PREAMBLE

We, the Muslims of East Brunswick and vicinity in the state of New Jersey, out of our conviction for our faith, do hereby proclaim the establishment of "**IQRA Community Services**," so that individually and collectively we all can practice our Islamic faith, uphold ethical and moral values, indulge and support religious, educational pursuits, upgrade our character, and thus by these acts glorify Allah (Exalted He Is).

To this effect we hereby set forth and enact the following laws governing **IQRA Community Services**, which shall be binding on each and all of us in totality, including any future amendments. We pray to Almighty Allah (one and the only GOD) that He guides us on the right path and bestow His blessings on us, both in this world and the Hereafter.

Aameen!!!

CONSTITUTION AND BYLAWS
OF
IQRA Community Services

First Adopted: March 2004
Amended: January 2013, November 2025
Last Amended: August 2026

IQRA Community Services, 402 New Brunswick Ave., East Brunswick, NJ 08816

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ARTICLE I – NAME AND LOCATION

Section 01.01 Name

The name of the organization shall be "IQRA Community Services" hereinafter referred to as ***IQRA***. The organization shall also be known as "Islamic Center of East Brunswick – ICEB". The Organization shall also be known as "Masjid IQRA". ***IQRA*** shall be a non-profit organization incorporated in the State of New Jersey.

Section 01.02 Location

The principal office of ***IQRA*** shall be located at 402 New Brunswick Ave., East Brunswick, NJ 08816. ***IQRA*** may maintain additional offices at such other places as the Administration may designate.

ARTICLE II – PURPOSE

Section 02.01 Purpose

IQRA is organized exclusively for charitable, religious, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 02.01.01 Tax Exempt Nature

Following are the provisions that shall qualify ***IQRA*** as a tax-exempt non-profit organization:

a. No part of the net earnings of ***IQRA*** shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

b. No substantial part of the activities of ***IQRA*** shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

c. Notwithstanding any other provision of this document, ***IQRA*** shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section-of any future federal tax code.

Section 02.02 Objectives

The objectives of ***IQRA*** shall be the following:

a. To organize and establish Islamic institutions such as facilities for prayer, religious education, Islamic library and research center.

b. To implement essential services for the Muslim community such as marriage ceremonies,

funeral services and other services/activities consistent with Islamic law.

c. To facilitate Muslims to lead their lives according to the teachings of Islam.

d. To work for universal brotherhood, social justice and peace in accordance with dictates of Islam.

e. To establish relations and cooperate with other organizations having similar objectives.

f. To develop close interfaith relationships and to promote understanding among people of different faiths in general and Muslims in particular.

ARTICLE III – MEMBERSHIP

Section 03.01 Eligibility for Membership

Membership at IQRA is a prerequisite to participating in elections and holding administrative office. The collective Membership body shall be known as the General Assembly.

In order to become a Member, each applicant must fulfill the following requirements:

a. Must be practicing Muslim,

b. Must be at least eighteen (18) years of age,

c. Must be presently residing in the towns of East Brunswick, Milltown, Monroe, Spotswood, South River and Helmetta in the state of New Jersey. The administration may approve applicants who are regular congregants from non-approved towns, with final approval from Shura, with a maximum of five (5) new members permitted per calendar year.

d. Must accept the objectives of ***IQRA*** as stated in Article II

e. Must complete the Membership Application, pay initial fee and annual Membership dues.

All applicants are required to provide a U.S. federal or state-issued photo ID at the time of applying Membership. Failure to do so may result in rejection of the Membership application.

Section 03.02 Continuing Membership

All Members of ***IQRA*** must continue to meet the following conditions to maintain their Membership status:

a. Must remain bona fide legal residents of the United States of America;

b. Must obey all federal, state, and local laws;

c. Must remain practicing Muslims;

d. Must not be involved in any activity that could reasonably be expected to harm the reputation of ***IQRA*** and/or the religion of Islam or could reasonably be expected to lead to unwanted or unfavorable publicity to ***IQRA*** and/or the religion of Islam.

All previous Members of ***IQRA*** as of July 2012 shall remain the members of ***IQRA*** if they fulfill all the eligibility requirements with the exception of residency requirements in Section 03.01(c).

Section 03.03 Definition of a Muslim

A Muslim is any person who declares his/her belief that ***there is no god except Allah and Muhammad (Peace be upon him) is His last and final messenger and prophet.***

Section 03.04 Membership Fee

The amount of initial fee and annual Membership dues shall be determined by the Administration.

Section 03.05 Rights of Members

All the Members of ***IQRA*** have the right to vote, to hold an office in the Administration, to become a member of the SHURA, and to serve ***IQRA*** in committees operating under the Administration. A suspended Member shall not have the right to vote in the General Assembly, in the Administration and/or in the SHURA.

