



In the name of Allah, most gracious, most merciful

BY-LAWS OF THE ISLAMIC SOCIETY OF NORTH JERSEY (ISNJ)

ISNJ constitution adopted on 05/17/22

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TERMINOLOGY

Board of Director
Chairperson
Da'wah
Eid
Election Year
Fard
Fiqh
Fiscal Year
GBM
Halaal
Halaqa

Haraam
ISNJ
Juma'ah
Janaza
Madhahib

Masjid
Muslim

Mount Olive Township
PBUH
Roxbury Township
SWT
Shariah
Sunnah
Tajweed

Waqf
Warren County
Zakah, Zakat

Members of **ISNJ** Board
Leader
Invite
Religious holiday
From January 1st to December 31st.
Obligatory
Islamic jurisprudence
From July 1st to June 30th
General Body Meeting
Permissible
Religious gathering for the primary purpose of learning about Islam
Prohibited
Islamic Society of North Jersey
Friday
Funeral
Schools of thoughts of Islamic jurisprudence like Hanafi, Hanbali, Maliki, and Shafie
Mosque
Any person who testifies that none is worthy of worship other than Allah (SWT) and that Mohammed (PBUH) is His messenger; And endeavors to lead a life according to the teachings of Quran and Sunnah of Prophet Mohammed (PBUH).
Consists of Flanders and Budd Lake
Peace Be Upon Him (Prophet Muhammad)
Consists of Mt Arlington, Roxbury, and Succasunna
Glorified be HIS (ALLAH) name
Islamic law
Traditions of the Prophet Muhammad (PBUH)
Rules governing pronunciation during recitation of the Qur'an.
Trust
Consists of Hackettstown and Mansfield
Purification of wealth by way of charity



Islamic Society of North Jersey – Bylaws

ARTICLE I: INTRODUCTION

Section A: Name

The organization shall be called the Islamic Society of North Jersey, hereinafter referred to as “**ISNJ**”. It shall be a non-profit, non-political religious organization.

Section B: Preamble

Whereas we, the Muslims of Mount Olive Township and surrounding areas (Warren County and Roxbury Township), recognize Islam as the total way of life and have pledged to endeavor practicing it as such, we do hereby adopt and give ourselves these bylaws and pledge to abide by their provisions, Insha'Allah. We further affirm that all facilities operated by **ISNJ** shall remain open to all Muslims.

ISNJ shall elect a Board of Directors, hereinafter referred to as “Board”, consisting of seven members, to carry out the mission, vision and objective of **ISNJ** stated in these bylaws. The Board along with all committees and sub-committees constituted for this purpose shall collectively be referred to as “**ISNJ** Administration”.

In case of the development or discovery of a conflict between any item of these bylaws and the teachings of The Holy Quran and The Sunnah of The Prophet Muhammad (Peace and blessings of Allah Be Upon Him), the Board must seek official clarification (Fatwa) from reliable scholars (Ulama) belonging to one of the four (4) Madhahib (Hanafi, Hanbali, Maliki, and Shafie).

Section C: Mission Statement

The Islamic Society of North Jersey (**ISNJ**) is an independent non-profit Islamic organization. Its mission shall be to facilitate the practice and education of Islam in the community based on Quran and Sunnah of prophet Mohammed (PBUH).

Section D: Vision Statement

To be a center of Islamic excellence in which the Muslim community becomes a positive role model for all, and to foster a Muslim community based on Islamic principles of brotherhood, equality, mutual respect, peace, love and justice.

Section E: Objectives

The objectives of **ISNJ**, in no specific order, shall be to:

