



*In the name of Allah the most Beneficent the most Merciful*

**CONSTITUTION AND BYLAWS  
OF THE  
ISLAMIC SOCIETY OF WESTERN MARYLAND**

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**August 6, 2010**



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## ISLAMIC SOCIETY WESTERN MARYLAND CONSTITUTION

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### *ARTICLE I. PROLOGUE – “Akeedah”*

We the Muslim Community of Hagerstown, Maryland and the surrounding areas hereby proclaim reaffirm and bear witness to

“*La ilaha-illallahu, Muhammadur Rasulullah,*” that is there is no deity except Allah (God), Muhammad is the Messenger of Allah.

Whereas, *La ilaha-illallah* mean that Allah *Subhanahu Wa Ta’ala* (SWT) (God), alone is the Creator, Sustainer, Lord, and Sovereign of the whole universe. No one shares His attributes or powers. Furthermore, we believe that Allah begets not, nor He is begotten and that Allah is our sole Creator, Guardian, the Benefactor, and the Protector. We repose in Allah our trust, hope and fears. We call him for help, pray to Him, and seek refuge only in Allah without considering any intercessor to Him, be that an angel, a prophet or a saint. We bow our head before none, worship none, and offer homage to none except Allah (God). Allah alone deserves all acts of worship, adoration and obedience. We accept that Allah (God) is the Sovereign of the universe and the Supreme lawgiver. We consider ourselves answerable to Allah for all our actions on the Day of Judgment (*Qiyamah*).

And Whereas

*Muhammadur Rasulullah* implies that Muhammad Sallallahu Aalihi Wasallam (SAW), is the last prophet sent by Allah(SWT)(God), with the final and authentic guidance, and that he was entrusted with establishing a model society based on his guidance. We believe that Muhammad Sallallahu Aalihi Wasallam did not bring any new Truth, message or guidance. He came with the same Truth and was entrusted with the same mission and duty as were all the Messengers preceding him.

***The same religion has He established for you as that which He enjoined on Noah - the which We have sent by inspiration to thee - and that which We enjoined on Abraham, Moses, and Jesus: Namely, that ye should remain steadfast in religion, and make no divisions therein: to those who worship other things than Allah, hard is the (way) to which thou callest them. Allah chooses to Himself those whom He pleases, and guides to Himself those who turn (to Him). Quran 42:13***

We accept without question all those teachings which have been proven to be those of the Prophet Muhammad, peace be upon him. We declare the Book of Allah (God) and the Sunnah of His Messenger as the validating argument, final testimony and the source of all guidance in



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our life. We recognize no person after the Prophet Muhammad (p.b.u.h) as having such status that allegiance to him would determine the *Iman* (belief and faith) or *Kufr* (disbelief) of any person.

It is our belief that our ultimate goal is to seek the pleasure of Allah (God) and salvation in the Hereafter. We further believe that this serve as the only basis for all our struggles.

Cognizant of our responsibility, and to facilitate our moral and spiritual salvation, we, the Muslims of the Hagerstown community and surrounding areas, hereby establish and organize "the Society".

The name of the corporation shall be the Islamic Society of Western Maryland ISWMD. The term ISWMD or "the Society" shall be used in this Constitution to refer to the Islamic Society of Maryland, Inc.

**Effective March 12, 2004, we hereby adopt, enact and give to ourselves this constitution and Bylaws.**

## ***ARTICLE II. OBJECTIVES AND PURPOSES***

### Section 1.

The objective of ISWMD is to seek the pleasure of Allah (God), through the struggle for the implementation of the Deen in all aspects of human life, as per teachings of the Quran and the Sunnah of Prophet Muhammad (p.b.u.h).

### Section 2.

ISWMD is organized for religious, charitable, educational and social service purposes.

### Section 3.

ISWMD shall engage in Al-Dawah (promotion of Islam), beginning with an individual to his family, his kith and kin and then to others.

### Section 4.

ISWMD shall organize activities and provide opportunities for the education of Quran and Sunnah - the traditions of Prophet Muhammad (p.b.u.h.).

## ***ARTICLE III. MEMBERSHIP***

Section 1. All persons are eligible for membership in ISWMD. In this Constitution, all references to the male gender (he, him, his, etc.) shall be assumed to mean male or female.

Section 2. The Society shall have two categories of members:

A. Active Member; B. Associate Member

### Section 3. Active Member

Every Muslim can become an Active member, regardless of race, color, ethnicity, family or gender. An Active member hereinafter shall be referred to as a "member".