Section 03.06 Rejection of Membership

The Administration shall, in its sole discretion, have the right to reject an application for Membership by a majority vote. An applicant who has been rejected shall have the right to appeal to the SHURA, which may grant membership by a majority vote.

Section 03.07 Revocation of Membership

Membership in ***IQRA*** shall be revoked if:

a. A Member is convicted on any criminal charges aside from minor traffic violations;

b. A Member has failed to inform the Administration of address change within thirty (30) days of changing addresses;

c. A Member cannot be contacted through telephone, facsimile, electronic mail and/or certified mail for a continuous period of ninety (90) days.

Section 03.08 Suspension of Membership

Membership shall be suspended in the following cases.

a. Membership may be suspended by the Administration for the failure to pay two (2) consecutive annual Membership dues following notification. Such Members may be reinstated after paying the past dues.

b. Any member who is indicted on criminal charges aside from minor traffic violations shall be automatically suspended from the Membership and from any office he holds until he/she has been absolved in a hearing before the SHURA or until he/she is acquitted of the charges in a court of law, whichever is sooner.

Section 03.09 Participation

All people are welcome to participate in ***IQRA*** programs without being a Member of ***IQRA*** regardless of religious affiliation.

ARTICLE IV – STRUCTURE

Section 04.01 General

IQRA shall be organized and operated through the Administration, SHURA and the General Assembly.

Section 04.02 Administration

Section 04.02.01 Number of Office Bearers

The Administration shall consist of seven (7) male office bearers. The designation and number of the office bearers shall be the following:

a. One President, one Vice President, one General Secretary, one Treasurer, and three Members.

Section 04.02.02 Eligibility

All the office bearers of Administration must meet the following criteria in order to be eligible of office:

a. Must have been a Member of ***IQRA*** for the last one (1) year;

b. Must endorse the Constitution and Bylaws of ***IQRA*** by taking an Oath of Allegiance as per Appendix-A;

c. Must perform at least 4 congregational prayers at ***IQRA*** on a weekly basis;

d. Must be an active participant in ***IQRA*** events/programs;

e. Must not be a current office bearer in any other Islamic organization or a member in a committee of any other Islamic organization. In case the services of such Member are deemed necessary and essential to ***IQRA***, the General Assembly may waive this requirement;

f. Must not be a SHURA Delegate during the last one year. In case the services of such Member are deemed necessary and essential to ***IQRA***, the General Assembly may waive this requirement;

g. Must be in compliance with term limits as described below.

All the Members of ***IQRA*** as of January 2013 shall be eligible to be selected in the Administration for the term starting January 2013 and ending December 2014.

Section 04.02.03 Term

The term to hold an office in the Administration is two (2) years. Each term starts from January 1st of an odd calendar year and ends at December 31st of the next calendar year.

The term shall be considered in effect:

a. Irrespective of the positions an office bearer holds during a full two-year term;

b. For any duration of time in which an office bearer serves in the Administration during a full two year term.

Section 04.02.04 Maximum Consecutive Terms

An office bearer may be eligible to hold an office in the Administration for up to, but not exceeding, two consecutive terms. After serving two consecutive terms in the Administration, an office bearer shall not be eligible to hold an office for a period of one term. Such office bearer shall be eligible again to serve in the Administration after this waiting period of one term.

Section 04.02.05 Meetings

a. **Formal Meetings**: The regular meetings of Administration shall be held at least once every

quarter at a time and location set by the Administration. Special meetings of Administration may be called upon by any office bearer of the Administration on at least seven (7) days' notice to all office bearers. The proceedings of regular and special meetings of the Administration shall be recorded and proper minutes of meetings shall be maintained by the General Secretary or anyone assigned by the President.

b. **Informal Meetings**: Unless otherwise restricted by these Bylaws, any or all office bearers may participate in a meeting of the Administration or a committee operating under the Administration by means of conference call or by any means by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence in person at the meeting.

Section 04.02.06 Quorum and Voting

a. **Quorum:** At any regular and/or special meeting of the Administration the majority of the office bearers, excluding vacancies, shall constitute a quorum for business transactions to take place and motions to pass.

b. **Voting – Formal Action:** Each office bearer shall have one vote at any meeting of the Administration. A majority of the votes cast at a meeting at which a quorum is present shall constitute the action of the office bearers.

c. **Voting – Informal Action:** Unless otherwise restricted by these Bylaws, any action required or permitted to be taken by the Administration may be taken without a meeting if a majority of the office bearers consent in writing through fax, mail, or by electronic mail to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the office bearers shall be filed with the minutes of proceedings of the Administration.

