

In the Name of Allah, The Beneficent, The Merciful

BYLAWS
ISLAMIC SHURA COUNCIL OF MICHIGAN
ISCOM

1830 West Square lake Rd,
Bloomfield Hills, MI 48302.

DEFINITIONS

ALLAH: The Almighty God

SHURA: Consultation

MASJID: Muslim place of worship usually translated as mosque in English

MASAJID: plural of Masjid

QURAN: Is the Holy Book for Muslims revealed to the prophet Muhammad Ibn Abdullah (peace & prayers be upon him)

SUNNAH: Is the authentic tradition of the seal of all messengers and prophets Muhammad Ibn Abdullah (peace & prayers be upon him)

ZAKAT: Is the portion of ones wealth to be given for charitable activities according to the Quran and Sunnah

Article One

Name of the Organization

The name of this organization shall be the ISLAMIC SHURA COUNCIL OF MICHIGAN. The abbreviated name shall be ISCOM.

Article Two

OFFICES

Section 2.01

Principal Office

The principal office for the transaction of the business of this corporation can be located anywhere in the state of Michigan

Article Three

Mission and Policies

Section 3.01

Mission

The Islamic Shura Council of Michigan is an independent organization that works to provide coordination between and build cohesiveness among the Islamic centers, Mosques and organizations in Michigan. The council will work for the betterment of all Muslims, to advance Muslim interests, promote Islamic values; it will use “shura” in its decision making process and strive to learn from the experience of each other.

The formation of the Islamic Shura Council of Michigan is done in accordance with Allah's command for Muslim unity and cooperation as revealed in the Glorious Quran:

- Chapter 3, verse 103 'and hold fast to the rope of Allah all together and be not divided among yourselves', and
- Chapter 42, verse 39 'and their affairs are conducted by Shura.

Section 3.02

Policies

1. The ISCOM shall engage itself only in such activities that comply with the State of Michigan and the United States Federal Non-profit Corporation laws
2. The ISCOM policies are based on the following:
 - 2.1. The sources of Islam are the Glorious Quran and the authentic tradition (Sunnah) of the seal of all messengers and prophets Muhammad Ibn Abdullah (peace & prayers be upon all of them).
 - 2.2 Islam is a universal mercy of Allah. Muslims identify primarily as a community of faith and not as an ethnic group, race, color, or tribe. The ISCOM does not promote activities with ethnic focus or overtones
 - 2.3. The language of communication, and in which the ISCOM activities are conducted, is the language of the land; i.e. the English language.
 - 2.4. The affairs of the ISCOM and the Muslim communities should be handled through Shura, discipline and organization.
 - 2.5. The ISCOM is committed to quality performance and services with the state of the art ways and means in order to efficiently and professionally achieve its goals
 - 2.6. Men and women are equally responsible to actively energize the ISCOM activities within the frame of Islamic jurisprudence (Shariaa). The ISCOM believes that modesty, decency, and observing the prohibitions (haram) that Allah and His Prophet instructed, as well as purity of heart and clarity of conscience, are the guarantees. While advocating the codes and ethics of Islamic behavior, the ISCOM believes that there is no compulsion in religion (as ordained by the Glorious Quran), and that consideration of the feelings of all human beings deserves attention.
 - 2.7. The role of the ISCOM is to act as the hub and the forum that will create the environment for all forces in the community to achieve unity of goal and integration of all resources.

2.8. Islam is a complete way of life. ISCOM will gear its actions towards the interest of Islam and the Muslims in America.

2.9. All ISCOM members shall maintain cordial relations and mutual respect towards each other.

3. The ISCOM does not involve itself with the inner policies of each member organization unless asked to arbitrate by both sides of the dispute. However, it is the responsibility of the ISCOM to make available its good office to mediate and arbitrate.

Article Four

ORGANIZATION

Section 4.01

The general ISCOM membership shall elect a board of directors (BOD) to run the affairs of the ISCOM on its behalf.