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#### Section 4. Associate Member

Any non-Muslim who displays interest in Islam is eligible to become an Associate Member. An Associate Member is not eligible to vote or hold office of ISWMD.

#### Section 5. Eligible Nominating Member (Amendment 1 of 7 - 9/12/2009)

Any Active member can become an eligible nominating member by fulfilling the eligibility requirements as defined in Article I of the Bylaws.

#### Section 6. General Body

The eligible nominating members shall collectively constitute the General Body of ISWMD. A meeting of the General Body shall be referred to as the General Body Meeting.

Section 7. The annual membership dues of the ISWMD are as explained in the Bylaws.

### **ARTICLE IV. CODE OF CONDUCT**

#### Section 1.

Islam is a Deen (way of life), and the privilege of Islamic Practice requires Islamic beliefs and Islamic responsibility, as well as knowledge of Quran and Sunnah. The Quran and Sunnah shall be the primary source of guidance.

#### Section 2.

Each member shall be guided by the basic belief in "Akeedah" (Refer to Prologue –Article I).

#### Section 3.

Each member shall work for the unity of the community in surrounding tri-state area and avoid involvement in creation of divisions and sects.

#### Section 4.

Modest dressing consistent with Islamic principles is required at all times.

#### Section 5.

Respectful behavior to maintain the sanctity of the Masjid is expected.

#### Section 6.

All members of the ISWMD organization shall utilize only democratic, legal and peaceful means according to the Islamic principles to attain the intended goals.

### **ARTICLE V. ORGANIZATIONAL STRUCTURE**

#### Majlis -e- Shura (Board of Directors):

The Majlis -e- Shura (hereinafter called the "BOARD" or "SHURA") shall develop ISWMD policies. The BOARD shall consist of seven nominated members and Imam.

Director Corporate Affairs

Co-Director Corporate Affairs



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Director Corporate Records  
Director Finance  
Director Education  
Director Public Relations  
Director Facilities

All members of the BOARD shall be a nominating member for at least two years.

(Amendment #2 of 7 - 9/12/2009)

The manner of nominations, the duties and responsibilities of the members, and other matters relevant to the organizational structure of ISWMD are as provided in the Bylaws of ISWMD. Any responsibility and authority not otherwise specified herein shall be reserved to the BOARD.

#### *ARTICLE VI. RESTRICTED ACTIVITIES*

No part of the net earnings of the ISWMD shall inure to the benefit of, or be distributed to its officers, directors or other private persons, except that the ISWMD shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

No substantial part of the activities of the ISWMD shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the ISWMD shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the ISWMD shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from the Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (ii) by a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

#### *ARTICLE VII. TRUSTEES\**

In the wake of the following events, trustees will assume temporary control of the organization and or intervene as necessary:

1. The dissolution of ISWMD, the BOARD appointed Trustees below, shall after paying or making provision for the payment of all the liabilities of the ISWMD, dispose of all of the assets of the ISWMD, exclusively for the purposes of the ISWMD, in such manner,



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or to such organization or organizations organized and operated exclusively for Islamic (religious, charitable, educational or scientific) purposes, as shall at the time qualify as an exempt organization or organizations, under Section 501(C)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the BOARD shall decide. Any such assets not so disposed of shall be disposed of by the District Court of Washington County in which the principal office of the ISWMD is located.

2. To fill in the void temporarily created by resignation of majority of the Board members or early walk out by the lame duck board.
3. Major disagreement in the board requiring arbitration.

CURRENT TRUSTEES: Dr. Abdul Waheed; Dr Tanvir Pasha; Dr. Mehrullah Khan; Dr. Sayeed Ahmed; Dr. Rafiq Choudhery; Mr. Ali Shafi.

\* The Trustee's role and requirements may further be determined subject to legal opinion and approval of Board and General Body.

### ***ARTICLE VIII. BYLAWS***

The Bylaws, as appended hereto, are hereby adopted and may be amended, enlarged or reduced as provided in the Bylaws.

### ***ARTICLE IX. AMENDMENTS***

Section 1: Amendments to the Constitution may be made through the approval of a Resolution of Amendment by majority vote of the General Body. The quorum for amendment to the Constitution shall be one-third of the eligible nominating members.

#### **Section 2: Resolution of Amendment**

A proposal for amendment can be submitted to the BOARD by any one of the following:

- A. Ten Percent of all eligible nominating members.
- B. Initiated in the BOARD, upon approval by the majority of the BOARD, the proposal for amendment is elevated to the level of Resolution of Amendment.



