

**IN THE NAME OF ALLAH
THE MOST GRACIOUS, THE MOST MERCIFUL
CONSTITUTION AND BYLAWS OF
THE ISLAMIC SOCIETY OF COLORADO SPRINGS
COLORADO SPRINGS, COLORADO, U.S.A.**

Revision 4.0

ARTICLE I: NAME, DEFINITIONS, GOVERNING LAWS AND AFFILIATION

SECTION 1: NAME AND ORGANIZATION

1. The name of the organization shall be THE ISLAMIC SOCIETY OF COLORADO SPRINGS, to be abbreviated hereafter as I.S.C.S. or ISCS.
2. The organization is a religious organization and shall be operated and managed as a trust by a Board of Trustees.
3. The masjid (mosque) is a trust (waqf), and its real property is held by a trust in North America (NAIT), and shall be managed by the Board of Trustees of ISCS.
4. The Board of Trustees shall appoint an Executive Body consisting of Executive Officers and Working Committees as and when needed.

SECTION 2: DEFINITIONS

1. A person is considered to be a Muslim if he or she believes and has declared that:
 - a) There is no god except ALLAH, who is ONE and has no partners.
 - b) The Prophet Muhammad (Peace be upon him) is the servant and Messenger of Allah.
 - c) Islam is the completion and perfection of Allah's religion.
 - d) Prophet Muhammad is the last prophet.

SECTION 3: GOVERNING LAWS

1. The Board of Trustees shall be the sole authority in defining the Governing Laws, and in their interpretation, application, revision and amendment.
2. The Governing Laws, which govern the organization, constitution, processes and activities of the ISCS, shall be based on and guided by the Quran and the Sunnah of the Prophet Muhammad.
3. No clause or objective of this constitution and bylaws shall be contrary to Allah's commands in the Holy Quran or to the Sunnah of the Prophet Muhammad.
4. The Governing Laws of the ISCS shall be based on the interpretation of the Quran and Sunnah by the four Sunni imams (Abu Hanifa, Malik, Shafi'e and Hanbal) and their schools of thought, and the six recognized books of Hadith (Sahih Bukhari, Sahih Muslim, Ibn Majah, Abu Dawud, Tirmidhi, and An-Nasai), and other closely related Sunni schools of thought.
5. The purposes shall be confined to religious, charitable and educational activities, which are in accordance with the Quran and the Sunnah of the Prophet Muhammad.
6. As a Non-Profit Corporation incorporated in the State of Colorado, the purposes shall be confined to activities in compliance with Section 501 (c) (3) of the Internal Revenue Code, as amended.
7. No part of the net earning of ISCS shall inure to the benefit of or be distributable to its s, Trustees, officers, or other private persons, except that ISCS 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 this Article. No substantial part of the activities of ISCS shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and ISCS shall not participate in, or intervene in, including the publishing and distribution

of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this Constitution, ISCS shall not carry on any other activities not permitted.

8. The Board of Trustees can create additional rules and policies, for example, a Code of Conduct, Financial Procedures etc. as deemed necessary.

SECTION 4: REAL ESTATE

1. Real estate purchased or donated to ISCS shall be entrusted with The North American Islamic Trust (NAIT).

ARTICLE II: PURPOSE AND OBJECTIVE

SECTION 1: PURPOSE

The Islamic Society of Colorado Springs is a religious organization which shall engage in religious and charitable non-profit activities with the purposes of providing Islamic religious and social services to the Muslims of Colorado Springs and El Paso County and providing a forum for understanding and communicating the message of Islam.

SECTION 2: OBJECTIVE

The overall objective of ISCS is to strive to encourage the practice of Islam in the spirit of Islam amongst the Muslims in Colorado Springs and El Paso County regardless of their national origins, color, gender or race.

In order to achieve the above mentioned objective, the organization shall:

1. Provide a bridge between the Muslim community and the community at large.
2. Support activities that would increase practice and understanding of Islam among the Muslims and introduce Islam to non-Muslims.
3. Continue to improve the study circles, Quran reading and Islamic and Arabic teaching lessons for the children and adults in an organized fashion.
4. Establish and maintain a Community Center for the Muslims of Colorado Springs and El Paso County, which might include a masjid, library, meeting rooms, children's school and other facilities.
5. Participate in charitable activities and provide social services.
6. Establish a forum for communicating the message of Islam and providing information about Islam.

ARTICLE IV: ORGANIZATIONAL STRUCTURE, AUTHORITY AND RESPONSIBILITIES

SECTION 3: ROLE, AUTHORITY AND RESPONSIBILITY OF BOARD OF TRUSTEES

The Board of Trustees shall have the authority and responsibility to:

1. Make all major policy decisions, longer-term projects, and major financial decisions.
2. Revise and amend the whole or part of this Constitution and Bylaws.
3. Appoint, change, replace or remove the Executive Body.
4. Any other task or responsibility related to the operations and functioning of the organization.

