

IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL

**The Islamic Society of Greater Kansas City (ISGKC)**  
**B: BY-LAWS**

**ARTICLE 1: MEMBERS**

Section 1: DEFINITION AND CLASSIFICATION

Any Muslim or Muslimah of 18 years or more who resides in the metropolitan Kansas City or its surroundings, and chooses to become a member and participates in activities of the Islamic Society of Greater Kansas may become a member by filing Society's membership application and payment of the membership dues.

*Voting members are those members* who have been in the community for at least six months. Participating in the Islamic Center's affairs personally, through family, through children, financially, or through any of the gifts that Allah (SWT) has bestowed upon the member.

Voting members shall contribute 1% of their gross income as Member Financial Responsibility (MFR) as their moral obligation to support the operations of the Islamic Society. MFR does not reduce a member's Zakat al Mal obligation.

Section 2 RIGHTS AND PRIVILEGES

All members shall have the privilege:

(i) to participate in all religious, educational, cultural, and related activities of the Society.

(ii) to use facilities of the Islamic Center for cultural, or educational purposes, provided such activities are in conformation with Islamic Shari'a. Procedures for such uses shall be determined by the Executive Committee and shall be posted in the Center. Any fees associated with the use of the facilities shall be determined by the Executive Committee and approved by a simple majority of the General Assembly .

However,

(iii) only Voting members shall have the privilege to hold offices in the Executive Committee and the Board of Directors, provided they have been *Voting members for more than six consecutive months prior to* such elections or meetings.

(iv) One may become a member of more than one of the affiliates of the ISGKC by fulfilling the membership requirements of each of the affiliates.

Section 3: TERMINATION OF MEMBERSHIP

1. Failure to comply with membership obligations as set forth in article 1 of the by-laws.
2. Upon charges brought against any member in writing and filed with the Secretary, and upon hearing by the Executive Committee constituting a quorum at any regular or special meeting called for such a purpose, a member may be expelled or suspended.
3. Any member so expelled or suspended shall have a hearing before the Executive committee at any regular or special meeting called for such a purpose. The member may be reinstated by an affirmative vote of the majority of all members of the Executive committee.
4. Any member so expelled or suspended and not reinstated shall have hearing before the next General Assembly meeting, if a member submits a written request to the Executive Committee. The decision of the Executive committee shall be void by the affirmative vote of two-thirds (2/3) of the voting membership to set aside such an expulsion or suspension.

ARTICLE II: MEETINGS

- Section 1: WEEKLY MEETINGS - The weekly meeting is the regular meeting of the members to conduct Quranic and other Islamic studies and to discuss pertinent matters.
- Section 2: GENERAL ASSEMBLY - The General body shall meet a minimum of four times each year. Three of the meetings shall be held on the first Sunday of February, June and October. The annual General Body meeting shall be held on the second Sunday of December to elect officers of the Board of Directors and the Executive Committee. The General Body is the final decision-making authority in all matters of the Society.
- Section 3: NOTICE OF MEETINGS - Members shall be informed of General Assembly meetings two weeks prior to the date of the meeting.
- Section 4: ORDER OF BUSINESS - The order of business of all meetings of members shall be as follows:
- Opening prayer
  - Roll Call
  - Reading of the minutes of the preceding meeting
  - President's report
  - Reports from the standing and ad hoc committees
  - Officer's reports
  - Unfinished business

- New business
- General business
- Closing prayer

#### Section 5: VOTING BY PROXY

1) Any member may authorize another member to act by proxy in all matters in which a member may participate including waiving notices of any meetings, voting or expressing consent without a meeting. Every proxy shall be signed by the member, and shall be revocable at the pleasure of the member executing it, except as otherwise provided by the law. No proxy shall be valid after the expiration of eleven months from its date.