Section 4.02

The BOD elects its chairperson and other officers from among its members. (Article 7)

Section 4.03

The BOD forms various standing and ad-hoc committees to implement the ISCOM policies and BOD's decisions. The BOD appoints the Chairperson of each committee from among its members, as indicated in these bylaws. The BOD may also appoint a committee chairperson from the active membership of the ISCOM

Section 4.04

Sub-organizations can be formed by the ISCOM as indicated in these bylaws (Article 12)

Article Five

MEMBERSHIP

Section 5.01

Qualifications and Member Organization Representatives

1. Membership of ISCOM shall be a privilege. Membership is open to all Muslim organizations, Masajid and Islamic Centers in Michigan as long as they meet all the

membership's requirements/qualifications stated in this section. These organizations must be in good standing in their communities and in the same time endorse the general policies of the ISCOM. They must be Michigan state registered non-profit organizations that have a constitution and bylaws in accordance to Quran and Sunnah of Prophet Muhammad (s). The organizations must also have an active governing Board of Directors as required by the laws of the State of Michigan. All member organizations in ISCOM shall be required to have their Board of Directors or equivalent bodies sign their organization's acceptance of ISCOM bylaws.

2. Masjid, Islamic Centers and other Muslim Organizations must adhere to the Quran and Sunna of Prophet Muhammad Ibn Abdullah (may Allah's peace, prayers, and blessing be showered upon him) and affirm the finality of prophethood in Prophet Muhammad.

3. Each member organization shall be represented by an authorized person assigned by its Board of Directors, preferably one of its officers like the Chairperson, vice-Chairperson, Secretary or an ex-officio. The persons representing the organizations must be clear of any convictions of a felony or of criminal offense involving moral turpitude. In addition, the organization representatives must have clean record with the Internal Revenue Service and other legal entities of the State of Michigan and the United States government.

4. Each member organization shall designate an official alternate who shall have the authority to represent the organization in the absence of the officially named representative.

5. The term of the official and alternate representatives of the member organization shall be determined by the member organization, but it shall not be less than one year.

6. In the event that neither the representative nor his/her alternate can attend the general assembly meeting the concerned organization can send a temporary delegate to represent it for this particular meeting with a written authorization signed by the president or the vice president of the organization.

Section 5.02

Types of Membership

1. Voting/Active member:

The active membership is open for non-profit Islamic centers, organizations and mosques in Michigan, which meet the qualifications in section 5.01 in addition to the followings:

1.01 Have an active or dues-paying membership in good standing of no less than 50 persons (ages 18 or older).

1.02 The center should have a Masjid (Mosque) and the regular prayers are performed as part of its function. This condition is waived for the Muslims Students Associations (MSA) on Michigan colleges and universities campuses.

1.03 This category of membership is not open for exclusively social, economical, educational or Islamic organizations that do not have active constituency.

Active member have the right to vote

2. Associate member:

Associated membership is open to non-profit Michigan advocacy Islamic organizations in the social, economical, educational, and civil liberties arenas. They have a voice but no voting rights.

3. Honorary member.

Honorary members are Muslim individuals nominated to this position due to their contribution to Islam and Muslims in Michigan and are nominated by two active or associate organizations members and approved for this membership by the simple majority of the voting members. They will serve for 3 years. They will have a voice but no vote. A maximum of **two** honorary members could be approved every year. The number of honorary members should not exceed 20 % of the number of active members at any given time.

4. Inactive Member

Any member organization that does not pay their assessed ISCOM membership dues within three months of the due date shall have its voting privilege suspended. Voting privilege may be reinstated upon paying the dues in full as assessed by the ISCOM treasurer. Any member organization that fails to pay its dues for a period of two consecutive years from the date of said due date will cease to continue to be a member..

Section 5.03

Procedure to become a member

- **For the founding organizations:**

The following steps must be taken for qualified founding organizations to meet the requirements for membership in the ISCOM:

1. Completion of a membership application. The application will indicate the willingness to join the ISCOM and the acceptance of ISCOM bylaws.
2. In the application the organization will affirm the non-profit status of the organization.
- 3- In the application the organization will provide the name of its representative and the alternate representative.

