



In The Name of Allah, the Most Gracious, the Most Merciful

BYLAWS
of
ISLAMIC SOCIETY OF NORTHWEST SUBURBS OF CHICAGO
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Any questions & comments: Email: secretary@isns.org

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PREAMBLE

- We the Muslims of Northwest suburbs of Chicago, Illinois will make from ourselves an ummah described in the Holy Quran in Surah III (Aal-e-Imran), Ayah 104:

وَلْتَكُنْ مِنْكُمْ أُمَّةٌ يَدْعُونَ إِلَى الْخَيْرِ وَيَأْمُرُونَ بِالْمَعْرُوفِ وَيَنْهَوْنَ عَنِ الْمُنْكَرِ ۗ وَأُولَٰئِكَ هُمُ الْمُفْلِحُونَ (١٠٤)

“And from among you there must be a group of people who invite people to all that is good and enjoin the doing of what is right and forbid the doing of what is wrong. It is they who will attain true success.”

- We will not permit any differences to separate us obeying the order of Allah as mentioned in the Holy Quran in Sura III (Aal-e-Imran), Ayah 105:

وَلَا تَكُونُوا كَالَّذِينَ تَفَرَّقُوا وَاخْتَلَفُوا مِنْ بَعْدِ مَا جَاءَهُمُ الْبَيِّنَاتُ ۗ وَأُولَٰئِكَ لَهُمْ عَذَابٌ عَظِيمٌ (١٠٥)

“And do not be like those who became divided and differed among themselves after clear signs had come to them. And for them is a mighty punishment”

- We will cooperate to the utmost of our power with all Muslim communities in Chicago Area, all the North America and the whole world fulfilling the order of Allah in Sura XXI (Al Anbiyaa), Ayah 92:

إِنَّ هَذِهِ أُمَّتُكُمْ أُمَّةً وَاحِدَةً وَأَنَا رَبُّكُمْ فَاعْبُدُونِ (٩٢)

“Verily this community of yours is a single community, and I am your Lord; so worship Me.”

“THE BY-LAWS”

1. NAME

The name of the organization shall be “Islamic Society of Northwest Suburbs of Chicago” here-in-after referred to as the Corporation or, ISNS.

2. NATURE

The corporation shall be an independent, not-for-profit, religious, educational, and charitable organization within the meaning as defined in section 501(c)(3) of the Internal Revenue Code of the United States of America.

The corporation shall strive to procure in its affairs and activities the participation, association and representation of Muslims of all Linguistic and ethnic backgrounds.

The corporation has also, such power as are now or may hereafter be granted by the General-Not-For-Profit Corporation Act of the State of Illinois.

3. OBJECTIVES

The objectives of the Corporation as stated in its Certificate of Incorporation are:

- a. To establish and maintain facilities for the practice of religion of Islam in accordance with the teachings of the Holy Quran and Sunnah of Prophet Muhammad (Peace be upon him).
- b. To establish and maintain facilities for educational and social activities in accordance with the teachings of the Holy Quran and Sunnah of Prophet Muhammad (Peace be upon him).
- c. To carry on religious, social, civic, charitable, literary, athletic, scientific research, and other Islamic activities pertaining to the realization of Islam as a complete way of life.
- d. To strengthen fraternal bonds and brotherly relations among Muslims.
- e. To promote friendly relations and understanding between Muslims and Non-Muslims.
- f. To present Islam to the followers of other faiths.
- g. To further cooperation with the existing organizations of Muslims.
- h. To receive, hold, invest, and disburse all money and property or the income thereof which may be vested in or entrusted to the care of said corporation whether by the furtherance of aim and objectives of the corporation.

4. GENERAL

4.1 MUSLIM

For the purpose of these bylaws, Muslim is a person who believes in

- Allah (One God):
- Prophet Muhammad (peace be upon him) son of Abdullah, as the last and final

prophet and messenger of Allah:

- Quran as revealed to Prophet Muhammad (pbuh) from Allah:
- Sunnah as the basis of binding guidance in life.

