FIFTH AMENDED CONSTITUTION
OF THE
ISLAMIC SOCIETY OF CENTRAL JERSEY

A NON-PROFIT, TAX-EXEMPT RELIGIOUS AND CHARITABLE ORGANIZATION

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CONSTITUTION

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In the name of Allah -- the Most Gracious, the Most Merciful.

PREAMBLE

We, the Muslims of Central New Jersey do hereby proclaim the establishment of the Islamic Society of Central Jersey, so that collectively we all can: practice our faith of Islam, preserve and perpetuate religious and cultural heritage, uphold ethical and intellectual pursuits.

To this effect, we hereby set forth and enact the following laws governing the society, which shall be binding on each and all of us, in totality, until and unless properly amended by the provisions herein. So help us Allah. Ameen.

Enacted in the six annual assemblage at Holiday Inn, Princeton, New Jersey on the twenty third day of the month of Jumada-l in the year one millennium, four hundred and one, Hijra; corresponding to the calendar date of March in the year one millennium, nine hundred, eighty one A.D.
The Constitution was amended by three-fourth vote of the General Body at the annual meeting of April 17, 1999. These Amendments pertained to Article VI, Definition and Procedures for Membership, as amended herein.

The Constitution was then amended by three-fourth vote of the General Body at the annual meeting of April 19, 2000. These Amendments pertained to Article V, Jurisdictions and Administration, Article VI, Definition and Procedures for Membership and Article VIII, Elections, as amended herein.

The Constitution was further amended by three-fourth vote of the General Body at the annual meeting of March 28, 2004. These Amendments pertained to Article IV, Structure and Organization, Article V b, The Board of Trustees, Article VII, Financial Management and Responsibility, as amended herein.

Additionally, the Constitution was further amended by three-fourth vote of the General Body at the annual meeting of April 10, 2011. These Amendments pertained to Article V.b. Section 1(f) and (g), Article V.b. Section 14, Article V.c., Section 8 (g) and (h) and Article V.c. Section 11.

At the annual meeting of April 6, 2014, the General Body amended the Constitution by three-fourth vote. The Amendments concerned: Article VII, Sec. 8. Article IX, Sec. 2, Article VI, Sec.1(C)2(e).

ARTICLE I:
NAME AND ADDRESS

SECTION 1.

"Islamic Society of Central Jersey" ("ISCJ") will be the name of the non-profit corporation incorporated in the State of New Jersey, and shall conform to all the certification requirements of the Internal Revenue Service, to be a non-profit, religious, charitable, and educational organization. Hereafter, it will be referred to as the "The Society."

SECTION 2.

A central office and post office mailing address shall be maintained for the Society at Stout's Lane and Route 1, South Brunswick, NJ, once the Islamic Center is completed.
ARTICLE II:
CHARACTER AND OBJECTIVE

SECTION 1.

The basic character of the Society shall remain Islamic at all times.

SECTION 2.

The fundamental objective of the Society will always be to seek Glory to Allah. QURAN, SUNNAH AND SHARIAH shall always be the guiding light for the Society. Hence the Society should:

(a) Foster the interest of Muslims and the religion of Islam;

(b) Preserve and perpetuate Islamic traditions and Islamic cultural heritage;

(c) Facilitate a greater and better understanding and relations amongst Muslims and between Muslims and people of other faiths.

ARTICLE III:
ACTIVITIES OF THE SOCIETY

SECTION 1.

The activities of the Society should be directed towards achieving its objective, yet maintaining the Islamic character as defined. The overall activities, not necessarily limited to the items listed below, should be:

(a) To provide various services to the Muslim community in the area, especially religious, educational, charitable, social and cultural services.

(b) To disseminate Islamic teachings and social news of redeeming value in the community by utilizing printed publications and various mass media, as may be deemed fit and necessary.

(c) To establish, maintain and operate an Islamic Center in the area.

(d) To establish and maintain a library especially devoted to Islamic manuscripts, literature and historical materials.

(e) To find ways and means for raising funds to finance the activities of the Society.

(f) To institute ways and means to cooperate with other Islamic Organizations.
ARTICLE IV:
STRUCTURE AND ORGANIZATION

The Society's structure shall be based on the following three subgroups.

(a) GENERAL BODY: consists of duly registered members of the Society according to the regulations provided herein.

(b) BOARD OF TRUSTEES: consists of nine Trustees elected by the General Body.

Three Trustees shall be elected every year for a period of three years each, according to the Eligibility Criteria.

The Board of Trustees may appoint up to two additional Trustees when deemed necessary by the elected and already appointed Trustees.