4. Payment of membership dues for the year 2007.
5. All of the above must be submitted no later than December 31, 2007.

● The list of the founding organizations:

Voting/Active members:

Albanian Islamic Center

Al-Islah Islamic Center

American Moslem Society

American Muslim Center of Dearborn

Bosnian Islamic Center (Gazihusrevbeg)

Flint Islamic Center

Grand Blanc Islamic Center

Ibrahim Masjid

Islamic American University

Islamic Association of Greater Detroit

Islamic Center of Detroit

Islamic Center of North Detroit (ICND)

Islamic Cultural Association

Islamic Cultural Institute

Islamic Organization of North America IONA

Masjid Mu'ath Bin Jabal .

Masjid Umar Bin Khattab

Muslim Community Association of Ann Arbor

Muslim Community of Western Suburbs

Tawheed Center of Farmington Hills

The Muslim Center

The Muslim Unity Center

University Islamic Center

Associate member organizations:

CAIR Michigan

Islamic Relief

● **For the non-founding organizations:**

The following steps must be taken for qualified organizations to meet the requirements for membership in the ISCOM:

1. Completion of a membership application. The application will indicate the willingness to join the ISCOM and the acceptance of ISCOM bylaws.
2. In the application the organization will affirm the none-profit status of the organization.
- 3- In the application the organization will provide the name of its representative and the alternate representative.
4. Payment of membership dues for the year the application is submitted.
5. The organization will be approved by a simple majority vote by the voting/active members.

Section 5.04

Withdrawal

Any member organization may withdraw its membership from the ISCOM by delivering to the Secretary of the Corporation in person, by certified mail, by fax to be followed by “snail” mail or by courier at the address of the ISCOM principal office, a written request to withdraw from the organization. Every effort will be made by the BOD to be able to understand the reason (s) for such a withdrawal request. The withdrawal shall become effective upon receipt of the request by the Secretary of the ISCOM. The written withdrawal request should be in the form of an official Board Resolution by the Board of Directors of the member organization that is asking for withdrawal. The Board Chairman and secretary of the organization should sign the resolution.

Section 5.05

The BOD shall apply penalties of admonishment, censure, suspension or expulsion against the following:

1. Any member organization, and/or its representative, that is proven to participate directly or indirectly in harming Islam, the Muslims, and to undermining the mission, the goals, and the objectives of the ISCOM as judged by $\frac{3}{4}$ -majority vote of the BOD.
2. Any member organization, and/or its representative, who has been convicted of any felony offense involving moral irregularity.
3. Organizations or their representatives that have made intentional efforts to discredit tarnish and/or defame other organizations, Islam, Muslim leaders, companions of the Prophet (SAW) and/or the ideas behind Shura.

Suspension

The membership of a member organization in ISCOM shall be suspended if the membership dues are not received by March 31 of every year. The membership will automatically be activated upon the receipt of all the past due amount in full.

Termination

An organization's membership in the ISCOM may be terminated by the BOD if membership dues remain unpaid without proper justification for 12 months. The BOD will inform the organization about its intention to terminate its membership in writing and will give the organization 30 days from the date of the mailing to pay its financial responsibility. This decision will require two-thirds (2/3) majority vote of all members of the BOD.

This termination is final. However, such terminated member organization may apply for new membership.

Censure

Actions by any member organization and/or its representatives in ISCOM and directors that are deemed contrary to the general interests of Islam and/or of the mission, policies and welfare of the ISCOM will be a cause for suspension of one or more of the member organization's privileges.

A two-thirds (2/3)-majority vote of the BOD is necessary for such an action. The member organization shall be notified in writing. The organization in question shall have the right to appeal such decisions to the BOD. If the BOD upholds its original decision, the member organization may appeal the decision and ask for a vote by the general membership to be reinstated in a meeting called on the petition of at least 20% of the member organizations that are voting members as defined in article 5. If a two-thirds (2/3)-majority of the active membership present (and voting in a meeting where a quorum is present) approves, then the terminated member organization shall be reinstated.