4.2 GEOGRAPHIC AREA

The geographic area, for the purpose of these bylaws, will be Northwest Suburbs of Chicago bound by:

North - Route 176 (between Crystal Lake and Knollwood)

South - Route 64 North Avenue (between St. Charles and River Forest)

East - Route 43 Waukegan/Harlem (between Knollwood and River Forest)

West - Route 31 (between Crystal Lake and St. Charles)

4.3 CONFORMITY TO ISLAM

All acts of ISNS shall be in conformity with the Islamic Shariah (Islamic Law), the basic source of which are the Quran and Sunnah. In case of difference of opinion, the ISNS shall obtain opinion of Muslim Scholars of Shariah, before giving a ruling on the matter.

5. GENERAL BODY

The general body consisting of the registered members will be the supreme organ of the ISNS.

5.1 REGISTERED MEMBERS

Any Muslim who subscribes to the objectives of ISNS and lives in the Area as defined in paragraph 4.2 can register as a member of this organization. A registered member must pay the annual dues, fill out a membership form in paper or electronic form during first time registration and inform ISNS about any changes in mailing address(postal and email) or phone number(s).

5.2 MEMBERSHIP

a) Membership fee for registered members is:

- i. \$120/family (husband and wife) for each calendar year with no prorating.
- ii. \$80/person for single each calendar year with no prorating.
- iii. \$25/Youth (18-26 unmarried) for each calendar year with no prorating.
- iv. \$2400 one time for LifeTime Family (husband and wife)
- v. \$1600 one time for LifeTime Single.

If a LifeTime Single Member gets married and wants to become a LifeTime Family Member, he/she can pay additional \$800 to become a LifeTime Family Member

b) Membership fee is due on the first day of each calendar year.

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- c) The membership will start from the day the person fills out the membership form and pays the membership fees.
- d) The fee for the associate member will be the same as for the registered member.
- e) If a LifeTime Member moves out of the ISNS geographical area (as defined in Article 4.2), that member will continue to have all the rights and responsibilities of a registered member, including voting rights (as long as other requirements are met), except as defined (below) as in f) below.
- f) If a LifeTime Member moves out of the ISNS geographical area (as defined in Article 4.2), that member is NOT eligible to contest the election for the Majlis-E-Ansar (Board of Directors). This restriction will be null and void as soon as the member moves back into the ISNS geographical area.
- g) Lifetime membership fee may be paid over a period of 12 months.
- h) Lifetime membership (family/single) can be given to donors who contribute at least \$2400/\$1600, respectively, for the NewMasjid, within a 12 month period - subject to them meeting other criteria of membership as defined in section 5.1

5.3 VOTING RIGHTS

All of the following conditions must be satisfied for a registered member to be able to vote:(i.e to become voting member in an election year)

- a) Person who has been a registered member for at least one year will have voting rights.
- b) Membership will be entitled to one vote on each matter submitted to a vote.
- c) Membership will entitle husband and wife to vote.(Husband cannot vote for wife and wife cannot vote for husband).
- d) Members will have voting rights, after one year from the date of their membership registration.
- e) Those members, who have cleared their membership dues by Aug 31st of the election year will be eligible to vote.
- f) Eligible Voting Members can participate in the election process entirely online/electronic means as defined in the Master Election Process Document to be created, maintained and updated as needed by the Secretary of the organization with the approval of the Board
- g) Members of the same household (defined solely as husband and wife) shall not be nominated for an election. If both husband and wife are nominated, it is up to the family to send acceptance of nomination, to be on the ballot, from one among them only.
- h) Those members, who have cleared their membership dues by Aug 31st of the election year will be eligible to vote. *(to accommodate school registration members to renew)*

5.4 Associate Members

Any person who subscribes to the aims and objectives of ISNS can be chosen as associate member by the two-thirds majority of Majlis-e-Ansar. The associate member will not have voting

rights.

5.5 Termination of Membership

- a) The Board of Directors (Majlis-e-Ansar) by two third majority votes may suspend or expel a member for cause after an appropriate hearing.
- b) Any registered member, who has not paid their membership fees for two consecutive years, automatically terminates the membership as a registered member.