1. Such appointment shall require 2/3rd majority vote of the combined elected Trustees and already appointed Trustees.

2. It shall be for a period of up to one year or next regular annual elections, which ever comes first.

3. It shall not violate the mandatory recess between specified terms or the restrictions regarding Close Relatives as set forth in the Constitution.

4. Appointee cannot serve in any executive position. However, he/she shall have same voting rights as the elected members of the Board.

5. Such Appointment periods will not count as a term in determining eligibility of the appointee for subsequent election as a Trustee.

6. An appointed Trustee shall be a voting member (of record on Dec 31st of the previous year).

Trustees shall elect every year amongst themselves an Executive Committee to implement the policies and to institute services to the members of the Society. Each member of the Executive Committee shall assume and exercise the respective authority as defined herein.

(c) OVERSEERS OF THE SOCIETY: consists of three members elected by the General Body. Each year the General Body shall elect one overseer for a term of two years and one overseer for a term of one year according to the rules and regulations provided herein. The third overseer elected in the previous year, for a two-year term, shall become the Chief Overseer, as defined herein.
The General Body is the supreme authority of the Society. The primary legal and financial responsibility for the Society rests with the Board of Trustees. Trustees shall implement services and activities of the Society in addition to the planning for future of the Society. The judicial role is for the overseers. The overseers shall carry out duties such as nominations, elections, and any mediatory, reconciliatory or any investigative role if need be. They have no responsibility, powers or authority to be involved in the decisions of the Trustees.

ARTICLE V:
JURISDICTION AND AUTHORITY

Article V.a: The General Body

SECTION 1. Authority

The General Body is the Supreme Authority of the Society.

SECTION 2. Investigation

A written petition from at least twenty-percent (20%) of the total active membership of the Society can commission the overseers to investigate any matter pertaining to the Society. In that event, the overseers have the obligation to investigate impartially the issues and recommend a course of action, to either the Board of Trustees or to the General Body.

SECTION 3. Quorum

The quorum required for the General Body meetings is twenty percent (20%) of the total membership. All decisions shall be taken by simple majority rule.

SECTION 4. Annual Meeting

The General Body must meet at least once a year. In this annual meeting, Trustees must present the year’s activities and financial status of the Society in a manner as duly described in this constitution.

Article V.b: The Board of Trustees

SECTION 1. Eligibility Criteria

Only those members of the Society can be elected as Trustees who meet the following criteria of eligibility.

The nominee for Trustee of the Society must:
(a) Be a citizen of the USA domiciled within the vicinity of the Islamic Society of Central Jersey (ISCJ), located on Route One South, South Brunswick, New Jersey.

(b) Be a Voting member in good standing for at least three (3) consecutive years.

**Definition:** Voting Member in good standing means one who has been paying membership dues every year as set forth under Article VI: MEMBERSHIP requirements.

(c) Have effectively served the ISCJ for a minimum period of at least two years. During which period, one must have substantially participated in the activities of any of the Committees or Bodies listed below or have previously served as an appointed or elected ISCJ Board of Trustee for any length of term.

1. ISCJ Standing Committees.
2. ISCJ Weekend School PTA, Youth Group and Clinic

**Definition:** Standing Committee means any Committee established to continue year after year versus an ad hoc Committee that is created for a specific task. An ad hoc committee ceases to exist once its assigned task is completed.

(d) Be willing and able to perform duties, functions and responsibilities of a Trustee of the Society.

(e) Not be a close relative of any existing and continuing Trustee or Overseer.

**Definition:** Close Relative is defined as a Father, Mother, (and the Steps), Brother, Sister (and the Halves) Son, Daughter (and the Steps), Husband, Wife, Niece, Nephew, first cousins, Father in law, Mother in law, Brother in law, Sister in law, Son in law and Daughter in law.

(f) Shall not be a full time/part time paid employee for the ISCJ or any of its affiliates, or a paid contractor/consultant working for the ISCJ or its affiliates. Affiliates is defined as any school, organization, business or agency that is connected to or associated with ISCJ or is a subsidiary of the ISCJ.

(g) Shall not be a member of the Board of Trustees or Directors of any ISCJ affiliates (as defined above).

SECTION 2. **Appointments**

(a) **Appointment of Additional Trustees**

The Board of Trustees may appoint up to two additional Trustees when deemed necessary by the elected and already appointed Trustees.
1. Such appointment shall require 2/3rd majority vote of the combined elected Trustees and already appointed Trustees.

2. It shall be for a period of up to one year or next regular annual elections, which ever comes first.

3. It shall not violate the mandatory recess between specified terms or the restrictions regarding close relatives as set forth in the Constitution.

