

In the name of Allah, Most Gracious, Most Merciful

**CONSTITUTION
OF**

ISLAMIC SOCIETY OF GREATER LOWELL

CHELMSFORD, MASSACHUSETTS

ORIGINALLY ADOPTED ON AUGUST 30, 1992

REVISED ON Feb 08

ISLAMIC SOCIETY OF GREATER LOWELL

TABLE OF CONTENTS

ARTICLE I:
NAME 3

ARTICLE II:
PURPOSE..... 3

ARTICLE III:
NATURE..... 4

ARTICLE IV:
MEMBERSHIP..... 4

ARTICLE V:
ORGANIZATION STRUCTURE..... 4

ARTICLE VI:
GENERAL ASSEMBLY MEETINGS..... 5

ARTICLE VII:
AGENDA OF GENERAL ASSEMBLY MEETING 5

ARTICLE VIII:
BOARD OF DIRECTORS 6

ARTICLE IX:
OFFICERS 7

ARTICLE X:
RELIGIOUS COMMITTEE..... 9

ARTICLE XI:
COMMITTEES..... 10

ARTICLE XII:
DUES..... 10

ARTICLE XIII:
AFFILIATIONS..... 11

ARTICLE XIV:
ARBITRATION..... 11

ARTICLE XV:
AMENDMENTS..... 11

ARTICLE XVI:
DISSOLUTION..... 11

ISLAMIC SOCIETY OF GREATER LOWELL

In the name of Allah, Most Gracious, Most Merciful

ARTICLE I:

NAME

1. The name of the organization shall be “THE ISLAMIC SOCIETY OF GREATER LOWELL”.
2. The permanent address of the organization shall be:
Islamic Society of Greater Lowell
131 Stedman Street, Units 9 & 10
Chelmsford, MA 01824
3. The Tax Exempt Identification Numbers of the organization are:
Federal Tax I. D. No. 31-136-2734
Mass. Tax I. D. No. 96092036

ARTICLE II:

PURPOSE

The following are the purposes for which this organization has been created:

1. To be a Religious, Educational, Non-Profit, Charitable and Tax-Exempt organization.
2. To acquire and maintain places, for the sole purpose of worship of Allah, Islamic education and other activities to fulfill the Commandments of Allah and Sunnah of the Holy Prophet (*pbuh*), for Muslims residing in Merrimack Valley.
3. To provide religious services, burial arrangements, marriage ceremonies and religious education to the Muslims in the Greater Lowell area.
4. To promote a better understanding of Islam in America.
5. To assist the Muslim students and their families during their stay in the United States of America and help them to fulfill their religious and humanitarian needs.
6. To carry out any other activities to achieve above mentioned purposes.
7. To receive and maintain funds and apply from time to time, all or part thereof and the income therein for religious, educational, or humanitarian purposes.
8. To acquire and maintain a place for Islamic Education for children and adults.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE III:

NATURE

1. The organization shall aim to please Allah and His Prophet Mohammad (pbuh).
2. In conducting its functions and affairs, the Organization shall abide by rules of Quran and Sunnah.
3. The Organization shall follow Sunni Muslim Fiqh for its conduct.

ARTICLE IV:

MEMBERSHIP

1. All Muslims residing or working in the Merrimack Valley, including Southern New Hampshire area, are eligible to become a member of the Islamic Society of Greater Lowell, by filling out the Membership Application Form, and by paying the Annual Dues, as stipulated by the Constitution of ISGL
2. Only a member who has been in good standing for twelve (12) consecutive months is eligible to vote in the elections of the officers and Board of Directors.
3. A member in good standing is a person who have paid the dues and filled out membership application
4. All eligible members shall pay their dues in advance by Muharram 1, of Islamic Calendar.

ARTICLE V: _

ORGANIZATION STRUCTURE

The Organization of Islamic Society of Greater Lowell shall consist of two units, namely:

- a) General Assembly
- b) Board of Directors

GENERAL ASSEMBLY:

The General Assembly comprises of the paid members of ISGL. The General Assembly shall have the right to elect the President, President-Elect, Secretary and 3(three) Board Members of the ISGL. The General Assembly shall also have the right to amend the constitution, in accordance with the by-laws of the ISGL.

BOARD OF DIRECTORS:

Board of Directors shall be the governing body of ISGL, as per the Article VIII of the Constitution. It shall adopt policies and formulate plans in conformance with Shariah to implement the Constitution. It shall appoint an “Imam” for ISGL It shall also appoint various committees to guide the community, in matters of Islamic conduct of the Board and its members. It shall operate and maintain the property and other assets of the ISGL to be eligible; a Board Member must be member of ISGL in good standing.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE VI:

GENERAL ASSEMBLY MEETINGS

1. A Meeting of the General Assembly of the Islamic Society of Greater Lowell shall be held at least once a year. The meeting will be scheduled by the President of the Society, and a notice shall be mailed to all eligible members no later than four weeks prior to the meeting. A notice shall also be posted at the center.
2. The meeting shall be presided by the President of ISGL. All issues pertaining to the amendment of the constitution must be voted by all members in good standing, and must be approved by at least the two-thirds majority of those voting.
3. Quorum of the meeting shall be at least one third of the members in good standing.
4. Anyone desiring to discuss an issue at the meeting shall submit same in writing, to the secretary of the ISGL at least one week in advance of the meeting.
5. Agenda of the meeting will be set by the President of ISGL and will be made available to all attending the meeting.
6. A special meeting of the General membership may be called by the Board of Directors, by a majority vote, when requested by a member of ISGL, to discuss issues of great urgency.

