

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, Most Gracious, Most Merciful



“..And their affairs are conducted by mutual consultation”

The Holy Qur'an, Chapter 42, Verse 39

BYLAWS

OF

THE ISLAMIC SOCIETY OF CORONA-NORCO, INC.

465 Santana Way, Corona, CA 92881 (951) 736-8155 www.coronamuslims.com

A non-profit religious corporation organized and existing under the laws of the State of California.

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Terms, Definitions & Abbreviations

Allah:	The One and Only God Almighty, The Creator
Adult:	An individual that has reached the legal age of eighteen years
Sallallahu Alaihi Wa Sallam	<i>May the Peace and Blessings of Allah be showered upon him -- An invocation for blessing the Prophet Muhammad (Sallallahu Alaihi Wa Sallam).</i>
The Prophet:	Refers to the Prophet Muhammad (Sallallahu Alaihi Wa Sallam)
Sunnah:	The practices and ways of the Prophet (Sallallahu Alaihi Wa Sallam)
Hadith/Ahadith:	The saying/sayings of the Prophet (Sallallahu Alaihi Wa Sallam)
The Holy Qur'an:	The final message from Allah revealed to the Prophet Muhammad (Sallallahu Alaihi Wa Sallam)
ISCN:	The Islamic Society of Corona-Norco Inc.
The Society:	ISCN
U.S.	The United States of America
Sahabi/Ashaba:	Companion/s of the Prophet (Sallallahu Alaihi Wa Sallam)
Khulafa-I-Rasheedeen:	The four pious Caliphs who successively led the Islamic Ummah after the passing away of the Prophet (Sallallahu Alaihi Wa Sallam)
Masjid:	A Muslim institution of congregational prayer and supplication
Hijra:	Islamic Calendar
Voting Member:	ISCN member who has voting privilege
Associate Member:	ISCN member who has NO voting privilege
Council:	A 13-member body elected by Voting Members of ISCN
General Body:	The highest ISCN body comprising of Associate and Voting members
Officer:	Any one of the President, Secretary or Treasurer
Quorum:	The minimum number of attendees needed for a meeting to be deemed valid and legal
Full Term:	The duration for which an elective position is required to serve
Standing Committee:	A body formed by the Council to assist it with fulfilling on-going or specific tasks
Bylaws:	A set of provisions that helps ISCN to be effective and stable

GOVERNANCE

- 1 *These Bylaws shall be recognized as the official document of the Islamic Society of Corona-Norco (ISCN) and shall be available to each ISCN member and to each new member at the time of application, either online or in the form of a printed copy. Current, updated Bylaws shall reside on the official website of ISCN.***
- 2 *No member shall be absolved from the effect of the Bylaws by excuse of not having received it, or of ignorance of its contents.***
- 3 *The Bylaws of ISCN bind each member as though he/she had inscribed his/her name and affixed his/her signature thereto.***
- 4 *Notwithstanding any provision of these Bylaws or of the Articles of Incorporation, the Council Members, its Officers, Committees and all Voting and Associate Members shall always act in accordance with these Bylaws and the Administrative Rules of Discipline and Conduct of ISCN as developed, modified and approved by the Council from time to time.***

ARTICLE I: NAME AND LOCATION

The name of the Society will be the Islamic Society of Corona-Norco, Inc. (ISCN), henceforth referred to as ISCN. The principal office of the ISCN will be located at 465 Santana Way, Corona, California 92881, USA.

ARTICLE II: MISSION, GOAL, CREED AND RESOURCES

ISCN is an independent, non-profit, religious organization.

Its Mission is to assist Muslims in America to preserve their religious heritage and customs and to create a sense of community amongst the followers of Islam. ISCN members shall contribute peacefully and democratically to the diversity and pluralism of the American society.

The Goal of ISCN is to practice, safeguard and promote Islam and its universal, tolerant and peaceful values in the United States of America and to advance the Islamic identity of the future generations of Muslims through its educational programs and community building activities.

Creed and Resources

The centerpiece of ISCN's **creed** is the Oneness and Uniqueness of Allah, Who is One and Only, Merciful and Compassionate Creator, and that Muhammad (may Allah's peace and blessings be upon him) is His Final Prophet and Messenger.

The Holy Qur'an and the authentic Ahadith of Prophet Muhammad (may Allah's peace and blessings be upon him) are the main **resources** of guidance in Islam. The different schools of thought (Hanafi, Hanbali, Maaliki, Shafai, Ja'fari etc.) are great reservoirs of valuable human interpretations. We benefit from them all to meet the challenges of the present and in our quest for a better future.

ISCN is neither affiliated with nor supports any sect or political ideology that overtly or covertly deviates from the true and authentic principles of Islam.

ARTICLE III: AFFILIATIONS

ISCN is not affiliated currently with any other organization. Future affiliations, if needed, will be recommended by the Council and approved by a *two-thirds* (2/3) majority of the General Body's Voting members.

ARTICLE IV: PERMITTED ORGANIZATIONAL ACTIVITIES

ISCN will not carry out or perform or allow any activities that are not permitted to be carried out by an organization that is exempt from Federal Income Tax under Section 501 (C)(3) of the Internal Revenue Code of 1954, as now in force or afterwards amended.

ARTICLE V: MEMBERSHIP

Section 5.01: Eligibility

- 5.01.1 Only those Muslims who are legal residents of U.S. and who subscribe to the Mission and Goal, Creed and Resources of ISCN as set forth in Article II and who abide by these Bylaws will be eligible to become **Associate** members of ISCN.
- 5.01.2 Muslims, eighteen (18) years of age or older, who are U.S. Citizens or permanent U.S. residents and who furnish proof thereof, and who subscribe to the Mission and Goal, Creed and Resources of ISCN as set forth in Article II and who abide by these Bylaws will be eligible to become **Voting** members of ISCN.
- 5.01.3 Muslim residents of Corona-Norco and surrounding areas within 15 miles of radius of the City Hall of the City of Corona will be eligible to become **Voting** members of ISCN.

Section 5.02: Fiscal Year and Membership

- 5.02.2 The fiscal year of ISCN is defined as January 1 through December 31. All memberships shall coincide with this fiscal year.
- 5.02.3 Membership of ISCN will be subject to the Bylaws of ISCN.

Section 5.03: Types of Membership

ISCN will have two types of members: Associate Members and Voting Members

- 5.03.1 **Associate Members:** Once the membership application is accepted, the applicant will be deemed an Associate Member for one year starting from the latter of either the date of approval or the full payment of annual dues. The Associate member may not be required to meet the eligibility condition stated in Section 5.01.3 above. The Associate Members will not have any voting privileges. They may serve as members of standing committees.
- 5.03.2 **Voting Members:** After the completion of one year of membership, the Associate Member may be offered the opportunity to become a Voting Member. If the Associate Member agrees and meets the requirements in Section 5.02 and 5.03 above, then, the membership will be progressed to Voting Member status with all Voting membership rights and voting privileges, provided all dues have been paid. If the member declines the offer, he/she will continue to remain an Associate Member.
- 5.03.3 **All Voting and Associate Members:** All Voting and Associate Members are required to pay their membership dues in time to keep their membership in good standing.