Section 04.02.07 Responsibilities

a. The Administration is responsible for overall policy and day-to-day operations of ***IQRA**,* and may delegate responsibilities to members of ***IQRA*** and/or other committees.

b. The Administration shall have the responsibility of planning, organizing, managing and executing all the activities of ***IQRA**.*

c. An office bearer shall not promote and/or practice any sectarian school of thoughts such as Deobandi, Brailavi, Ehl-e-Sunnat, Shia and Sunni among the members of ***IQRA**.* Grouping and divisions on ethnicity shall not be practiced and encouraged. All the office bearers shall endeavor towards unity among all Members. Failure to comply may result in suspension of Membership of ***IQRA***.

Section 04.02.08 Committees

The Administration may identify and form committees – standing and/or ad-hoc – as needed by the organization. Each committee operating under the Administration shall be chaired by an individual appointed by the President. The committee chair may be an office bearer of the Administration or a current member of ***IQRA*** in good standing; however, a SHURA Delegate shall not serve as a committee chair. Each committee chair shall submit the names of ***IQRA*** members for the appointment in the committee to the Administration for approval. Committee members shall generally be members of ***IQRA*** in good standing; however, this membership requirement shall not apply to ICEB paid employees serving within the scope of their employment or to youth volunteers under the age of eighteen (18). Proposals and activities of all the committees shall be

subjected to the approval of the Administration.

Section 04.02.09 Resignation

Any office bearer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President.

Section 04.02.10 Termination

Any office bearer who violates this Constitution and Bylaws, fails to carry out his duties, exceeds his legitimate authority, undertakes an action which harms the reputation of IQRA and/or the religion of Islam, undertakes an action which is overtly contrary to the well-established principles of Islam and/or fails to attend three (3) consecutive regular meetings of the Administration without approved leave of absence shall be subjected to termination from the Administration.

Section 04.02.11 Removal

An office bearer, excluding the President, may be removed from the Administration for any reason by majority votes of the remaining office bearers. Only one office bearer shall be removed at one time.

Section 04.02.12 Vacancies

Mid-term vacancy in the Administration due to death, resignation, impeachment, incapacity, disqualification, or through any other cause, may be filled within thirty (30) days by appointment by the President. The term for the newly selected office bearer shall be considered in effect since the start of the present term.

Section 04.02.13 Succession

In the event of removal, impeachment, resignation, death, termination or any other cause, the order of succession for the President shall be the following:

Vice President shall assume the responsibilities of the President until the SHURA selects a new President which shall be within thirty (30) days of such event.

In case the office of Vice President is not occupied, General Secretary shall assume the responsibilities of the President until the SHURA selects a new President ;

In case the offices of Vice President and General Secretary are not occupied, the CHAIR of the SHURA shall assume the responsibilities of the President until the SHURA selects a new President

In case all the office bearers and CHAIR of the SHURA are not available to assume the responsibilities of the President, the General Assembly appoints an acting President for the period of sixty (60) days during which a new SHURA shall be selected which then selects a new President.

Section 04.02.14 Handover

The outgoing office bearers of the Administration shall hand over all files, documents, passwords, and any other property of ***IQRA*** at their disposal to the newly selected office bearers of the Administration or to their successors within thirty (30) days of the selection of the office bearers.

Section 04.03 SHURA

Section 04.03.01 Number of Members

The SHURA shall be comprised of nine (9) members in total out of which three (3) from the Administration and six (6) male Members from the General Assembly. The designation and number of the members shall be the following:

a. Administration Office Bearers
   - President, General Secretary and the Treasurer.

b. General Assembly Representatives
   - One CHAIR, one Vice CHAIR and four Associates.

The six (6) representatives from the General Assembly shall be referenced hereinafter as "SHURA Delegates."

Section 04.03.02 Eligibility

In order to be selected as SHURA Delegates, Members must fulfill the following criteria:

a. Must not currently hold an office in the Administration;
b. Must have been a Member of ***IQRA*** for the last one (1) year;
c. Must endorse the Constitution and Bylaws of ***IQRA*** by taking an Oath of Allegiance as per Appendix-A;
d. Must perform at least 4 congregational prayers at ***IQRA*** on a weekly basis;
e. Must be an active participant in ***IQRA*** events/programs;
f. Must not be a current office bearer in any other Islamic organization or a member in a committee of any other Islamic organization. In case the services of such Member are deemed necessary and essential to ***IQRA***, the General Assembly may waive this requirement;

All the Members of ***IQRA*** as of January 2013 shall be eligible to be selected as SHURA Delegates for the term starting January 2013 and ending December 2015.