ARTICLE VII:

AGENDA OF GENERAL ASSEMBLY MEETING

1. All meetings will start with recitation of Quran.
2. A written agenda will be presented to all in attendance.
3. At the discretion of the President items not included in the agenda may be brought for discussion.
4. Only matters pertaining to the operation of the mosque may be discussed at the meeting
5. Meetings will conclude with a prayer.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE VIII:

BOARD OF DIRECTORS

1. The governing body of the Islamic Society of Greater Lowell shall be a Board of Directors, consisting of Six (6) permanent members, Ex-Officio members, Principal and Imam and Three Elected members.
2. The permanent Board Members are
 - Br. Khawaja Rahman
 - Br. M'hamed Bouziane
 - Br. Naushad Syed
 - Br. Javed Ahmed
 - Br. Ahmed Shaheed
 - Br. Javed Siddiqi
3. Each of the permanent members of the Board will serve ISGL during their residence in the Merrimack Valley. They may nominate their replacement (from eligible voting Members of ISGL) when resigning due to personal or other reason. The Board of Directors has the discretion to accept the nominee or appoint an alternative by the 2/3 majority.
4. The permanent members shall have the right to ask the resignation by unanimous decision of any permanent member who fails to perform his duties, or to carry out the decisions of the Board of Directors.
5. President, President-Elect, and Secretary of Isgl, Imam and Principal of the school shall be Ex-Officio members of the Board of Directors
6. The elected members consist of one member elected from General Membership for a period of one year. Two sisters shall be elected by the sister's General body only. If there is no nomination, then the board of Directors shall appoint two sisters.
7. The Board of Directors shall meet at least once a month, to discuss the affairs of the ISGL and to review the financial status of the Society, to review the affairs of all the committees and the minutes of meeting of the Religious committee. The quorum of the Board meeting shall be one-half of the members.
8. Members of ISGL may attend the Board meeting, when invited by the President of ISGL. A member may request to attend the meeting, in writing, to discuss a matter of urgency. This request may be denied by the President, at his discretion. If the President denied the request he shall inform the Board of Directors the reason of the denial and Board of Directors have the discretion to override the decision.

9. The Board of Directors shall select and appoint an “IMAM” of the Islamic Society of Greater Lowell. They shall also monitor his performance and review his role as religious leader of the community, and may take appropriate decisions about his tenure, if necessary.
10. All decisions of the Board shall be by a simple majority.
11. The Board of Directors shall appoint a Principal to conduct the affairs of the Islamic School.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE IX: **OFFICERS**

1. Election of Officers of ISGL shall be held **in the month** of Ramadan each year. The officers thus elected shall take shall assume their duties on 1st of Muharram.
2. There shall be a PRESIDENT, PRESIDENT-ELECT, and a SECRETARY of the Islamic Association of Greater Lowell, duly elected by the members of Islamic Society of Greater Lowell, for a period of One Year.
3. No one may serve as President of ISGL for two consecutive years.
4. All nominations and elections to be done by secret ballot.
5. Board of Directors shall have the right to ask the resignation of any officer of ISGL, who fails to perform his duties, misses three consecutive meetings or fails to carry out the decisions of the Board of Directors. A new election shall be held within four (4) weeks, to fill the vacant position.

a) DUTIES OF THE PRESIDENT:

1. The President shall be the Chief Executive Officer of Islamic Society of Greater Lowell.
2. He shall preside at all Board of Directors’ Meetings
3. He shall carry out all decisions made by the Board of Directors.
4. He will preside at the General membership meetings.
5. He may delegate assignments to committees, as needed.
6. In his absence, he may delegate another board member to serve as President.

b) DUTIES OF THE TREASURER:

1. The Treasurer of ISGL must be a permanent member of the Board.
2. The Treasurer of ISGL shall have the care and custody of the all monies belonging to ISGL.
3. He shall cause to be deposited in a regular commercial bank or trust company, in an interest free checking account. (In the Commonwealth of Massachusetts.)
4. He shall be one of the officers who with the one of the other member of Board of Directors sign the checks or drafts on behalf of ISGL exceeding the amount of \$1000.