Section 5.07

Organization Representative Replacement

The BOD, upon finding a representative of a member organization violating Islamic laws and Shariaa publicly and persistently, shall have the right to ask the member organization Board of Directors, in writing, to take appropriate action toward their representative and ask the Board of Directors of the organization to designate a replacement. This procedure requires a $\frac{3}{4}$ majority vote by the BOD.

Article Six

MEETINGS

Section 6.01

General Membership Assembly Meetings

The general membership assembly shall meet at least twice a year. The main annual meeting shall be held in October every year, the semi- annual meeting shall be held in April of every year

- The main annual meeting of members for the primary objectives of:

1. Election of the new BOD members,
2. Election of five (5) members of the nominating committee,
3. Approval of future projects and programs,
4. Adoption of the budget,
5. Review of the ISCOM performance in the expiring year, and
6. Transaction of other business.

Annual meeting shall be held in October of each year. The BOD shall decide meeting time and place. If a quorum of the voting members was not present at any such meeting and the BOD so directs, a further meeting shall be held no later than 60 days from the first meeting. The quorum is a simple majority.

- The semi-annual meeting of members for the primary objectives of:

1. Review of the ISCOM performance in the current year, and
2. Transaction of other business.

The semi-annual meeting shall be held in April of every year.. The BOD shall decide meeting time and place. If a quorum of the voting members was not present at any such meeting and the BOD so directs, a further meeting shall be held no later than 60 days from the first meeting. The quorum is a simple majority.

Section 6.02

Special Meeting

Special Meetings of members may be called at any time by the Chairperson of the BOD or by the BOD. These Special Meetings can also be called if a written petition by twenty percent (20%) of the voting members is filed with the Secretary of the Corporation.

Section 6.03

Notice of Meetings

Notice of each meeting of members giving the place and time of the meeting and the specific business to be considered and transacted, shall be mailed to each active member organization. The invitation to the meeting shall be mailed electronically and manually for those who do not have access to email to the member organization's address on record with the ISCOM Secretary at least fifteen (15) days before the meeting.

Section 6.04

Voting

Voting Procedure in the general assembly meetings:

1. Voting shall be open in general.
2. Voting shall be by secret ballot for the BOD election and when agreed upon by a simple majority of the assembly.
3. The eligibility of votes is established by referring to the list of voting members maintained by the Secretary of the corporation. A majority vote of those members present and voting at a meeting at which a quorum, as defined hereafter, is present, shall be required for official action, unless otherwise specified in these bylaws or by Michigan non-profit organizations' corporate laws.
4. Written Proxies are allowed. All proxies must be in writing and approved by the Board of Directors of the entity concerned.

Section 6.05

Quorum

A quorum shall consist of fifty percent (50%) of the total number of voting members

Section 6.06

Conduct of Meetings

1. The Chairperson of the BOD shall chair the meetings. In the absence of the Chairperson, the Vice-Chairperson of the BOD will chair the meetings.
2. The order of the business for annual meeting shall be as follows:
 - 2.1. Reading the minutes of the previous meeting,
 - 2.2. Reports of the Chairperson and the Treasurer,
 - 2.3. Reports of the Standing Committees,
 - 2.4. Reports of Ad-Hoc Committees, if any,
 - 2.5. Consideration and adoption of new budget (October meeting),

- 2.6. Old Business,
 - 2.7. New Business,
 - 2.8. Nominating Committee's Report,
 - 2.9. Election of BOD Directors (October meeting),
 - 2.10. Election of new nominating committee (October meeting)
 - 2.11. Adjournment
3. The order of business for special meetings shall be according to the specific agenda approved by the BOD and in accordance with the Robert's Rules of Order.

Article Seven

DIRECTORS

Section 7.01

Number of Directors

The corporation shall have **Ten (10)** directors who shall serve without compensation and collectively they shall be known as the Board of Directors (BOD).

Eight (8) directors will be nominated by the nomination committee and voted on by the general assembly.

At least one member of the elected BOD should be a female.

One member of the BOD shall be the chairperson or the vice-chairperson of the Imams and religious and Shariaa Rulings Committee.

One member of the BOD shall be the chairperson or the vice-chairperson of the youth committee.