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**CONSTITUTION EXHIBIT - A**

**In the name of Allah the Beneficent the Merciful  
Islamic Society of Maryland**

**Oath of office**

I \_\_\_\_\_

Whose specimen signature is given below and who has been nominated  
as \_\_\_\_\_

Of the Islamic Society of Maryland (ISWMD), do hereby affirm, with Allah as my witness that,  
Insha'Allah, I will:

- be obedient and faithful to Allah, His commandments and the traditions of the Prophet Muhammad (p.b.u.h.).
  - abide by the provisions of the Constitution and Bylaws of the ISWMD, and will work towards the unity of Muslims in the Maryland area.
  - conduct the affairs of ISWMD members with justice and honesty, and will safeguard the trust of the ISWMD assigned to me for the best interest of the Muslim community.
  - Not seek any personal glorification or financial gains by and through the use of this office.
- May Allah Almighty help me to fulfill this oath - Aameen.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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## **ISLAMIC SOCIETY WESTERN MARYLAND BYLAWS**

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### **ARTICLE I. MEMBERSHIP** (Amendment 3 of 7 - 9/12/2009)

A. The following requirements shall be satisfied to be eligible for Membership:

1. File an Application for Membership (if one has not been filed before) on or before December 31<sup>st</sup> of the preceding year.
2. Pay annual dues for the following year by December 31<sup>st</sup> of the preceding year
3. Has attained the age of 18 years
4. Has been a local resident of Hagerstown / Washington County or surrounding counties (Frederick/Allegany (MD), Morgan/Berkeley/ Jefferson (WV) and Franklin/Fulton (PA) for at least Six Months
5. Is a legal resident of the United States of America
6. Members are expected to participate in at least one of the following activities at ISWMD:
  - a. Sunday School program
  - b. Quranic study
  - c. Weekly discussion sessions
  - d. Volunteer time for ISWMD (min 4 hrs per month)
  - e. Interfaith meeting
  - f. Member of BOARD or any committee
  - g. Specific tasks assigned by the BOARD
7. The annual dues of a member may be waived by a majority vote of the Legislative Board of Directors (BOARD) for financial hardship, extenuating circumstances or exceptional service to ISWMD

B. All applications for new membership are subject to approval by BOARD, and may be rejected for specific reasons.

### Section 3. Annual Dues (Amendment 4 of 7 - 9/12/2009)

- A. The annual membership dues per individual member over 18 years shall be \$50.00 on a calendar year basis (January 1 through December 31) and are payable up to December 31<sup>st</sup> of the preceding year.
- i. Full time college students may become members at a reduced rate of \$25.00 on a calendar year basis (January 1 through December 31)
  - ii. The annual dues of a member may not be paid by another person unless he is related by blood or marriage



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- iii. If member contributions of ISWMD (other than Zakat) during a calendar year are in excess of \$50.00, the annual membership dues for the following year shall be deemed paid.
- iv. If member contributions to ISWMD (other than Zakat) during a calendar year are in excess of \$100.00, the annual membership dues of the member's spouse for the following year (if he/she is a member) shall be deemed paid.

B. Any member whose annual dues have not been received by December 31<sup>st</sup>, shall be automatically suspended from membership, and will not be eligible to vote during the following year; unless an exception is approved by the BOARD. ([Amendment 5 of 7 - 9/12/2009](#))

C. Additionally, to support the fixed expenses of the ISWMD mosque are payable by each family unit, in accordance with a schedule to be established annually by the BOARD.

## *ARTICLE II. MAJLIS -E- SHURA*

Section 1. The Majlis -e- Shura (Legislative Board of Directors or BOARD) shall develop and approve all policies for ISWMD including but not limited to the following areas:

- A. Al-Dawah
- B. Short-term and long-term planning
- C. Annual budget and fiscal policies
- D. Education policies
- E. Real Property (excluding dissolution, handled by board of trustees)
- F. Public relations and interaction with non-Muslim groups
- G. Funeral arrangements
- H. Human resources and personnel placement including staff positions
- I. Approval of all nominations to the Standing Committees

Section 2. The Standing Committees reporting to the BOARD are identified in Bylaws Article V.

### Section 3. Financial Plan

Each year the BOARD shall develop a financial plan based on the following:

- A. Cash Flow Controls
- B. Revenue Sources
- C. Expenditures for
  - (i). Education
  - (ii). Al-Dawah
  - (iii). Taxes
  - (iv). Utilities
  - (v). Facilities improvements/repairs



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From this plan a budget will be developed.

### **ARTICLE III. 'BOARD'S' DUTIES AND RESPONSIBILITIES**

All board members will assume individual accountability to carry out specific ISWMD objectives. Additionally, each of the board members shall represent the interest of specific standing committees identified in Bylaws Article V and shall nominate the Committee Leaders and members of these committees. The Board shall also appoint and assign special committees and leaders as required.

