



Constitution

Muslim Society Inc.

1785 Bloomingdale Road,
Glendale Heights, IL 60139

As approved by

General Assembly on 12/06/2014

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Article I: Name, Address, & Organizational set- up

The name of the organization shall be "Muslim Society Inc." hereinafter called the Society. The Society is commonly known as "Muslim Society, Glendale Heights" located at 1785 Bloomingdale Road, Glendale Heights, IL 601 39.

The affairs of the Society shall be managed by the Majlis-ash-Shura (Board of Directors).

Article II: Nature

The Society shall be an independent, non-profit, religious, educational and charitable organization dedicated to the promotion of Islamic way of life.

Article III: Purpose

The purposes of the Society shall be to facilitate Muslims to practice Islam as a complete way of life. MSI will provide guidance to all Muslims on occasions of birth, death, social and religious programs. The official spokesperson of the organization will be the President, Secretary or a person assigned by the Majlis-ash-Shura.

Towards this end, it shall:

1. Carry on religious, educational, social, civic, charitable, literary, athletic, and other Islamic activities pertaining to the realization of Islam as a complete way of life.
2. Strengthen fraternal bonds and brotherly relations among Muslims.
3. Promote friendly relations and understanding between Muslims and non-Muslims.
4. Educate the followers of other faiths about Islam.
5. Co-operate with other Islamic organizations located in United States to develop and implement plans, policies, and programs in order to create a relationship among different Islamic organizations on matters of common purposes.
6. Establish and maintain facilities for the practice of Islam in accordance with the teachings of the Holy Qu'ran and Sunnah of Prophet Muhammed (peace be upon him) son of Abdullah as the last and final prophet and messenger of Allah (subhanahu wata'alla).

Article IV: Facilities and Use

The facilities and activities of the Society shall be open to all Muslims who believe in Prophet Muhammed (peace be upon him) son of Abdullah as the last and final prophet and messenger of Allah (swt). There are no membership requirements for attending prayer services and other religious programs of the Society.

Article V: Membership

Section I: Eligibility.

Any Muslim 18 years and over, who endeavors to practice an Islamic way of life as revealed by Allah through Prophet Muhammed (peace be upon him) son of Abdullah, the last and final prophet and messenger of Allah (swt), is eligible to become a member of the Society.

Section II: Procedure and Dues.

1. Members shall pay annual dues as approved by the Majlis-ash-Shura on a calendar year basis. Membership dues must be paid by December 31st for the following calendar year. The membership shall be *terminated* if the membership dues are not paid in full on or before June 30th of the following year.
2. The membership shall begin from the day the person fills in the membership form in person (Either spouse can fill the form for family membership) and pays dues in full for the calendar year.
3. The right to vote and to be nominated for any office of the Society shall be suspended until all dues are paid in full.
4. In case a terminated member for non-payment of dues wants to become a member of the Society, he/she shall complete a new membership form. New membership shall start from the day the person fills in the membership form in person and pays the dues. For the purpose of determining voting rights, eligibility for an office of Society etc., the date of new membership shall be taken into account.

Section III: Voting Rights.

1. Every member who has completed one calendar year (from Jan to Dec) of membership at the time of voting shall have a voting right. The voting right shall be exercised in person.
2. Voting right of the family membership shall be limited to two votes, one for the husband and one for the wife, and each of them shall exercise his/her vote independently.

Section IV: Decorum and Discipline.

The MSI Code of Conduct will be maintained as a separate document, MSI Code of Conduct, and applies to all MSI members, attendees, Imam(s), and any other individual(s) hired or volunteering in or around the MSI premises or acting on behalf of MSI. The code of conduct will be enacted upon by the Majlis-ash-Shura and/or the General Assembly and maintain discipline on the premises of the Society, more specifically in the matters of meetings, elections etc. Disciplinary action shall be taken against the members for non-conformity of rules and lack of discipline.

The disciplinary action shall include the following:

1. Censure.
2. Suspension.
3. Termination.
4. Reinstatement.

Censure: Upon the first written charges brought against any member of the Society and upon filing such charges with the Secretary of the Society, Majlis-ash-Shura will conduct a hearing to deliberate the charges. An opportunity will be given to the charged member to present his/her case. MSI member may be censured by an affirmative vote of six (6) out of nine (9) members of Majlis-ash-Shura.