5.6 GENERAL BODY MEETING

- a. An annual meeting of the members shall be held on a weekend within the first quarter (Jan-Mar) of each year, for the purpose of acting on the President's annual report, financial report and for the transaction of such other businesses as may properly come before the meeting.
- b. A regular meeting of members shall be held on a weekend between the middle of November and the middle of December every two years, for the purpose of electing Ansar (Member of the board of directors) for the following two years. All newly elected members shall assume charge no later than the first of February following the election.
- c. A special meeting of the members may be called by the Amir (President) or Majies-e-Ansar. Special meeting may also be called on the written petition signed by 40% of the voting members.
- d. Written or printed Notice or Electronic Message (Email or Text or Phone) stating the place, day and time of any General body meeting shall be delivered either personally or by Postal mail or Email or SMS or Robocall to each member not less than five nor more than forty days before the date of such meeting by or at the direction of the president or the secretary or offices of the person calling the meeting, except that a minimum of ten days notice shall be required for the annual meeting. The purpose and agenda of the meeting will be stated in the notice. If mailed, the notice of meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the corporation, with postage thereon prepaid.
- e. General Body Members can participate remotely via online method(s) provided in the meeting notice/message. Attendance is subject to verification of identity of registered members by the Secretary of the Organization. The quorum for General Body Meetings shall be one fourth (25%) of the Registered Membership of the organization of the current year. If a quorum is not present within 30 minutes of the specified time for a meeting, a majority of members present may adjourn the meeting for another time the same day, or to another day. If the meeting is adjourned for another time or day, the adjourned meeting shall require no quorum, provided all requirements for calling a meeting of members are met.

5.7 Volunteer recommendation

Individuals volunteering at ISNS are recommended to hold an active membership, as outlined in section 5.2 or become associate members as in section 5.4 of these bylaws.

6. MAJLIS-E-ANSAR (BOARD OF DIRECTORS)

A Majlis-e-Ansar (Board of Directors) consisting of fifteen members will be elected by the majority vote of the registered members.

6.1 General Powers and Responsibilities

- a. The Majlis-e-Ansar (Board of Directors) will be the managing body of the Islamic Society of Northwest Suburbs of Chicago.
- b. The Majlis-e-Ansar (Board of Directors) shall also be the trustee of the corporation and will hold in trust the property of the corporation. It will have the actual care of the properties, but shall have no power to buy, sell, exchange, mortgage, lease, pledge, transfer or dispose of, in any other manner, any property of the corporation without a specific vote of the General Body authorizing such action.
- c. The Majlis-e-Ansar (Board of Directors) shall obtain approval of the General Body for any investment or capital expenditures (other than regular operational expenses and any designated funds) in excess of \$5,000.00. For such investment or expenditure not exceeding \$5,000.00, approval by (2/3) vote of Majlis-e-Ansar present in a meeting shall be required.
- d. The Majlis (Board) can override a decision of the Amir (president) with two third majority votes.
- e. This Majlis (board) will be responsible to the General Body of ISNS.
- f. The Majlis (board) shall safeguard the ideological integrity of the corporation.
- g. It shall provide policy guidelines for the progress and activities.
- h. It will approve the budget of expenses.
- i. Its responsibilities shall include long range planning, ensuring permanency and continuity in operations and programs.
- j. It shall provide financial stability to the corporation.

In general, this Majlis (Board) shall perform all such acts that may be necessary for achievement of the overall objectives of the corporation.

6.2 Election, Tenure and Qualifications

- a. The members of the Majlis-e-Ansar (Board of Directors) should be chosen from those who are active in the Islamic work and are **eligible voting members** of ISNS.
- b. These members should be persons of good Islamic discipline and good understanding of the needs of the Muslims, specially, the residents of the area.
- c. The term of an Ansar (Board Member) will be 2 years.
- d. There will be no limit of the number of terms served by a member of the Majlis-e-Ansar (Board of Directors)
- e. If a vacancy occurs in the Majlis (Board) during the term, then Majlis (Board) will elect a new member by two-third majority vote. A member thus elected will serve until the next election

- f. ISNS registered members interested in participating in the Board elections must actively volunteer for a minimum period of one year within one of the office committees . This involvement should be under the direct supervision of the committee chair responsible for the respective committee, as outlined in sections 9 and 10 of the ISNS bylaws.
- g. The members are expected to regularly attend prayers and masjid sponsored events. Male members are expected to engage in daily congregational prayers at ISNS and attend Jummah regularly. Female board members have the option to attend daily congregational prayers, and their participation is welcomed based on personal convenience.