Section 5.04: Membership Application

All membership applications will be submitted to the Membership Committee. The prospective member shall submit the appropriate dues for the current year with the application. A simple majority vote of members present at the following meeting of the Membership Committee is required to declare the applicant as an Associate member. After one year, the Associate member shall be voted on for Voting membership by a simple majority vote of the Membership Committee members present at the meeting. Any individual rejected for Associate or Voting membership may be provided with a written explanation.

Section 5.05: Rejection of Membership Application

In case of rejection of the application by the Membership Committee, the applicant may file an appeal with the ISCN Council whose decision shall be final. An applicant who has not been approved may appeal, in person or in writing, at the next meeting of the Council, provided the Notice of Appeal is given ten (10) days prior to the date of the meeting so that it may be included in the Agenda. Personal representation may be allowed by the applicant, following which the Council may allow the applicant to be approved by a favorable vote of a simple majority of the voting members present. An application denial affirmed by the Council, after such appeal, cannot be resubmitted until after one (1) year from the date of such denial.

Section 5.06: Membership Dues

The membership fees shall be determined by the Membership Committee but shall remain fixed for a given fiscal year.

Section 5.06.1: Membership Dues Default and Termination

- 5.06.1.1 A member, who fails to pay dues, as set forth in the Bylaws, for more than 90 days, will be notified in writing to pay the dues. If the dues are not paid within 30 days of such notification, the member will be deemed to have terminated his/her membership from ISCN. After such termination, the member must re-apply for membership.
- 5.06.1.2 Membership in ISCN shall automatically terminate when a member ceases, for any reason, to satisfy the requirements of Section 5.01.
- 5.06.1.3 Termination of Membership may also occur because of member's resignation, felony conviction or death.
- 5.06.1.4 Upon termination, any prepaid membership dues shall be deemed as donation to promote ISCN's goal. No such prepaid membership dues shall be refundable or transferable to other existing or new members.

Section 5.06.2: Dismissal

A member may be dismissed from membership following a hearing before the Council for refusal to

adhere to or comply with the provisions of the Articles of Incorporation or these Bylaws or the Administrative Rules of Discipline and Conduct as developed, modified and approved by the Council from time to time.

Section 5.06.3: Non-transfer of Membership

Membership in ISCN is neither transferable nor assignable.

ARTICLE VI: GENERAL BODY

Section 6.01: Definition

The General Body shall consist of all Voting and Associate members who have paid their membership dues; however, only the Voting members will be eligible to vote. The General Body shall meet as required by the Bylaws.

Section 6.02: Quorum for General Body Meetings

To hold a General Body Meeting, except for voting on amendments to the Bylaws, one-third number of Voting members, on current record within thirty (30) days prior to the meeting date, represented in person or by written ballot, will constitute quorum. If a quorum is present, the affirmative vote of the majority of the voting members, represented at the meeting, and voting on any matter shall be the act of the members.

The members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by a majority of the members required to constitute a quorum.

In the absence of a quorum, any meeting of members may be adjourned from time to time by the vote of a majority of the votes represented in person, but no other business may be transacted. It shall be the responsibility of the person presiding over a General Body meeting to check the quorum requirements in conjunction with the Secretary before the beginning of the meeting. If at any time during the meeting, it is pointed out by a member that a quorum requirement is lacking, and if the Secretary verifies it to be correct, the meeting shall be adjourned. If the quorum requirement is not met, another meeting shall be called to discuss the same issue/s. Quorum will not be required at the subsequent meeting, but no items other than the ones on the original agenda will be discussed.

Section 6.03: Frequency of General Body Meeting

The General Body meeting shall be held at least once a year. At these meetings, the Council will present the annual reports to the General Body. Attendance at the Annual General Body Meeting of ISCN shall be limited to Voting and Associate members only.

Section 6.04: Special General Body Meeting

Special General Body Meetings may be called by the Chairperson or by a simple majority vote of the members of the Council present at a quorum-complying meeting of the Council. Special General Body meeting may also be requested by petitioning to the Secretary in writing with verifiable signatures of at least 30% of the Voting members on roll at the time. Such meetings shall be held at such hour and place as designated by the ISCN Council. Notice of such meeting will be posted at the ISCN premises and communicated by the Secretary to each Voting member no less than thirty (30) days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other ISCN business may be conducted at that time. The quorum for the meeting shall be a simple majority of the Voting members.

Section 6.05: Chairperson or Designated Presiding Officer

The Chairperson of the Council shall preside at all General Body meetings. In case he/she is unable to be present, the Chairperson shall designate, in advance, any Council Member to act on his/her behalf. In case the Chairperson is unable to designate a Council Member in advance, the Council Members present shall select one among them and proceed with the meeting.

ARTICLE VII: RIGHT TO VOTE

- 7.01 Only Voting Members will have the right to vote, provided their membership dues have been paid as set forth in the Bylaws of ISCN.
- 7.02 Each voting member shall be entitled to one (1) vote on each issue submitted to the General Body. In case both husband and wife are Voting members, each shall cast his or her vote individually and separately.
- 7.03 The Voting members not attending the General Body meeting shall be able to vote only on specific issue or issues as identified by the Secretary and only on the voting forms as submitted by the Secretary. Voting members may send his/her vote by mail. The Secretary must receive all such forms / ballots before the date of the meeting. If it pertains to Election, the vote shall be on official ballot paper provided by the Election Committee and returnable to the Election Committee before the final count of votes. However, the members casting such votes will not be counted towards any quorum requirements.

ARTICLE VIII: NOTICE, WAIVER OF NOTICE OR ERRORS

Section 8.01: Notice

Written, e-mailed or printed notice of a General Body meeting shall be sent to all members of ISCN at least two weeks prior to the date of the meeting.

No general meeting, including election meetings, shall be called without notifying the General Body of ISCN in writing at least two weeks prior to the meeting date.

Section 8.02: Waiver of Notice

Any notice required to be given to any member under these Bylaws, or the Articles of Incorporation, or State Law, may be waived. The waiver shall be in writing, signed by the person entitled to the notice, either before or after the time the notice was due to be given, and filed with the minutes. Neither the business to be transacted at the meeting, nor the purpose of any special or regular meeting need be specified in the waiver of notice of such meeting.

Attendance at any regular or special meeting of the general body shall constitute a waiver of notice of such meeting, except where attendance is for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

Section 8.03: Errors or Omissions in giving Notice

No error or omission in giving notice of any annual, general or special meeting of the General Body, to the members of ISCN shall invalidate such meetings or make void any decisions taken at those meetings. For sending notice to any member for any meeting, the last recorded home or e-mail address in the records of ISCN shall be used.