SECTION 5: QUORUM FOR CONDUCTING BUSINESS AND DECISION MAKING:

1. All Members of the Board of Trustees should attend all Board of Trustees meetings, if possible, or delegate their authority to a Trustee who will be attending.
2. The number of Trustees present plus the number of Trustees who are absent but have delegated their authority to another Trustee who is present should be a simple majority to conduct business.
3. Board of Trustees decisions are to be made by simple majority of the total number of Trustees, including those who are not present but have delegated their authority to a Trustee who is present.
4. If there is a deadlock due to the absence of one or more Trustees who have not delegated their authority, the absent Members will be asked to vote on the decision.
5. If for some reason there is still deadlock, the Board of Trustees shall try to resolve the deadlock by other means.

6. All Trustees shall declare any conflicts of interest and abstain from expressing their opinions and from voting on matters where they have a conflict of interest.

SECTION 6: ROLE, AUTHORITY AND RESPONSIBILITIES OF THE PRESIDENT:

The President shall be responsible for:

1. Directing, coordinating and general management of all the activities of ISCS, so as to achieve the organization's purpose and objectives.
2. Acting as the spokesperson, representative, and correspondent of ISCS.
3. Calling and presiding over/conducting all the meetings of the Executive Officers, any special meeting and the annual general meeting of ISCS.
4. Acting as the moderator or facilitator of different events and activities of the community.
5. Executing all contracts and documents on behalf of ISCS.
6. Leading congregational prayers, delivering Friday khutbas, or delegating the responsibilities to others.
7. Within the boundaries of the ISCS constitution and bylaws, the President may make decisions in operational, day-to-day matters not specified in the ISCS constitution and bylaws, which promote the achievement of the ISCS's aims and objectives.
8. Delegating responsibilities and authorities of the President to others Executive Officers or Committee Secretaries during his absence or at his convenience.

SECTION 7: ROLE, AUTHORITY AND RESPONSIBILITIES OF THE SECRETARY:

The Secretary shall be responsible for:

1. Notifying the Executive Officers and Board of Trustees about the date, time and place of every meeting.
2. Preparing the agendas (in consultation with the President) for all the meetings of the Executive Officers, Board of Trustees, or of any special meeting.
3. Writing and maintaining detailed minutes of all the meetings.
4. Presenting the minutes of the previous meeting for correction and approval at every meeting of the Executive Officers and Board of Trustees.
5. Communicating the decisions of all meetings to the appropriate persons or organizations.
6. Preparing and presenting the annual report of all activities and projects of ISCS in the Annual General Meeting.
7. Establishing and maintaining a filing system for the organization.
8. Producing and distributing a newsletter on behalf of the organization.
9. Editing and publishing Islamic literature.
10. Organizing special programs and arranging for speakers.

SECTION 8: ROLE, AUTHORITY AND RESPONSIBILITIES OF THE TREASURER:

The Treasurer shall be responsible for:

1. Collecting and depositing all the funds raised by or donated to the organization.
2. Maintaining detailed up-to-date and accurate records of all financial transactions and properties of ISCS.
3. Providing detailed up-to-date reports of the financial status/funds of ISCS at every meeting of the Executive Officers and Board of Trustees, (how much has been raised or obtained, how much spent on what account, and the current balance).
4. Keeping all the records ready for inspection at any meeting of the Executive Officers and Board of Trustees.
5. Preparing the annual budget of ISCS for the year, in consultation with the President and Board of Trustees.
6. Submit legal tax and other returns as required by law for federal, state, county, city government or other authority.
7. Provide donors with receipts for donations and contributions for tax purposes.
8. Seek approval of major expenses and liabilities from the Board of Trustees as appropriate.

ARTICLE VI: ORGANIZATIONAL PROCESSES

SECTION 1: CREATION

1. The Board of Trustees shall select and appoint a President, a Secretary, and a Treasurer as and when needed.
2. The Board of Trustees shall select appoint Members of the Board of Trustees as and when needed.
3. The President shall be responsible for establishing and functioning of committees.

4. The Board of Trustees may also establish special committees that report to it or to the Executive Body.

SECTION 3. SELECTION PROCESS FOR THE SELECTION OF THE BOARD OF TRUSTEES

Authority for selection

1. The Board of Trustees has the authority and responsibility for selecting and appointing Members of the Board of Trustees.