6.3 REMOVAL

A board member can be removed from office through a two-thirds vote of the remaining Board members at any regular or special meetings of the Board of Directors, provided there is cause, including:

1. Gross misconduct or intentional violations of the bylaws.
2. Failure to attend three consecutive monthly Board meetings in a calendar year without a justifiable reason, and/or neglecting to inform the President or Vice President with reasonable advance notice.
3. Disqualification under Section 5.1 as a registered member.
4. Experiencing health issues that significantly impede the performance of duties as a board member or committee chair.
5. Inability to fulfill Board member duties or committee chair responsibilities due to temporary relocation out of state for more than 3 months or permanent relocation.

The President is responsible for assessing whether a Board member meets the specified criteria for removal. This evaluation entails a thorough examination of the circumstances, coupled with providing the member an opportunity to explain their actions which is a crucial component of the assessment. Before bringing the matter to the board for a vote, the President must uphold transparency by allowing the member to clarify their behavior or situation, thereby promoting a decision-making process that is fair and inclusive.

7. AMIR (PRESIDENT)

The members of the Majlis-e-Ansar (Board of Directors) will elect from among themselves an Amir (President), who will be ratified by the General body.

The Amir (President) shall be the principal executive officer of the corporation and shall be responsible to the General Body. The President shall in general, supervise and control all of the business and affairs of the corporation in accordance with the policy guidelines and programs provided by the Majlis-e-Ansar (Board of Directors). The President shall preside at all meetings of the members of the Majlis (Board). The President may sign, with the secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages bonds, contracts, or other instruments which the Board of Directors have authorized to execute, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the corporation; and in general shall perform all duties incident to the office of president. The President shall conduct all business in accordance with the Islamic principles of "Shoora" (consultation). The President shall prepare with the help of relevant committees, the outline of

ensuing year's programs and budget for approval by the Board of Directors in its first regular meeting. The President shall have freedom to authorize expenditures within the approved budget limits. If necessary, the President shall obtain Board's approval on a supplementary budget.

7.1 Election, Tenure and Qualifications

Elected board members, President, Vice President, and assigned standing committee chairs will be considered as having completed a full calendar year if they hold their position for at least 6 months or more in the calendar year. If any resignation or removal occurs after holding a position for less than 6 months, the term is not considered one full term (year).

From the elected members of the Board, an Amir (President) will be elected by two thirds majority of the remaining Board members. The President's term will be one year, and the president can serve a maximum of three consecutive terms. After serving three consecutive terms, the president is not eligible for the next two terms.

The following qualities shall be kept in view in the election of the president:

- a. The Amir should be a resident of the community
- b. Shall be a person of sound Islamic beliefs and practices and good standing with the Muslim community.
- c. Shall have the qualities of overall excellence in piety, trustworthiness and integrity, understanding of the affairs of ISNS and administrative ability.

7.2 REMOVAL

The President may be removed from the office for gross misconduct or deliberate violation of these bylaws, or whenever the best interest of the corporation warrants this. An affirmative vote by two thirds of all members of the board may remove the President from the office. A meeting of the board convened for the aforesaid purpose shall be chaired by a chairperson protemp elected by the Board.

8. MEETINGS OF THE MAJLIS-E-ANSAR

The Amir will call a meeting of the Majlis-e-Ansar at least once every three months. The first meeting shall be held no later than one month after the election to elect new Amir, and chairperson of working committees. The Amir can call a meeting of all of the Majlis-e-Ansar as and when needed besides the quarterly meetings.

Any four members of the Ansar can request a meeting, in which case it becomes mandatory on the Amir to call a meeting.