#### **Section 1, Director Corporate Affairs: Duties and Responsibilities.**

He shall be the executive officer of the Society and shall preside over and call all the meetings of the BOARD and the General Assembly. He shall sign all contracts, checks and conveyances in the name of ISWMD. He shall perform all other duties that are pertinent to the office or delegated to him by the BOARD. Other duties delegated as of 6/2006 includes; handling of Dispute Resolution / Arbitration process; Management of all expansion projects, Media and Non Muslim relations; Podium usage approval and time allocation. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts. He may elect under his authority to delegate any of his select duties to any other board member. He shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.

#### **Section 2. Co-Director Corp. Affairs: Duties and Responsibilities.**

He shall perform the duties of the Director in the absence of or inability of the Director to serve. He shall assume full responsibilities of a Director vacancy for any cause in that office. He shall assume in consultation with Imam, the responsibility to handle / coordinate all religious related matters including but not limited to developing Society's venue in terms better understanding and execution of policies consistent with Shariah and Sunnah; Engaging qualified Hufaz's for Ramadan's Taravi prayers; Recommending appropriately qualified Imam candidates to Board if necessary; Announcing and undertaking arrangements for Eid congregations; Arranging back up for Friday prayers, in absence of Imam. Additionally, is expected to participate in all Fund raising efforts. He shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.

#### **Section 3. Director Corporate Records: Duties and Responsibilities.**

He shall keep records and books of ISWMD. He shall keep the minutes of all meetings of the BOARD and General Assembly. He shall on a regular basis, communicate the highlights to General Assembly. He shall have the custody of the corporate records and the seal, and affix



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the same. He shall maintain this document and record of the membership. He shall prepare agenda for the BOARD and General Assembly meetings and send notices of such meetings. As of 6/2006, additional responsibilities assigned include, Publishing monthly board meeting minutes to general body; Facilitating quorum count and time management in GB meetings; Maintaining records on volunteer / in kind contributions and Volunteer pool / assignments as required. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts. The Director Corporate Records shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.

#### **Section 4. Director Finance:**

Duties and Responsibilities.

He shall maintain the accounting manual specifying the approval process, internal controls, and accounting procedures as approved by the BOARD. He shall prepare the annual budget of the Society and submit the same to the BOARD for approval. He shall prepare quarterly financial statements and an audited annual financial report. He shall sign all checks of the Society. He shall manage all deposits, bank reconciliations of all accounts, approve and manage all payables / receivables including authorization of all expense reimbursements. He may under his authority delegate and seek assistance on specific tasks from any board or qualified member/s in the community. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts. He shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.

#### **Section 5. Director Education:**

Duties and Responsibilities.

He shall be responsible for implementing the approved policies for the operation of the Islamic school. He shall develop programs for both children and adults that further Islamic education. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts. He shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.

#### **Section 6. Director Public Relations:**

Duties and Responsibilities.

He shall maintain the membership records. He shall make every effort to get Muslims become nominating members of ISWMD. PR responsibilities include but not limited to management of social events, conduct member satisfaction surveys every six months in terms of public opinion. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts. He shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.



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**Section 7. Director Facilities:**

Duties and Responsibilities.

He will be responsible for managing day to day facilities related issues including maintenance and will spearhead all existing facilities maintenance initiatives including, Masjid grounds, lawns, shrubbery, parking lots and play court. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts. He shall represent the interest of the standing committees identified in Bylaws Article V, and shall nominate the Committee Leader and members of these committees.

**Section 8 Imam:**

Imam “at will” may participate on Board meetings. He shall not vote however, in advisory role may objectively influence the board decisions. He shall consul and guide members on the board in terms of clarifying matters from the perspective of Shariah and Sunnah. He will serve as the authority on dispute / arbitration matters based on Shariah and Sunnah. He shall excuse himself when agenda matters pertain to him. Additionally, is expected to participate in arrangements for all Eid congregations and Fund raising efforts.

***ARTICLE IV. NOMINATIONS, VACANCY AND REMOVAL***

**Section 1. Nominations**

The nominations of ISWMD BOARD / SHURA shall be held on Last Friday of May every two years by means of secret ballot at the ISWMD. All ISWMD activities on that day that conflict with the nominations shall be rescheduled.