ARTICLE IX: ISCN COUNCIL

Section 9.01: Council

The Council shall consist of thirteen (13) members. Its members shall be elected by the General Body. The election procedure, required qualifications and the duration of the term of the Council members shall be as defined in these Bylaws. One Council seat will be reserved for a Sister, effective the Elections to be held in the year 2009. Such an individual, although filling a reserved seat, will be subject to the same performance standards and removal rules as applicable to the rest of the Council members.

Section 9.02: Eligibility

All Voting members of ISCN, who have been Voting members (previously called Active members) for at least three (3) consecutive years, are eligible for election to the Council; however, if both spouses are Voting members, only one will be eligible. No Voting member is eligible to be a member of the Council if he/she is affiliated with any enterprise that is in conflict with ISCN'S Mission and Goal, Creed and Resources as stated in Article II above.

Section 9.03: Election of Council Members

The following procedure shall be used for electing the members of the Council:

- 9.03.1 The Council shall form the Election Committee by nominating at least three (3) members to the Committee from the Voting Members' List.
- 9.03.2 The Election Committee shall prepare a list of nominees. These nominees shall be selected according to the qualifications established in Section 9.02 above.

- 9.03.3 The Election Committee shall notify the general membership, in writing, about the election at least thirty (30) days prior to the election.
- 9.03.4 A nomination sheet, which shall contain the names of the nominees and their qualifications, shall be sent to each Voting member. Along with the nomination sheet, a copy of the eligibility requirements for election to the Council, established in Section 9.02, shall be attached.
- 9.03.5 If any Voting member desires to nominate a Council Member, whose name is not on the nomination sheet, then, he/she must get the consent of the proposed nominee in writing along with the address and phone number of the proposed nominee, duly seconded by another Voting member and send it to the Election Committee at least fifteen (15) days prior to the election. Floor nominations on the day of the elections shall not be permitted.
- 9.03.6 The Election Committee shall verify the qualifications of each nominee who is nominated and seconded.
- 9.03.7 The Election Committee shall contact the nominees and nominators in writing or by phone to verify the information. In case the nominee does not meet the eligibility requirements specified in Section 9.02, the Election Committee shall notify the members who nominated him/her in writing and explain the reasons based on the Bylaws of ISCN.
- 9.03.8 Each nominee shall be provided with a copy of the duties, as developed by the Council, that he/she will be expected to perform if elected. He/she shall sign a statement that he/she will fulfill such duties if and when elected.
- 9.03.9 The Election Committee shall prepare a final list of candidates consisting of their own nominees and the nominees derived from the verified open nominations. The Election Committee shall present these names on the Election Day for vote. Beginning the Elections scheduled in the year 2009, the Election Committee will take into account the provision of a reserved seat for a Sister as mentioned in Section 9.01.
- 9.03.10 A General Body meeting notification shall be sent by the Council at least thirty (30) days prior to the election. Voting members shall be re-notified at least ten (10) days before the Election Day, by a letter that will include the names of the final nominees and their qualifications.
- 9.03.11 This letter shall not mention any ethnic or racial background of the nominees. On the day of election, the Election Committee shall conduct the election by ballot. The votes will be counted after the election and the results declared the same day.
- 9.03.12 To facilitate transition to the new team, a joint session of the out going members and the incoming new members will be held within ten (10) calendar days following the Election date at which time the outgoing Council Members will cease to hold office and the new members will assume office.

Section 9.04: Term

The General Body will elect the members of the Council for a term of four (4) years except in the first year. In the first year of the formation of the Council, the Council members will choose six (6)

members among them to serve for four (4) years and the rest seven (7) members for two (2) years. Every two years thereafter, the General Body will elect alternately seven (7) or six (6) members for a term of four (4) years each. Once serving a full term, a Council member may be eligible to contest for no more than one more four (4) year consecutive term, regardless of the initial term for which he/she was first chosen. Once serving two consecutive terms, a Council member will not be eligible to contest for two (2) years. He/she will not be eligible to fill a Council vacancy during those two (2) years. Thereafter, he/she may be eligible to contest but for no more than two (2) consecutive terms.

Section 9.05: Chairperson and Executive Committee

The Council will elect, from among the Council members, the Chairperson of the Council and an Executive Committee comprising of President, Secretary and Treasurer. The term for these positions shall be two (2) years. The required qualifications of the Chairperson of the Council and the Executive Committee members shall be as defined in these Bylaws.

Section 9.06: Holding only one Office at a time

A Council member can hold only one position, either as Chairperson or as one of the members of the Executive Committee. No member of the Council shall hold more than one office at a time.

Section 9.07: Resignations and Vacancies

A member of the Council may resign effective upon giving written notice to the Chairperson of the Council or the Secretary of the Council, unless the notice specifies a later time for the effectiveness of such resignation and the Council approves the same by a simple majority vote. A vacancy or vacancies in the Council shall be deemed to exist in case of the death, resignation, or removal of any Council member. If the resignation is to take effect at some future time, a successor may be selected before that time.

If any vacancy occurs in the Council, the Council will elect, by a simple majority vote of those present, from the list of Voting members, a Council member, who will serve the remainder of the term of the vacating member or until the next scheduled election for the vacated seat; however, if one spouse is already serving the Council, the other spouse will not be eligible to fill the vacancy. The Council may choose to reassign responsibilities among the Council members either prior to filling the vacancy or after. If a vacancy occurs in an elected position, namely, Chairperson, President, Secretary, or Treasurer, the remaining Council members will elect a member by a simple majority vote from among themselves first before filling the vacancy.

Section 9.08: Inability to Act or Absence of Chairperson or any Officer

In the case of "inability to act" or absence of the Chairperson or any Executive Officer (President, Secretary or Treasurer) and of any person herein authorized to act in his/her place, the Council may from time to time delegate the powers or duties of the Chairperson or such officer to any other officer or other person whom the Council may select.

If the Chairperson is unable to be present, he/she shall designate, in advance, any Council Member to act on his/her behalf. In case the Chairperson is unable to designate a Council

Member in advance, the Council Members present shall select a temporary Chairperson from among them, provided quorum requirement is met, and proceed with the meeting.

Section 9.09: Council Meeting – Quorum and Frequency

A simple majority of the Council Members, barring any vacancies, shall constitute quorum for all Council Meetings. Regular Council meetings shall be held at least once a month at a time and place as determined by the Council from time to time. Additional Council meetings may be held as and when deemed necessary by the Council.

Section 9.10: Alternative Place of Meetings

Notwithstanding anything to the contrary provided in these Bylaws, any meeting (whether regular or special) of the Council may be held, upon the consent of a simple majority of the Council members, at any place within or outside the State of California.