Section 04.03.03 Term

a. Administration Office Bearers:

   Designated Administration Office Bearers shall be the member of SHURA all the times.

b. SHURA Delegates:

   Initially, the SHURA Delegates shall have a three-year term starting from 1st January 2013 and ending on 31st December 2015. Thereafter, the SHURA Delegates shall have the term of two year. Each term starts from January 1st of an even calendar year and ends at December 31st of the next calendar year.

Section 04.03.04 Maximum Consecutive Terms

The SHURA Delegates shall be eligible to be selected as part of the SHURA without any limit of maximum terms.

Section 04.03.05 Rights and Powers

The decisions made by the SHURA shall supersede those made by the Administration unless General Assembly overrules the SHURA decision.

Section 04.03.06 Responsibilities

The SHURA is responsible for providing a platform to the members of ***IQRA*** and the general public where disputes, unresolved issues, disagreements, and discrepancies shall be assessed and resolved. The following are the general responsibilities of the SHURA:

a. To review and make decisions on appeals of Membership applications rejected by the Administration;

b. To protect the interest of the ***IQRA*** and to liquidate all assets in case of dissolutions as provided in the Article of Dissolution.

c. To review and take actions on any other ***IQRA*** matter that requires SHURA attention.

The SHURA Delegates shall have an additional responsibility of selecting the President as defined in Section 04.06.02.

Section 04.03.07 Meetings

a. **Formal Meetings**: The regular meetings of the SHURA shall be held at least once every quarter at a time and location set by the SHURA. Any member of the SHURA may call a special meeting of SHURA. The proceedings of regular and special meetings of the SHURA shall be recorded and proper minutes of meetings shall be maintained.

b. **Informal Meetings**: Unless otherwise restricted by these Bylaws, any or all members may participate in a meeting of the SHURA by means of conference call or by any means by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence in person at the meeting.

Section 04.03.08 Quorum and Voting

a. **Quorum**: At any regular and/or special meeting of the SHURA the majority of the members shall constitute a quorum for business transactions to take place.

b. **Voting – Formal Action:** Each SHURA member shall have one vote at any meeting of the SHURA. A majority of the votes cast at a meeting at which a quorum is present shall constitute the action of the SHURA members.

c. **Voting – Informal Action:** Unless otherwise restricted by these Bylaws, any action required or permitted to be taken by the SHURA may be taken without a meeting if a majority of the members consent in writing through fax, mail, or by electronic mail to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members shall be filed with the minutes of proceedings of the SHURA.

Section 04.03.09 Resignation

Any SHURA Delegate may resign at any time by giving written notice to the CHAIR of SHURA, or to the Vice CHAIR if the resigning member is CHAIR of SHURA himself. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the CHAIR of SHURA or Vice CHAIR whichever applicable.

Section 04.03.10 Termination

Any member of the SHURA who violates this Constitution and Bylaws, fails to carry out his duties, exceeds his legitimate authority, undertakes an action which harms the reputation of IQRA and/or the religion of Islam, undertakes an action which is overtly contrary to the well-established principles of Islam, and/or fails to attend three (3) consecutive regular meetings of the SHURA without approved leave of absence shall be subjected to termination from the SHURA, and Administration if applicable.

Section 04.03.11 Vacancies

a. Administration Office Bearers: Mid-term vacancies shall be filled as defined in Section 04.02.12.

b. General Assembly Representatives: Mid-term vacancy due to death, resignation, impeachment, incapacity, disqualification, or through any other cause, shall be filled within thirty (30) days of such event by the CHAIR of SHURA, temporarily until the next Annual General Body meeting ("AGM"). The General Assembly shall select the permanent replacement in the next AGM. The term for the newly selected SHURA Delegate shall be considered in effect since the start of the present term.

Section 04.03.12 Succession

In the event of resignation, death, termination or any other cause, the order of succession of CHAIR of SHURA shall be the following:

a. Vice CHAIR shall assume the responsibilities of the CHAIR of SHURA until the SHURA Delegates selects a new CHAIR which shall be within thirty (30) days of such event;

b. In case the office of Vice CHAIR is not occupied, other SHURA Delegates shall select a CHAIR within fifteen (15) days of such event.

Section 04.03.13 Handover

a. The outgoing SHURA Delegates shall hand over all files, documents, passwords, and any other property of ***IQRA*** at their disposal to the newly selected SHURA Delegates or to their successors within thirty (30) days.

Section 04.04 General Assembly

Section 04.04.01 Eligibility

All Members of ***IQRA*** shall constitute the General Assembly except those Members who are suspended.