Section 7.02

Qualifications and Elections

Any representative or his/her alternate of a voting member organization or associate member organization that has been an active member of the corporation for one (1) year and has demonstrated interest in the affairs of the ISCOM shall be eligible to be a candidate for election as a BOD member of the ISCOM. The one year requirement is waived for the founding member organizations.

A member organization can submit the name of female member in their organization as a candidate for election to the BOD without being a representative or an alternate representative of their organization. No more than one member of the elected BOD can be a non representative or a non alternate representative.

No more than two (2) BOD members can be from associate member organizations at any time.

Term Limit: No Director shall serve more than three consecutive terms regardless of the length of their term. The term limit applies to the Imams and youth committees' representatives.

For the ISCOM first election the general assembly members will vote to elect eight (8) BOD members. Candidates receiving the highest number of votes are elected. Four of the eight elected officers who received the highest votes shall serve for an extended term of one additional year to avoid inconsistency in the ISCOM policy.

BOD members shall be elected for staggered two (2) year terms and shall take office at the first BOD meeting following their election after being sworn in, and serve until their successors are elected and installed.

Section 7.03

Powers

1. The BOD, on behalf of the general membership, shall oversee all of the ISCOM administrative and business affairs. An Executive Director (ED) may be delegated with responsibility of supervising the day-to-day operations of the ISCOM. The ED shall, at all times be responsible and accountable to the BOD.
2. The BOD will oversee the appointment of all employees of the ISCOM and determine their compensation according the annual budget guidelines.
3. The BOD, except for emergencies when the following condition and procedure is not viable, shall not spend an amount of money greater than ten percent (10%) in excess of the total authorized budget that has been most recently approved by the general assembly meeting. The BOD shall submit to the members, at an annual or a special meeting, any financial arrangement that exceeds the said amount.

Section 7.04

Vacancies

1. A person can hold only one office of ISCOM at any given time.
2. Upon a vacancy of an elected office of the BOD, the BOD by a simple majority vote shall appoint an eligible candidate to that position to serve the remaining terms of such vacancies.
3. The General assembly members have the right with 2/3 majority vote in its regular meeting or special meeting to revoke that decision within 30 days. In such circumstances the nomination committee will take the responsibility for soliciting nominations and arranging for special vote within 30 days of the general assembly vote.

Section 7.05

BOD Meetings

1. The BOD shall hold regular monthly meetings at such time and place as may be designated by resolution of the BOD. BOD meetings shall be open to the public. The BOD may make the BOD meeting closed by a resolution.
2. A quorum shall consist of 50% of the BOD members.

Section 7.06

Termination of BOD Membership

The following will be reasons for canceling the membership of a BOD member:

1. Any Director failing to attend three (3) consecutive regular meetings of the BOD without a valid excuse or cause acceptable to the BOD, and
2. Any Director who represents an organization that loses its membership in the ISCOM as outlined in section 5.05.

Section 7.07

Dissolution of the BOD

The BOD may be dissolved by:

1. A vote or consent of two-thirds (2/3) of the Directors.
2. A vote of two-thirds (2/3) of the voting general membership on record.

The dissolution will be effective on the date a special general membership meeting is held to elect a new BOD. Such meeting shall be held as promptly as possible.

Section 7.08

Voting

1. The decisions of the BOD shall pass by a simple majority vote in favor of a particular decision. In case of a tie the vote of the president of the BOD will break the tie. If the president is absent then the vote of the vice president of the BOD will break the tie. If both the president and the vice president of the BOD are absent then the vote of the secretary of the BOD will break the tie.
2. The Directors without a meeting can make BOD action by voting via e-mail if five (5) of the BOD members agreed to do so and a minimum of five (5) submitted their votes. A simple majority is required for any vote to pass.

Section 7.09

Meeting by Telephone

Telephone or similar communication equipment and facilities may be used to hold any BOD or other ISCOM entity meeting, so long as all directors can communicate clearly and simultaneously with one another. All such directors shall be considered present in person at such a meeting. The

Minutes of the meeting is to be completed promptly by the Secretary of the BOD and filed properly.