**Section 2. Nomination Commission and Nomination Guidelines**

A. The BOARD shall appoint and announce a Nomination Commission by last Friday of March each election year. The Commission shall consist of at least three eligible nominating members including a Chairman. The BOARD shall prepare nomination guidelines in accordance with the provisions of the Constitution & Bylaws, and provide them to the Nomination Commission at the time of its appointment.

B. The Nomination Commission shall be responsible for conducting the nominations and referendums in accordance with the nomination guidelines and the provisions of the Constitution & Bylaws. In all matters pertaining to the counting of the nominations and the announcement of the results, the decision of the Nomination Commission shall be final. The Chairman shall make all nomination announcements.

C. Nomination Commission members will be considered exempted / ineligible to participate in the nomination process. They will not qualify for nomination nor may they nominate any qualified member. On an ongoing basis, Imam will serve as one of the nomination commissioners and in addition ex-Shura members will be given the first option to volunteer.



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### Section 3. Mailing and Receiving of Nomination Forms:

A. The BOARD shall provide to the Nomination Commission a final list of eligible nominating members by the last Friday of March.

The Commission shall mail the final list along with nomination ballot forms to all eligible nominators by the Second Friday of April.

Each eligible nominator will have 7 votes and will be encouraged to nominate 7 nominees however; they may elect to nominate any number up to 7 with a maximum of 1 vote per nominee.

Only nomination ballot forms received by the nomination commission by noon on the Last Friday of April shall be accepted by the nomination commission for the count.

### Section 4. Qualification of Nominees for a position on the Board of Directors:

(i) Besides being an eligible nominating member for at least two years, each nominee for a position on the Board of Directors must meet the following conditions:

- Has not been removed from an office of ISWMD or expelled from ISWMD membership for reasons of misconduct.

(ii) Any member who has served two consecutive terms on the Shura shall not be nominated or be eligible for nomination to a third consecutive term.

(iii). The Nomination Commission shall review the nominations and ensure that the nominees meet the standards and criteria stated in the Code of Conduct, and the other requirements for the various positions as defined in the Constitution and Bylaws of ISWMD.

### Section 5. Nomination Results

A. Immediately after the Nomination Commission has counted the nominations, the Chairman of the Nomination Commission shall announce the results and, within one week, submit a written report to the BOARD.

B. In the event of a tie, the Nomination Commission shall resolve the same via a simple draw of name.

C. In the event the nominee passes the opportunity to serve on the board, the next qualified member with the most nominations will be extended the offer.

### Section 6. Organizational Roles

Following the announcement of Board members, within next 5 days the Board members using the "Multi Vote Process", under the supervision of Nomination Commission, will decide on their respective organizational roles



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The “Multi Voting Process” by Board / Shura, will help enable the board members amongst themselves to vote for various available organizational positions. The process calls for each member to cast a total of 7 votes for 7 different positions. Most votes per position for the member will result in him to be nominated by the Board for a specific organizational position. Potential ties will be resolved using the same process between the tied members.

Upon completion the nomination tasks including announcement of the new Board members and organization roles, the Nomination Commission shall stand dissolved unless the existing BOARD extends its term.

#### Section 7. Oath of Office

All new officers shall take their Oath of Office and assume their responsibilities on the last Friday of May.

#### Section 8. Vacancy

A. A person can hold only one office of ISWMD at any given time.

B. Upon a vacancy of an office of the BOARD, next willing person on the nomination list shall be appointed to back fill the vacant position for the remainder of the term.

#### Section 9. Excused participation on board meetings

Board member/s shall be excused from a board meeting/s, when matters on the agenda personally affect the individual and nominating of peer members is in order.

#### Section 10. Removal of Office Holders of ISWMD:

A. Any office holder of ISWMD can be removed from office for violation of the code of conduct, or for embezzlement of funds that belong to ISWMD, or for gross neglect of duty, or for being absent from three consecutive scheduled meetings without cause.

#### B. Removal of a Member of the BOARD

Removal of any member of the Board: For removal of any member of the board a petition for removal shall first be signed by at least one- fifth of the eligible nominating members of ISWMD and submitted to the BOARD.

(a) Sequentially, two-third majority of the BOARD needs to pass the resolution.

(b) Once passed by the BOARD, the resolution shall then be passed by two-third majority of the General Body.

## **ARTICLE V. COMMITTEES**

### **Section 1. Standing Committees and Special Committees.**



*In the name of Allah the most Beneficent the most Merciful*

To assist the BOARD in developing and implementing ISWMD policies, ISWMD shall have Standing and Special committees. Standing Committees have perpetual duration while each Special Committees is established for only one year. All committees shall be advisory in nature. The purpose and objective of each committee shall be as defined by the BOARD.