Qualifications

1. Members of the Board of Trustees should be individuals who have significant life experience in personal, social, work, business or other endeavors, and have demonstrated good judgment, ethics and behavior.
2. To stay in compliance with the Quran and Sunnah, only an adult male Muslim may hold the position of Member of the Board of Trustees.
3. A Member of the Board of Trustees may not be a member of the Executive Body as President, Secretary or Treasurer.

SECTION 4: TERM OF OFFICE OF MEMBERS OF BOARD OF TRUSTEES:

1. There is no limit on the term of office of Members of the Board of Trustees.

SECTION 5: RESIGNATION, DISMISSAL AND REPLACEMENT OF TRUSTEES:

1. A Member of the Board of Trustees may submit his resignation in writing to the Board of Directors or Board of Trustees; a Board meeting is not required for this purpose.
2. The Board of Trustees may dismiss any Member of the Board of Trustees for any reason, including the following reasons:
 - a) Committing an anti-Islamic action, a crime, or an action against the good interest of the community, or has violated the Code of Conduct defined by the Board of Directors..
 - b) Failure to fulfill responsibilities, despite repeated reminders.
 - c) Failure to attend three consecutive official meetings without acceptable reasons.
3. The Board of Directors may continue with a lesser number of Trustees till the time of the next elections, or select and appoint a replacement.

SECTION 3. SELECTION PROCESS FOR THE SELECTION OF THE EXECUTIVE OFFICERS

Authority for selection

1. The Board of Trustees has the authority and responsibility for selecting Executive Officers for the positions of President, Secretary, and Treasurer.

Qualifications

1. To stay in compliance with the Quran and Sunnah, only an adult male Muslim may hold the positions of President, Secretary, Treasurer.

SECTION 4: TERM OF OFFICE OF EXECUTIVE BODY:

- 1 The term of office of Executive Body and individuals is at the discretion of the Board of Trustees.

SECTION 6: RESIGNATION, DISMISSAL AND REPLACEMENT OF EXECUTIVE OFFICERS:

1. An Executive Officer may submit his resignation in writing to the Board of Trustees; a Board meeting is not required for this purpose.
2. The Board of Trustees may dismiss an Executive Officer for any reason, including the following reasons:

- a) Committing an anti-Islamic action, a crime, or an action against the good interest of the community, or violating the Code of Conduct defined by the Board of Trustees..
 - b) Conducting inappropriate and unlawful business dealings in the name of ISCS.
 - c) Failure to comply with the Constitution and Bylaws of ISCS.
 - d) Failure to fulfill responsibilities, despite repeated reminders.
 - e) Failure to attend three consecutive official meetings without acceptable reasons.
3. Removal of any Executive Officer shall require a simple majority of the Members of the Board of Trustees.

SECTION 7. ESTABLISHMENT OF COMMITTEES

1. The President may appoint leaders or chairpersons of committees, in addition to special committees established by the Board of Trustees.
2. The leaders or chairpersons of committees appointed by the President report to the President, and the President is accountable to the Board of Trustees for the committees. The President and the Board of Trustees may establish, change, modify or disband committees.
3. The President may solicit opinions from Members of the Board of Trustees in establishing these committees.
4. Depending on the nature of the committee, the President may appoint women and youths to the position of committee leaders or chairpersons, and may invite women and youth to participate in and contribute to the work of the committees.

ARTICLE VII: FINANCIALS

SECTION 1: FUNDS AND BUDGET

1. The funds of the Islamic Society of Colorado Springs have to be deposited and maintained in bank accounts, the main account being a General Fund account. The Treasurer can keep up to two hundred dollars cash for incidental expenses of the organization, but is required to deposit any amount more than that in the organization's bank account. Additional accounts may be set up and operated as required by Executive Officers and other authorized persons.
2. Withdrawal of \$200 or less from the account will need approval of only one of the three authorizing persons, who are the President, the Secretary and the Treasurer of ISCS. Withdrawal of \$200 to \$999 shall require approval by two authorized persons, except for payments for rent, utilities and taxes, which need approval by only one person. Withdrawals of \$1,000 or more shall require approvals by the Board of Trustees, and for major longer-term projects shall require additional approval by the Board of Trustees.
3. The Executive Body shall prepare budgets for the coming year. This budget shall set forth in detail all the proposed expenditures and estimated revenues of ISCS.
4. The proposed expenditures from any fund shall not exceed the estimated revenue of that fund.
5. The amount of any surplus created of any fund during the previous year should be entered as an item in the current budget.
6. ISCS may invest its surplus funds according to Islamic Shariah.
7. ISCS shall not engage in any transactions or businesses that involve interest or speculation.
8. Money donated to the General Fund may be used for any purpose, including welfare and construction, while money donated for a specific purpose like Construction or Imam's Salary may only be used for the specific purpose, and shall be kept in separate bank accounts. In situations where the money is in excess or no longer needed for the purpose, the money shall be reassigned and used appropriately, and this condition shall be made known to the donors at the time of accepting the donation.
9. Money donated for Zakat, Sadaqa, Zakat-ul-Fitr and charitable projects shall be used appropriately.