1. Encourage the Muslims of Mount Olive Township and surrounding communities (Roxbury Township and Warren County) to adopt Islam as a complete way of life.
2. Present Islam to Muslims and non-Muslims and promote mutual respect.
3. Arrange for and hold regular congregational prayers.
4. Arrange for and hold lectures, seminars, and others events.
5. Provide support for under-privileged Muslims, Muslim families arriving in Mount Olive Township and surrounding communities (Roxbury Township and Warren County), new members of the Muslim community, and any member(s) of the Muslim community suffering from adverse circumstances including discrimination and/or harassment.
6. Develop appropriate plans, priorities, policies and procedures to govern the activities of **ISNJ** in accordance with these bylaws and articles of incorporation of **ISNJ**.
7. Develop appropriate and adequate means to serve and support the interest of Muslims, such as educational facilities, recreational facilities, community centers, etc.
8. Conduct fund raising as needed.
9. Cultivate unity among Muslims living in Mount Olive Township and surrounding communities (Roxbury Township and Warren County), North America, and in all parts of the world and promote peace and understanding among all people.
10. To promote a Muslim community based on Islamic values to live in peace and harmony with other communities in United States of America.

Section F: Ethics

1. Members of **ISNJ** are expected to perform their responsibilities according to the Holy Quran and the Sunnah of the Prophet (PBUH).
2. Members of **ISNJ** are expected to perform their responsibilities with honesty, dignity and devotion.
3. Members of **ISNJ** administration should avoid conducting any transactions that may cause conflict of interest or may jeopardize the non-profit status of **ISNJ**.
4. Members of **ISNJ** administration should not use their position for personal, financial, or political gain.
5. Members of **ISNJ** administration during and after their term of service shall not disclose without consent of the affected party or misuse any personal or financial information of **ISNJ** or its community members.

ARTICLE II: MEMBERSHIP

Section A: Members

Any Muslim living in Mount Olive Township and surrounding communities (Roxbury Township and Warren County) who agrees with the Mission, Vision, and Objectives of **ISNJ** may become a member by registering his/her name, address and contact information with **ISNJ**.

Section B: Voting Members

Any member of **ISNJ** meeting the following criteria may become a voting member:

1. Must be an adult (18 years of age or older).
2. Have resided in Mount Olive Township or surrounding communities (Roxbury Township and Warren County) for at least (12) months as determined by legally valid identification document, including **ISNJ** registration.
3. If there are members new to the community, they must show valid ID of residency and will be eligible to vote if the elections are within 12 months.

Section C: Honorary Members

1. Individuals or Organizations who have provided or continue to provide exemplary support to the Muslim community.
2. Honorary members shall not have voting rights nor shall serve on the **ISNJ** Board.

3. May reside outside of Mount Olive Township and surrounding communities (Roxbury Township and Warren County).
4. May be a member of other Muslim or non-Muslim organizations which do not have a conflict of interest with **ISNJ**.
5. Recommendation for honorary membership should be proposed and seconded by any member of the Muslim community.
6. All such recommendations should be submitted to the board.
7. The **ISNJ** Board shall award the honorary membership by a vote of simple majority.

ARTICLE III: GENERAL ASSEMBLY

Section A: Composition

All voting members of **ISNJ** shall constitute the General Assembly.

Section B: Functions

1. General Assembly is the final approval body at **ISNJ** regarding the following matters:
 - a. Dissolution of the Board.
 - b. Major changes in the structure of facilities.
 - c. Buying/selling of **ISNJ** properties.
 - d. Any changes to the bylaws.
2. Voting members of **ISNJ** shall have the right to only make a motion to amend the agenda of the General Assembly meeting. The motion has to be accepted by the convener.
3. Any transfer of reserve funds of more than \$20,000 from The **ISNJ** Bank account(s) shall require the approval of the two-third majority of voting members present at the General Assembly meeting.
4. Any transfer of **ISNJ** real estate to and from custody of Title holder of property shall require the approval of the two-third majority of voting members present at the General Assembly.

Section C: Meetings

1. Only voting members (Article II Section-B) of **ISNJ** shall have the right to cast vote at any **ISNJ** General Assembly meeting. Voting shall be done through secret ballot.
2. Non-voting members can attend General Assembly meetings and participate in discussions but do not have the right to vote.

Sub-section 1: Regular Meetings

1. The General Assembly shall meet at least twice a year and shall be chaired by the President of the Board or a designee from the Board.
2. The first meeting of The General Assembly shall be held within three months after the general election of the Board.
3. The Board shall present their goals, objectives, and a budget for the year.
4. The second meeting of the General Assembly shall be held within the six months of the first meeting.
5. At the second meeting, the Board shall present a progress report on the on-going activities and financial reports including but not limited to annual audit report.
6. The required quorum for regular General Assembly meeting shall be 25% of the voting members. If the quorum is not met for the functions in Section B, a second meeting shall be announced and the voting members present at the second meeting will make decisions.
7. In the regular General Assembly meetings, matters will be decided by a simple majority vote.