4. Appointee cannot serve in any executive position. However, he/she shall have same voting rights as the elected members of the Board.

5. Such Appointment periods will not count as a term in determining eligibility of the appointee for subsequent election as a Trustee.

6. An appointed Trustee shall be a voting member (of record on Dec 31st of the previous year).

(b) Appointment of Board Members on Committees:

No Board members may be appointed Chairperson of a standing committee. A Board Member may chair an ad hoc Committee Task Force.

(c) Appointment of Advisors/Consultants

The Board of Trustees may also appoint any number of advisors, consultants, directors, and/or associates (and/or committees) with no voting rights, to assist them in carrying out their task.

SECTION 3. Quorum

The Quorum for the Board of Trustees meetings is over fifty percent (50%). All decisions, unless otherwise stated, shall be taken by simple majority vote.

SECTION 4. Meetings

The Board shall have no less than nine Board meetings in a year.

The Board shall have at least one meeting during a year with the “General Assembly” in addition to any Special General Body Meetings that the Board may call for specific reasons. No specific quorum is required for conducting such General Assembly Meetings.

Necessary notifications for the above Meeting shall be given as required by the related bylaws.
Definition: “General Assembly” means the usual gathering of various classes of ISCJ membership at ISCJ on Saturdays and Sundays throughout the year except during summer time.

SECTION 5. Officers (Executive Committee)

The Board shall elect by simple majority the Officers of the ISCJ (Executive Committee) from amongst themselves every year. The quorum for the Board Meeting to elect the Officers (Executive Committee) shall be seven members.

The following will constitute the Executive Committee:

Chairperson, Board Secretary, President, Executive Secretary and Treasurer of the Society.

The Quorum for any Executive Committee Meeting shall be three out of the above five.

The Executive Committee shall meet as often as needed to perform its function.

The respective duties of each member shall be set forth in the by-laws of the Society.

SECTION 6. Petition

The Board must convene a General Body meeting if requested by a petition from more than fifty (50) or ten percent (10%) of active membership in good standing, whichever is less. The quorum for such an emergency meeting shall be twice the number of signatures on the petitions.

SECTION 7. Limitation of Term

A Trustee may be elected for two consecutive terms, Thereafter, there must be a minimum two-year break before becoming re-eligible to be elected as a Trustee for any following term or consecutive terms.

This does not apply to terms served as appointees.

SECTION 8. Compensation

No Trustee, Overseer or any other official of the Society is entitled to any remuneration or compensation for their time, effort and/or services.

SECTION 9. Referendum

The Board of Trustees may bring an issue to vote by mail ballot or by calling a special emergency General Body meeting.
SECTION 10. Dismissal

The Board shall have the right to remove any member of the Society or member of the Board for a cause by three-fourth (3/4) or more votes.

SECTION 11. Vacancy

The Board shall fill any vacancy created during the year by appointment until next elections. Such appointees shall have same voting rights as the elected Trustees.

Such appointment shall be made from the list of the nominees of the last election in the order of the votes received by them in that election. An eligible candidate must have received at least 25% of the valid votes cast in that election. If no candidate received 25% vote in the last election, the Board has the authority to appoint anyone meeting the eligibility criteria for election to the Board under the Constitution.

Such appointees cannot serve in an executive position. Such appointment shall not count in determining eligibility for a subsequent election to the Board.

SECTION 12. Authority

The Board shall have jurisdiction over all elements of the Society, but will be answerable to the General Body of the Society only. Trustees must cooperate with the Overseers, if they are investigating an issue petitioned by the general members.

SECTION 13. Committees

The Board may, by a majority vote, sanction the creation of any subsidiary association, society, or committee, which may be organized for any purpose consistent with the objectives of the Society. All such organizations shall have legal existence upon filing an approval of the Board. They shall maintain financial and functional records in the manner prescribed by the Board.

All the functions of such organizations shall be done only with the full knowledge and approval of the Board, and all treasuries of the bodies shall be placed at the disposal of the Board at any time when the Board requests any funds to be transferred for the use of the Society.

The Board may, by a two-third (2/3) vote, terminate and dissolve any of the above mentioned bodies. Upon dissolution, all assets shall be turned over to the Society.

The ISCJ President shall appoint the Chairs of the Committees every year. The total number of members on a committee shall not exceed nine (9), including the chairperson.
A Chairperson may be appointed for one-year term at a time for five consecutive terms. Thereafter, there shall be a one-year break before becoming re-eligible for any term following the first five (5) years of serving as the chairperson.