Article Eight

OFFICERS

Section 8.01

Officers of the BOD and Titles

The officers of the BOD shall be:

1. President of the BOD,
2. Vice President of the BOD,
3. Secretary of the BOD,
4. Treasurer,
5. Any officer may be removed at any time by a 2/3 majority vote of the BOD members and a new one is voted in by a simple majority.

Section 8.02

Qualifications, Elections and Term of Office

The BOD shall elect the Chairperson, the Vice-Chairperson, the Secretary and the treasurer from among its members at the first BOD meeting after the main annual general membership meeting. Such officers shall serve until their successors are elected and installed.

Section 8.03

President

The President shall:

1. Chair all meetings of the BOD.
2. Call for, Chair and be responsible for the agenda of general membership meeting,
3. Serve as ex-officio member without vote of all committees except the nominating committee,
4. Enforce the ISCOM bylaws, rules, policies and regulations,
5. Appoint all committee chairpersons with the approval of the BOD unless otherwise provided by these bylaws. Chairpersons of committees appoint committee members subject to the approval of the BOD
6. Act as spokesperson of the ISCOM.
7. Call special meetings of the general membership on his/her own initiative, at the request of the BOD or in response to a written request signed by twenty percent (20%) of the voting members.
8. Be responsible for the functioning of the various organizations of the ISCOM and keep or cause to be kept careful supervision over all the work in the ISCOM.

Section 8.04

Vice President

The Vice-President shall:

1. Be member of the BOD.
2. Assume all the duties and authority of the President in his/her absence,
3. Assist the President in the discharge of his/her duties,
4. Fill the vacancy in the office of the President.

Section 8.05

Secretary

The Secretary:

1. Be a member of the BOD
2. Prepare and preserve a copy of the minutes of all meetings of the Board of Directors, and the general membership assembly.
3. Be responsible for keeping the records of attendance,
4. Be the custodian of all records, documents and papers that belong to the ISCOM.
5. Be responsible to post notices and notifying members by mail, of all meetings and affairs to be voted on.
6. Maintain a membership book of all members of the ISCOM, and shall record therein the fact and date of termination, if any, of the membership of any such member,
7. Chair the BOD meeting in the absence of the president and the vice president of the BOD.

Section 8.06

Treasurer

The Treasurer shall be:

1. The person who receives and safely keeps all sources of income, money, and other property of the ISCOM,
2. Entrusted with the recording, maintenance and safe keeping of all assets belonging to the corporation,
3. The keeper of a complete record of all accounting transactions of the ISCOM operations,
4. Present a state of the financial condition of the corporation in every BOD meeting, in the main and semi-annual General membership meetings, when required by the BOD or in any special meeting that requires such information,
5. Take steps to audit the books of the corporation using the services of a Certified Public Accountant, CPA.
6. The person who organizes, maintains and keeps track of all bank accounts belonging to the ISCOM and/or its affiliates,
7. Responsible to make sure that all finances and accounting books of the ISCOM remain the property of the ISCOM and that Directors or voting members at any reasonable time may inspect this financial information. The inspection requires a written request that is presented to the Treasurer and is approved by the BOD,

Article Nine

Executive Director

Section 9.01

Appointment

The BOD has the responsibility and the authority to appoint an Executive Director (ED). The BOD may retain the ED under such terms and conditions as it sees fit. Employment contract will be on yearly basis. The BOD will produce a detailed job description for the ED position

Section 9.02

The General Duties

The ED of the ISCOM shall attend all BOD meetings and general membership assembly meetings, and shall be responsible for:

1. Day to day operation of the ISCOM activities including the maintenance of its offices, facilities, database contacts and books,
2. Supervising all staff members (if any) whose positions are authorized and budgeted by the BOD, and
3. Carrying out and enforcing the bylaws, policies, rules and regulations of the ISCOM.
4. Follow the guideline of ED job description.
4. Serve at the pleasure of the BOD.
6. Report directly to the president of the BOD

Section 9.03

Termination

The ED may be terminated by a two-third (2/3) vote of the members of the BOD. A Thirty-day (30) notice should be given. Such a provision is valid unless the employment contract between the BOD and the ED calls for other procedures. In that case, the contract between the BOD and the ED will continue to be enforced.