Sub-section 2: Special meetings

1. The General Assembly can be called into special session by:
 - a. The President of the Board OR
 - b. By the majority vote of the Board OR
 - c. Written petition by two-thirds of the voting members as validated by the Arbitration Committee (see Article V Section A for details on arbitration committee)
2. Majority of the Board must attend all properly called special meetings.
3. Any properly called special meeting for the purpose of resolving conflicts shall be presided by the representative of the Arbitration Committee.
4. In the special General Assembly, matters will be decided by a simple majority vote.
5. The required quorum for all special meetings shall be 25% of the voting members.
6. The required quorum for special meeting for purpose of changes in the bylaws and/or removal of the Board shall be 51% of the voting members.

Section D: Meeting Agenda

1. Only items duly approved for the agenda by the Board shall be discussed at regular General Assembly meetings or special General Assembly meetings called by the Board.
2. Agenda of the special General Assembly meeting called by two-third majority of the voting members shall be part of the petition to call for the meeting.

3. Any voting member of **ISNJ** can request an item to be included on the agenda for a regular General Assembly meeting; however, the decision for its inclusion shall rest with the Board.
4. During the course of the General Assembly meeting, regular or special, all motions for amending agenda shall be adopted by a simple majority of the voting members present in the meeting by a secret ballot.

Section E: Meeting Notice

The following conditions apply to regular and special General Assembly meeting notices (first and second notices):

1. Written or printed notice stating the time and place of the General Body meeting shall be delivered to all voting members via email or US Post within three weeks of the date of the meeting.
2. Announced for at least three consecutive Fridays before the date of the meeting and prominently posted at the Masjid or the Masjid operated by **ISNJ**.
3. The purpose and agenda of the meeting shall be included in all notices of the meeting.

ARTICLE IV: BOARD

Section A: Composition/Term

1. The Board shall consist of seven non-paid voluntary members elected from among **ISNJ** voting members. A total of twelve will be elected with the top seven vote getters constituting the Board.
2. The remaining five elected will be on a reserve panel to take over any vacancy created among the seven positions during the period of office.
3. The members shall be elected for a staggered term of two years.
4. Staggered term shall consist of electing either 3 or 4 members in alternate years.
5. Members may not serve two consecutive full two-year terms.
6. The elections for the Board shall be completed by **November 15th** of each year.
7. The new Board shall take office on the 1st of January.
8. The existing Board shall continue to function until the new Board takes office.
9. At the time of each election, a standby list will be established. This list shall consist of all non-elected candidates for the Board in the order of number of votes received.
10. Any elected standby members replacing a board member shall finish the term of the board. If the term served is more than a year, he/she will not be eligible for the next board election, however if the term served was a year or less, he/she will be eligible for reelection for the second consecutive year but not for the third.
11. In the event that a board member voluntarily resigns or is voted out by the board. If

the term served is more than a year, he/she will not be eligible for the next board election, however if the term served was a year or less, he/she will be eligible for re-election.

12. Imam(s) shall be an ex-officio non-voting member(s) of the Board. On all religious matters, the Board shall actively seek input from the Imam who has the final verdict.
13. If a Board member is absent for three consecutive mandatory Board meetings without legitimate reason, his/her membership status should be reviewed by the board.

