



CONSTITUTION OF DAR-UL-ISLAH

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PREAMBLE

We, the Muslims of New Jersey and surrounding areas, out of our conviction for our faith, do hereby proclaim the establishment of Dar-ul-Islah (DI), the Muslim Society of Bergen County, so that individually and collectively we all can practice our Islamic Faith, uphold ethical and moral values, indulge and support religious, educational and charitable pursuits, upgrade our character and thereby by these acts glorify Allah (Exalted He Is).

To this effect we hereby set forth and enact the following laws governing Dar-ul-Islah, which shall be binding on each and all of us in totality, including any future amendments. We pray to Almighty Allah that He guide us on the right path and bestow His blessings on us both in this world and the Hereafter.

Ameen!

CONSTITUTION AND BYLAWS OF DAR-UL-ISLAH

ARTICLE I: NAME AND LOCATION

The society shall be called “Dar-ul-Islah”, the Muslim Society of Bergen County, New Jersey, hereinafter referred to as Dar-ul-Islah (DI). Dar-ul-Islah is incorporated in the State of New Jersey. The principal office of DI shall be located at 320 Fabry Terrace, Teaneck, NJ 07666.

ARTICLE II: NATURE

Dar-ul-Islah shall be religious, charitable, educational, non-profitable and non-political in nature.

ARTICLE III: OBJECTIVES

The objectives of Dar-ul-Islah shall be:

1. To organize and establish Islamic institutions such as Masjid, comprehensive religious educational facilities, Islamic library and research center, marriage ceremonies, dawa, funeral services arrangements and various other activities consistent with Islamic Shariah.
2. To enable Muslims to lead their lives according to the teachings of Islam.
3. To work for universal brotherhood, social justice and peace in accordance with Islamic Shariah.
4. To establish relations and cooperate with other organizations having similar objectives.
5. To develop closer cooperation and understanding among people of different faith in general and Muslims in particular.

ARTICLE IV: MEMBERSHIP

1. All Muslim shall be eligible to participate in Dar-ul-Islah’s programs without being a member. A Muslim is a person who believes in

“There is no one who is to be worshiped except Allah and Muhammad (peace be upon him) son of Abdullah Al-Hashmi of Makkah; Arabia is His last and final messenger and prophet.”

2. Any Muslim eighteen (18) years and older accepting objectives of Dar-ul-Islah and the provisions of this Constitution shall be eligible to become a member of Dar-ul-Islah by applying on a prescribed membership form and paying membership dues and initiation fee.
3. Only members have the right to vote and to hold office.
4. The membership dues and initiation fee shall be determined by the Executive Committee and approved by the Board of Trustees.
5. The Board of Trustees shall have the right to reject an application for membership, if it believes that the membership of such a person is against the interest of Islam and Dar-ul-Islah. Rejected applicant will have the right to appeal to the Shura.
6. Any member who is indicted on criminal charges shall be automatically suspended from the membership and from any office he holds until he has been absolved in a hearing before the Shura or until he is acquitted, whichever is sooner. Any member, who is convicted of criminal charges, after exhaustion of all appeals, shall be expelled from the membership.
7. Membership may be suspended by the Executive Committee for the failure to pay six (6) consecutive monthly dues following notification. Such members may be reinstated after

paying the past dues, or they may however, apply for new membership in accordance with Article IV section 2.

ARTICLE V: STRUCTURE

Dar-ul-Islah shall be organized and operate through a General Assembly, an Executive Committee, a Board of Trustees and a Shura.

A. GENERAL ASSEMBLY

1. All voting members of Dar-ul-Islah shall constitute the General Assembly.
2. The General Assembly shall elect the Executive Committee for Dar-ul-Islah.
3. The General Assembly shall have the power to amend the constitution as provided in Article IX.
4. The general Assembly holds an annual meeting in the month of October each year to consider the annual reports of the Executive Committee. In case when "Ramadan" falls in the month of October the annual meeting shall be held within thirty (30) days after Eid.
5. At any meeting of the General Assembly, one-third of the voting membership shall constitute the quorum. If the required quorum is not present, a second meeting of the General Assembly shall be called within four weeks and voting members present there shall constitute the quorum.
6. Decisions in the General Assembly shall be made by a simple majority except for the amendments to the constitution as provided in Article IX.
7. The General Assembly shall hold special meetings whenever necessary on the recommendation of the Executive Committee or on a request to the Executive Committee by twenty (20) percent of the voting members or by the Board of Trustees, when the Executive Committee does not exist.

B. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of nine members, who shall be bonafide citizens or permanent residents of the USA, residing within one hundred miles of Dar-ul-Islah.
2. All members of the Executive Committee shall fulfill eligibility requirements as stated in Article VII.
3. All members of the Executive Committee shall have a term of two years; they shall be eligible for re-election for a maximum of two consecutive terms. The total shall not exceed three consecutive terms.
4. The nine members of the Executive Committee shall be elected by the general Assembly.
5. The President, Vice President, General Secretary and Treasurer shall be elected by the Executive Committee from among themselves. The remaining five members shall be the chairmen of the regular committees.
6. Each regular committee shall be chaired by a member of the Executive Committee appointed by the President in consultation with the Executive Committee. Each committee chairman shall submit names for the appointment to his committee to the Executive Committee for confirmation. All committee proposals and activities shall be the subject to the approval of the Executive Committee; the chairman of each committee shall be responsible to the President of the Executive Committee.
7. The Executive Committee shall meet at least once every month and shall maintain proper minutes of its meetings. At any meeting of the Executive Committee two officers and three executive members shall constitute the quorum.

8. Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee without notification to the President of the Executive Committee giving valid reason shall be subject to suspension and shall be referred to the Shura for proper corrective action and due process.
9. A simple majority vote of the Executive Committee members present at any of its meetings shall be required for arriving at a decision provided the quorum's requirements have been met.
10. In the absence of a quorum, a second meeting shall be called within fifteen (15) working days. If the Executive Committee fails to have a quorum for the second time, a special meeting of the Shura shall then be called.

C. BOARD OF TRUSTEES (BOT)

1. The Board of Trustees shall consist of five members, who shall be bonafide citizens or permanent residents of USA, and who reside within one hundred miles of Dar-ul-Islah.
2. All members of the Board of Trustees shall fulfill eligibility requirements as stated in Article VII.
3. All members of the Board of Trustees shall have a term of five years and be eligible for appointment for a maximum of two consecutive terms.
4. The members of the BOT shall elect a chairman from among themselves every two years, hereafter called chairman BOT.
5. The regular meeting of the Board of Trustees shall be held at least every alternate month at the office of the corporation.
6. Special meeting of the Board of Trustees may be called by the chairman of the Board of Trustees, any two trustees, or by the President (in the year when he is not the chairman of the Shura) of the Executive Committee. Notice of the meeting shall be conveyed at least two days before such meeting.
7. Any Trustee may resign at any time by giving a written notice to the chairman of the Board of Trustees with a copy to the President of the Executive Committee. The resignations shall be considered in the special meeting of the Shura.
8. Any trustee who fails to attend two consecutive meetings of the Board of Trustees without notification to the chairman of the Board of Trustees giving reasons of such absence shall be subject to suspension, and his case will be referred to the Shura for proper corrective action and due process.
9. At any meeting of the Board of Trustees, four trustees shall constitute a quorum. A simple majority vote shall be required for arriving at a decision in the meeting. In the absence of a quorum, a second meeting shall be called within fifteen (15) days. If the Board of Trustees fails to have a quorum for the second time, a special meeting of the Shura shall then be called.

D. THE SHURA

1. The Shura shall consist of five members of Board of Trustees, and nine members of the Executive Committee.
2. First chairman of the Shura shall be the chairman of BOARD OF TRUSTEES, thereafter; the chairmanship of the Shura shall alternate yearly between chairman of the Board of Trustees and the President of the Executive Committee.
3. The Shura shall meet at least every three months and shall maintain proper minutes of all meetings.
4. All decisions in the Shura shall be arrived at by a simple majority vote.

