various sections of the organization are below:

**8.1. Education Committee:**

- a) Shall provide education through its facilities, programs and opportunities for children and adult to learn Quran, and the authentic teachings of Islam by working in collaboration with the Imam.
- b) Develop an educational curriculum for the children, youth, and adults, open and maintain a library, for the Masjid and the school, etc.
- c) Adopt new converts to Islam by introducing them to Islam, its teachings, and practices.

**8.2. Social and Community Affairs Committee:**

- a) Shall be responsible for the handling of all religious activities, organize community events such as Eid prayers, Ramadan Iftar, funeral (Janazah), marriages ceremonies, naming ceremonies, interfaith activities, and all other social functions related to the organization and its properties to make sure ISBC and Masjid As-Sabireen is portrayed in a positive way to the community.
- b) They shall also be responsible for other community events like Eid dinners, assess

community needs and recommend solutions to the Shura Council. without any interference from the board of directors or executive members unless their advice is sought for consultation to make recommendations.

- c) Organizing events and gatherings of the Muslim community for the interaction and networking.
- d) Welcoming new Members to the community and helping them whenever there is a need.
- e) Working with the Members with special needs and finding ways and means for helping them.
- f) Partake in responsibilities towards the upkeep and cleaning of the Mosque, as well as social gatherings of the members at the Mosque.

### **8.3. Membership and Hospitality Committee:**

- a) Shall be responsible for the keep an updated list of all the members of the organization (Masjid As-Sabireen) with their current address, telephone, and Email address for the purpose of collecting membership dues and other publications.
- b) Maintain a good appearance and cleanliness (tidiness) of Masjid As-Sabireen including every facility owned and operated by the organization. They shall oversee the banquet hall, showers and bathrooms and all other areas of the building, host guests, guiding visitors, etc. Their responsibility extends to taking care of the physical wellbeing of the building, i.e., repair roofs, doors, broken windows, fix damaged carpets, security cameras, computers etc.
- c) Shall be responsible for all Fund-Raising events.

### **8.4. Religious Committee:**

- a) The religious committee shall consist of at least three (3) knowledgeable Muslims.
- b) The Imam (Spiritual leader) shall be the head of religious committee.
- c) Shall be of the leaders of the education committee (Dara).
- d) The Imam shall select the other members of the committee and be approved by the Board of Directors.
- e) Members of the Board of Directors and Shura Council cannot serve on the religious committee.
- f) Any issue related to religion would be referred to the religious committee.

### **8.5. Women's committee:**

- a) The Women committee shall consist of at least six (6) members and be responsible for the following:
- b) Identifying the needs of women, develop ways to keep our young women out of trouble, foster participation in religious activities by women.
- c) Organizing events and gatherings Muslim women to know each other and to discuss their issues.
- d) Serving as a liaison between the Shura and the Muslim women in the community.
- e) Promoting and reaffirming Islamic traditions and values among Muslim women.

- f) Provide mentorship and provide advice to women of the Muslim community.
- g) Helping with fund raising and distributing Zakat (charity) among poor Muslim women.

**8.6. Youth committee:**

- a) The Youth committee shall consist of at least four (4) members and be responsible for the following:
- b) Identifying the needs of the youth, develop ways to keep our young out of trouble, foster participation in religious activities by youth.
- c) Organizing cultural, athletic, and artistic activities based on Islamic teachings and doctrines for the youth of the Muslim community.
- d) Provide mentorship and provide advice to young members of the Muslim community.
- e) Foster cooperation and coordination with the larger community and other organizations of Berks County among young people from different backgrounds.

**9. ARTICLE IX - Membership Dues:**

Membership dues shall be determined by the Shura. ISBC dues may be different for earning and non-earning members. The Executive (Shura) Council could waive part or all dues in for any given member(s) in special circumstances. The membership of any Member whose dues are three months or more in arrears after the beginning of the fiscal year shall expire. Furthermore, in order to vote in the Shura elections, the Member shall have paid his/her dues at least thirty (30) days before the Shura elections.

**10. ARTICLE X - Contributions:**

The Shura may accept any contribution in any form from any source consistent with the purposes of the Mosque and law. To the extent permitted by law, all funds collected for a specific cause shall be used for that cause unless a 2/3 majority vote of the Executive (Shura) Council members authorizes its use for a different purpose within the goals and objectives of ISBC; however, the funds collected for the specific purpose of expanding and maintaining the Mosque shall not be used for any other purpose.

**11. ARTICLE XI - Accounts:** The Mosque shall maintain the following separate accounts:

- i. **Savings (Deposit) Account:** All the income, donations, contributions must be deposited to the capital/deposit account. These income, donations, and contributions includes sales, zakat, school income (fees, registration fees, activity income etc.), any or all other forms of income and donation belongs to ISBC.  
Two signatures from the **President** and the **Treasurer** will be required for the withdrawal of funds from this account. All withdrawal from this account shall be approved by the Executive (Shura) Council members.
- ii. **Operational (Checking) Account:** This account shall be maintained for ISBC operating expenses and supplied with funds from the weekly Bytul-Mal (cash donation box at the

Mosques (Masjid) collected weekly (every Friday)), and sometimes from the savings account under approved budget.

All withdrawals or checks from the operating account shall be signed by the Treasurer. In the absence of the Treasurer, the President shall sign the checks.

## **12. ARTICLE XII - Authorization of Expenditures:**

The President shall not authorize the expenditure of more than \$200 on a single expense without approval of the Shura; nor shall he authorize total expenses of \$500/month without prior approval of the Executive (Shura) council.

## **13. ARTICLE XIII - Auditors:**

The Executive (Shura) Council shall nominate two members of ISBC as auditors who are neither members of the Executive (Shura) Council nor the Board of Directors for the year in which they serve as auditors, and they should have basic knowledge and understanding of accounting and auditing procedures. The auditors shall audit all ISBC accounts continuously and submit a quarterly report to the Shura and Board of Directors by end of each year.

## **14. ARTICLE XIV - MEETINGS, AND NOTICE THEREOF**

### **Executive Shura Council Meetings:**

- 14.1.** A minimum of one monthly regular meeting of the Shura Council shall be held. The Secretary of the Shura Council shall send written notice, by first-class or electronic mail, to all Shura Council Members at least one week prior to the meeting.
- 14.2.** Any action required or permitted to be taken at a meeting of the Shura Council may be taken in a meeting that the quorum requirement of the Shura Council has been met.
- 14.3.** Approval for decisions and actions are taken by simple majority unless stated differently in other sections of this bylaws. All business conducted during the meetings of the Shura Council will follow the bylaws.
- 14.4.** Decisions made in meetings of the Shura Council when the quorum requirement is reached, will be binding to the Shura Council members and the rest of the ISBC committees.

**15. COMMUNITY MEETING** A community meeting of the general body shall be held at least once in a year at such time and place as the Shura Council may determine, with appropriate notice given to all members. The main purpose of the community meeting is to listen to the concerns and aspirations of all attendees to the MCC facilities.

**16. Amendments To By-Laws:** These bylaws may be amended or repealed, and new bylaws may be adopted by a 75% majority vote of the Executive (Shura) Council, present at any regular meeting provided that at least one-week written notice of intention is given and a quorum for this meeting was reached. Emergency meetings Shall NOT be used to amend the bylaws.