Section 04.04.02 Rights and Powers

The General Assembly shall have the right to overrule SHURA decisions by a majority vote.

Section 04.04.03 Responsibilities

The General Assembly shall be responsible for the following:

a. Selecting their representatives in the SHURA and/or any other committees which may require;

b. Approving and ratification of the Bylaws;

c. Approving of buying and selling assets for ***IQRA;***

d. Reviewing and voting on any matter presented by the Administration.

Section 04.04.04 Meetings

a. **Annual General Body Meeting:** An annual meeting of the members of ***IQRA****,* hereinafter referred to as AGM, shall take place once every year. The specific date, time and location will be determined by the Administration. At the AGM, the Administration will present their performance for the last fiscal year, and programs, activities and budget for the forthcoming fiscal year. The Administration shall convey the notification of date, time and location of the AGM to the members of General Assembly at least thirty (30) days prior to the meeting.

b. **Special General Body Meeting:** Special meetings of the General Assembly may be called upon, whenever necessary, by the President, or by the CHAIR of SHURA, or upon the request of at least 25% of the Members from the General Assembly. The Administration shall convey the notification of date, time and location of the special meeting to the Members of General Assembly at least ten (10) days prior to the meeting. At the special meetings of the General Assembly, the Members shall have the right to vote on matters such as, but not limited to, selecting SHURA Delegates, impeaching the President or a SHURA Delegate, approval of amendments to the Constitution and Bylaws, and deciding on buying/selling assets etc.

Section 04.04.05 Quorum and Voting

a. **Quorum**: At the AGM, at least fifty (50%) percent of the Membership shall constitute the quorum for the proceedings to take place and motions to pass. Suspended Members shall not have the right to attend the General Assembly Meetings. At any special meeting of the General Assembly, two-thirds of the Members shall constitute the quorum for the proceedings to take place, motions to pass and actions to be taken.

b. **Attendance**: The quorum of any meeting of the General Assembly shall consist of the Members present either in person or virtually.

c. **Voting – Formal Action**: Every member in the General Assembly shall have one vote at any meeting of the General Assembly. Electronic voting shall be permitted, in which case all non-suspended members will receive a ballot, and the voting period shall remain open for a minimum of 24 hours and shall not exceed 72 hours, unless Shura grants an exception for a longer duration. A majority of the votes cast at or following the AGM at which a quorum is present shall constitute the decision of the members. A majority of the votes cast at or following the special meeting of the General Assembly at which a quorum is present shall constitute the decision of the members except in case of amendments to the Constitution and Bylaws where two-thirds of the votes shall constitute the decision of the members. Suspended Members shall not have the right to vote.

d. **Voting – Informal Action**: Unless otherwise restricted by these Bylaws, any action required or permitted to be taken by the General Assembly may be taken without a meeting if a majority of the members consent in writing through fax, mail, or by electronic mail to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members shall be filed with the minutes of proceedings of the General Assembly. Suspended Members shall not have the right to vote.

Section 04.05 Duties

Section 04.05.01 President

The duties of the President shall include the following:

a. To work for the promotion and advancement of ***IQRA***, for the preservation and implementation of this constitution.

b. To select the six (6) members of the Administration who will assist him carrying out in executing the operation of ***IQRA***.

c. To plan, organize and execute all programs and activities for accomplishing the objectives of ***IQRA***.

d. To carry out the policies and decisions made by the Administration, SHURA and General Assembly and to assume responsibility for harmonious functioning of ***IQRA***.

e. To represent ***IQRA*** or arrange for its representation in outside activities and its relations with outside persons or organizations in consultation with the SHURA.

f. To preside over the regular and special General Assembly meetings.

g. To convene and preside over all regular and special meetings of the Administration.

h. To correspond on behalf of ***IQRA*** as needed and to maintain a proper file of such correspondence.

i. To set up regular and ad hoc committees, to appoint committee chairmen, and to assign special duties and responsibilities to the office bearer of the Administration.

j. To prepare and to present the annual report of ***IQRA*** to the General Assembly at its annual meeting.

k. To cosign withdrawals and/or checks with the Treasurer or CHAIR of SHURA.

Section 04.05.02 Vice President

The following are the duties of Vice President:

a. To assist the President in performing of his duties;

b. To assume the duties and responsibilities of the President in his absence;

c. Any other responsibilities as assigned by the President.

Section 04.05.03 General Secretary

The duties of the General Secretary include the following:

a. To prepare agenda, notify the members, and prepare and maintain the minutes of all the meetings of the General Assembly, the SHURA, and of the Administration;

b. To keep and maintain all records and documents of ***IQRA***;

c. To maintain a current list of ***IQRA*** membership;

d. To send messages approved by the Administration to the members;

e. Any other responsibilities as assigned by the President.