5. At any meeting of the Shura, three trustees, two officers of the Executive Committee, three chairmen of the regular committees shall constitute a quorum.
6. Any member of the Shura who fails to attend three consecutive meetings of the Shura without proper notification of the special reason of the absence shall be subject to suspension in the next meeting of the Shura with due process. Such suspension shall also apply to the other bodies. The vacancy shall then be filled according to the rules provided in this constitution.
7. Any member of the Shura who violates this Constitution and Bylaws, fails to carry out his duties, exceeds his legitimate authority commits an un-Islamic act defaming DI shall be liable to appropriate actions against him, including suspension by the Shura.

ARTICLE VI: DUTIES

A. GENERAL

1. The Executive Committee shall have the responsibility to plan, organize, manage and execute the day-to-day activities of the Dar-ul-Islah.
2. The Board of Trustees shall have the responsibility to oversee all programs of the Dar-ul-Islah.

B. EXECUTIVE COMMITTEE

The functions of the Executive Committee shall be:

- a) To plan and execute all approved programs and activities of the Dar-ul-Islah.
 - b) To appoint the following regular committees and ad hoc committees as needed:
 1. Communication and Information Committee
 2. Religious Committee
 3. Educational Committee
 4. Social and Welfare Committee
 5. Building and Maintenance Committee
 6. Any other committee
1. **PRESIDENT**
 - a) To work for the promotion and advancement of Dar-ul-Islah, for the preservation and implementation of this constitution.
 - b) To plan, organize and execute all approved programs and activities for the accomplishing the objectives of Dar-ul-Islah.
 - c) To carry out the policies and decisions made by the Executive Committee and Shura and to assume responsibility for harmonious functioning of Dar-ul-Islah.
 - d) To represent Dar-ul-Islah or arrange for its representation in outside activities and its relations with outside persons or organizations in consultation with the Shura.
 - e) To preside over the regular and special General Body meetings.
 - f) To convene and preside over all regular and special meetings of the Executive Committee.
 - g) To correspond on behalf of Dar-ul-Islah as needed and to maintain a proper file of such correspondence.
 - h) To set up ad hoc committees, to appoint regular committee chairmen, and to assign special duties and responsibilities to individual Executive Committee members.
 - i) To prepare and to present the annual report of Dar-ul-Islah to the General Assembly at its annual meeting.
 - j) To cosign with Treasurer all checks of Dar-ul-Islah.

2. 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.

3. TREASURER

- a) To maintain the account books of Dar-ul-Islah and to have them annually audited by an auditor appointed by the Shura.
- b) To collect, receive, and deposit all monies payable to Dar-ul-Islah including membership dues, contributions, and Donations in the bank account(s) of Dar-ul-Islah.
- c) To prepare a financial report and a budget of Dar-ul-Islah and have it approved by the BOT, and to present the same in the annual meeting of the General Assembly.
- d) To cosign withdrawals with the President and Chairman of BOT.

4. GENERAL SECRETARY

- a) To prepare and maintain the minutes of all the meetings of the General Assembly, the executive Committee, and the Shura.
- b) To prepare agenda of all meetings and notify the members of the Executive Committee, the Shura and the General Assembly.
- c) To keep and maintain all records and documents of Dar-ul-Islah except those specifically assigned to others by the Shura.
- d) To take over the duties of the Vice President in his absence.
- e) To maintain a current list of membership.

5. CHAIRMEN OF THE COMMITTEES

- a) To participate in all meetings of the general Assembly, the Executive Committee and the Shura.
- b) To formulate rules and regulations of its conduct this shall be subject to the approval of the Executive Committee.
- c) To submit the names for appointment to his committee to the Executive Committee for confirmation.
- d) To assist in over all operation of Dar-ul-Islah.
- e) To prepare programs and activities for review and approval of the Executive Committee.