SECTION 2: DONATIONS

1. Voluntary donations of any amount or contribution of any gift at any time would be welcome.
2. The Board of Trustees shall retain the authority to accept or reject any donation or contribution that may be questionable or controversial.

SECTION 3: BOOKKEEPING, AUDITS, REPORTS AND STATEMENTS

1. The Treasurer will maintain books for audit purposes.

2. The Treasurer will provide monthly financial reports.
3. The Treasurer will provide statements to donors regarding tax-deductible and other donations, if requested.

SECTION 4: MAJOR EXPENSES AND LIABILITIES

1. All expenses, including capital expenses, and a set of related total expenses whose sum exceeds \$1,000.00 (one thousand dollars) will require approval by the Board of Trustees, except for payments for rent, utilities, taxes and charitable expenses for which money was specifically donated to ISCS.
2. All longer-term contracts, liabilities and other financial commitments whose sum exceeds \$1,000.00 (one thousand dollars) will require additional approval by the Board of Trustees.

ARTICLE VIII: DISSOLUTION

If the situation arises which makes the dissolution of the organization (Islamic Society of Colorado Springs) inevitable, the Board of Trustees or its appointed representative for the purpose, shall call upon the Executive Committee of ISNA to handle the process of dissolution. Any surplus assets, after meeting all liabilities, shall be distributed to The North American Islamic Trust, Inc. which is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. In case of the non-existence of The North American Islamic Trust, Inc., first disposal shall be made to one or more of the affiliated organizations which shall have an exempt status under Section 501(c)(3) of then Internal Revenue Code, and then to one or more Islamic organizations organized and operated exclusively for religious, charitable, educational, or scientific purposes as shown at the time qualified as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any of such assets not shown as disposed of, shall be disposed of by the Court of Common Pleas of the county in which the Principal Office of ISCS is then located, exclusively for such Islamic organizations as said Court shall determine.

ARTICLE IX: OFFICE/ADDRESS

The principal office of this organization shall be located at the following address; and any changes to the address shall be recorded in an amendment: 2125 N. Chestnut, Colorado Springs, CO 80907, U.S.A.
The mailing address for the organization is: P.O. Box 50375, Colorado Springs, CO 80949, U.S.A.

ARTICLE X: AMENDMENTS AND REVISIONS

1. The Board of Trustees can make revisions and amendments to the whole, or any or part of the sections or provisions of this constitution and bylaws within an Islamic framework (in accordance with the Holy Quran and Sunnah).
2. Any Member of the Board of Trustees must communicate the proposal for a revision or an amendment in writing.
3. The Board of Trustees shall first discuss the proposed revision or amendment. The proposed revision or amendment may be modified by the Board of Trustees during discussion and before a decision is made.
4. The decision making process for revisions and amendments shall be the same as any other decision by the Board of Trustees.
5. A revision, if approved by the Board of Trustees shall replace the existing Constitution and Bylaws in its entirety, as of the effective date.
6. An amendment, if approved, shall be incorporated into the existing Constitution and Bylaws within one month of the meeting.
7. The Secretary shall be responsible for changing the documents and obtaining signatures.
8. Each revision and amendment shall be effective as of a specified date.

SIGNATURES:

We, the present Board of Directors and Board of Trustees hereby certify that the above Constitution and Bylaws of the Constitution and Bylaws of the Islamic Society of Colorado Springs, was adopted at a meeting of the Board of Directors and becomes effective as of the specified date.

DULY ADOPTED AS THE CONSTITUTION AND BYLAWS OF THE ISLAMIC SOCIETY OF COLORADO SPRINGS, on this the ____ day of _____, _____, AND TAKING EFFECT AS OF the ____ day of _____, _____.

Title	Name	Signature
Member of the Board of Directors	Bruce Gaylor	
Member of the Board of Directors	Javid Saleem	
Member of the Board of Directors	Khurram Qasmi	
Member of the Board of Directors	Mohammad Hayat Khizri	
Member of the Board of Directors	Rasheed Ahmed	
Member of the Board of Directors	Sohail Zamurad	
Member of the Board of Directors	Tayab Hussain	
Member of the Board of Trustees	Farouk Abushaban	
Member of the Board of Trustees	Dawud Salaam	
Member of the Board of Trustees	Tanveer Khan	
Member of the Board of Trustees	Arshad Yousufi	
Member of the Board of Trustees	Salah Kassab	