2) The presiding officer may, but need not, appoint one or more inspectors to act at any meeting or an adjournment thereof. Each appointed inspector should take and sign an oath to faithfully execute the duties of inspector impartially and to the best of his/her ability. The inspectors shall determine the number of memberships outstanding, the voting power of each, the number of memberships represented at the meeting, the existence of a quorum and the validity and effect of the proxies. The inspectors shall receive votes, ballots or consents, hear and determine all challenges and questions arising in connection with the right to vote, count and tabulate all votes, ballots or consents, determine the results and do such acts as are proper to conduct the election or vote of members. The inspectors shall make a report in writing of all matters determined by them with respect to such meeting.

#### Section 6: QUORUM

Except as provided by law, 30 members or 15%, whichever is less, of the voting members will constitute the quorum. To pass any resolution regarding general business of the ISGKC a simple majority is required.

In the case of by-laws, requiring any amendments, additions or deletions, approval of 2/3rd of the quorum shall be needed.

#### Section 7: RECORD DATE

The Executive Committee of the Society shall fix a record date for the purpose of determining members entitled to notice of, to vote, to express consent or dissent from any proposal without a meeting, to determine members entitled to receive distributions or allotment of rights, or for any other proper purpose. Such record date shall not be more than 50 days no less than 10 days prior to the date of such meeting or consent of the date on which any distribution or allotment of rights, as the case may be, is to be made. In the event

no record date is fixed, the Executive Committee shall fix such date.

Section 8: MEMBERSHIP CARD, CERTIFICATES - The Executive Committee may cause to be issued certificates, cards or other instruments permitted by law evidencing membership in the Society. Such membership certificate, card or other instrument shall be non-transferable, and a statement to the effect shall be noted on the certificate, card or other instruments. Membership certificates, cards or other instruments, when issued, shall bear the signature of an officer or officers designated by the Board of Directors and may bear a seal of the Society or a facsimile thereof.

Section 9: CAPITAL CONTRIBUTIONS  
In the event any capital contribution shall be made or accepted pursuant to authorization conferred by the Certificate of Incorporation of the Society, each certificate evidencing such capital contribution shall conform to the law of the State of Incorporation. The Executive Committee shall determine the detailed procedure.

Section 10: SPECIAL MEETING - A Special general Assembly meeting shall be called by the Executive Committee when:  
Emergency or extraordinary conditions exist for the Society, and when requested by twenty per cent of the total voting members of the Society.

### ARTICLE III: ORGANIZATION

Section 1: CONDUCT OF AFFAIRS - Conduct of affairs of the Society shall be managed by an organization consisting of Board of Directors (Policy Making Body) of the ISGKC; and an Executive Committee (Operations Management Body) at each of the affiliates. To effectively manage the affairs of the Muslim Community, ISGKC has divided the Greater Kansas City metropolis into five (5) zones. The boundaries will be based on the major streets and the zip codes. The boundaries will be determined by the Board of Directors and will be a part of the by-laws. The five zones will be:

1. Northeast
2. Northwest
3. Central
4. Southeast
5. Southwest.

The ISGKC corporation will continue as it has been since its inception. The ISGKC will have its main offices at "The Islamic Center" located at 8501 E. 99<sup>th</sup> Street, in Kansas City, MO 64133. The Islamic Center will be considered as the Southeast facility in

the Greater Kansas City. The ISGKC will have at least one affiliate in each of the other four zones. In each zone, the ISGKC will plan to have an affiliated Mosque with an educational facility and facilities for Islamic Social Services.

Section 2: COMMITTEES - The activities of the Society shall be conducted by seven major functional committees.

- a) The General Management Committee
- b) Tableegh and Public Relations Committee
- c) Publication committee
- d) Finance Committee
- e) Education Committee
- f) Election Committee
- g) Muslim Welfare Committee

The Executive committee as and when a need arises may nominate other committees.

#### ARTICLE IV: BOARD OF DIRECTORS (BOD)

Section 1: COMPOSITION - The Board of Directors initially shall consist of six members elected by the membership of the ISGKC; and one member of the Board from each of the affiliates elected by the voting members of the affiliate.