C. BOARD OF TRUSTEES

1. The board of Trustees shall hold in trust and serve as custodian of all the capital assets of Dar-ul-Islah.
2. To manage, use, maintain, invest, and control the funds of Dar-ul-Islah.
3. The Board of Trustees shall be responsible for the long range planning of Dar-ul-Islah's programs and facilities.
4. The Board of Trustees shall be responsible for fund raising and approving the annual budget of the Dar-ul-Islah.
5. The Board of Trustees shall submit their plans of fund raising and expansion of the Dar-ul-Islah's facilities to Shura for approval.
6. All bills of exchange, promissory notes, deeds, agreements and contracts for all capital expenditures, investment in any form and manner on behalf of Dar-ul-Islah shall be executed

by the Chairman of the Board of Trustees with the approval of two-third members of Shura present in the meeting.

7. The Board of Trustees shall manage Dar-ul-Islah in the Absence of an Executive Committee for a maximum period of three months. Special election shall be held for electing the Executive Committee members within three months of the resignation of the outgoing Executive Committee.
8. The Board of Trustees shall be responsible to protect the interests of the Dar-ul-Islah and to liquidate all assets in case of dissolution as provided in Article XII.

D. SHURA

To consider and approve matters referred to it, such as:

- a) Consideration of appeals of membership applications rejected by the Board of Trustees.
- b) Sanction appropriate measures or suspension of members in violation of this constitution.
- c) Consideration of proposals and approval for amending the Constitution and Bylaws, in case of disapproval by the Board of Trustees.
- d) Review of resignation of any member of the Executive Committee and Board of Trustees.
- e) Any other tasks that may be considered essential for the welfare and survival of Dar-ul-Islah.

ARTICLE VII: ELECTIONS

A. ELIGIBILITY

All nominees to the Executive Committee and Board of Trustees shall fulfill the following requirements:

1. They shall be Muslims practicing their daily life and private or public, in accordance with the Qur'an and the Sunnah and are not involved in any Un-Islamic activity, which could defame Dar-ul-Islah.
2. They shall be twenty-five (25) years of age and older.
3. They shall be from among the members of Dar-ul-Islah who have a membership standing of at least one year.
4. They shall endorse the Constitution and Bylaws of Dar-ul-Islah and shall take an Islamic Oath (Appendix I).

B. EXECUTIVE COMMITTEE

1. The regular election shall be held in October each term. In case when Ramadan falls in the month of October, the election shall be held within thirty (30) days after Eid.
2. The General Secretary shall inform in writing all voting members of Dar-ul-Islah about the date, time, and place of election thirty (30) days in advance.
3. The election shall be conducted by Three-Member Election Committee appointed by the BOT thirty (30) days in advance. No member of this committee shall be a member of the Shura.
4. The nomination should be on the official nomination form. All nominations for election should reach the Election Committee at least one week before the specific time for the election, however nominations will also be accepted from the floor. When nominee is not present, his consent shall be delivered to the Election Committee before the election.
5. All voting shall be on the official ballot or by absentee ballot, whether cast secretly in person or by mail. The absentee ballot shall reach the Election Committee before the election.
6. The nominees having a simple majority vote shall be declared elected by the Election Committee.

7. In case of a tie between two nominees, selection between the two contestants shall be decided by Qura (lottery).
8. The members of the Election Committee shall not be nominees in the Executive Committee election.
9. A member of the Executive Committee shall not serve in any other Islamic religious organization as an appointed or elected officer. In case the services of any member are deemed necessary and essential to DI, the Shura may waive this requirement.
10. A member of the Board of Trustee shall not be a member of the Executive Committee.

C. BOARD OF TRUSTEES

1. The initial election of Board of Trustees shall be by the voting member of the General Assembly as follows:
 - i) Two trustees for seven years terms.
 - ii) Three trustees for five years terms.
2. Each trustee shall be chosen for a term of five years after the initial election and shall be limited to two consecutive terms.
3. In case of any vacancy in the Board of Trustees through death, resignation, incapacity, disqualification, expiration of term, or through any other cause, the vacancy shall be filled within ninety (90) days as follows:
 - a) The remaining trustees shall submit three names per vacancy to the Executive Committee.
 - b) If all three nominees are found unacceptable, the Executive Committee shall request the Board of Trustees to submit three more names. If they are also not accepted by the Executive Committee then BOT shall submit three final names.
 - c) The Executive Committee shall elect the trustee by a simple majority vote from the three accepted nominees.
4. The Board of trustees shall not serve in any other Islamic religious organization as an appointed or elected officer, without prior approval of the Shura.
5. A member of the Board of Trustees shall not be a member of the Executive Committee.