Section B: Qualifications

Candidates for the Board must meet the following criteria:

1. Shall be an adult Muslim, 25 years or older.
2. Shall be knowledgeable of the **ISNJ** articles of incorporation and bylaws and willing to follow these documents.
3. Shall be a Citizen or Resident Alien of The United States of America.
4. Shall be a resident of Mount Olive Township or surrounding areas (Roxbury Township and Warren County).
5. Shall be a voting member of **ISNJ** in good standing and a resident of Mount Olive Township or surrounding areas (Roxbury Township and Warren County) for a minimum of two years as determined by legally valid identification document, including **ISNJ** registration.
6. Shall be a practicing Muslim, recognized for basic Islamic knowledge according to **the Quran and the Sunnah**, and for manners, morals, and organizational dealings in the community that reflect Islam.
7. Should not belong to an organization with stated objective of causing harm to Islam, Muslims and United States of America.
8. Shall not be a convicted criminal.
9. Shall not have caused harm to **ISNJ** interest (defamation, legal suit with intent to harm **ISNJ**, etc.).
10. Shall not have a conflict of interest with the official responsibilities of **ISNJ** Board or committee members.
11. Shall be an active participant or shall be willing to actively participate in **ISNJ** activities.

Section C: Responsibilities *(not in any particular order)*

1. To plan short and long term strategies and directions.
2. To organize, manage, and supervise all internal and external affairs of **ISNJ**.
3. To present the following to the General Assembly:
 - a. Previous years audit

- b. Current year's budget
4. To maintain record of all transactions.
5. To ensure financial stability of **ISNJ**.
6. To approve all announcements and material posted within the premises of all **ISNJ** facilities.
7. To provide monthly financial report to the members.
8. To designate a member(s) as official spokesperson(s) for **ISNJ**.
9. To seek guidance on religious matters from scholars of Islam as defined in the Preamble. This should be done in consultation with the Imam(s) of **ISNJ** and religious committee.
10. To attend **ISNJ prayers**, events and visit the mosques frequently is an important responsibility of each Board member.
11. To establish committees listed in Article V. The Board may establish additional ad-hoc committees as necessary to perform its functions.
12. The Board shall appoint members to committees within three months of taking office. Current committees shall continue until new members are appointed.
13. The Board shall be responsible for hiring and removal of all employees however the hiring and/or removal of the Imam shall require two-thirds majority vote (5 out of 7) of the Board in a meeting that is attended by all members of the Board. The Board shall receive input and recommendation from the Imam Committee prior to taking such action.
14. All seven members of the Board shall be individually and collectively responsible and accountable for all actions taken by the Board during their term of office.
15. To instruct committees to establish Standard Operating Procedures.
16. To investigate any activities of a member in public domain that might conflict with **ISNJ** principles and interest and take appropriate actions.

Section D: Officer Responsibilities

President: The President of the Board shall be:

1. Responsible for identifying opportunities for improvement in **ISNJ** operations.
2. Responsible for executing the plans and policies as developed by the Board and/or General Assembly.
3. Responsible for identifying and contacting chairperson of the election committee for the purpose of starting the election process in a timely manner.
4. Responsible for serving as or appointing official spokesperson(s) for **ISNJ**.
5. Responsible for calling and conducting all regular meetings of **ISNJ** (Board and General Assembly).
6. Responsible for ensuring, to the best of his/her ability, that all official Board member activities are conducted in the best interest of **ISNJ**.
7. Responsible for accepting/rejecting Board member resignations and ensuring proper communication of the decision to other Board members, all committees and the

General Assembly.

8. One of the authorized signatories for all financial transactions.
9. Signatory to all **ISNJ** contracts and agreements.

Vice President: The Vice President of the Board shall be:

1. Responsible for coordinating Board representation at General Assembly meetings.
2. Responsible for advising committee leads on memberships and monitoring progress of each committee.
3. Responsible for chairing the Board and carrying out all responsibilities in the absence of the President.

Secretary: The Secretary of the Board shall be:

1. Responsible for documenting and distributing minutes of all regular meetings of **ISNJ** (Board and General Assembly) and member attendance.
2. Responsible for maintaining all membership records for voting members.
3. Responsible for safe keeping of all official documents and seal of **ISNJ**.

Treasurer: The Treasurer of the Board shall be:

1. The chair of the Finance/Fundraising Committee.
2. Responsible for safe keeping of all **ISNJ** financial records.
3. Responsible for preparing and presenting annual budget to the Board and General Assembly.
4. One of the authorized signatories for all financial transactions.
5. One of the signatories on all checks issued by **ISNJ**.
6. Presenting a monthly financial report to the Board.