Suspension: Upon the second written charges brought against any member of the Society and upon filing such charges with the Secretary of the Society, Majlis-ash-Shura will conduct a hearing to deliberate the charges. An opportunity will be given to the charged member to present his/her case. MSI member may be suspended for a suitable term by an affirmative vote of six (6) out of nine (9) members of Majlis-ash-Shura. During the suspension period, the suspended member will lose his/her membership rights including right to attend meetings of the General Assembly.

Termination: Upon the third written charges brought against any member of the Society and upon filing such charges with the Secretary of the Society, Majlis-ash-Shura will conduct a hearing to deliberate the charges. An opportunity will be given to the charged member to present his/her case. If the charged member fails to attend the hearing, the hearing will be postponed and a second and final opportunity will be given to the charged member to present his/her case at the final hearing. MSI member may be terminated by an affirmative vote of six (6) out of nine (9) members of Majlis-ash-Shura. A terminated member will lose all his/her membership rights including right to attend meetings of the General Assembly.

Reinstatement: Upon a written request from a terminated member, supported and signed by at least ten (10) percent of the members of the Society (with details of addresses and phone numbers) and upon filing of such request with the Secretary of the Society and upon a hearing by the Majlis-ash-Shura. MSI member may be reinstated by an affirmative vote of six (6) out of nine (9) members of Majlis-ash-Shura.

Section V: Transfer of membership.

The membership of the Society is not transferable or assignable.

Article VI: Organs of the Society

Section I.

The Society shall strive to achieve its aims, objectives and management through the following organs:

1. General Assembly.
2. Majlis-ash-Shura (Board of Directors).
3. Executive Council.
4. Committees.

Section II.

The relationship among these organs shall be as stipulated in this Constitution.

Section III.

All organs of the Society shall function strictly within the framework of Islamic principles. The principle of Shura (Consultation) shall govern the decision making process. Any decision, which

is in conflict with the Qur'an and Sunnah, shall be null and void. Any activity contrary to or in conflict with the Qur'an and Sunnah shall not be permitted within, or under the auspices of the Society.

Section IV.

Upon written charges filed with the Secretary of the Society regarding non-conformity with Qur'an and Sunnah, the decision of a panel of a minimum of 2 Islamic scholars, appointed by the Majlis-ash-Shura shall be final.

Article VII: General Assembly

Section I.

The members of the Society shall constitute the General Assembly.

Section II: Functions.

1. The General Assembly shall elect:
 - The President of the Society.
 - The members of the Majlis-ash-Shura (Board of Directors).
2. The General Assembly shall approve the following major projects proposed by Majlis-ash-Shura.
 - Acquisition/Disposition of additional real estate property.
 - Improvements, modifications, or expansion of present premises in the amount exceeding \$100,000.00.
 - Investments in stocks, mutual funds etc. exceeding \$250,000 (two hundred fifty thousand).
 - Any other major project over \$100,000.00.
3. Meetings.
 - The President of the Society shall call the General Assembly into session twice a year. First meeting shall be held in 1st Quarter and 2nd meeting shall be held in 3rd Quarter. In these meetings the Society's activities, programs, annual report, and financial report will be presented.
 - A Special meeting of the General Assembly may be called into session by the simple majority of the Majlis-ash-Shura.
 - Upon a written petition of at least 20% of the members of the Society, the President of the Society shall call a special meeting of the General Assembly.
 - Unless or otherwise stated all meetings of the General Assembly shall be held at: 1785 Bloomingdale Road, Glendale Heights, Illinois 60139.
4. The following shall constitute quorum and voting requirements:
 - For the special meetings called for the purposes of amendments to the Constitution of Muslim the Society, transfer of assets exceeding \$ 250,000 and dissolution of the Society, seventy percent of the total eligible members of the Society shall constitute the

quorum. A Majority of two-third votes of the Members present shall be required to approve or disapprove a motion.

- For purposes other than stated above, attendance of twenty percent of the total eligible members shall constitute the quorum. A simple majority Vote of the members present shall be required to approve or disapprove a Motion.

Article VIII: Majlis-ash-Shura

Section I: Organization.