Section 04.05.04 Treasurer

The duties of the Treasurer are the following:

a. To maintain the account and books of ***IQRA***;

b. To collect, receive, and deposit all monies payable to ***IQRA*** including membership dues, contribution, and donations in the bank account(s) of ***IQRA***;

c. To prepare a financial report for the President to be presented in the AGM of the General Assembly;

d. To cosign withdrawals and/or checks with the President or CHAIR of SHURA;

e. Prepare the financial documents to be audited by an auditor appointed by the Administration;

f. Any other responsibilities as assigned by the President.

Section 04.05.05 Members (Administration)

The duties of the three (3) members in the Administration are as follows:

a. To assist in overall operation of ***IQRA***;

b. Any responsibilities assigned by the President.

Section 04.05.06 SHURA Delegates

The duties of SHURA Delegates are as follows:

a. To select the President of the Administration;

b. To review the resignation of President of the administration;

c. To select a temporary SHURA Delegate in case of a mid-term vacancy.

Section 04.05.07 CHAIR of SHURA

The duties of the CHAIR of SHURA are as follows:

a. To preside over the regular and special meetings of the SHURA;

b. To cosign withdrawals and/or checks with the President or Treasurer.

Section 04.05.08 Vice CHAIR of SHURA

The duties of the Vice CHAIR of the SHURA are as follows:

a. To assist the CHAIR of SHURA in performing of his duties;

b. To assume the duties and responsibilities of the CHAIR of SHURA in his absence;

c. Any other responsibilities as assigned by the CHAIR of SHURA.

Section 04.05.09 Associates (SHURA)

The duties of the four (4) associates in the SHURA are as follows:

a. Any responsibilities assigned by the CHAIR of SHURA.

Section 04.06 Appointment of Administration and SHURA Delegates

Section 04.06.01 SHURA Delegates

The General Assembly shall select their representatives, the SHURA Delegates, by plurality voting in the meeting of General Assembly in which a quorum of two-thirds of the Membership is present. For the first time, the representatives shall be selected within 30 days of the ratification of these Bylaws. The term plurality refers to relative majority where the largest number of votes to

be received by a candidate.

Section 04.06.02 President

The President shall be selected by the SHURA Delegates. For the first time, the SHURA Delegates shall select the President of the Administration within thirty (30) days of their own selection and thereafter within thirty (30) days before the start of each term.

a. **Meeting, Quorum and Voting**: Each SHURA Delegate shall have one vote for the selection of President. Four (4) out of six (6) votes cast at a meeting where all six (6) SHURA Delegates are present shall constitute the action of the SHURA Delegates. Unless otherwise restricted by these Bylaws, any or all SHURA Delegates may participate in a meeting for the selection of President by means of conference telephone or by any means by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence in person at the meeting.

Section 04.06.03 Other Office Bearers of the Administration

The President shall select the Vice President, General Secretary, Treasurer and three (3) Members for the Administration.

Section 04.06.04 CHAIR and Vice CHAIR of SHURA

The SHURA Delegates shall select CHAIR and Vice CHAIR among themselves.

ARTICLE V – FINANCE

Section 05.01 Source of Revenue

The sources of Finances for ***IQRA*** shall be:

a. Annual membership dues, initiation fee as determined by the Administration;

b. Voluntary individual and organizational contributions;

c. Funds raised by the Administration, the SHURA and the General Assembly;

d. Investment in real estate properties;

e. And any other source agreed upon by the General Assembly by majority vote, unless otherwise contrary to Islamic Principles.

Section 05.02 Bank Account

IQRA shall have bank accounts which shall be managed by three (3) as follows: the President, the Treasurer, and the CHAIR of SHURA. These bank accounts shall be maintained in Interest free checking accounts. All withdrawals MUST be made by at least two signatories. All checks exceeding US Dollars two thousands (USD $2,000), shall be made with the approval of the SHURA. Expenses not exceeding US Dollars two thousands (USD $2,000) shall be made by the President and/or any other person with the approval of the President. The ceiling amount of US Dollars two thousands (USD $2,000) may be changed at any time by the approval of SHURA.

Section 05.03 Annual Budget

The annual budget of ***IQRA*** shall be prepared and presented by the Administration in the AGM.

Section 05.04 Fiscal Year

The fiscal year of ***IQRA*** shall start from January 1st to December 31st of each calendar year.

Section 05.05 Audit of books

The Administration shall select an auditor to conduct the audit of ***IQRA*** books whenever deemed necessary, or requested by the SHURA or by the General Assembly.