The President of the Executive committee shall act as a non-voting member of the Board,

#### Section 2: POLICIES OF BOARD OF DIRECTORS

- a. Chairman of BOD shall be elected every year by the BOD members, shall be the highest official of the Board and will conduct the meetings of the Board.
- b. Secretary of the BOD shall be elected every year by the BOD members shall be the second highest official of the BOD.
- c. In the absence of the Chairman, Secretary of the BOD will act as Chairperson and will exercise the powers/duties of the Chairman.
- d. A BOD member cannot be absent for more than three consecutive months, without a compelling reason. Three consecutive absences will result in termination of the Board member.
- e. BOD will make decisions by vote. In case of a tie, Chairman will use his casting vote (which is his single vote as member of BOD).

f. Secretary of the BOD will be responsible for keeping minutes of Board meetings and will make sure that they are available to the Board members well in time before every meeting and they are kept in the office as a permanent record of the ISGKC.

g. In case of emergency, Chairman of the Board can call a meeting on short notice, every effort shall be exercised to inform the members of the Board.

h. To conduct any business, the presence of four voting members will constitute a quorum.

i. In case of a vacant BOD position, BOD will select a member to fill the vacant position until the annual election.

Section 3: MEETINGS - The Board of Directors shall meet at least six times in a year.

Section 4: TERM OF OFFICE - The six elected members shall be elected for a period of three years. rules for their election are set forth in ARTICLE IX of the by-laws. In December of 1992, two members will be elected for a two-year term and two for a one-year term.

Section 5: FUNCTIONS

- a) The Board of Directors shall be the principal officers of the Society.
- b) The Board of Directors shall act in close coordination with the Executive Committee.
- c) Their primary function shall be to oversee the activities of the Society and supervise management of the Center.
- d) Appoint various functional committees except the Executive Committee.
- e) Insure that all activities of the Society are in accordance with the constitution and by-laws.
- f) Confirm the appointment and fix salary for employees of the Society.

#### ARTICLE V: EXECUTIVE COMMITTEE

Section 1: COMPOSITION - The Executive committee shall comprise of the President, Vice-President, Secretary, Treasurer, an Executive Member, an Ex-Officio, and one member appointed by the President of ISNA and/or the MSA of the US and Canada from among the Members of the Society.

Section 2: FUNCTIONS - The functions of the Executive committee shall be:

- a) To plan, manage and execute the activities so as to accomplish the purpose of the Society.
- b) To carry out policies and decisions of the Board of Directors and the General assembly.
- c) To establish **procedures** in routine matters including use of the Center.
- d) To appropriate funds for various committees.
- e) To determine and enforce membership and other dues.

Section 3: MEETINGS

- a) The President shall call a minimum of eight (8) Executive committee meetings during the year.
- b) A special meeting may be called by at least two (2) members of the Executive committee. Such a meeting shall be held within one month of the receipt of (by the Secretary) the written requests from the Members of the Executive Committee.
- c) The presence of two-thirds (2/3) members of the Executive committee shall constitute a quorum.
- d) A simple majority vote of the members present shall be required for arriving at a decision; in case of a tie, the decision of the presiding officer is final.
- e) Copies of the minutes of all meetings shall be submitted to the Board of Directors who will ratify it at their next meeting.

Section 4: SUSPENSION - Any member of the Executive Committee may be suspended from office by a majority vote of two-thirds (2/3 of the Executive committee members, except the member involved) at any of their meetings by a secret ballot if charged of a direct violation of the Constitution, or gross misuse or misappropriation of funds or obvious damage to the existence or interest of the Society by the individual executive concerned and are proven to be true. The member shall be offered a fair hearing before suspension or expulsion.

Section 5: TERMS OF EXECUTIVE COMMITTEE MEMBERS

- a) The members of the Executive committee shall be elected for a period of two years.
- b) No member of the Executive Committee shall be elected for the same office for more than two (2) consecutive terms.
- c) Any member of the Executive committee may resign and be replaced by another member of ISGKC selected by a majority of the Executive Committee.