All Standing Committees report to one of the BOARD members who shall nominate the Committee Leader and members of the committee. The BOARD shall approve all nominations.

The following shall be the BOARD Standing Committees:

<u>Committee/s</u>	<u>REPRESENTED BY</u>
Al-Dawah; Zakat; Nominations & PR/Media	Director Corporate Affairs
Religious Activities; Funeral & Cemetery	Co-Director Corporate Affairs
Education; Summer School programs / Events	Director Education
Facilities Management	Director Facilities
Social Planning; Women and Youth Affairs	Director Public Relations
Constitution and Bylaws	Director Corporate Records
Fund Raising	All Directors
Eid Arrangements Support	All Directors

The BOARD shall have the authority to modify the membership of these committees. Unless otherwise specified by the BOARD, each committee shall have a Chairperson and at least two other members.

## **ARTICLE VI. MEETINGS**

Any annual or semi-annual meeting may be postponed for a period of one month if it falls during Ramadan.

### **Section 1. General Body Meetings:**

The Society shall hold a regular General Body meeting of its member's at-least twice each year.

(i). The BOARD shall designate the date, time, and location of the meeting.

(ii). A notice of this meeting shall be given to the members of ISWMD two weeks prior to such meeting.

(iii). At the meeting, an annual progress report with a financial segment (Budget Vs. Actual; Planned Capital Expenditures; Project/s Status; with variance explanations / rationale) shall be presented to the membership by the BOARD. Any other business properly brought before the General Body shall be transacted.



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Section 2. Meetings of Board:

There shall be a regular meeting of the BOARD at least once each month. The BOARD shall designate the date, time, and location of the meeting.

Section 3. Board Decisions:

At all meetings of the BOARD, a simple majority of all BOARD members shall decide any question coming before the meeting unless specifically stated otherwise in the Bylaws.

Section 4. Special Meetings:

A. Special meetings of the General Body may be called at any time by the Director Corporate Affairs, or Five members of the BOARD or one-fifth of the eligible nominating members of ISWMD, upon two weeks notice, stating the purpose or purposes thereof.

B. Special meetings of the BOARD may be called at any time by the Director Corporate Affairs or three members of the BOARD upon 24 hours notice.

Section 5. Quorum: (Amendment 6 of 7 - 9/12/2009)

One- Third of the eligible nominating members shall constitute a quorum at any General Body regular or special meeting for the purpose of amending the ISWMD constitution and/or bylaws.

One-Fourth of the eligible nominating members shall constitute a quorum at any General Body regular or special meeting for **any purpose other than amending the ISWMD constitution and/or bylaws.**

Any eligible active member in good standing can act as a proxy for his/her spouse who cannot be present at the General Body regular or special meeting.

In the meetings of the BOARD a majority of office holders, shall constitute quorum.

Majority of the quorum including *proxy mail in ballots* shall decide on any question coming before the meeting.

- *Proxy mail in ballot*: Is the response / decision of a general body member, to the stated question the Board mailed at least 30 days in advance of the general body meeting. Board may adopt this practice on an ongoing basis to collect proxy ballots from all eligible active members who cannot be present on the day of the meeting.

**ARTICLE VII. FISCAL YEAR** (Amendment 7 of 7 - 9/12/2009)

The accounting period to be followed by the ISWMD shall be the fiscal year basis, and the year hereby adopted is the calendar year from January 1 (first) through December 31 (thirty first).



*In the name of Allah the most Beneficent the most Merciful*

### **ARTICLE VIII. SEAL**

The seal of the ISWMD shall consist of a Dome and Crescent carrying the inscription "The Islamic Society of Western Maryland".

### **ARTICLE IX. CONTRACTS AND CONVEYANCES**

#### **Section 1.**

No sale or purchase, conveyance, or assignment, of any real estate owned by the ISWMD, or the assignment of any leasehold interest owned by the ISWMD, or the execution of a lease for a term of more than five (5) years by ISWMD as lesser shall be made unless approved by the General Body.

#### **Section 2.**

Director Corporate Affairs may execute a transaction when authorized by the Board at a regular meeting or at a special meeting of which all the members of the BOARD have been notified as prescribed hereinbefore, specifying the specific transaction.

#### **Section 3.**

No sale, conveyance, assignment, or lease of real estate or personal property approved by the General Body or the BOARD shall be valid until and unless all required documents are signed by the Director Corporate Affairs, and attested by the Director Corporate Records of the ISWMD.

### **ARTICLE X. AMENDMENTS**

The Director of Corporate Records, will be the custodian of this document. Whereby, will assume the responsibility to track and maintain any approved changes to the original approved document as follows.