Section E: Procedures

1. The Board shall elect a President two years using a rating system defined as follows:
 - a. Upon their election, the seven members of the Board shall conduct a secret ballot.
 - b. The ballot shall be conducted under the supervision of the Election Committee.
 - c. In the secret ballot, members will be asked to rate among the remaining six members, the order of preference 1 through 6 for the position of the President, 1 being most suitable and 6 being the least suitable.

- d. All scores will be added and the person receiving the lowest total score will be the President.
2. In case of the President vacating his position during the course of his term, the Vice President shall assume the responsibility for the remaining term.
3. The Board shall hold meetings, once a month or sooner, as deemed necessary by the members of the Board and their President.
4. The President shall appoint from the Board members, officers such as Vice President, Treasurer, Secretary, and others as necessary.
5. All decisions of the Board shall be by a simple majority unless specified differently in the bylaws.

Section F: Suspension, Removal, Resignations, Vacancies

Sub-section 1: Board Member

Subject: Suspension

1. Any member of the Board including the President can be suspended for direct violation of these bylaws, the articles of incorporation, negligence or gross misuse or misappropriation of funds, or obvious damage to the existence or interests of **ISNJ**.
2. All allegations must be put forth in writing with documented proof to the Board.
3. All suspensions require a majority vote of the members of the Board present at the meeting excluding the member under discussion. However the President has the authority to suspend immediately the member in question until the next meeting.
4. The suspension of the President should be agreed upon by at least 5 out of 6 remaining Board members.
5. The suspended member has the right to appeal to the Arbitration Committee.

Subject: Investigation

1. The allegations shall be evaluated and investigated by the Board and a decision should be made within two to six weeks.
2. The member in question shall have the right to defend and present appropriate evidence during the investigation.

Subject: Removal/Restoration

1. Upon reaching a majority decision on the results of the investigation, the member shall either be removed from the Board or restored to his/her previous position on the Board.
2. Any member removed from the Board shall not be eligible to stand in election for a period of three terms.
3. Any member removed from the Board has the right to appeal to the Arbitration Committee.

Subject: Resignations

1. Any member may resign for any reason.
2. Resignation must be submitted in writing to the President of the Board 30 days in advance.

Subject: Vacancies

1. Each vacancy on the Board shall be filled by the next person from the current standby list.
2. The standby Board member elevated to full membership shall serve out the remaining term of the vacancy. His/her eligibility to stand on the next election should be determined by Article IV section A-9.

Sub-section 2: Board

1. The Board may be removed for cause by two-thirds majority of a duly convened special meeting of the General Assembly that meet the quorum requirements as defined in Article III Section C Sub-section 2- Special Meetings.
2. In case of removal of the Board, an interim Board shall be constituted from the standby list. Regardless of the numbers, such Board shall function until the next elections within 6 months.
3. In case of removal of the Board, the staggered term mechanism for the Board shall be started a new. Election shall be held for seven (7) new members, four (4) members shall serve for two-year term (even years) and remaining three (3) members shall serve for two-year term (odd years).

Section G: Employees

1. **ISNJ** may employ following positions: Imam, Office Manager/Assistant. However **ISNJ** board may employ for additional positions as per requirements upon approval of two-third majority of the board members.
2. **ISNJ** board shall have full authority to hire and terminate employment with majority vote. With regards to hiring or removal of Imam, **ISNJ** board shall consult with the Imam Committee.
3. Hiring process should be fair and open.
4. Terms and responsibilities should be clearly stated in the appointment letter.
5. Management of all matters of employment shall be governed by **ISNJ** Standard Operating Procedure for employment.

ARTICLE V: COMMITTEES

1. The term of membership of these committees will be two years, which will run concurrently with the term of office of the Board that appointed them. All committee positions are non-paid and voluntary.
2. Any disagreements between and amongst member of committees shall be resolved by the Board.
3. Any disagreements between individual committees shall be resolved by the Board.
4. Each committee shall be responsible for maintaining and updating its Standard Operating Procedures approved by the board or developing one when none exists.
5. All committees should seek guidance from Imam(s) on religious matters.
6. Each Board must form committees in section A thru E.
7. All committees' decisions must be approved by the board.
8. Each committee must include at least one board member except the Arbitration Committee.
9. Committee member should be residing in Mount Olive Township and surrounding area (Roxbury Township and Warren County).