Section 05.06 Compensation

All the office bearers of the Administration, members of committees operating under the Administration and the members of the SHURA shall not be entitled to receive any compensation for their services.

Section 05.07 Investment

The Administration may buy or sell real estate if doing so is profitable for ***IQRA*** with the approval of General Assembly. The Administration shall NOT make an investment in the financial market.

ARTICLE VI – AMENDMENTS AND ADOPTION OF BYLAWS

Section 06.01 Amendments

These Bylaws may be amended when and if necessary. Proposed amendments must be signed by at least one-fourth members from the General Assembly and submitted to the Administration prior to the General Assembly meeting.

Section 06.02 Ratification

The Administration must send out the proposed amendments to the General Assembly along with a notice of meeting. At the meeting, the General Assembly must ratify the proposed amendments by a two-thirds vote in a meeting at which quorum for the special General Assembly meeting is present.

Section 06.03 Adoption

The Constitution and Bylaws of ***IQRA*** and any amendment to it shall be adopted and enforced effective immediately after it has been approved by the General Assembly, and shall supersede any and all provisions previously in effect.

Section 06.04 Ambiguities and Interpretation of these Bylaws

a. **Bylaws Committee:** The General Assembly shall appoint a Bylaws committee to resolve any confusion or ambiguity in the interpretation of these Bylaws, contradicting clauses and possible conflict between two or more provisions defined in these Bylaws. The Bylaws committee shall include five (5) members out of which, one (1) member from the Administration appointed by the President and four (4) members from the General Assembly not including the members from the SHURA. The decision made by the Bylaws committee shall be enforced as an Appendix to these Bylaws and take precedence to any clause or provision related to the conflict. The General Assembly shall require a majority vote in selecting the members of the Bylaws committee.

b. **Extended Bylaws Committee:** In case the General Assembly may not be able to select

four(4) members for the Bylaws committee, the SHURA shall appoint an Extended Bylaws committee comprising of one (1) member from the Administration appointed by the President, one (1) member appointed by the CHAIR of SHURA, and three representatives from the following Islamic religious organizations but not exceeding one representative from each organization:

- Islamic Society of Central Jersey, Muslim Community of the Middlesex County, Muslim Community of West Windsor, North Brunswick Islamic Center and Islamic Center of Old Bridge.

ARTICLE VII IMPEACHMENT

Section 07.01 President

Any member of the General Assembly, or the Administration, or the SHURA may file a motion to impeach the President. The motion must be filed to the SHURA and must be signed by at least one-third of the total membership of ***IQRA***. The CHAIR of SHURA shall notify the Administration within three (3) days of such event. Thereafter, the Administration shall notify the General Assembly within ten (10) days. A special meeting of the General Assembly shall be called upon by the Administration within ten (10) days of the notification to the General Assembly. Failure to call the special meeting within ten (10) days of the notification to the General Assembly shall result in an automatic impeachment of the President.

Section 07.01.01 Cessation of Service

Once the motion of impeachment has been received by the SHURA, the President shall be suspended temporarily until the decision on impeachment shall be made. The President shall not take part in any official activity of ***IQRA*** while the motion of impeachment is pending. The President shall handover all the files, official documents, passwords, and all other items and properties of ***IQRA*** in his possession to the Vice President immediately.

Section 07.01.02 Right to Inspect

The President has the right to inspect the complete list of the membership of the General Assembly and of those who have filed the motion within three (3) days of receiving the notification. Any objection shall be presented in writing to the CHAIR of SHURA within next three (3) days. After careful review, the objection shall be approved by the majority of the SHURA within the next three (3) days. There shall be no appeal or delay in process after this and the motion shall be considered as approved. In case the objections from the President against the motion are approved by the SHURA, the motion of impeachment shall be considered as disapproved and no further action shall be taken.

Section 07.01.03 Successful Impeachment

In case the President has been impeached as per these Bylaws, the impeached President shall not be eligible to be selected in the Administration, committees and/or the SHURA for life.

Section 07.02 SHURA Delegates

Any member of the General Assembly, or the Administration, or the SHURA may file a motion to impeach a SHURA Delegate. The motion must be filed to the Administration and must be signed

by at least one-third of the total membership of ***IQRA***. The President shall notify the SHURA within three (3) days of such event. Thereafter, the Administration shall notify the General Assembly within ten (10) days. A special meeting of the General Assembly shall be called upon by the Administration within ten (10) days of the notification to the General Assembly. Failure to call the special meeting within ten (10) days of the notification to the General Assembly shall result in an automatic termination of the President from the Administration.