5. He shall submit to the Board of Directors, a written account of finances of ISGL, quarterly, which shall become permanent part of the minutes of the Directors' meeting?
6. He shall exercise all duties incident to the office of Treasurer of ISGL

ISLAMIC SOCIETY OF GREATER LOWELL

c) DUTIES OF THE SECRETARY:

1. The Secretary shall keep the minutes and records of Islamic Society of Greater Lowell in appropriate books.
2. It shall be his duty to file any certificates required by the statute, Federal, State or City.
3. He shall give and serve all notices to members of ISGL.
4. He shall present to the Board of Directors, any communication, addressed to ISGL.
5. He shall sign, along with the President, all legal documents of ISGL.
6. He shall keep updated record of all members, their addresses and telephone numbers.
7. Carry out any other tasks, as assigned by the President.
8. The Secretary shall attend all meetings of the Board as a voting member.

d) DUTIES OF IMAM:

1. The Imam is responsible for all religious activities of the Islamic Society of Greater Lowell.
2. He shall lead all prayers or appoint someone in his absence.
3. He will arrange lectures on Islam.
4. He shall perform religious services, i.e. Marriages, Funerals.
5. He shall determine the day and time of Eid Prayers according to the actual local moon sighting (North America)
6. He shall collect, edit and distribute religious literature.
7. He shall act as a liaison between ISGL and the Community in general.
8. He shall act as liaison with State agencies in religious matters.
9. He shall act as spokes person on behalf of ISGL on religious matters.
10. He shall chair all religious committees.
11. He shall assist in fund-raising activities of the ISGL.
12. He shall coordinate the religious education at ISGL with the help of the Principal of Madrassah.
13. He shall attend Islamic Conferences and Seminars, as directed by the Board of Directors.
14. He shall represent ISGL at other religious organizations in the area.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE X: **RELIGIOUS COMMITTEE**

1. The Religious Committee shall comprise of five members of the community, as stipulated below:
 - a) Imam of ISGL
 - b) Four members of the ISGL community, meeting the following qualifications, to be appointed by the Board of Directors
 - i) The person should be known as a regular attendee of daily prayers at the center.
 - ii) Must be knowledgeable in matters of Quran, Sunnah and principles of Fiqh..
 - iii) May not be an office-bearer or a member of the Board of Directors. In the event a Board Member is appointed on this committee, he may not participate on the Board, but may appoint his substitution.
2. Imam of ISGL shall act as Ameer of Religious Committee
 - a) All the decisions of the religious committee shall be made by the Imam after the consultation with the members of the religious committee
 - b) Any member of the Religious committee if have grievances regards to the conduct or affairs of the committee they have a right to bring to the attention of the board of Directors for the resolution
3. All religious affairs of the ISGL shall be referred to the Religious Committee for guidance.
4. The Religious committee shall meet at least once a month
5. The Imam or his appointee shall keep the minutes of the religious committee meetings and shall submit the minutes of the meeting to the Board of Directors monthly meeting.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE XI: **COMMITTEES**

All committees of the Islamic Society of Greater Lowell shall be appointed by the President of the ISGL and approved by the Board of Directors. Each committee shall have a President, who shall be responsible for reporting on its decisions to the Board of Directors. Funding for each committee shall be approved by the Board of Directors

The committees may include, but not limited to

1. Islamic School Committee
2. Fund-Raising Committee
3. Membership Development Committee
4. Religious Committee
5. Public Relations Committee
6. Youth Committee
7. Ladies Auxiliary Committee
8. Building and Maintenance Committee
9. Library Committee
10. By-Laws Committee

ARTICLE XII: **DUES**

The Membership Dues for the Islamic Society of Greater Lowell shall be \$50 per voting member per year. Membership must be renewed every year, on first day of January. Dues must be paid in full, for eligibility to vote in the elections and to hold an office

ARTICLE XIII:

AFFILIATIONS

The Islamic Society of Greater Lowell shall be affiliated with the “ISLAMIC SOCIETY OF NORTH AMERICA” (ISNA), and shall abide by all the by-laws of that society. By virtue of its affiliation, all donations to the Islamic Society of Greater Lowell shall be “Tax Deductible”, as donations to charitable organizations.

Islamic Society of Greater Lowell shall also be a member of the “ISLAMIC COUNCIL OF NEW ENGLAND” (ICNE) and shall participate in its meetings and functions.

ISLAMIC SOCIETY OF GREATER LOWELL

ARTICLE XIV:

ARBITRATION

Disputes within Islamic Society of Greater Lowell, shall be resolved by the Board of Directors.

In the unlikely event of a “stand off”, all matters shall be referred to Islamic Society of North America, whose decision shall be binding on all parties.

ARTICLE XV:

AMENDMENTS

The Constitution and By-Laws of the Islamic Society of Greater Lowell may be altered or amended by a two-third majority of the Board of Directors, and ratified by a two-thirds majority vote of the eligible members. However, the Constitution of ISGL may only be repealed by a unanimous vote of the Permanent members of the Board.

ARTICLE XVI:

DISSOLUTION

In the unlikely event of dissolution of ISGL, mandated by a two-third majority of the General Assembly, the Board of Directors shall dispose off all assets of the ISGL, settle all debts, liens and obligations of the ISGL, and then donate all remaining funds to the Islamic Society of North America (ISNA).