

# Islamic Society of Palm Springs

## By-laws (updated 6.20.22)

### In the Name of ALLAH, the Most Merciful

As Muslims, we believe that there is no God but Almighty ALLAH and further believe that Prophet MUHAMMAD (may the blessings and peace of Allah be upon him) is the last messenger of ALLAH, who brought the final message, the “Holy Qur’an” for the benefit of all mankind.



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# SECTION 1

## 1.1 DEFINITIONS

- ISPS - Islamic Society of Palm Springs
- PSCW - Palm Springs Community Wakf
- Holy Qur'an - The Divine Message sent to the Prophet Muhammad
- Sunnah - Authenticated reports of statements, actions, and teachings of Prophet Muhammad (Peace and blessings of Allah be upon him).
- BOD - Board of Directors
- GB - General Body
- ROR - Recognized Rule of Order

# SECTION 2

## 2.1 NAME AND ADDRESS

- 2.1.1 The name of the organization is "The Islamic Society of Palm Springs." (Hereafter called the "Center")
- 2.1.2 The location of the Center is: 84650 Ave 49, Coachella, CA 92236
- 2.1.3 Phone and web contact information: (760) 398-7690 and [www.islamiccommunityofpalm Springs.org](http://www.islamiccommunityofpalm Springs.org)

## 2.2 VISION

- 2.2.1 The Vision of ISPS is to be an exemplary and unifying Islamic organization in the Coachella Valley that contributes to the betterment of the Muslim community and society at large.

## 2.3 MISSION

- 2.3.1 The mission of ISPS is to provide religious services to the Muslim community of the Coachella Valley by supporting Muslim communities, developing educational, social, and outreach programs, and fostering good relations with other religious communities, and civic and service organizations.

## 2.4 OBJECTIVES

- 2.4.1 Establish an open and fair environment where Muslims are free to pray, think, research, discuss, and analyze the Holy Qur'an, and the Sunnah.
- 2.4.2 Strengthen and enforce the faith of all Muslims in Allah (SWT), His Prophet Mohammed (SAW), and the Holy Qur'an.
- 2.4.3 Establish an Islamic atmosphere for children and adults where they can learn and participate in Islamic activities.
- 2.4.4 Establish and maintain Islamic Center, Mosque, School, and extracurricular activities.
- 2.4.5 Promote better relations and understanding between Muslims and non-Muslims.
- 2.4.6 Offer Da'wah (invitation) programs to propagate the message of Islam.
- 2.4.7 Serve as a source of educational programs designed to increase the knowledge and awareness of Islam within the Muslim and non-Muslim communities.
- 2.4.8 Provide Muslims with guidance in matters of marriage, divorce, inheritance, Islamic funerals, the collection and dispensing of Zakah, and resolution of disputes in accordance with Islamic Law (Shariah).

## 2.5 POLICIES

- 2.5.1 The ISPS policies are based on the following: the sources of Islam are the Holy Qur'an and the Sunnah, non-controversially relayed, the tradition of the seal of the messengers, Mohammad

- (SAW). Other traditions, man-made rules, and ethnic behaviors are not infallible and are not considered sources of Islam.
- 2.5.2 Islam is the universal mercy of God. Muslims identify primarily as Muslims and not as an ethnic group, race, color, or tribe. No ethnic activities or overtones are allowed in the Center.
  - 2.5.3 Arabic is taught as the language of the Qur'an. The language of communicating and conducting the activities of the Center is the language of the land, the English Language.
  - 2.5.4 School of thought, or madhab, is a matter of personal preference, not a community policy.
  - 2.5.5 The affairs of Muslims should be handled through the Qur'an, followed by the Sunnah followed by the Shura.
  - 2.5.6 The ISPS is committed to quality performance and to the state of the art in the ways and means of projecting and propagating Islam. Men and women are equally responsible to put in the effort, formalizing policies, and designing plans for the center.
  - 2.5.7 The ISPS does not believe that segregation of the sexes is the guarantee of righteousness, but modesty, decency, and observing the prohibitions that Allah and His apostle dictated, as well as purity of heart and clarity of conscience are the guarantees. While advocating the codes and ethics of Islamic behavior, the Center believes there is no compulsion in religion, and that consideration of the feelings of all human beings deserves attention.
  - 2.5.8 The role of the ISPS is reminding and not compelling or dictating. The Center does not judge people or classify them.
  - 2.5.9 Islam is a way of life; political actions may be a part of Islamic activity. However, these actions should be geared towards the interest of Islam and Muslims in the USA. Preoccupation by other countries' politics leads only to division and chaos among Muslims in America and is contrary to the policies of the ISPS.
  - 2.5.10 ISPS Mosque should not be used for staying overnight or as a shelter unless approved by the BOD.