<b>Date</b>	<b>Initiated by</b>	<b>Amendment</b>
6/20/2004	Br. Syed Qadir & Approved by Board and GB	Corporate Title change and Committee Assignments
12/2/2005	Br. Syed Qadir & Approved by Board and GB	Membership & Nomination due dates; Membership dues may only include Masjid Donations and School Fees.
4/17/2006	Syed Qadir & Approved by Board and GB 4/28.	Redefined Membership dues: With the exception of Zakat, all donations to Masjid will be accounted towards Membership dues.



*In the name of Allah the most Beneficent the most Merciful*

6/11/2006	Br. Abdul Waheed & Approved by Board and GB	Reflects Director ship changes based on 2006 nominations and specific changes to individual job responsibilities. Changes include additional responsibilities and minor realignments of tasks and committee responsibilities between directors. (For details see the attached functional chart by director).
9/10/2006	Br. Kalim Ahmed & Approved by Board and GB  Br. Syed Qadir & Approved by Board and GB	Article V – Page 6, corrected inconsistent board member tenure requirements; Article VII - Page 7, Expanded current trustees first names; Article II - Page 9, Clarified Real Property – exclusion of dissolution  Article VII – Page 7, proposed incremental events where, trustees will assume temporary control of the organization or intervene when necessary; Article IX – Page 7, clarified approval requirements.
9/12/2009	Br. Rashid Hanif & Approved by Board and GB	<p>Total of seven (7) amendments as noted in the document; relating to Membership including Dues, Organizational Structure, Quorum and Fiscal Year.</p> <p>The Board of ISWMD approved these amendments in their meeting on October 19, 2008 and August 16, 2009. For these amendments the version of the bylaws posted on the web site and confirmed by Br. Syed Qadir (Member ISWMD 2004-2006) as the most up to date version, approved by the Board of ISWMD and General body, is being used.</p> <p>The approved amendments to the following, is appropriately updated in the document.</p> <p><a href="#">#1 Pre-Amendment: Article III. Section 5. (pg5)</a> Eligible nominating member. Any active member can become an eligible nominating member by fulfilling the eligibility requirements as defined in the bylaws.</p> <p><a href="#">#2 Pre-Amendment: ARTICLE V. ORGANIZATIONAL STRUCTURE (pg 6)</a> All members of the BOARD shall be a nominating member for at least two years and shall be local resident of Hagerstown /surrounding Tri-State area. Further, they should be a legal resident of the United States of America. The manner of nominations.....</p> <p><a href="#">#3 Pre-Amendment: ARTICLE I. MEMBERSHIP (Para A) (pg 9)</a> File an Application for Membership (if one has not been filed before) on or before January 31st, pay annual dues, has attained the age of 18 years and has been a local resident of Hagerstown / surrounding Tri-State for at-least Six Months. Further they should be a legal resident of the United States of America. The annual dues of a member may be waived by a majority vote of the Legislative Board of Directors (BOARD) for financial hardship.</p> <p><a href="#">#4 Pre-Amendment: ARTICLE I. MEMBERSHIP (Section 3). (pg 9)</a> Annual Dues. A. The annual membership dues per family or an individual member over 18 years shall be \$100.00 on a calendar year basis (January 1 through December 31).</p>



*In the name of Allah the most Beneficent the most Merciful*

		<p><a href="#">#5 Pre-Amendment: Article I Section 3.B (page 10)</a> Annual Dues Any member whose annual dues have not been received by January 31st, shall be automatically suspended from membership, and will not be eligible to vote unless; a new application is submitted prior to March 1st, and approved by the BOARD.</p> <p><a href="#">#6 Pre-Amendment: Article VI (Section 5, pages 17-18)</a> Quorum One-Third of the eligible nominating members shall constitute a quorum at any General Body regular or special meeting.</p> <p><a href="#">#7 Pre-Amendment: Article VII (page 18)</a> Fiscal Year The accounting period to be followed by the ISWMD shall be the fiscal year basis, and the year hereby adopted is the calendar year from June 1 (first) through May 31 (thirty first).</p>
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*In the name of Allah the most Beneficent the most Merciful*

## **NOMINATION BALLOT**

<b>NOMINATOR'S CONTROL#</b>	<b>DATE RECVD.</b>	<b>VERIFIED BY Commissioner 1</b>	<b>AUDITED BY Commissioner 2</b>	<b>APPROVED Comm. Chair</b>

Nominees Member Number	PLEASE CLEARLY WRITE OUT YOUR INDIVIDUAL NOMINEES MEMBER NUMBER AND NAME (Last, First )