Sub-section A: Arbitration Committee

Sub-section 1: Purpose

To help resolve any dispute between the voting members and the Board, collectively and/or individually, through a process of negotiation, pertaining to the matters related to **ISNJ** which cannot be resolved by the Board.

Sub-section 2: Composition

1. Shall consist of three to five members whose names shall be selected by the election committee by seeking nominations from the **ISNJ** community. Newly selected arbitration committee member names shall be published by the election committee within a month after the new Board takes office.
2. Membership shall consist of **ISNJ** voting members willing and available to serve who are long term (minimum 5 years) residents of Mount Olive Township and surrounding areas (Roxbury Township and Warren County)
3. Current Board members cannot be part of the arbitration committee.

Sub-section 3: Responsibilities

1. To preside over and resolve any properly called special meeting of the General Assembly called for the purpose of resolving conflicts (refer to Article III Section C Sub-section 2- Special Meetings).
2. The arbitration committee shall have the right to accept or reject the request of arbitration.
3. To present resolved conflict(s) to the General Assembly.
4. The arbitration committee shall help to resolve any conflict between the board and its members and/or a community member in case an appeal was submitted to them.
5. In case of an appeal the arbitration committee shall conduct an investigation and make a final decision that the Board must abide by.

Section B: Election Committee

Sub-section 1: Purpose

Conduct fair and unbiased annual elections for the **ISNJ** Board. To such end, the election committee shall refer to the “**ISNJ** Election Procedure” document for operational details and guidelines.

Sub-section 2: Composition

1. The election committee shall consist of five voting members of **ISNJ**.
2. The President of the Board shall be responsible for identifying and appointing the Chairperson of the election committee for the purpose of starting the election process.
3. The Chairperson of the election committee shall select the remaining four members.
4. All members of the election committee shall be ineligible to run in the election they are conducting. This includes immediate family members.

Sub-section 3: Responsibilities

The election committee shall:

1. Start the election process by September 1st of each year.
2. Receive nominations and verify eligibility of candidates through standard procedure of **ISNJ**. Reserve the right to make a criminal background check for all candidates for the board.
3. Provide copies of the current bylaws and the articles of incorporation to all candidates.
4. Establish and announce dates of the election and process for balloting.
5. Conduct elections.
6. Verify and announce results of the election no later than 6 weeks from the start of election process.
7. Establish and announce the standby list.
8. Select, replace, and announce members of the arbitration committee.

Section C: Finance/fundraising Committee

Sub-section 1: Purpose

To oversee all financial transactions for **ISNJ** and develop plans for fund raising.

Sub-section 2: Composition

1. The committee shall be chaired by the Treasurer of the Board.
2. The committee shall be composed of three members, including the chairperson.
3. The committee can be expanded to include two additional members, if deemed necessary.
4. The chairperson of the committee shall select the remaining members.

Sub-section 3: Responsibilities

1. The Finance/Fundraising committee shall be responsible for establishing the Zakat committee whose charge shall be collection and disbursement of Zakat following guidelines in the Standard Operation Procedures.
2. The Finance/Fundraising committee shall be responsible for organizing fund raising events, locally as well as nationally.
3. The Finance/Fundraising committee shall be responsible for providing all financial documents to appropriate entity for the purpose of financial audit.
4. To assist the treasurer in preparing short and long term financial strategies.

5. To develop business plans for all **ISNJ** initiatives and prepare annual budget; determine salaries and benefits for **ISNJ** paid staffs (Imam, administrative assistant, and cleaning staffs); review all financial transactions in regular meetings; prepare and file annual tax documents when necessary.
6. Control and disbursement of funds raised at **ISNJ** by outside organizations.

Section D: Imam Committee

Sub-section 1: Purpose

To seek and help hire a qualified candidate to the position of Imam and assist the Imam to best serve the community.