ARTICLE VIII: FINANCE

1. The source of the Finance of Dar-ul-Islah shall be:
 - a) Membership dues, initiation fee as determined by the Executive Committee.
 - b) Voluntary individual and organizational contributions.
 - c) Funds raised by the Board of Trustees.
2. All receipts, capital and revenue received on behalf of Dar-ul-Islah shall be deposited by the treasurer in the bank account(s) of Dar-ul-Islah.
3. The bank account(s) of Dar-ul-Islah shall be maintained in interest free account(s).
4. All check exceeding two hundred dollars or as determined by the Shura, shall be made with the Approval of the Board of Trustee.
5. Expenses not exceeding two hundred dollars or as determined by the Shura, shall be made by the President.
6. The annual budget of Dar-ul-Islah shall be prepared and presented by the Executive Committee to the Board of trustees for its approval.
7. The Fiscal year of Dar-ul-Islah shall be from January 1, to December 31 of each year.
8. The Board of Trustee shall select an auditor to conduct an annual audit of Dar-ul-Islah's books.

9. The members of the Shura shall not be entitled to receive any compensation for their services as the members of the respective committees.

ARTICLE IX: AMENDMENTS

1. Any proposal for an amendment to this Constitution shall be signed by one-third voting members and shall be submitted in writing to the Executive Committee not less than forty-five (45) days prior to the General Assembly meeting.
2. The Executive Committee shall submit the proposed amendments to the Board of Trustees for their approval. In case the proposed amendment fails to obtain the approval of BOT, Shura shall make the final decision by a simple majority.
3. If approved by the BOT or the Shura, the Executive Committee shall present the proposed amendments to the General Assembly for ratification.
4. The quorum requirements for voting on amendments to the Constitution and by Bylaws shall be two-third of total voting members.
5. If quorum is not present in a General Assembly meeting called for voting on the proposed amendment, another meeting shall be called for the same purpose within fifteen (15) days. If the quorum is also not present in the second meeting, the proposed amendments shall be voted by mail within third (30) days from the date of the second meeting; no new written notice shall be given to the voting members.
6. All amendments to the Constitution shall require the approval of two-third majority of the members present in the General Assembly meeting. In case the voting is conducted by mail only, all amendments to the Constitution shall require two-third majority of the total membership.

ARTICLE X: SUCCESSION AND HANDOVER

A. SUCCESSION

Upon death, resignation, termination, or through any other cause, the order of succession in the Executive Committee shall be as follows:

- a) The Vice President shall succeed the President.
- b) The General Secretary shall succeed the Vice President.
- c) Vacancies of General Secretary and Treasurer shall be filled appropriately among the remaining members of the Executive Committee.
- d) The vacancies, other than President, Vice President, and General Secretary shall be filled by an election conducted by the Election Committee by mail.

B. HANDOVER

The outgoing Executive Committee members shall hand over all files, documents, and any other property of Dar-ul-Islah at their disposal to the newly elected Executive Committee within thirty (30) days of election of the officers.