Each Committee shall have a Secretary and/or Treasurer as needed. Each Committee shall maintain Meeting Minutes and attendance record of its members. Committees shall prepare their annual goals, operating Budgets and provide annual reports.

The Constitution Committee shall prepare the operating procedures for each Committee, the Board and the Overseers in consultation with them. Operating Procedures shall include: Eligibility criteria, duties of the chair and members, jurisdiction, authority and responsibilities of the Committee, etc.

SECTION 14. Conflict of Interest

A Board of Trustees member shall not accept paid employment of the ISCIJ or any of its affiliates or become a paid contractor/consultant to the ISCIJ or any of its affiliates. Any Board member contemplating such engagement shall promptly advise the Overseers and the Board of Trustees and shall resign from the Board of Trustees before accepting such engagement. If it is determined that a Board member is already engaged in such employment as defined above, then he or she shall resign from the Board of Trustees.

Article V.c: The Overseers of the Society

SECTION 1. Restriction and Authority

The Overseers must not be involved in any decision of the Board of Trustees or the Executive Committee, in any form or manner other than the capacity of a member of the Society.

SECTION 2. Responsibility

The Overseers shall be the “Ombudsmen” on behalf of the general members of the Society to resolve, all issues of conflict, discord, arguments, grievances, misunderstandings and/or differences of opinions between any individuals, groups and/or Trustees.

SECTION 3. Investigation Responsibility

The Overseers shall not and must not initiate any investigation on their own behalf. The Overseers must investigate thoroughly and completely any issue only if they are petitioned either by the Board or by the General Body. All Trustees and/or members of the Society must facilitate the Overseers in their tasks. Any communication (petition, grievances or disputes from individual voting members) to the Overseers must be in writing and a copy must be provided to the President, Board of Trustees.
Definition: Petition is defined as a formal written document signed by the specified number of voting members, requesting resolution of a major issue such as a violation of the Constitution or by-laws.

Definition: A grievance or a complaint is a formal written document signed by the aggrieved party(ies) requesting resolution of smaller issues such as hostile treatment by an ISCI official or committee or disciplinary problems.

Any valid petition (one that is signed by either 10% or 50 voting members, whichever is less) must identify a spokesperson or liaison that will be responsible for communicating with the Overseers. The Overseers may choose to call an Emergency General Body Meeting to resolve the issue, if so warranted by them.

SECTION 4. Communication Responsibility

The Chief Overseer shall act as a spokesman and shall carry out all communications. However, for the convenience and expediency or for any reason, any overseer may be approached. The overseers shall promulgate their judgment, ruling, findings, opinions, interpretations and/or guidance on a given issue either to the Board or to the General Body as they see fit and necessary in their judgment. A copy of all communications to/from the Overseers must be provided to the President, Board of Trustees. If the Overseers issue a decision and the Board of Trustees does not act upon the decision within forty-five (45) days of its issuance, the Overseers may call an Emergency General Body Meeting.

SECTION 5. Nomination Responsibility

The Overseers shall receive all nominations for elections, and they should make sure that each conforms to the rules and requirements laid down in the constitution, before any name is put on the ballot. The Overseers may at their option require written statements from the nominee and his/her family stating their consent and indicating their awareness of the potential liabilities. The Overseers shall announce the accepted nominations eligible for election. An Overseer cannot be a nominee even for the position of Overseer. The Overseers must certify that they have followed the provisions of Section 5, and shall provide reasons if any proposed nominees were excluded from the final nomination ballot.

SECTION 6. Election Responsibility

The Overseers shall carry out the entire election proceedings. A written report shall be filed by the Chief Overseer with the Board for the permanent record of the Society.

SECTION 7. Authority

The Chief Overseer, if it is necessary, shall call the General Body emergency meeting to report the findings.
SECTION 8. Eligibility Criteria

Only those members of the Society can be elected as Overseers who meet the following criteria of eligibility.

The nominee for Overseer must:

(a) Be a citizen of USA or at least a permanent resident domiciled within the vicinity of the Islamic Society of Central Jersey.

Definition: For the purposes of eligibility, vicinity means all the State of New Jersey and adjoining counties of the neighboring States.

(b) Be a voting member in good standing for at least three consecutive years, including the current year.

(c) Have served on the Board of Trustees of the ISCJ, or any of the standing committees or in an associated educational entity or an administrative office for at least a period of two years.

(d) An Overseer shall not be a member of the Board of Trustees or any standing committee, once elected to the office of the Overseer.

(e) Be willing and able to perform the duties, functions and responsibilities of an Overseer of the Society.

(f) Not be a close relative of any member of the Board of Trustees or overseer.

Definition: A close relative is defined as a father, mother, brother, sister, son, daughter, in-laws, husband and wife.