Sub-section 2: Composition

1. Shall consist of three to five **ISNJ** voting members.
2. The Board shall be responsible for appointing these members.
3. Chair of the committee shall be selected by its members.

Sub-section 3: Responsibilities

1. Shall be responsible for reviewing resumes; arranging interviews, community interactions and collecting community feedback. Reserve the right to make a criminal background check for all candidates.
2. Shall make recommendation to the Board for hiring and/or removal of the Imam(s).
3. Shall conduct performance appraisals of Imam(s) twice a year and present report to the Board.
4. Shall solicit input from the community.
5. Shall help the newly hired Imam(s) and his family in getting adjusted to the community and work responsibilities.
6. Shall work with Imam(s) and the community in addressing concerns from either side.
7. Shall report the beginning of Ramadan and the celebrations of Eid-ul-Fitr to the **ISNJ** Board.

Section E: Other Committees

The Board is also encouraged to form and assign due responsibilities to the following committees:

1. Education Committee – responsibilities to include but not limited to Islamic school, Halaqas for men and women, educational services for new Muslims and non-Muslims.
2. Dawa'a Committee – responsibilities to include but not limited to prison visits and visits to Muslims as well as conduct outreach programs to Muslims and non-Muslims. Educate community members on how to conduct Dawa'a.
3. Social and Welfare Committee – responsibilities to include but not limited to counseling, marriage/divorce matters in consultation with Imam, welcoming Muslims to Mount Olive Township and surrounding areas (Roxbury Township and Warren County). Help organize social events of **ISNJ**.
4. Maintenance Committee – responsibilities to include the maintenance and upkeep of all **ISNJ** facilities.
5. Funeral Committee – responsibilities to include but not limited to arranging for all aspects of Janaza and burial services.
6. Youth Affairs Committee – responsibilities to include but not limited to organizing youth activities, attracting youth to the Masjid, fostering Masjid etiquette, fostering volunteerisms, etc.
7. Expansion Committee – responsible for the expansion/renovation of all **ISNJ** facilities.
8. Public Affairs Committee – responsibilities to include but not limited to representing **ISNJ** to the media, local leadership and community at large.
9. Other committees may be formed by the Board as needed.

ARTICLE VI: FINANCES

1. **ISNJ** will accept contributions which are defined and legal. The acceptance of such funds shall be consistent with the aims and objectives of **ISNJ**.
2. All financial transactions of the **ISNJ** shall be recorded in a complete and thorough manner following the standard accounting procedures.
3. **ISNJ** shall always maintain a check book which provides an instant duplicate (carbon copy). The duplicates of the checks shall become a part of **ISNJ** records.
4. All expenses shall be pre-approved by the Board.
5. All checks issued by **ISNJ** shall be signed by at least two of the authorized signatories.
6. No blank checks shall be signed by any of the authorized signatories, at any time.
7. Fiscal year shall begin on July 1st and end on June 30th.
8. The Board shall contact a professional entity without financial conflict of interest with **ISNJ** administration for an annual audit of **ISNJ** finances.
9. The Treasurer of the Board shall serve as a contact person for the auditing entity.
10. The Board shall be responsible for presenting the audit report to the **ISNJ** General Assembly at the annual meeting.
11. The **ISNJ** reserve funds on deposit with the respective **ISNJ** bank shall not be used for funding the day-today operations or payment of employee salaries.

12. All fund raising activities by outside organizations shall be conducted with prior authorization of the Board.
13. Any committee that requires funding from **ISNJ** must submit a budget to the board for approval.

ARTICLE VII: IMAM

Section A: Qualifications:

- 1 Formal Islamic education. Quran memorization is a must.
- 2 Adequate knowledge of Shariah and Fiqh to teach and counsel the community, including general awareness of the differences of opinions and practices among different schools of Fiqh.
- 3 Knowledge of Tajweed rules to ensure correct recitation of the Qur'an.
- 4 Knowledge in conducting and counseling on marriage, divorce and funeral.
- 5 Ability to speak both Arabic and English is a necessity.