Section 9.11: Special Meetings of Council

Special meetings of the Council may be held upon at least four (4) days' notice by first-class mail or a forty-eight-hour (48-hour) notice given personally, by e-mail or by telephone or other similar means of communication. Any such notice shall be delivered to each Council member at an address as shown in the records of ISCN. A special Council meeting shall be held whenever the Chairperson of the Council or a simple majority of the Council members shall so call. Each call for a special meeting shall be in writing, signed by the person or persons so requesting, addressed and delivered to the Secretary. The notice of the meeting shall state the purpose of the meeting and no other ISCN business may be conducted at that time. If a majority of the Council signs a waiver of meeting notice, the meeting may be held at any time.

Section 9.12: Waiver of Notice for Council Meetings

Notice of a meeting need not be given to any Council Member who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 9.13: Quorum for Council Meetings

9.13.1 A simple majority of the Council Members then in office shall constitute a quorum for the transaction of business. Every action taken or decision made by a simple majority of the Council Members present at a meeting duly held at which a quorum requirement is met shall be regarded as the act of the Council, unless a greater number is required by the Law, the Articles, or these Bylaws.

9.13.2 A meeting, where the quorum requirement is initially met, may not continue to transact business, if sufficient number of Council Members withdraws from the meeting resulting in a lack of quorum, as defined in subparagraph 9.13.1 above.

Section 9.14: Participation in Meetings via Electronic Media

Council Members may participate in a meeting of the Council or a committee meeting through use of any suitable electronic media, such as, conference telephone or webcam, so long as all participating members in such meeting can hear one another.

Section 9.15: Lack of Quorum, Adjournment and Reconvene

A majority of the Council Members present, whether or not the quorum requirement is met, may adjourn any Council meeting to another time and place. Notice of the time and place of holding a reconvened meeting need not be given to absent Council Members if the adjourned meeting is held within twenty-four (24) hours. If the meeting is adjourned for more than twenty-four (24) hours, reasonable notice of the adjournment and re-convening to another time or place shall be given, prior to the time of the adjourned meeting, to the absentee Council Members. Such a reconvened meeting shall be deemed valid regardless of whether the usual stipulated quorum requirements are met or not.

Section 9.16: Action by Council without a Meeting

Any action required or permitted to be taken by the Council or any committee thereof may be taken without a meeting if all members of the Council or the committee shall individually or collectively consent electronically or in writing to the adoption of the resolution authorizing the action. The resolution and the consents thereto shall be filed with the minutes of the proceedings of the Council or committee.

Section 9.17: Right of Inspection by Council Members

A Council Member shall have the right of access, at any reasonable time, to the records, data, documents and the physical properties of ISCN. Improper use or dissemination of the information so accessed shall result in a reprimand including, but not limited to, removal from the Council.

Section 9.18: Duties of the Council

- 9.18.1 The Council shall defend, uphold and promote ISCN's Mission and Goal, Creed and Resources as stated in Article II.
- 9.18.2 The Council shall direct ISCN's business and activities, and shall exercise all of ISCN's powers except those reserved to members by law, or by the Articles of Incorporation or by these Bylaws.
- 9.18.3 The Council members of ISCN may collectively administer the affairs of ISCN in all things, and make or cause to be made for ISCN, in its name, any level of contract which ISCN may lawfully enter into and, generally may exercise all such powers and do all such other acts and things as ISCN is by its Bylaws or otherwise authorized to do or exercise.
- 9.18.4 The Council shall have the power to authorize expenditures on behalf of ISCN for

furthering the objectives of ISCN.

- 9.18.5 The Council shall authorize, in the absence of the Treasurer, two (2) Council members to be jointly responsible for writing disbursement checks on behalf of ISCN.
- 9.18.6 The Council shall take such steps as they may deem fit to enable ISCN to acquire, accept, solicit or receive legacies, gifts, grants, settlements and/or donations of any kind whatsoever for the purpose of furthering the objectives of ISCN.
- 9.18.7 The Council may form a Trust to safeguard and protect the assets of ISCN.
- 9.18.8 The Council may appoint a Board of Education to address the educational needs more efficiently and adequately.
- 9.18.9 The Council may provide for the creation of Committees to advance the work of ISCN. Such committees shall always be subject to the final approval and authorization by the Council.
- 9.18.10 The Council shall have the power to remove or re-assign the Chairperson or any member of the Executive Committee for lack of measurable performance or dereliction of duty.
- 9.18.11 The Council may appoint such agents and engage such employees as it shall deem necessary from time to time and such appointed persons shall have authority as prescribed by the Council at the time of such appointment.
- 9.18.12 The Council should install and maintain an adequate system of accounting and records. At least once each year the Council shall hire a competent and disinterested public auditor or accountant to audit ISCN's books and accounts. The audit must be reported in writing and must be presented to the General Body at the annual meeting.
- 9.18.13 The Council shall approve all agreements involving real estate or material transactions involving personal property prior to being construed as binding on ISCN.

Section 9.19: Remuneration of Council Members

The Council Members shall not receive any remuneration directly or indirectly, overtly or covertly, as long as they serve as members of the Council.

Section 9.20: Fees and Compensation

The Council Members shall not receive any compensation for their services as Council Members or as members of committees or commissions, however, reimbursement or advance may be made for any expenses incurred or paid by them for the benefit of ISCN.

ISCN shall not make any loan of money or property to, or guarantee the obligation of, any Council Members unless approved by the Council; however, ISCN may advance money to a Council Member for expenses reasonably anticipated to be incurred in the performance of the duties of such Council Member. In the absence of any such advance, such Council Member would be entitled to be reimbursed by ISCN for such expenses.

Section 9.21: Removal or Re-instatement of Council Members

Section 9.21.1: Removal

A Council member may cease to be a member of the Council if he/she fails to attend three (3) consecutive regular meetings of the Council without advance notice to the Chairperson or the Secretary, or an acceptable explanation to the Council. The Council can approve absences of Council members for longer periods for special circumstances. The Council will discuss irregular attendance of Council members in their meetings and take appropriate action.

Except as otherwise provided herein or by the Law, any Council Member may be removed for cause by a two-thirds (2/3) majority vote of the Council. Any or all Council Members may be removed for cause by a two-thirds (2/3) majority vote of General Body Voting members participating at the General Body meeting where such a vote is held.

Section 9.21.2: Re-instatement

The council may reinstate a member who was removed if it was later determined that the removal was not justified.

Section 9.22: Prohibited Transactions

No Council Member shall enter into any interested or self-dealing transaction with ISCN except as permitted by Law.

Section 9.23: Indemnification for Council Members

ISCN shall indemnify and hold harmless, to the maximum extent permitted by Law, each Council Member against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that such person is or was acting as an agent of ISCN and shall advance to such persons expenses incurred in defending any such proceeding to the maximum extent permitted by Law.