(g) Shall not be a full time/part time paid employee for the ISCJ or any of its affiliates, or a paid contractor/consultant working for the ISCJ or its affiliates. Affiliates is defined as any school, organization, business or agency that is connected to or associated with ISCJ or is a subsidiary of the ISCJ.

(h) Shall not be a member of the Board of Trustees or Directors of any ISCJ affiliates (as defined above).

SECTION 9. Dismissal

(a) Any Overseer may be dismissed for not performing his/her duties, functions and responsibilities in accordance with the Constitution and by-laws.
(b) A three-fourth (3/4) majority voted of the total membership of the Board of Trustees and the remaining Overseers shall be required to call for a Special General Body Meeting to discuss and vote on the proposed removal of the Overseer(s).

(c) A two-third (2/3) majority vote of the General Body shall be required to remove the proposed Overseer(s).

(d) The Quorum for such Special General Body Meeting shall be 10% of the Voting Members of record.

SECTION 10. Vacancies

(a) In the same Special General Body Meeting that upheld the removal of the overseer(s), the total combined membership of the Board of Trustees and the remaining Overseers shall present a slate of candidates for voting to fill in vacancies created.

(b) The slate of the proposed candidates shall comprise of current voting members who were nominees in the most recent elections for the Board of Trustees and Overseers.

(b) The General Body shall appoint the new interim overseers in the order of the votes received, to serve until the next regular election.

SECTION 11. Conflict of Interest

An Overseer member shall not accept paid employment of the ISCJ or any of its affiliates or become a paid contractor/consultant to the ISCJ or any of its affiliates. Any Overseer member contemplating such engagement shall advise the Overseers and the Board of Trustees and shall resign from the Overseer position before accepting such engagement. If it is determined that an Overseer is already engaged in such employment as defined above, then he or she shall resign as Overseer.

ARTICLE VI: MEMBERSHIP

SECTION 1. CATEGORIES OF MEMBERSHIP

All members shall be Muslim adults (at least 18 years old), be citizens or legal permanent residents of the United States of America, and domiciled within the vicinity of the ISCJ. The following memberships are recognized under the ISCJ Constitution.

A. LIFE MEMBERS: Those who have contributed an exceedingly large amount to the Society (in the opinion of the Board of Trustees).

B. FOUNDING MEMBERS: Those who contributed at least one thousand ($1000) in one year, prior to the annual general body meeting of 1981, and pay annual dues to the Society. After the inauguration of the Islamic Center, this category
shall be closed permanently. Later the Board may consider granting this membership in special cases.

C. VOTING MEMBERS:

1. Eligibility Criteria for new Voting Membership Applicants:
   
a. Shall be a Muslim, 18 years of age or over, on the date of filing the Application for Voting Membership.

b. Shall concur with the Objectives/Mission of the ISCJ and abide by its Constitution and Bylaws as exist and amended from time to time.

c. Shall file the prescribed Voting Membership Application latest by September 30 of a year, and pay for full year’s Voting Membership Fee as determined by the Board of Trustees for that year, no later than December 31st of the year, to be eligible for voting rights during the following year.

d. The Applicant shall certify on the Application Form that his/her membership has not been terminated for cause by any Islamic Organization and he/she is not under criminal indictment.

e. All new Applicants for Voting Membership are required to provide at least one (1) reference from either ISCJ Founding Members or a current ISCJ Voting Member.

2. Rights of a Voting Member:
   
a. A Voting Member shall be eligible to vote in the General Elections, on Amendments to the ISCJ Constitution and on any other issues brought to vote according to the Rules and Procedures outlined in the ISCJ Constitution and Bylaws.

b. A Voting Member has the right to submit draft Amendments, file grievances, appeals following rules and procedures outlined in the ISCJ Constitution and Bylaws.

c. Every Voting Member is entitled to a single vote. The voting right is personal, individual and nontransferable. Proxy votes are not allowed.

d. All Voting Members shall be entitled to same rights and privileges.

e. A Voting Member shall receive by mail timely Notifications, Proposed Amendments to the Constitution and Nomination Forms. Copies of additional information including but not limited to Minutes of General Body Meetings, Newsletters, audited Annual Financial Statements and
Committee Reports shall be available to any voting member in the administrative office. Voting members may opt to receive all the above mentioned reports by email.

D. GENERAL MEMBERS:
These are the members of the Muslim Community whose circumstances do not permit them to become Voting Members of the ISCJ. They enjoy all privileges available to any Muslim at the ISCJ except for the right to vote. They must abide by the ISCJ Bylaws for General Members.