Section 9.04

Resignation

The ED may resign according to the contract signed with the BOD. If the contract does not stipulate resignation rules or is vague regarding resignation, the ED may resign by filing a written notice of resignation with the Chairperson or Secretary of the BOD. The resignation letter should be filed either in person or by mail, postage prepaid, addressed to such officer at the principle office of the corporation. Such resignation will become effective thirty days (30) from the day it is postmarked.

Section 9.05

Compensation

The ED compensation shall be fixed by the BOD and shall be included in the budget presented to the general membership for approval at the main annual meeting as stipulated in these bylaws.

Article Ten

COMMITTEES

Section 10.01

Standing Committees

The Standing Committees of the ISCOM are:

1. Finance Committee.
2. Zakat, family, social and human services committee.
3. Membership committee
4. Election Committee.
5. Imams and religious and Shariaa Rulings Committee.
6. Youth Committee.

Additional committees can be formed by order of the BOD to conduct special activities as necessary.

Section 10.02

Composition and Duties of Standing Committees

Unless otherwise indicated, most Standing Committees shall consist of a Chairperson to be appointed by the President of the BOD with the approval of the BOD. The chairperson of each committee shall appoint one or more members of the ISCOM or other resource persons to assist in achieving the goals of the committee.

Finance Committee

The treasurer will be the chairperson for this committee.

The committee shall collaborate with the Treasurer of the ISCOM in preparing annual operating budgets and revisions thereof. The committee shall oversee all financial and accounting aspects of the ISCOM in addition to participating by giving expert opinion on contractual obligations sought by the BOD.

The committee is responsible for planning and executing fundraising activities for ISCOM

The committee shall report on a monthly basis to the BOD.

Zakat, family, social, human services committee

The committee will be chaired by a member of the BOD. The Chairperson of the Imams committee or a designate from that committee will be a member of this committee.

The committee will study, evaluate and propose recommendations to address the needs of the Muslim community in particular and the larger community in general in the social and human services area.

It will seek the help and work with organizations in this field in a coordinated effort.

Membership Committee

The membership committee shall:

1. Keep detailed applications from the applying and member organizations on record,
2. Make sure that all the required documents needed for membership and for application as stipulated by the bylaws are complete,

3. Maintain, under the direction of the Secretary of the corporation, membership book and information,
 4. Process applications of new members,
 5. Make recommendations to the BOD regarding the membership process, and
 6. Call on prospective members.
- The committee shall report quarterly to the BOD.

Election Committee

The committee shall consist of five (5) members. They should be either the representative or the alternate representative of an active voting or associate member organization. An honorary member could also be nominated to this committee.

The committee members shall be nominated and elected by the general membership in its April meeting. At the conclusion of the said meeting, the members elected shall select a chairperson from among them. Names of the committee shall be kept on record with the Secretary of the corporation. The members of committee will serve for three years term.

Any member of the election committee can be renominated to the committee to server another term. The nominating committee member can serve unlimited terms

The committee shall meet no later than 90 days prior to the date of the general meeting to prepare a slate of one candidate or more for each vacancy on the BOD.

The committee will solicit nominations from the members in writing. The slate shall be mailed to the voting membership along with a brief CV of each candidate on the slate indicating their training, background, business experience, Islamic activities and background and a short statement prepared by the candidate summarizing how he/she will serve the BOD and the ISCOM. The slate shall be mailed at least fifteen (15)-days before the general membership meeting.

The committee shall also prepare a list of names as candidates for election as members of nominating committee to fill the vacancies. Such slate will be mailed to the voting members at least fifteen (15) days before the April or October general membership meeting.

Imams, Religious and Shariaa Rulings Committee

The committee shall be responsible for:

1. Aim toward establishing standardized procedures and documentations for the basic religious services needed by the community like marriage, divorce, death and burial arrangements, and domestic disputes, etc.,
2. Help educate the community about the shariaa position on pressing contemporary issues that are facing the Muslims.
3. The committee shall have a Chairperson and move and a vice chairperson selected by the imams who are member of this committee.