Section 9.23.1: Limitation on Indemnification

No Council member will be indemnified if he/she has been adjudged liable to pay ISCN in a proceeding by or in the right of ISCN. In addition, no Council member will be indemnified if he/she was adjudged in a court of law to be liable based on an improper personal benefit received by him/her.

Section 9.24: Eligibility and Duties of Council Chairperson and Executive Committee

Section 9.24.1: Eligibility for Council Chairperson

To be eligible for the Chairperson's position, the individual should have demonstrated leadership qualities and served at least two (2) years as a Council member and should have been a member of ISCN in good standing for at least eight (8) consecutive years.

Section 9.24.2: Duties of Council Chairperson

The Chairperson

- 9.24.2.1 Shall preside over all meetings of the association and the Council.
- 9.24.2.2 Shall call special meetings of the Council.
- 9.24.2.3 Shall perform all acts and duties usually performed by an executive and presiding officer.
- 9.24.2.4 Shall be responsible for ensuring that all legal documents of ISCN are kept in a safe and secured place, such as a bank vault, away from the ISCN's physical location. The Chairperson shall assign any two members of the Council to have access to those documents.
- 9.24.2.5 Shall sign all such other papers of the association as he/she may be authorized or directed to sign.
- 9.24.2.6 Shall be the spokesperson and representative of ISCN for interactions with external entities.
- 9.24.2.7 Shall perform such other duties as may be prescribed by the Council.

ARTICLE X: OFFICERS

Section 10.01: Officers

The officers of ISCN shall be the President, Secretary and Treasurer. No Council member shall hold more than one office and no immediate blood relatives or spouses shall serve as officers of ISCN at the same time.

Section 10.02: Eligibility for President

To be eligible to run for the President's position, the individual should have demonstrated leadership qualities, completed at least two (2) years as a Council member, and should have been a member of ISCN in good standing for at least five (5) consecutive years.

Section 10.03: Duties of the President:

The President

- 10.03.1 Shall have the responsibility for safeguarding and enforcing ISCN's Mission and Goal, Creed and Resources as stated in Article II.
- 10.03.2 Shall have the responsibility to develop and enforce the policies and procedures to manage ISCN's activities.
- 10.03.3 Shall have the responsibility for all the affairs associated with the ISCN.
- 10.03.4 Shall execute all orders and resolutions of the Council in a timely and satisfactory manner.
- 10.03.5 Shall, along with the treasurer, control funds and expenses of the Society.
- 10.03.6 Shall be a signatory on all bank accounts and co-sign disbursement checks along with the Treasurer for expenses of the Society and other relevant expenses in an amount equal to or in excess of \$5,000.00 per check.
- 10.03.7 Shall present the annual report at the end of the fiscal year to the Council.
- 10.03.8 Shall establish sound, amicable links between ISCN and other Islamic Centers and organizations.
- 10.03.9 Shall, along with the Secretary, sign any deeds, mortgages, bonds, or other instruments and any contracts or documents that the Council authorizes to be executed, except in cases where the signing and the execution thereof shall be expressly delegated by the Council or these Bylaws, to some other officer or agent of ISCN, or shall be required by law to be otherwise signed or executed.
- 10.03.10 Shall perform any other duties, which may from time to time, be prescribed by the Council.

Section 10.04: Eligibility for Secretary

Any Voting member of ISCN who has demonstrated effective written and verbal communication skills in English, and has served at least two (2) years as a Council member, is eligible to run for the position of the Secretary.

Section 10.05: Duties of Secretary

The Secretary

- 10.05.1 Shall be the Secretary of the Council and keep a complete record of all Council meetings.
- 10.05.2 Shall have general charge and supervision of the ISCN's corporate books and records.
- 10.05.3 Shall sign all papers pertaining to ISCN as the Council authorizes him/her.
- 10.05.4 Shall send all notices required by law and by these Bylaws.

- 10.05.5 Shall make a full report at the annual meeting about all business pertaining to his/her office.
- 10.05.6 Shall keep complete membership records as updated by the Membership Committee.
- 10.05.7 Shall also act as Secretary of the Executive Committee.
- 10.05.8 Shall make all reports required by law.
- 10.05.9 Shall turn over all books and other property belonging to ISCN, upon his/her successor's election.
- 10.05.10 Shall prepare and circulate the minutes of the meetings of the Council before the next Council meeting.
- 10.05.11 Shall prepare the agenda for the monthly meetings in conjunction with the Chairperson or President and notify members.
- 10.05.12 Shall register ISCN with the State of California and the City of Corona and maintain non-profit status of ISCN with federal and state governments.
- 10.05.13 Shall present at the beginning of every meeting the minutes of the previous meeting for approval.
- 10.05.14 Shall keep or cause to be kept at the principal office the original or a copy of ISCN's Articles and Bylaws, as amended and updated.
- 10.05.15 Shall perform other duties as deemed required by the Council

Section 10.06: Eligibility for Treasurer

Any Voting member of ISCN, who possesses understanding of financial principles and practices and has served at least two (2) years as a Council member, is eligible to run for the position of the Treasurer.

Section 10.07: Duties of Treasurer

The Treasurer

- 10.07.1 Shall perform duties with respect to ISCN's finances as the Council prescribes.
- 10.07.2 Shall have custody of the funds and securities of ISCN.
- 10.07.3 Shall develop detailed policies and procedures, approved by the Council and enforce the same for sound handling of ISCN's financial matters.
- 10.07.4 Shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements in proper books belonging to ISCN.

- 10.07.5 Shall deposit all monies, securities and other valuable effects in the name and to the name and to the credit of ISCN in such chartered bank or banks, or in the case of securities in such registered dealer in securities as may be designated from time to time by the Council.
- 10.07.6 Shall disburse the funds of ISCN under the direction of the Council, taking proper vouchers for such disbursements.
- 10.07.7 Shall render to the President and Council at the annual meeting, or whenever required of him/her, an account of all the transactions and a statement of the financial position of ISCN.
- 10.07.8 Shall sign all disbursement checks on behalf of ISCN, and co-sign with the President checks worth \$5,000.00 or over.
- 10.07.9 Shall prepare an annual budget in cooperation with the Chairpersons of various Committees and submit it to the Council within thirty (30) days after the beginning of the fiscal year.
- 10.07.10 Shall file the necessary papers for City, State and Federal taxes and statements.
- 10.07.11 Shall prepare the final financial report of the income and expenditures and present it at the Annual General Body meeting.
- 10.07.12 Shall participate in all fund-raising activities and keep full updated records of amounts raised and collected.
- 10.07.13 Shall also perform such other financial duties as directed by the Council

Section 10.08: Removal and Resignation

The Chairperson, President, Secretary or Treasurer or any officer may be removed at any time by a vote of two-thirds of the entire Council.

Any officer may resign at any time by giving written notice to the Chairperson of the Council or the Secretary of the Council, but without prejudice to the rights, if any, of ISCN under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or later specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 10.09: Vacancies

A vacancy in any office because of death, disqualification, removal or resignation or any other cause shall be filled in the manner as prescribed in these Bylaws for regular election or appointment to such office. Such vacancies shall be filled as they occur and not on an annual basis.