E. HONORARY MEMBERS:
These are the members who have provided valuable services to the ISCJ. They are not expected to contribute any money, and are not entitled to vote. These memberships should be exceedingly small.

SECTION 2.

The membership of any person can be terminated for a cause deemed detrimental to the objectives of the Society.

ARTICLE VII:
FINANCIAL MANAGEMENT AND RESPONSIBILITY

SECTION 1.

The Board of Trustees is responsible and liable for all finances, assets, and financial commitments on behalf of the Society.

SECTION 2.

No one shall have the right to make any financial commitment except if authorized by the Board or the President under authority from the Board of Trustees.

SECTION 3.

Trustees shall decide every year prior to the annual meeting and elections the capital and operations budget. These budgets should be presented to the General Body for approval.

SECTION 4.

The Capital Budget should include the cost of acquiring new facilities along with the cost of maintenance for the next three (3) years from the date of initial completion and use.
SECTION 5.

Five percent of all the funds raised in a given year shall be put in a Reserve Fund. This sum should be invested in long terms, and only in a dire emergency can these funds be made available. Under no circumstances can more than half of the Reserve Funds be withdrawn in a given year. Reserve fund shall be used for long-term expansion.

SECTION 6.

Trustees have the responsibility to plan for the Society and its facilities so that the Society is financially independent. Hence, income providing investment programs should be initiated to sustain the activities of the Society.

SECTION 7.

Trustees may invest, on behalf of the Society, in relatively safe investments (e.g., land, real estate, commodities of a non-speculative character, business, etc.) for appreciation of capital of the Society within the allowed framework of Islam.

SECTION 8.

The Board of Trustees shall keep the Society solvent at all times. Under no circumstances the long-term debt to asset ratio of the Society shall exceed 0.2 (20%). This rule shall apply to each and every entity and undertaking of the Society, in addition to total funds of the Society.

SECTION 9.

The Trustees must balance the budget every year.

SECTION 10.

(a) The Fiscal year for the financial purposes shall be from January 1 to December 31st.

(b) Operations Budget

The Board of Trustees is authorized to appropriate the existing annual operating budget for the new year starting January 1 until the General Body adopts a new operations budget.

(c) Capital Budget

The Board is authorized to fulfill any and all contractual obligations, previously authorized and incurred, beyond the current fiscal year ending on December 31st, up to the extent of the funds available, until the General Body adopts a new capital budget.
SECTION 11.

Accounts must be audited every year by a well-known, independent and certified public accounting firm. Certified balance sheets and related financial statements should be presented to the general members in the annual meeting and all previous records of the financial transactions in the last three (3) years should be made available for public scrutiny on a request basis.

ARTICLE VIII: ELECTIONS

SECTION 1.

The elections should take place in the annual meeting of the Society, to be held once a year.

SECTION 2.

Elections should be conducted by the Overseers of the Society. All nominations should be filed with the Overseers at least one month in advance of the election date, or within the time frame specified in the notification for the annual meeting and elections. Annual meeting notification shall be decided by the Board of Trustees in consultation with the overseers. Overseers, after appropriate deliberations will announce the list of accepted nominees to be voted in the elections.

No floor nominations may be considered without an advance notice to the General Body at large. In case there is insufficient number of qualified nominees available to fill in vacancies in the Board of Trustees or the Overseers, the Overseers may invite floor nominations. If so, the Overseers in consultation with the Board of Trustees shall decide the procedure for accepting floor nominations in advance of the Annual General Body Meeting and outline the procedure in the notification sent to the General Body regarding elections.

SECTION 3.

Elections shall be held for the following officers every year:

(a) Three Trustees, each for a term of three years.

(b) Any vacancy in the Board of Trustees for the remainder of the term of the vacated seat.

(c) Two overseers, one for a two-year term and one for a one-year term of office.
SECTION 4.

All elections should be carried out by secret ballot. Absentee ballots will be allowed to senior members only (65 years and above) without any reason. This will be based on the honor system.

(a) Absentee ballot to be verified and validated by Board of Overseers. The votes will be counted towards quorum for General Body and Elections.

(b) Absentee ballot will be made available to senior members requesting an "Application for vote by mail". This has to be completed 1 month prior to elections. Forms will be available from the Administrator’s office, either in person or by email.

(c) All absentee ballots to be mailed or dropped off in a sealed envelope provided by the ISCI, attention of the Board of Overseers, by 1:00 p.m. on Election Day.

(d) Once the absentee ballot is mailed that person will not be allowed to vote on election day. However the person can attend General Body meeting if he/she chooses to do so.

SECTION 5.