1. The Majlis-ash-Shura shall consist of Nine (9) elected members as follows:
 - The President of the Society.
 - Eight (8) members.
2. The President of the Society shall be the Chairman of the Majlis-ash-Shura.
3. All members shall have equal voting rights.
4. All members of the Majlis-ash-Shura shall serve on voluntary basis without any compensation.
5. Majlis-ash-Shura members will be limited to serving two (2) consecutive terms. They will be allowed to serve again after a gap of at least one term (2 years).

Section II: Eligibility.

1. Must be a member of the Society for at least two (2) calendar years as of the date of election.
2. Be actively involved in Islamic work as demonstrated by active participation in the activities of the Society including prayers and religious programs.
3. Be nominated by at least three other members of the Society who have been members of the Society for at least one calendar year (Jan to Dec.) at the time of nomination.

Section III: Election Process.

MSI will follow the below listed election process starting from 2015.1. For the January 2015 elections, 8 Majlis-ash-Shura members will be elected. 4 out of the elected 8 members, the members having the most number of votes, will serve a 3 year term (till 2018). The remaining 4 members will serve a 2 year term (till 2017).

* In case of a tie for the top 4, Majlis-ash-shura has the right to take a vote on the term eligibility of the member(s).

2. After a period of 2 years (January 2017), elections will be held to replace the 4 members having 2 year terms. Thereafter elections will be held **yearly** and new Majlis-ash-Shura members will serve 2 year terms on a staggered basis.
3. Staggered terms: 4 Majlis as Shura members will be elected every year starting January 2017.

Section IV: Functions.

The Majlis-ash-Shura (Board of Directors) shall oversee, guide, and direct the work and operations of the Society. For this purpose it shall:

Approve appointments of Secretary, Joint-Secretary, Treasurer, and Joint-Treasurer nominated by the President.

1. Approve the budget of the Society.
2. Act as custodians for the property of the Society.
3. Adopt election procedures and appoint members of the election committee.
4. Appoint independent auditors to audit annual financial report of the Society.
5. Decisions of Majlis-ash-Shura shall be binding on the Executive Council.

Section V: Meetings and Decorum.

1. The Majlis-ash-Shura shall hold at least ten (10) meetings in a year.
2. The presence of eight members of Majlis-ash-Shura shall constitute quorum, except as otherwise stated.
3. The President on his own initiative or on request from at least four members of the Majlis-ash-Shura shall call special meetings of Majlis-ash-Shura.
4. Decisions of the Majlis-ash-Shura shall be made by a simple majority of the members present, except as otherwise stated.
5. Any member of the Majlis-ash-Shura who moves out of the Chicago metropolitan area shall cease to be a member of the Majlis-ash-Shura.
6. Any member who does not attend four (4) consecutive meetings of the Majlis-ash-Shura shall be terminated from the Majlis-ash-Shura by unanimous vote of other members present at the meeting. Seven members of the Majlis-ash-Shura shall constitute the quorum.
7. Any vacancy occurring in the Majlis-ash-Shura shall be filled by the Majlis-ash-Shura for a period until the next election is held

Article IX: Executive Council

Section I.

The Executive Council shall consist of:

1. President.
2. Secretary.
3. Joint-Secretary.
4. Treasurer.
5. Joint-Treasurer.
6. Past President.

Section II: Functions.

The Executive Council shall:

1. Implement the decisions of the Majlis-ash-Shura.
2. Prepare a budget for the Society and submit it to Majlis-ash-Shura for approval.
3. Formulate and initiate specific projects to implement the policies and programs provided by the Majlis-ash-Shura.

Section III: President.

Eligibility, Qualifications, & Term:

1. Must be a member of the Society for at least three (3) Calendar years as of the date of election.
2. Be actively involved in Islamic work as demonstrated by active participation in the activities of the Society including prayers and religious programs.
3. Must have prior experience in at least one of the following positions:
 - A member of the Majlis-ash-Shura
 - A member of the Executive Council
 - A Chairman of a Committee.
4. Be nominated by at least three other members of the Society who have been members of the Society for at least one calendar year (January to December) at the time of nomination.
5. The term of the President shall be two (2) years.
6. President will be limited to serving two (2) consecutive terms. He will be allowed to serve again after a gap of at least one term (2 years).
7. In any situation where the President is physically not available then the Past President will act as the President of the Society.
8. For any reason if the position of President becomes vacant it shall be filled by one of the Majlis-ash-Shura members selected by Masjlis-ash-Shura for a period until the next election is held.