ARTICLE XI: FINANCES

Section 11.01: Contracts and Loans

Section 11.01.1: Contracts

The Council may authorize any officer or officers, agent or agents, to enter into any contract and to execute and deliver any instrument in the name of and on behalf of ISCN and such authority may be general or confined to specific instances.

Section 11.01.2: Loans

No loan shall be contracted on behalf of ISCN and no evidences of indebtedness shall be issued in its name unless authority is specifically given by a resolution of the Council. Such authority may be general or confined to specific instances.

Section 11.02: Acceptance of Funds

As long as it does not violate the Bylaws of ISCN or the laws of the State of California or the United States of America, the Council may accept any contribution in any form from any source on behalf of ISCN.

Section 11.03: Usage of Funds

Funds collected for expanding and maintaining ISCN shall not be used for any other purposes.

Section 11.04: Types of Accounts and Disbursement of Funds

Section 11.04.1: Expense Accounts

Expense Accounts shall be interest-free checking accounts at US banks in the name of ISCN. The Treasurer shall operate this account. In his absence, the President and another Council member may be jointly authorized to operate this account temporarily. Signatures of both the Treasurer and the President, or the President and another authorized council member (in the absence of the Treasurer), shall be required for any withdrawals in amounts equal to or in excess of \$ 5,000.00 from this account.

Section 11.04.2: Reserve Funds Accounts

Reserve Funds Accounts shall be interest-free accounts in US banks. All of ISCN's income, membership dues, all other incoming checks or cash and all donations, except those donations collected for a special cause, shall be deposited into this account. Three signatures shall be required to disburse funds from this account. The Council Chairperson, the President and the Treasurer shall sign for disbursing funds from this account.

Section 11.04.3: Zakat / Fitra Accounts

These accounts or sub-accounts shall be interest-free accounts. All Zakat funds including Zakat-ul-Fitr shall be deposited into these accounts or chart of accounts. The Treasurer and the President of the Executive Committee shall sign jointly to disburse funds from this account.

Section 11.05: Auditors

The Council shall annually nominate qualified auditor(s) to review the financial status of ISCN and all of its accounts. A final report of the audit, as prepared by the auditor(s) and submitted to the Council shall be presented at the Annual General Body meeting.

Section 11.06: Separate Annual Budgets

Several individual Budgets when necessary shall be established to cover the activities of ISCN. There shall be separate annual budgets for various Committees to be evaluated and approved by the Council Members.

ARTICLE XII: COMMITTEES

To promote efficient handling of Council matters, the Council shall appoint various committees. These committees shall perform tasks solely in accordance with the duties and powers specifically delegated by the Council. Committees of the Council may be appointed by resolution passed by a simple majority of the whole Council. Committees shall be composed of one or more members of the Council and other members of ISCN, and shall have such powers as may be expressly delegated to it by the resolution/s of the Council Members.

No Council member will head more than two (2) Committee positions, however, they may serve as members of other committees, if they so agree.

The Council shall have the power to prescribe the manner in which proceedings of any such committee may be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. All such proceedings shall require approval by the Council. Minutes shall be kept of each meeting of each committee.

Section 12.01: Committees Budget

The Chairperson of each Committee shall be responsible for presenting, to the Treasurer, a budget for his/her committee within twenty (20) days of being appointed or after the new fiscal year.

ARTICLE XIII: STANDING COMMITTEES

Section 13.01: Definition and Description

The term "standing committee" shall mean any committee appointed by the Council which is authorized by specific delegation, without further Council action, to make and implement decisions on behalf of the Council, or to implement, with some degree of discretion, decisions of the Council

pursuant to guidelines established by the Council.

Section 13.02: Establishment of Standing Committees

The establishment of a standing committee shall be effected by a resolution of the Council approved by the vote of the majority of the Council Members then in office, which specifically sets forth the powers and duties delegated to such committee and specifically identifies the committee as a “standing committee.”

Section 13.03: Organization of Standing Committees

The purpose of Committees is to assist the Council in its decision making process, and manage the routine affairs of the different programs that the Council has approved.

A Standing Committee shall:

- 13.03.1 Be chaired by a Council Member unless the Council by a simple majority vote decides to appoint a non-Council but Voting member.
- 13.03.2 Appoint a Committee Treasurer when needed.
- 13.03.3 Prepare a schedule of events and meet regularly.
- 13.03.4 Submit quarterly reports to the Secretary.
- 13.03.5 Submit a yearly budget to the Treasurer.
- 13.03.6 Keep minutes of its meetings.
- 13.03.7 Adhere to the Bylaws.

Section 13.04: Appointment of Standing Committees

The Council shall appoint the following Standing Committees:

- 13.04.1 Development Committee
- 13.04.2 Education Committee
- 13.04.3 Finance Committee
- 13.04.4 Fund Raising Committee
- 13.04.5 Membership & Information Committee
- 13.04.6 Youth Committee
- 13.04.7 Social Service Committee
- 13.04.8 Women’s Committee
- 13.04.9 Facilities Committee
- 13.04.10 Programs Committee
- 13.04.11 Inter Faith and Outreach Committee
- 13.04.12 Bylaws Committee

In addition to the ones listed above, the Council may from time to time establish more standing or Special Committees as deemed necessary.

Section 13.04.1: Development Committee (DC)

The Development Committee shall consist of a Chairperson and a minimum of two additional

members. The purpose of DC is to plan and get approvals for the development of the ISCN assets according to the needs of the Community. It will be responsible for interfacing with the constructional aspects of the approved plans.

Section 13.04.2: Education Committee (EC)

The Education Committee shall consist of a Chairperson and a minimum of two additional members. It will be responsible for recommending to the Council competent individuals as principals of different schools and approving the hiring of teachers for those schools. The principals shall be a part of the EC. The purpose of the EC is to develop and execute well-planned educational programs and services to meet the educational needs of the Community.

Section 13.04.3: Fund Raising Committee (FRC)

The Fund Raising Committee shall consist of a Chairperson and a minimum of two additional members. It will be responsible for developing and executing fund raising plans and generating awareness of the development project needs. It will also be responsible to reach out to appropriate human and financial resources at local, state, national and international levels to raise the necessary funds for the ISCN development project.

Section 13.04.4: Finance Committee (FC)

The Finance Committee shall be headed by the Treasurer and consist of a minimum of two additional members. The purpose of the FC is to assist in reconciling and reporting the financial data and records to the Council.

Section 13.04.5: Membership & Information Committee (MIC)

The Membership Committee shall consist of a Chairperson and a minimum of two additional members. Its purpose shall be to promote membership by attracting new members, processing and maintaining membership application records in an efficient manner, and to encourage members to participate actively in ISCN's programs. It will also be responsible for providing the maximum publicity to all ISCN programs and activities using various avenues such as verbal announcements, flyers, bulletin boards, website presence, e-mails, phone calls, etc.