The outgoing Chief Overseer shall take the oath of office from all duly elected persons, including newly elected Overseers.

SECTION 6.

Any protest, complaint or objection should be filed with the Chief Overseer within two (2) weeks after the elections, and copy shall be provided to the President, Board of Trustees.

SECTION 7.

Decisions of the Overseers on all objections and complaints shall be final.

SECTION 8.

Chief Overseer shall file a complete report on elections, including nominations, elections and any protests if received – within four weeks of the elections -- with the Chairman of the Board of Trustees for permanent records of the Society.
ARTICLE IX: AMENDMENTS TO THE CONSTITUTION

SECTION 1.

This Constitution may be amended at the annual meeting of the Society or at any meeting duly called for this purpose. The notice for such a meeting shall be mailed to the Voting Members at least fifteen days before the meeting. The notice shall describe the amendment in the exact language.

SECTION 2.

The quorum required for this meeting shall be twenty percent (20%) of the total voting membership. A three-fourth (3/4) vote of the quorum shall be necessary to approve any amendments to the Constitution.

ARTICLE X: DISSOLUTION OF THE SOCIETY

SECTION 1.

A majority of the three-fourths (3/4) of all the Trustees of the Society on the record on any given day can decree the dissolution for a reason and a cause. The decree will become a final declaration if it is approved by three quarter majority (3/4) of the General Body in a meeting called specifically for such purpose.

Failure of approval by General Body automatically removes all Trustees. The Overseers shall carry out the interim wishes of the General Body, to handle the situation, as best as possible.

SECTION 2.

Upon dissolution of the Society, all the proceeds, after payment of all outstanding debts, shall be the Trustees to a bona fide registered Islamic, nonprofit, religious and charitable organization registered under the section 501 (c) (3) of the Internal Revenue Code.

SECTION 3.

Trustees of the Society shall be responsible for carrying out the dissolution process in a manner satisfactory to the State and Federal Authorities. (These are privileges of the Board of Trustees).
ARTICLE XI: BY-LAWS

SECTION 1.

The Board of Trustees may enact additional by-laws for the administration of its affairs effectively.

SECTION 2.

Additional by-laws enacted by the Board may be amended by majority vote in a Board meeting, provided the amendments were circulated at least seven days prior to the meeting.

SECTION 3.

Additional by-laws may not restrict or alter any provision of this constitution.

SECTION 4.

Robert's Rules shall be adopted for the conduct of all meetings, unless specified otherwise.

SECTION 5. Duties of the Executive Committee Members

1. The President

   (a) He shall preside at each and every meeting. Meetings shall be conducted in accordance with the Robert's Rules of Order, unless otherwise stated.

   (b) He shall have the right to appoint standing committees such as Steering, Finance, Maintenance, Education and any others. Each committee shall be composed of three members. Additional temporary committees may be created as the need arises.

   (c) He shall have the right to call a special meeting when necessity demands.

   (d) He shall have the right, if necessity required, to spend up to $2000 and to give account of same at the first Executive Committee meeting thereafter.

   (e) He shall be an advisory member on every committee.

   (f) He shall sign all contracts and legal papers and official documents in the name of the Society, after approval by the Board.

   (g) He shall sign all checks drawn on the account of the Society.

   (h) Chairman or Secretary of the Board shall replace the President, in that order.
2. **The Secretary**

   (a) The Secretary shall keep the minutes of all the Executive meetings. Shall also keep record of all activities.

   (b) Shall keep the membership roster, properly and duly updated along with all the correspondence.

   (c) Each committee shall have its own secretary.

   (d) Shall keep the seal of the Society.

   (e) Shall be responsible for all correspondence on behalf of the Society.

   (f) Shall hand over all official papers of the Society to the incoming officer within one week after the election.

2. **The Treasurer**

   (a) Shall keep and maintain all financial records of the Society and shall give receipts for all received monies.

   (b) Shall keep accounts according to accepted accounting procedures and must provide detailed reports to the Board every four months, or every second meeting of the Board, or whenever requested by the Board.

   (c) Shall have no right to spend the funds except as authorized.

   (d) Shall disburse funds by checks drawn on the bank accounts of the Society only.

   (e) Shall co-sign all checks with the President.

   (f) Shall represent the Society before IRS or any other authority for financial audit or inquiry, e.g. Overseers, etc.

**SECTION 6. Quorum calls of the Annual Meeting of General Body**

In the event that the Annual Meeting of General Body fails to realize the necessary quorum of twenty percent (20%) of total voting membership, on the first call at the announced time and place, the subsequent calls shall be made at about half hour intervals.