Members will be notified of the place, day and time of any Majlis-e-Ansar meeting either personally or by mail or by phone not less than seven days before the date of such a meeting by or at the direction of the President or the Secretary or Offices of the persons calling the meeting. The purpose and agenda of the meeting will be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Corporation with the postage thereon prepaid.

Majority of the Majlis members shall constitute a quorum for the transaction of business at any meeting.

The act of a majority of the board members present at a meeting at which a quorum is present shall be the act of the Majlis, except where otherwise provided by law or by these bylaws.

9. VICE PRESIDENT AND CHAIRPERSON OF THE WORKING COMMITTEES

Soon after the election, the Amir (President), with consultation of the Ansar (Board), will nominate a Vice President and Chairperson of the following committees from among the Ansar.

- a. Secretarial Affairs Committee. The chairperson of this committee will serve as the Secretary of ISNS.
- b. Financial Affairs Committee. The chairperson of this committee will serve as a Treasurer, and will be responsible for all monetary transactions.
- c. Community Education Committee
- d. Children's Education Committee
- e. Religious Affairs and Dawa committee
- f. Masjid Committee
- g. Youth Committee
- h. IT & Communications Committee
- i. Outreach & Interfaith Committee
- j. Building and Security Committee
- k. FundRaising Committee
- l. Women's Committee
- m. Senior's Committee
- n. Revert's Support Committee

The Vice President and Chairperson of the Working Committees can serve the same committee role for a maximum of four consecutive years. After serving four consecutive years, the Vice President or Chairperson of a given Working Committee is not eligible for the next two years to serve in the same role. In extraordinary circumstances, the remaining Board members may authorize by a two third vote one year consecutive extension beyond four years for a given Committee Chair or Vice President.

9.1 Vice President

One of the elected members of the Majlis-e-Ansar will be appointed as a Vice President by two thirds majority of the remaining Board members. The Vice President can also be a chairperson of any of the working committees, other than those of secretarial affairs and financial affairs committees. In the absence of the President or in the event of his inability or refusal to act or removal from office, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. If the Vice President is also not available to perform the duties of the President, the Board shall elect one of its members to act as President. In these situations, the person officiating as President shall continue to do so not beyond the end of January following the Annual Meeting of members. The Vice President shall perform such other duties as from time to time may be assigned to the

Vice President by the President or the Board of Directors.

9.2 Secretary

The Secretary shall keep the minutes of the meetings of the members and the Board of Directors in any suitable form for record keeping, including electronic documentation: see that all notices are duly given in accordance with the provision of these bylaws or as required by law; be custodial of the corporate records and of the Seal of the Corporation and see that the Seal of the corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provision of these bylaws; keep a register of the post office address of each member; and in general, perform all duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors.

9.3 Treasurer

Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for money due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance of the provisions of these bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors. The Treasurer shall limit all expenses to the budget ceiling approved by the Board of Directors and inform the President if a supplementary budget approval is necessary. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall prepare the Annual Financial Report audited by independent auditors for presentation before the Annual Meeting of members. The outgoing Treasurer shall prepare and hand over to the incoming Treasurer, the income tax return for the Corporation.

10. Working Committees

The Amir, with the consultation of the Majlis-e-Ansar, shall appoint the chairperson of the working committees mentioned above. These appointed chairpersons shall form their own committees to execute the assigned duties as defined by these bylaws and as chartered by the Majlis. Majlis or Amir can appoint additional committees, ad hoc (temporary) or on a long-term basis. If needed further subcommittees may also be appointed by the Amir, Majlis or committee chairperson themselves. In such cases, the sub-committees and their chairperson shall be answerable to their respective committee chairperson. Some of the functions of these working committees are defined below

10.1 Secretarial Affairs Committee

The chairperson of this committee shall also be general secretary of the ISNS and shall perform all the duties assigned to the Secretary in these bylaws. In addition to that, the Secretary is responsible for membership and hospitality for outside guests.

10.2 Financial Affairs Committee

The chairperson of this committee shall also be the holder of the office of Treasurer of the ISNS. In addition to all the duties of the treasurer, the Treasurer shall also be responsible for Zakat collection and distribution, bookkeeping and dispersing and collecting of loans.