ARTICLE VI: DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1: OFFICERS

- a) PRESIDENT - The President shall:

- (i) Be responsible for the general management of all activities of the Society
  - ii) Implement the constitution of the Society by formulating the over all plans and organizing the efforts and resources.
  - iii) Direct and coordinate all the activities so as to achieve the purposes of the Society.
  - iv) Call and preside over the meetings of the Executive Committee.
  - v) Form various committees and appoint the respective chairman in consultation with the Executive Committee.
  - vi) Appropriate funds and control the expenses of the Society.
  - vii) Present the annual report to the General Assembly.
  - viii) Be the spokesman, representative and correspondent for the Society in external activities.
  - ix) Coordinate the activities with all other Muslim organizations. Designate members or seek outside help to carry out any special task.
  - xi) Convey all major decisions made by the Executive Committee to the Board of Directors.
- b) VICE-PRESIDENT - The Vice-president shall:
  - i) Assist the President in accomplishing the purposes of the Society.
  - ii) Direct and coordinate the activities of standing and ad hoc committees.
  - iii) Be in charge of the General Body meeting.
  - iv) Temporarily assume the function of the President when requested as such by him, or if the President is incapacitated or has resigned.
- c) SECRETARY - The Secretary shall:
  - (i) Prepare, circulate within thirty (30) days, and maintain the minutes of all the Executive committee and the General Body meetings.
  - ii) Maintain records of the Society.
  - iii) Be responsible for handling Society's mail. Prepare the agenda and notify the members of the Executive Committee and the General body meetings.
  - v) Be responsible for maintaining a list of all volunteers for various functions of the Society.
  - vi) Maintain attendance records at all meetings.
  - vii) Supervise filing of all legal documents with appropriate authorities.
- d) TREASURER  
The Treasurer shall be responsible for:



- (i) Maintaining a record of all financial transactions of the Society.
  - (ii) Collecting and depositing all funds received on behalf of the Society under appropriate accounts in banks and financial institutions.
  - (iii) Preparing the annual budget of the Society in consultation with the members of the Executive Committee.
  - (iv) Preparing the financial report of the Society and making it available one week prior to every General Body meeting.
  - (v) Fund raising activities of the Society.
  - (vi) Supervise filing of all fiscal documents with appropriate authorities.
- e) EXECUTIVE MEMBER - The Executive Member shall:
- (i) Attend the meetings of the Executive Committee.
  - (ii) Participate in the activities of the Functional Committees.
- e) EX-OFFICIO MEMBER –  
The Ex-Officio Member shall be from the out-going Executive Committee and shall be selected by the in-coming Executive committee. He shall provide overall continuity for the efficient functioning of the Executive Committee.

## ARTICLE VII: SUCCESSION AND HANDOVER

Section 1: SUCCESSION - upon resignation or suspension of an executive from his position, or in case of becoming incapacitated, the order of succession shall be as follows:

- a) The Vice-President shall succeed the President.
- b) The position of Vice President shall be filled by new election within the Executive committee.
- c) Other positions falling vacant shall be filled by a new election.

Section 2: HAND OVER - Within thirty (30) days of the election, the outgoing office holders of the Executive and other Committees shall hand over to the respective in-coming officers:

- 1) All documents, records, files and other properties.
- 2) Financial records including cash, check books, and appropriate signatures cards to operate the accounts.
- 3) Keys to the Islamic Center and other properties.
- 4) Keys to the Mail Box at the Post Office.
- 5) List stating all unfinished business, outstanding accounts and other pertinent matters.

Section 3: CHECK-LIST - Both the out-going and in-coming officers

should complete a check-list as developed for the purpose stated in the Section 2 above.