Section 13.04.6: Youth Committee (YC)

The Youth Committee shall consist of a Chairperson and a minimum of three additional members. Its purpose shall be to attract the Youth to participate in the development of the community through programs geared towards their needs and to meet future challenges.

Section 13.04.7: Social Services Committee (SSC)

The Social Services Committee shall consist of a Chairperson and a minimum of additional two members. It will be responsible for recommending appropriate disbursement of the Zakat and Fitra funds. It will also be responsible for developing and executing social

services related programs to benefit the Community.

Section 13.04.8: Women's Committee (WC)

The Women's Committee shall be headed by a Sister Council Member (if one is available, or appointed as per Section 13.03.1) and consist of a minimum of three additional members. The purpose of WC is to promote and organize educational programs to enhance Islamic values and culture with special focus on the women. It will also develop and execute activities to encourage women to participate actively in the development of the Community.

Section 13.04.9: Facilities & Security Committee (FSC)

The Facilities and Security Committee shall consist of a Chairperson and a minimum of two additional members. The purpose of FSC is to ensure that all facilities are properly maintained and secured at all times. It is also responsible for ensuring compliance with City, County and State codes. It shall also be responsible for recommending safety measures to protect ISCN from fire, theft, vandalism, and other hazards.

Section 13.04.10: Programs Committee (PC)

The Programs Committee shall consist of a Chairperson and a minimum of two additional members. The purpose of PC is to plan major programs of ISCN on a regular basis, and invite outside speakers, as necessary. It will also be responsible for presenting to the Council a list of future yearly activities within thirty (30) days of being appointed. All activities of ISCN should be channeled through this committee.

Section 13.04.11: Interfaith & Outreach (IOC)

The Interfaith and Outreach Committee shall consist of a Chairperson and a minimum of two additional members. The purpose of IOC is to develop harmonious relations with the people of other faiths and promote the understanding of Islam.

Section 13.04.12: Bylaws Committee (BLC)

The Bylaws Committee shall consist of a Chairperson and a minimum of two additional members. The purpose of BLC is to educate the members on the details of the bylaws, to review the bylaws on a yearly basis and to recommend any changes to the Council.

Section 13.05: Appointment of Committee Chairperson

The Council Chairperson shall submit nominations to the Council for approval of a Committee Chairperson for each of the Standing Committees. The Council may approve such a nomination by a simple majority vote at any regular meeting of the Council. If the Council does not have a Sister as a member of the Council, the Council Chairperson may appoint a Sister from the General Voting Membership to preside over the Women's Committee. Such appointments will not confer upon the appointees the rights of the duly elected members of the Council.

Section 13.06: Limitation of Committee Chairperson

No one shall be the Chairperson of more than two committees simultaneously.

Section 13.07: Committee's Recommendations

The recommendations of a Standing Committee shall be honored and carried out unless a simple majority of the members of the Council votes against them.

Section 13.08: Limitations upon Standing Committees

No committee shall have any of the authority of the Council with respect to the following:

- 13.08.1 The approval of any action for which the Law also requires approval of the General Body or approval of a majority of all the General Body;
- 13.08.2 The filling of vacancies on the Council or on any Committee, which has the authority of the Council;
- 13.08.3 The amendment or repeal of Bylaws or the adoption of new Bylaws;
- 13.08.4 The amendment or repeal of any resolution of the Council, which by its express terms is not so amendable, or repealable;
- 13.08.5 The appointment of other committees of the Council or the members thereof, if such committee will have the authority of the Council;
- 13.08.6 The expenditure of ISCN's funds to support a nomination for a Council Member;
- 13.08.7 The approval of any self-dealing transaction, except that when it is not reasonably practicable to obtain approval of the Council prior to entering into such a transaction, a committee authorized by the Council may approve the transaction in a manner consistent with the Law subject to ratification by a majority of the Council Members then in office (without counting the vote of any interested Council Member) at the next meeting of the Council.

ARTICLE XIV: MEDIATION AND ARBITRATION

The task of approving final decisions for ISCN shall rest solely with the ISCN Council. Any conflict, controversy or claim arising out of, or relating to, these Bylaws or decisions shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the National Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Unless otherwise agreed to by the parties, mediation shall be held within 30 days prior to the start of the arbitration hearing in order to facilitate settlement.

ARTICLE XV: JUDICIARY PROCEDURES

Section 15.01: Petition Process

Allegations of misdemeanor, misappropriation of funds, fraud, corruption, violation of the Bylaws, cover-up of such offenses, may be brought against a member or a group of members by a petition signed by at least thirty (30) percent of the Voting members, supported by objective, documented and relevant evidence. The petition shall be handed over to the Chairperson of the Council and a copy given to the Secretary.

Section 15.02: Discharge of Petition or disputes

The Council shall meet within two weeks of receipt of the petition in order to setup a mediation panel to hear the allegation/s and resolve any disputes. If the allegation /s is/are against a member of the Council, the remaining Council Members shall be responsible for calling the meeting for setting up the panel. If the allegation/s is/are against one of the members of ISCN, the entire Council shall be responsible for calling the meeting and setting up the panel.

Section 15.03: Appointment of a Mediation Panel

The mediation panel shall consist of a Council Member, an Officer of the Executive Committee and an individual Voting member who is not a member of the Council.

Section 15.04: Refusal to Participate

If the person accused refuses to exercise the right to draw the names of the members to serve on the panel, the Chairperson or his/her representative shall draw the names and proceed with the investigation.

Section 15.05: Hearings Proceedings and Conflict Resolution

15.05.1 The panel shall hear the allegation/s and hear witnesses from both sides, examine all evidences, pass the verdict, and determine punitive and corrective measures.

15.05.2 In case of a conflict between members of ISCN, the Council or the Executive Committee, or a mediation panel, as appointed by the Council, will meet with the parties involved to help them find a mutually satisfactory solution. The mediation panel will have no power to impose a solution and no formal rules of evidence or procedure will control the mediation. The mediation panel and the parties would be expected to agree on their own informal ways to proceed and resolve the disagreement.

ARTICLE XVI: BANKRUPTCY AND DISSOLUTION

Section 16.01: Bankruptcy

In case of financial hardship, the Council shall call a meeting of the Voting Members of the General Body and present a plan to mitigate the financial difficulties. If the Council fails to submit such a plan,

its members shall resign, en masse, paving the way for the Voting Members of the General Body to elect new members of the Council. Under no circumstances shall the Council or any agent of ISCN seek bankruptcy protection without a specific approval of two-thirds (2/3) majority of all Voting Members at a duly convened special meeting called for such a purpose.