Functions:

1. The President shall present nominations for the Secretary, Joint Secretary, Treasurer, and Joint-Treasurer to the Majlis-ash-Shura for their approval.
2. The President shall form functional committees and appoint respective Chairman in consultation with the Executive Council. The appointments shall be confirmed by the Majlis-ash-Shura.
3. The President shall appropriate funds with the budget set by the Majlis-ash-Shura, and control the expenses of the Society.
4. The President shall appropriate funds with the budget set by the Majlis-ash-Shura, and control the expenses of the Society.

Section IV: Secretary and Joint-Secretary

Secretary of the Society will be nominated by the President from among the elected Majlis-ash-Shura members with the approval of Majlis-ash-Shura.

The President shall nominate the Joint Secretary of the Society for a period of two years from among the members of the Society for approval by the Majlis-ash-Shura.

Functions:

The Secretary shall:

1. Be the custodian of all records of the Society.

2. Be the author and keeper of the minutes of the meetings of the General Assembly, Majlis-ash-Shura, and Executive Council.
3. Perform all other duties that may be assigned to him by the President.

The Joint-Secretary shall provide assistance and help to the Secretary.

Section V: Treasurer and Joint-Treasurer

The Treasurer and Joint-Treasurer of the Society shall be nominated by the President for a period of two years from among the members of the Society for approval by the Majlis-ash-Shura.

The Treasurer shall:

1. Be responsible for all financial matters and be the asset keeper of the Society.
2. Keep records of all financial transactions of the Society.
3. Deposit all funds of the Society with an account established in the name of the Society at a bank, or any savings institution as determined by the Majlis-ash-Shura.
4. Prepare quarterly financial statements and reports for presentation to the Majlis-ash-Shura.
5. Prepare annual financial statements and reports for presentation to the General Assembly.
6. Prepare tax returns and reports required under the laws for presentation to Internal Revenue Service and other Governmental agencies.
7. Limit all expenses to the budget ceiling set by the Majlis-ash-Shura.
8. Disperse funds with proper approval authority as set by constitution.

The Joint-Treasurer shall provide assistance and help to the Treasurer.

Article X: Finances

Section I.

The fiscal year of the Society shall begin on January 1st and end on December 31st.

Section II.

1. The Society shall be financed by membership dues, contributions, donations, and other sources consistent with the aims and objectives of the Society and approved by the Majlis-ash-Shura in compliance with governmental laws and regulations.
2. Donations subject to any implicit and explicit pre-conditions contrary to the objectives of the Society shall not be accepted under any circumstances.
3. Any expenditure of over ten thousand dollars (\$10,000.00) for non-budgetary items shall be approved by Majlis-ash-Shura.
4. All checks, drafts or other negotiable instruments for the payment of money, notes, evidences of indebtedness issued in the name of the Society shall be signed jointly by the Treasurer and the President.

Article XI: Committees

Section I.

The President may appoint committees to perform specific functions as determined by the Executive Council. The task of the committee shall be clearly defined in the charter of the committee. The President shall appoint a respective chairman of the committees in consultation with the Executive Council.

The appointments of chairman and the charter of committees shall be confirmed by the Majlis-ash-Shura.

Section II.

The respective chairman of the committees in consultation with the President shall appoint committee members.

Section III.

Except as otherwise provided by the resolution of the Majlis-ash-Shura, members of the committees shall be members of the Society.

Article XII: Dissolution

In the event of dissolution of the Society, all assets of the Society shall be transferred to an Islamic organization, organized and operated exclusively for religious, cultural, charitable, educational purposes and qualified as an exempt organization under the then existing Internal Revenue Code of the United States of America.

The Majlis-ash-Shura shall present the names of such organizations to a special General Assembly meeting called for this purpose. The General Assembly shall select one or more organizations from the proposed names.

Article XIII: Amendments

Section I.

Amendments to the Constitution may be proposed by:

1. Six members of the Majlis-ash-Shura, or
2. Twenty percent of the members of the Society.

Section II.

The proposed amendments shall be presented in writing to the Secretary of the Society, signed by the required number of eligible members as defined in Section I of this Article.

Section III.

The Majlis-ash-Shura after deliberations shall present the proposed amendments to the General Assembly meeting called for this purpose for approval with their recommendations. This meeting will be called with a 30 days advanced notice.

Section IV.

No amendments to the proposed amendments shall be allowed during the General Assembly meeting.