Section B: Responsibilities

- 1 Lead regular prayers as well as Juma'ah, Eid and Janaza prayers.
- 2 Conduct the religious services based on one of the four Madhahib (Hanafi, Hanbali, Maliki, and Shafie).
- 3 Provide guidance to the Board and other **ISNJ** committees on religious matters.
- 4 Willingness to participate in dialogue with people of other faiths as appropriate.
- 5 Shall report the beginning of Ramadan and the celebrations of Eid-ul-Fitr and Eid-ul-Adha to the **ISNJ** Board.
- 6 While conducting fundraising (local and out of state/country) events, no commission of any amount shall be provided to the Imam for his fundraising efforts. Travel expenses will be covered from the fundraising amount collected for that particular trip.

Section C: Code of Conduct:

- 1 Should remain neutral in all **ISNJ** administrative affairs.
- 2 Imam is not the official spokesman for **ISNJ**, however, should be able to interact with the media and the public upon the request of the Board.
- 3 The Imam shall not discriminate on the basis of Madhahib, gender, race, nationality, ethnic origin, citizenship, political affiliation, or economic status.
- 4 Shall abide by the terms and conditions of the contract.

ARTICLE VIII: REAL ESTATE MANAGEMENT

- 1 All real estate property belonging to **ISNJ** shall be managed by the Board.
- 2 All Masajid operated by the **ISNJ** shall always be maintained as places of worship.
- 3 Any purchase, sale, or major expansion of real estate property shall be subject to approval by the General Assembly (see Article III Section B for additional information).
- 4 **(NAME OF INSTITUTION)** shall be the custodian of all **ISNJ** properties and physical assets.

ARTICLE IX: Dissolution

- 1 In the instance of dissolution of **ISNJ**, the Board, after paying or making provisions for payment of all liabilities, shall assign **(NAME OF INSTITUTION)** as custodian for all assets to be used for the benefit of Muslim community in Mount Olive Township.
- 2 In case of non-existence of **(NAME OF INSTITUTION)**, the donation shall be made to one or more of the tax exempt organization, operated exclusively for Islamic religious and charitable purposes in Mount Olive Township.

ARTICLE X: AMENDMENTS

- 1 Amendments to the bylaws can be proposed by any voting member and shall be submitted in writing to the Chairperson of the Board.
- 2 The Chairperson of the Board shall present the draft of the amendment before the Board for their approval. After such approval, the Chairperson shall present the same at the next General Assembly meeting.
- 3 All amendments shall be circulated to the voting members at least thirty (30) days prior to General Assembly meeting.
- 4 All amendments to the bylaws shall require the approval of a two-third majority of a duly held General Assembly.
- 5 Once approved by the General Assembly and duly ratified, those amendment(s) shall supersede all previous articles and clauses.

ARTICLE XI: CERTIFICATION

By the Grace and Mercy of Allah Subhan-ahu-ta'ala, the work of drafting a new by-laws for **ISNJ**, consisting of eleven (11) articles including the certification and 23 pages including certification page, was completed on XXth day of Dhul Hijja, 1434 (XXth day of Month, 20XX).

This Bylaw was a review of the document written by the previous bylaws committees and the board members. We would like to acknowledge their contribution and hard work. May Allah (SWT) reward them for their deeds.

The document was presented to the **ISNJ** Board on XXth day of Dhul Hijja, 1434 (XXth day of Month, 20XX). Voting on this document occurred in General Body Meeting (GBM) held on XXth day of Dhul Hijja, 1434 (XXth day of Month, 20XX) and adopted by the **ISNJ** Board on XXth day of Dhul Hijja, 1434 (XXnd day of Month, 20XX). Members of the bylaws committee and the Board, as enumerated below, seek pardon and forgiveness from Allah Subhan-ahu-ta'ala for any error and omission in this document. We make Dua'a to Allah Subhan-ahu-ta'ala to make this document a source of harmony and unity in the Mount Olive Township and surrounding areas (Roxbury Township and Warren County) Muslim Community.

Constitution Review Committee:

ISNJ Board:

NAME

BOARD MEMBER

NAME

BOARD MEMBER

NAME

BOARD MEMBER

NAME

BOARD MEMBER

NAME

BOARD MEMBER

NAME

BOARD MEMBER