Section 16.02: Dissolution

The authority responsible for the dissolution of ISCN will observe the following priority:

- 16.02.1 First, the ISCN Trust, if and when formed will be responsible for taking any and all actions pertaining to the dissolution of the ISCN.
- 16.02.2 Second, in the absence of the ISCN Trust, the Islamic Shura Council of Southern California shall be entrusted with the responsibility to manage or disposition all assets and liabilities of ISCN.
- 16.02.3 Third, in the absence of the above two entities, the North American Islamic Trust, Inc. shall be entrusted with the responsibility to manage or disposition all assets and liabilities of ISCN.

ARTICLE XVII: AMENDMENTS and INSPECTION

Section 17.01: Amendments to the Bylaws

- 17.01.1 A proposal for amendment shall be signed by a simple majority of Voting members or by two-thirds (2/3) of the members of the Council. All amendments must be submitted in writing to the Secretary at least six (6) weeks prior to the Annual General Meeting and contained in the Agenda that is sent to all members. The Secretary, upon Council approval, shall mail the proposed amendment/s to all the members of the Society at least thirty days prior to the General Body meeting.
- 17.01.2 An affirmative vote by a simple majority of the Voting members shall be necessary for the adoption of all proposed amendments and revisions. The quorum requirement for voting on any Bylaw amendment or revision shall be fifty (50) percent plus one (1) of the total Voting members on roll.

Section 17.02: Inspection of Updated Bylaws

- 17.02.1 The original or, a copy of the Bylaws as amended or otherwise modified to date, certified by the Secretary of the Council, will be kept at ISCN premises and shall be available for inspection by the members at mutually convenient hours.
- 17.02.2 All amended bylaws will be filed promptly with the California Secretary of State, if so required. If further amendments to the bylaws are required for complying with state or federal requirements, a simple majority shall be sufficient for passage of only such required amendments. If the amendments are for any other purpose, a two-thirds vote shall be required.

ARTICLE XVIII: TRANSITION

To facilitate the smooth transition from the present two-body organizational structure, i.e. the Board of Directors (BOD) and the Board of Trustees (BOT), to the unitary Council type of structure, the steps identified in Appendix "A" shall be adopted.

Dua

Oh Allah! In sincerity we supplicate, in faith we serve, in belief we sacrifice, in devotion we pray, help us follow the true path, forgive us our weaknesses as we set our hands to this task, for you are The Forgiver, The Cherisher, The Al-Mighty. Ameen!

END OF BYLAWS

We the undersigned, hereby attest that the above (xx) pages are true and correct Bylaws of the Islamic Society of Corona-Norco, Corona, CA as approved by the General Body on _____ at the ISCN Masjid located at 465 Santana Way, Corona. CA 92881.

<Signature on File>

<Signature on File>

Bylaws Committee ISCN Council

- 1 Abdul Quader, Mohammad**
- 2 Adhami, Riad**
- 3 Baseer, Ahsan**
- 4 Farooki, Kalim**
- 5 Husain, Rafe**
- 6 Rizvi, Akbar**
- 7 Saleemi, Naeem**

APPENDIX A - TRANSITION

Section A.1: COUNCIL FORMATION

- All existing members of the two bodies – BOD and BOT – shall be required to assent to continue to serve in the Council. Should there be some unwilling individuals, then, they would be requested to resign their positions forthwith.
- The body (BOD or BOT) where the vacancy/vacancies arise shall fill the positions in accordance with the prior Bylaws, with appropriate, willing and competent individuals.
- Once all members are in place in both the bodies (9 in BOD and 4 in BOT), the aggregate composition of all 13 (thirteen) members will become the initial set of ISCN Council.
- On the effective day of the adoption of the new Bylaws, these 13 members shall be deemed as the thirteen (13) members of the Council.

Within a week of coming into being, the Council Members shall convene with all thirteen (13) members in attendance at a mutually convenient time and place.

Section A.2: SELECTION OF THE TEMPORARY RETURNING OFFICER

Any one of the thirteen Council Members may propose the name of a Council Member to serve as the Temporary Returning Officer (TRO). Any one of the eleven (11) Council Members (the proposer and the proposed being excluded) may second the proposal. With the agreement (expressed by show of hands) of the simple majority of the Council Members, the individual whose name was proposed shall be deemed elected to serve as the TRO.

Section A.3: TERM DETERMINATION

One of the first tasks of the TRO shall be the determination of the term of each new Council Member. Seven (7) Council Members shall be designated for 2-year term and remaining six (6) Council Members for 4-year term.

The TRO shall pass out sheets to the Council members that would list the names of all thirteen (13) Council Members with two columns against each name. One column will indicate 2-year term and the other 4-year term. The Council Members will vote for all the members by marking only one column against their fellow Council Members' names.

The TRO will poll all votes and declare the top six (6) to serve 4-year term and the remaining seven (7) to serve 2-year term. In case of a tie, the individuals will be given the opportunity to resolve, failing which the TRO shall distribute fresh ballots but with only the names of the tied Council Members. The TRO shall poll the votes and declare the term determination.

Section A.4: ELECTION OF OFFICERS OF THE COUNCIL

Section A.4.1: Election of the Chairperson:

The TRO shall next conduct the election of the Chairperson of the Council. The TRO shall announce the list of eligible Council Members for the Chairperson's position. Notwithstanding any eligibility requirements to the contrary, mentioned elsewhere in the Bylaws, to be eligible for the Chairperson's position, the candidate should have served a combined period of at least two (2) full terms as any Officer (as defined in the previous ISCN structure, namely, President, Secretary or Treasurer) and should have been a member of ISCN in good standing for at least eight (8) consecutive years.

The TRO shall explore the possibility of a unanimous choice for the Chairperson's position, failing which; he/she shall conduct the election. Again, all Council Members shall vote except the TRO, and the TRO shall announce the name of the individual who polls the maximum votes. In case of a tie, the TRO shall cast his/her vote to break the tie.

Once the Chairperson is elected, the TRO shall invite the elected Chairperson to conduct the meeting from then on, and relinquish his/her seat.

Section A.4.2: Election of Executive Committee:

The Chairperson shall conduct the election of the Executive Committee members comprising of the President, Secretary and Treasurer. He/she shall apprise the Council Members about the eligibility requirements for each position.

Notwithstanding any eligibility requirements to the contrary, mentioned elsewhere in the Bylaws, for the President's position, the candidate should have served a combined period of at least two (2) full terms as a member of either the BOD or BOT.

For the positions of the Secretary and Treasurer, the candidates should have served at least one (1) full term as a member of either the BOD or BOT, or be a duly elected officer for such positions in the current Board.

The Chairperson shall explore the possibility of a unanimous choice for each position, failing which, he/she shall conduct the election in a progressive manner starting with the position of the President, then the Secretary and then the Treasurer.

Once all positions are filled, the Chairperson shall make a formal announcement to all the members of ISCN about the election results. The new Executive Committee, so formed, shall be deemed official and active with immediate effect.