Section 07.02.01 Cessation of Service

Once the motion of impeachment has been received by the Administration, the SHURA Delegate shall be suspended temporarily until the decision on impeachment shall be made. The indicted SHURA Delegate shall not take part in any activity of ***IQRA*** while the motion of impeachment has not been decided. The indicted SHURA Delegate shall handover all the files, official documents, passwords and all other items and properties in his possession to another SHURA Delegate designated by the remaining SHURA Delegates immediately.

Section 07.02.02 Right to Inspect

The indicted SHURA Delegate has the right to inspect the complete list of the membership of the General Assembly and of those who have filed the motion within three (3) days of receiving the motion. Any objection shall be presented in writing to the President within next three (3) days.

After careful review, the objection shall be approved by the majority of the Administration within the next three (3) days. There shall be no appeal or delay in process after this and the motion shall be considered as approved. In case the objections from the indicted SHURA Delegate against the motion are approved by the President, the motion of impeachment shall be considered as disapproved and no further action shall be taken.

Section 07.02.03 Successful Impeachment

In case the indicted SHURA Delegate has been impeached as per these Bylaws, the impeached SHURA Delegate shall not be eligible to be selected in the Administration, committees and/or the SHURA for life.

Section 07.03 Impeachment Process

An Impeachment Overseeing Panel, hereinafter called IOP, shall be responsible for ratification of the impeachment process, chairing the special meeting of the General Assembly for impeachment, managing the voting process and announcing the impeachment decision. The SHURA shall act as IOP in case the impeachment motion is filed against the President of the Administration, otherwise the Administration shall act as IOP for the impeachment motion against SHURA Delegates.

Section 07.03.01 Special Meeting for Ratification

A special meeting of the General Assembly shall take place to review the motion of impeachment and to vote on the matter. The IOP shall chair this special meeting of the General Assembly.

Unless otherwise restricted by these Bylaws, all the rules of the special meeting of General Assembly shall apply to the meeting of ratification for impeachment.

Section 07.03.02 Quorum and Voting

a. **Quorum**: At the special meeting of the General Assembly for ratification of impeachment, two thirds of the members shall constitute the quorum for the proceedings to take place and action to be taken.

b. **Proxy**: The quorum of the special meeting of the General Assembly for ratification of impeachment shall consist of the members present in person only. Proxy voting shall not be allowed in the special meeting of ratification for impeachment.

c. **Voting**: Every member in the General Assembly shall have one vote at the special meeting of the General Assembly for ratification of impeachment.

d. **Passing of the Motion of Impeachment**: The motion of impeachment shall be ratified and adopted by a two-thirds vote in a meeting at which quorum for the special General Assembly meeting is present.

Section 07.03.03 Announcement of Result

The Administration shall announce the result of impeachment to the members of ***IQRA*** within five (5) days of voting.

ARTICLE VIII – DISSOLUTION

Section 08.01 Dissolution

Upon dissolution of ***IQRA***, assets shall be distributed for one or more exempt purpose within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed exclusively to non-profit Islamic Organization or organizations in the United States of America. Any such assets not disposed of shall be disposed of by the Court of Common pleas of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

APPENDIX – A: OATH OF ALLEGIANCE

Oath of Allegiance for joining as an Office Bearer of IQRA

In the name of Allah (SWT), the Most Beneficent, the Ever Merciful I testify that there is no god except Allah (SWT); He is one and alone; He has no shareek (associate, equal, or partner), and that Muhammad (SAW) is His abd (bondsman or slave) and His rasool (messenger). I testify that Prophet Muhammad (SAW) is His last and final messenger. May Allah (SWT) bestow His grace and peace upon him.

I beg Allah (SWT) to forgive all my sins, and I return towards His obedience with a sincere repentance. I make a **Solemn Covenant with Allah (SWT):**

- That, I will refrain from all that He dislikes,
- That, I will strive in His path to my utmost,
- That, as an office bearer of IQRA Community Services, I will discharge my duties, and perform my functions honestly, to the best of my abilities, faithfully in accordance with the "Constitution and Bylaws of IQRA Community Services" and always in the interest of the integrity and well-being of IQRA,
- That, I will not allow my personal interest to influence my official conduct or my office decisions,
- That, I will follow the rules and regulations of IQRA as long as they are not against the Islamic laws,
- That, I solemnly pledge that I will never quarrel with any other office bearer and/or member of IQRA,
- That, I will always speak the truth and never lie,
- That, I will not be deterred because of the criticism or disapproval of anybody in the matters concerning the cause of Allah (SWT).

I ask for the help of Allah (SWT) and I pray for the courage and perseverance to stay on the straight path and to honor and fulfill this pledge. Ameen!!!

Name: _____ Date: _____

Signature: _____

Witness _____