#### ARTICLE VIII: FINANCES

##### Section 1: FISCAL YEAR

- a) The fiscal year of the Society shall begin on the first day of January and shall end on the last day of December.
- b) Board of Directors shall manage the resources of the Islamic Society effectively, approve the budget (prepared by the Executive Committee of the ISGKC) in accordance and by-laws.
- c) Board of Directors has the authority to approve any project that costs fifty thousand dollars or 25% of the budget, whichever is greater.

#### ARTICLE IX: ELECTION

##### Section 1: ELECTION PROCESS

- a) By October 1 of each year, the Executive committee shall designate the Election Committee.
- b) The Election Committee shall comprise of five (5) members, at least three of whom shall be from outside the Executive Committee or the Board of Directors.
- c) None of Election Committee members shall be eligible to run for any office
- d) No person from the Executive Committee or the Board of Directors shall become chairperson of the Election Committee.
- e) By November 1 of each year, the Election Committee shall send by mail a list of members, the Society, to solicit written nomination for various offices.
- f) By November 1 of each year, the Election Committee shall also make available the list of members to the general membership of the Society through announcements or posting on the Bulletin Board.  
  
g) All nominations shall be in writing and must be received by the Secretary of the society by 5:00 p.m. on November 21, each year.
- h) The Election Committee shall finalize a list of at least two nominees for each position, in accordance with guidelines established in Article IV of the Constitution (Definition of Muslim). However, election committee shall list names of all individuals who have been nominated by at least two other members excluding the nominee, who meet the above mentioned guidelines.  
Before finalizing the list of nominees, the election committee shall obtain the nominees consent and declaration of assurance to dedicate time and effort needed to carry out the responsibilities of the office as per Section 6 below.

j) At the conclusion of the election, all documents of the election Committee shall be turned over to the Secretary for record and safe keeping.

k) Floor nomination will be opened on the election day if the committee is unable to propose name(s) for any office, or if the nominee(s) decline(s) to seek election for the stated position.

l) Before the election, nominees will present a short statement of their vision and ideas to meet the objectives of the Society.

#### Section 2: NOMINEES CONSENT

I, \_\_\_\_\_, a voting member of the ISGKC having been nominated for the office of \_\_\_\_\_, hereby declare that I accept the nomination with my free will. I further declare that I shall dedicate the time and effort needed to carry out the responsibilities of the office. May Allah (SWT) be my witness to this consent and give me the wisdom and strength to carry out the responsibilities of the office to which I may be elected.

Section 3: ELECTION DATE - The annual General Body meeting shall be held on the second Sunday during the month of December, to elect officers for the Board of Directors and the Executive Committee.

Section 4: ELECTION DATE - The annual General Body meeting shall be held on the second Sunday during the month of December, to elect officers for the Board of Directors and the Executive Committee.

Section 5: The Chairman of the Election Committee shall conduct the election part of the meeting held in December.

Section 6: VOTING PROCEDURE - Election shall be carried out by secret ballot cast by the voting membership. A simple majority in votes shall decide the election of a candidate to any office.

Section 7: ELECTION FOR BOARD OF DIRECTORS -The Board of Directors shall be elected according to rules stated in Section 1, 2, and 3 above.

#### ARTICLE X: RULES OF THE ISLAMIC CENTER

Section 1: All activities at the Center shall be in conformity with Islamic Shari'a.

Section 2: Rules regarding the use of the Islamic Center and its facilities shall be laid out by the Executive Committee and posted separately and made part of this document.

## ARTICLE XI: MISCELLANEOUS

- Section 1: The Society shall keep at its principal office complete and correct records and books of account, official seal, and shall keep minutes of the proceedings of the meetings of the Board of Directors, Executive Committee, and any committee appointed by the Board of Directors, as well as a list or record containing the names and addresses of all members.
- Section 2: The Secretary shall affix and attest the seal of the Society documents duly authorized by the Executive Committee and shall have charge of all books and records of the Society.
- Section 3: At each December General Body meeting the Executive Committee shall present an annual Report. Such report shall be filed with the records of the Society and entered in the minutes of the proceedings of such Annual meeting of members.

End of By-Laws