A Limited Annual Meeting of the General Body shall be called by the President of the Board/ISCJ, as soon as at least one quarter of the quorum (5% of voting members) is registered and announced by the Chief Overseer. This constitutes the first call. Subsequent quorum calls by the Chief Overseer shall take place at about half an hour.
intervals (+/- 10 minutes). The fourth and final call shall be made no later than three hours from the registration time announced in the notification of the meeting to the General Body. If at the fourth call, the General Body fails to meet the 20% quorum then the meeting shall remain a Limited Annual Meeting until adjourned.

The Limited Annual Meeting must meet the following conditions:

(a) All members were properly notified about the time and place of meeting, in accordance with the constitution.

(b) There is no just cause to postpone the meeting, such as bad weather, strikes, travel and communication disruptions, specific long weekend or holidays, etc.

(c) At least a quarter of the quorum (5% voting members) is registered and present in the meeting area.

(d) All decisions are carried by two-third (2/3) majority of the registered voting members present. Instead of simple majority rule. Both Yeas and Nays votes by show of ID cards shall be counted to determine majority ratio. Abstentions may be counted to establish total membership present in the meeting area. However, abstentions are not included in determining the majority ratio.

(e) The agenda of the Limited Annual Meeting is limited only to the following in the order listed:

1. Chairperson's Comments, Questions to Chairperson
2. Last year Annual General Body Meeting Minutes/Approval
3. Presentation of prospective candidates for election to the Board of Trustees and Overseers
4. Explanation of Election and any amendment ballots. Ballot boxes opened and announced
5. Treasurer's presentation of proposed operating and capital budgets for the next year; discussion, modification and vote on the budgets.
6. Questions on last year’s financial statement
7. Questions on other reports included in the mailed packet. All Committee chairs or their assigned representatives shall be present to answers any questions.
8. President’s Comments
9. Conclusion

(f) There shall be no discussion of any other business, issue or resolution of any kind. The meeting can only discuss, and vote on matters pertaining to the limited-agenda.

(g) If the meeting does not achieve the required quorum for regular meeting by the fourth call as prescribed above, it shall be declared to remain a Limited
Meeting. The Chief Overseer shall within four weeks notify all voting members of record (as of December 31st of last year) the outcome of the limited annual meeting and the Executive Secretary shall send out draft minutes of the limited meeting within the same time.

(h) In the event of Limited Annual meeting of the General Body, the elections and Constitutional Amendments if any shall be carried out by mail ballots enclosed with the above notification. The Overseers shall supervise and conduct the entire election and Amendments process by mail. This procedure shall be exercised only after the proposed procedure for mail ballots is approved by the Board of Trustees and the Overseers.

(i) If during the Limited Meeting, the required quorum for Regular Meeting is achieved, the Overseers shall announce it as soon as such quorum is registered. From that point in time forward, the Limited Meeting assumes Regular Meeting status and all decisions are carried out by simple majority vote. The Election and Amendment ballots cast since the boxes were opened and going forward until the announced closing time, are validated.

(j) No business shall be conducted if the quorum falls below 5%. The quorum count shall be based on the registered voting members personally present on the floor (not merely the registered). Meeting shall be adjourned if the physical count of the registered voting members present in the meeting area falls below 5% on a quorum call. Only exception being the voting on Election and Amendment ballots which may continue until the time announced in the Notification of the General Body Meeting Agenda for closing of the ballot boxes and counting of the Election and Amendment ballots and the results announced. The Amendment ballots shall be counted on the same day as the Election ballots.

(k) The modification of the procedure shall be reviewed and agreed to by the majority of the “full body” of the Constitution Committee, it will submitted to the Board of Trustees for approval with a copy to the Overseers. The Board of Trustees should approve the modification by majority vote of the “full body” of the Board.

Definition: “Full Body” means the total number of appointed members of the Constitution Committee, and the total number of elected and appointed Board of Trustees.

SECTION 7.

The services, facilities and resources of the Society are limited to those Muslims who have been satisfactorily accepted by the Board or its designees, and they do adjure the "Unity of Allah and the Finality of the Prophet" (p.b.u.h.).
ARTICLE XII: OATH OF FIDELITY

I, ______________, declare that I am a Muslim and do hereby solemnly swear in the name of ALLAH:

- To bear true loyalty, faith and fidelity to the Islamic Society of Central Jersey;
- To serve the Society to the utmost of my abilities;
- To refrain from any expression or action detrimental to the objectives and the best interests of the Society; and
- To follow the Constitution of the Society.

I understand that I shall no longer be bound to this oath in the event a demand is made contrary to the Islamic teachings, tradition or the law.

So help me ALLAH!