10.3 Community Education Committee

This committee shall be responsible for arranging Sunday programs, conferences and seminars, camps and picnics and Tarbiya programs. This committee shall be responsible for arranging Sunday programs, conferences and seminars, camps and picnics and Tarbiya programs. It shall also be responsible for providing library services which shall include availability of Islamic literature, Eid cards and other related materials.

10.4 Children's Education Committee

This committee's charter is to arrange for Sunday Islamic school, summer school, camps for children, books, teachers' training, syllabus, PTA and activities to provide the children with Islamic perspective and values.

10.5 Religious Affairs and Dawa Committee

This committee shall make arrangements for Jumma and Taraviah prayers. It shall also be responsible for monthly prayer timetable publication & related advertisements, marriages, divorces, counseling, Janaza arrangement, Fatwa and Zakat management. It shall also be responsible for arranging Eid prayers with cooperation of the Suburban Eid Committee and Moon sighting.

10.6 Masjid Committee

This committee shall be responsible for planning for Masjid/Islamic Center. This committee shall present the Majlis a recommendation for purchasing a building or land for this purpose.

10.7 Youth Committee

This committee shall work with the youth of the community to provide them with programs to increase their Islamic knowledge and develop Islamic personalities in them. It shall organize sports, literary, and social activities to provide them with platform for becoming good leaders, Muslim scholars and torchbearers for the Dawa. It shall provide them with desire for learning Islam, understanding Quran and practice Islam in a true sense.

10.8 Women's Committee

This committee shall organize group studies for Islamic education among women. It shall be responsible for counseling, arranging seminars and conventions for women and cooperate with the secretarial affairs committee in matters of hospitality.

10.9 IT & Communications Committee

This committee shall be responsible for regular communications (via any of modern

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communication tools such as email or text or Robocall or social media etc as appropriate) to community members. Additionally, this committee shall be responsible for all aspects of the IT infrastructure of the organization.

10.10 Outreach & Interfaith Committee

The Outreach & Interfaith Committee shall be responsible for improving relationships and inculcate a better understanding of Islam and Muslims among non Muslim communities. The committee shall conduct Outreach & Interfaith programs, participate in Civic programs like Parades, Community services etc.

10.11 Building and Security Committee

This committee shall have general charge of administration and upkeep of the buildings grounds, schools, and security arrangements. It shall also keep contact with the building custodian and shall keep rentals, leases, and insurances up to date.

10.12 FundRaising and Dinners Committee

This committee shall be responsible for arranging fundraising dinners, pot-luck dinners, picnics, refreshments and booking of halls for such purposes.

10.13 Seniors Committee

This committee shall work with seniors of the community to provide them with programs and services and honor the contributions of seniors to the community per the Islamic value system.

10.14 Revert's Support Committee

This committee shall work with reverts in and around the community to provide them programs and services to help them practice Islam and integrate into the community after they take Shahada

11. Dissolution

In the event of liquidation or dissolution all assets are to be transferred to a tax exempt Muslim organization, under the tax laws of the United States, such organizations are to be determined by a majority of the members attending the first meeting called after dissolution proceedings are started, or any similar organization enjoying the same status and pursuing the same goals and objectives as mentioned in these bylaws.

12. Amendments

These bylaws may be altered, amended, or repealed and new bylaws may be adopted in the following manner:

- a. The board of directors may approve in one of its meetings any proposed amendment(s) which shall then be presented to the general body.

OR

Revised: 03/03/2024

Members may propose amendments by submitting it to the Secretary in writing, signed by at least forty percent of the registered members. The board may review the proposals and make its recommendations no later than six weeks from the submission by the members.

- b. The Secretary shall call a meeting of the general body in accordance with the requirements of these bylaws, except that a minimum of ten days notice shall be required. The secretary shall also state in the notice the availability of the copy of the proposed amendments, along with the Board's recommendations, to any member requesting such a copy.
- c. A proposed amendment shall be adopted upon receiving affirmative votes from at least two thirds of the voting members represented in person or by proxy at such a meeting.