Chairperson of the committee should recruit highly qualified members who can provide the services of the committee in the highest and most qualified way.
The committee shall report to the BOD on a monthly basis.

Youth Committee

The committee shall have a Chairperson and a vice and move chairperson selected by the youth committee members.

The committee shall be responsible for:

1. Creating an environment that will nurture the youths' spiritual, social and educational needs,
2. Planning and overseeing the various youth activities like a tournament for the youths in member organizations in sports activities, educational camps, and spiritual training camps.

The committee shall report on a monthly basis to the BOD.

Article Eleven

CORPORATE RECORDS, REPORTS AND SEAL

Section 11.01

Records

The corporate records reports and seal shall be kept at the corporation's principle office or at such other places as the BOD may order.

Section 11.02

Minutes

The corporation shall keep a book of minutes of all meetings of the BOD and of all general assembly membership and business meetings of members. The book shall record in it:

1. Time and place of the meeting,
2. Whether the meeting was regular or special, and if special, how authorized,
3. Copy of the meeting notice sent,
4. Names of those present in directors' meetings,
5. The number of members present or represented at members' meeting, and
6. The proceedings of the meeting.

Section 11.03

Books of Accounts

The corporation shall keep and maintain adequate and correct accounts of its properties and business transactions, including account of its assets, liabilities, receipts, disbursements, gains and losses.

Section 11.04

Records Available to Assessor

Upon request of an assessor, the corporation shall make available, at its principle office in Michigan or at a place mutually acceptable to the assessor and to the corporation, a true copy of corporate business records. These may be relevant to the amount, cost, and value of property, subject to local assessment, which it owns, claims possesses, or controls within the county.

Section 11.05

Annual Report and Financial Statement

The BOD may provide for the preparation and submission to the members of a written annual report. Such report if required by the BOD shall summarize the corporation’s activities for the previous year and activities projected for the forthcoming year. The BOD shall provide for preparation and submission to the members of annual financial statements. Each of the statements shall consist of a balance sheet as of the close of business of the corporation’s fiscal year, contain a summary of receipts and disbursements, be prepared in such a manner and form as is sanctioned by sound accounting practices, and be certified by the Chairperson, Secretary, Treasurer or a certified public accountant.

In absence of an approved budget, the BOD is authorized to operate with a temporary budget of 1/12th of the previous year’s budget for each month until the annual budget is approved.

Section 11.08

Corporate Seal

The BOD may adopt, use, and at will alter, a corporate seal. Such a seal, if adopted, shall be affixed to all corporate instruments. Failure to affix the seal shall not affect the validity of any such instrument.

Article Twelve

FISCAL YEAR

Section 12.01

Fiscal Year

The fiscal year of the corporation shall be the calendar year.

Article Thirteen

BYLAWS

Section 13.01

Effective Date

These bylaws shall become effective immediately after their adoption by the General Membership meeting. A two-thirds (2/3) majority is required to approve the bylaws. Amendments to these bylaws shall become effective immediately after their adoption unless the members, while adopting them, provide that they are to become effective at a later date.

Section 13.02

Amendments

Subject to the limitations contained in the Articles of Incorporation of this corporation and to any provisions of law applicable to the amendment of bylaws of non-profit corporations, these bylaws, or any of them, may be altered, amended, or repealed and new bylaws adopted at any annual or special meeting of the members by a two-thirds (2/3) majority vote of the voting/active members and not the 2/3 majority of the present active members.

Amendments to these bylaws may be proposed by the BOD on its own motion; or by a petition of at least twenty percent (20) of the voting members presented to the BOD at a BOD meeting not less than Forty five (45) days before the general membership assembly meeting at which the proposed amendment is to be presented and discussed.

The proposed amendment should be mailed/submitted in full to the membership organizations twenty one (21) days before the general membership assembly meeting

Section 13.03

Certification and Inspection

The original, or a copy, of the bylaws as amended or otherwise altered to date, certified by the Secretary of the corporation, shall be recorded and is kept in a book, which shall be open for inspection by the members at all reasonable times during office hours.