*In the name of Allah the most Beneficent the most Merciful*

## **ELIGIBLE MEMBER LIST**

As of Date	Approved by Board On	Board Director Corporate Affairs Signature	Date Received By Nom. Comm.	Nomination Commissioner Signature

### **Nominees**

Member  
Number

### **ELIGIBLE ACTIVE MEMBERS (Last, First)**

X001Y  
A002B  
L003S

XXXXXX  
XXXXXX  
XXXXXX



*In the name of Allah the most Beneficent the most Merciful*

## **RECORD OF BOARD AND BYLAWS COMMITTEE MEMBERS**

<b>2004–2006 Board Members</b>	<b>2004-2006 By Laws Committee</b>
<ol style="list-style-type: none"> <li>1. <i>Imam Qasim Burmi</i></li> <li>2. <i>Br. Syed Qadir</i></li> <li>3. <i>Br. Shamsul Haq</i></li> <li>4. <i>Br. Zubair Faridi</i></li> <li>5. <i>Br. Shahab Siddiqui</i></li> <li>6. <i>Br. Rafiq Choudry</i></li> <li>7. <i>Br. Sayeed Ahmed</i></li> <li>8. <i>Br. Rashid Hanif</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Imam Burmi</i></li> <li>2. <i>Br. Syed Qadir</i></li> <li>3. <i>Br. Shamsul Haq</i></li> <li>4. <i>Br. Zafar Malik</i></li> <li>5. <i>Br. Tanvir Pasha</i></li> <li>6. <i>Br. Anwar Qadri</i></li> <li>7. <i>Br. Sayeed Ahmed</i></li> <li>8. <i>Br. Abdul Waheed</i></li> <li>9. <i>Br. Mohammad Akmal</i></li> </ol>

<b>2006-2008 Board Members</b>	<b>2006-2008 By Laws Committee</b>
<ol style="list-style-type: none"> <li>1. <i>Imam Qasim Burmi</i></li> <li>2. <i>Br. Syed Qadir</i></li> <li>3. <i>Br. Abdul Waheed</i></li> <li>4. <i>Br. Kalim Ahmed</i></li> <li>5. <i>Br. Sayeed Ahmed</i></li> <li>6. <i>Br. Rafiq Choudry</i></li> <li>7. <i>Sis Atiya Ahmed</i></li> <li>8. <i>Br. Meharullah Khan</i></li> </ol>	

<b>2008-2010 Board Members</b>	<b>2008-2010 By Laws Committee</b>
<ol style="list-style-type: none"> <li>1. <i>Imam Qasim Burmi</i></li> <li>2. <i>Sis. Atiya Ahmad</i></li> <li>3. <i>Br. Rashid Hanif</i></li> <li>4. <i>Br. Mehrullah Khan</i></li> <li>5. <i>Br. Moquit Malik</i></li> <li>5a. <i>Br. Saqib Masood</i></li> <li>5b. <i>Br. Shaheen Iqbal</i></li> <li>6. <i>Br. Zafar Malik</i></li> <li>7. <i>Br. Tanvir Pasha</i></li> <li>8. <i>Br. Anwar Qadri</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Br. Sayeed Ahmad</i></li> <li>2. <i>Br. Mazhar Haq</i></li> <li>3. <i>Br. Rashid Hanif</i></li> <li>4. <i>Br. Shaheen Iqbal</i></li> <li>5. <i>Br. Saqib Masood</i></li> <li>6. <i>Br. Sarim Mir</i></li> <li>7. <i>Br. Shahab Siddiqui</i></li> </ol>



*In the name of Allah the most Beneficent the most Merciful*

<i>2010-2012 Board Members</i>	<i>2010-2012 By Laws Committee</i>
<ol style="list-style-type: none"><li>1. <i>Imam Qasim Burmi</i></li><li>2. <i>Br. Shafaat Khan</i></li><li>3. <i>Br. Moquit Malik</i></li><li>4. <i>Br. Stanley Niamatali</i></li><li>4a. <i>Br. Zafar Malik</i></li><li>5. <i>Sis. Ansa Pasha</i></li><li>6. <i>Br. Tanvir Pasha</i></li><li>7. <i>Br. Syed Qadir</i></li><li>8. <i>Br. Skender Pllana</i></li></ol>	<ol style="list-style-type: none"><li>1. <i>Br. Syed Qadir</i></li><li>2. <i>Br. Syed Majid</i></li><li>3. <i>Br. Saqib Masood</i></li><li>4. <i>Br. Mohammad Tariq</i></li><li>5. <i>Br. Mohammad Haq</i></li></ol>