ARTICLE XI: ADOPTION, ENFORCEMENT AND INTERPRETATION OF THE CONSTITUTION

1. This Constitution and any amendment to it shall be adopted and enforced effective immediately after it has been approved as in Article IX, and shall supercede any and all provisions previously in effect.
2. In case of ambiguity regarding the interpretation of any provision of the Constitution or possible conflict between two or more provisions of the Constitution and Bylaws Committee shall clarify the ambiguities and resolve the conflicts.
3. The Constitution and Bylaws Committee shall comprise of five members as follows:
 - a) One member from the Board of Trustees
 - b) One member from the Executive Committee
 - c) Three members from the General Assembly nominated by the Shura
4. If the Constitution and Bylaws Committee fails to resolve the conflicts then an Appellate Review Committee's decision shall be final and binding.
5. The Appellate Review Committee shall comprise of seven members appointed by the Shura as follows:
 - a) Four members from amongst the Presidents of the following organizations: The Muslim Center of New York, Islamic Center of Jersey City, Islamic Center of Central Jersey, Islamic Center of Corona and Westchester Islamic Center.
 - b) One member from the Board of Trustees of Dar-ul-Islah.
 - c) One member from the Executive Committee of Dar-ul-Islah.
 - d) One member from the General Assembly of Dar-ul-Islah.

Such hearing shall comport with the member's right to due process.

6. Due process shall include:
 - a) The right to know specific charges;
 - b) The right to fair hearing;
 - c) The right to call and confront the witness;
 - d) The right to prompt decision by the hearing body based upon findings of fact. Such decision to be made within forty-five (45) days of the conclusion of the final hearing.

ARTICLE XII: DISSOLUTION

Upon the dissolution of Dar-ul-Islah, the Board of Trustees shall, after paying or making provisions for the payments of all liabilities of Dar-ul-Islah, dispose of all assets of Dar-ul-Islah by distributing them or their proceeds exclusively to Islamic Organizations in the United States in accordance with Section 501 3C of the US Internal Revenue Service Code.

APPENDIX I: ISLAMIC OATH

In the name of Allah, the Beneficent, the Merciful

With Allah Rabbul Alamin (The Lord of the Universe) as my witness, I affirm that:

1. I bear witness that there is no God (Ilah) except Allah and that Muhammad (Peace be upon him) is the messenger and servant of Allah.
2. I have thoroughly studied the aim and objectives of Dar-ul-Islah and after its proper understanding; I do affirm that I am joining Dar-ul-Islah for the achievement of the very purpose and exclusively the attainment of Allah's pleasure and the success in the Hereafter.
3. I have studied the Constitution and Bylaws of Dar-ul-Islah and do hereby pledge that I shall fully abide its provision, Insha-Allah (God willing) at all times. May Allah enable me to remain faithful to this pledge. Ameen.

Signature of applicant

Date

Signature of the Chairman of BOT, Dar-ul-Islah

APPENDIX II: CODE OF CONDUCT

1. Every Muslim shall exercise tolerance and respect for the rights of other Muslims and their opinions.
2. Every Muslim shall refrain from raising his voice and from speaking offensively of others.
3. Any one attending a gathering shall be encouraged to participate in the program.
4. There shall be no loitering inside or outside of Dar-ul-Islah property.
5. No one shall make any announcement, sponsor any gathering, or distribute any literature on the property of Dar-ul-Islah without the prior approval of the President of the Executive Committee or his designee.
6. No one shall display any literature on the bulletin boards without the prior approval of the President of the Executive Committee or his designee.
7. All Muslims attending any meeting or present in Dar-ul-Islah shall comply with the following dress code:
 - a) Muslim men shall not wear shorts or offensive clothing including but not limited to shirt with human figures, obscene or immoral writings.
 - b) Muslim women shall enter Dar-ul-Islah with their hair completely covered, and wearing loose fitting ankle length garments consistent with the Islamic teachings.
 - c) Non-Muslim guests shall also exercise modesty.
8. Smoking shall not be permitted anywhere in the (Dar-ul-Islah's) building.
9. Any Muslim who desires to speak to the Friday Assembly (Jumaa' prayers) shall seek the approval of the President of the Executive Committee or his designee.
10. In the event that Executive Committee becomes aware of any violations of the code of conduct set forth herein (Appendix II), the Executive Committee may implement one or more of the following disciplinary actions:
 - a) Place violator on probation (allowed coming to religious sessions only).
 - b) Recommend termination of membership to the Shura.
 - c) Barring the violator from the grounds of Dar-ul-Islah.