## SECTION 3

### 3.1 TYPES OF MEMBERSHIP

#### 3.1.1 NEW MEMBER

- 3.1.1.1 Reside or are employed, in the Coachella Valley.
- 3.1.1.2 Meet the requirements of section 3.1.1.1 for at least twelve (12) months. Applicants should provide valid proof of residency or employment.
- 3.1.1.3 Are eighteen (18) years of age or older.
- 3.1.1.4 Be a Muslim and believe that Allah is the only God and Prophet Mohammad (PBUH) is the final prophet and messenger of Allah.
- 3.1.1.5 Support and abide by the By-laws, policies, and regulations of the Islamic Society of Palm Springs (ISPS) and PSCW.
- 3.1.1.6 Have not been charged with a violent misdemeanor or any felony.
- 3.1.1.7 Have not been in any way associated with bringing or attempting to bring any lawsuit/legal complaint/injunction directly or indirectly against the Islamic Society of Palm Springs or its officers, directors, employees, and other agents.
- 3.1.1.8 Agree to hold harmless the ISPS and the officers, directors, employees, and other agents against any claim, liability, loss, damages, or expenses whatsoever which a member may sustain at any time by any reason of any actions taken or not taken in good faith by ISPS or any of its officers, directors, employees, and other agents.
- 3.1.1.9 Must be in good standing and therefore must not in any way: damage to ISPS property, create any fitnah (disturbance, whether physical, social, or otherwise), engage in un-Islamic activities, activities prohibited by the law of the land, and/or cause financial harm to the ISPS.

- 3.1.2.0 Apply for membership. Any applicant who has been previously barred from membership for a specified period by the ISPS Board in the past must complete the duration of the term the applicant is barred from membership. For the duration of this term, ISPS BOD meeting records need to be referenced.
- 3.1.2.1 Pay the Monthly membership dues.
- 3.1.2.2 Are not currently serving on the Board of Directors, Board of Trustees, or any leadership role of any Mosque or Islamic Center except ISPS and PSCW.
- 3.1.2.3 Accepts and adheres to the Bylaws of ISPS.
- 3.1.2.4 New Members can volunteer and serve on committees.
- 3.1.2.5 New Members cannot vote, nominate, or be nominated for a period of six (6) months.

### **3.1.2 VOTING MEMBER**

- 3.1.2.1 Any individual who has held a New Member status, in good standing, for a period of at least six (6) consecutive months.
- 3.1.2.2 Voting Members are eligible to vote, nominate, participate in the General Body proceedings and elect members of the BOD.

### **3.1.3 ASSOCIATE MEMBER**

- 3.1.3.1 Any individual regardless of religious affiliation or residence.
- 3.1.3.2 Are eighteen (18) years of age or older.
- 3.1.3.3 Apply for membership.
- 3.1.3.4 Pay the Monthly membership dues.
- 3.1.3.5 Are not currently serving on the Board of Directors, Board of Trustees, or any leadership role of any Mosque or Islamic Center.
- 3.1.3.6 Accepts and adheres to the Bylaws of ISPS.
- 3.1.3.7 Associate members are ineligible to vote or be nominated for any elected office.
- 3.1.3.8 Associate members may volunteer and serve on committees.

### **3.2 MEMBER PROVISIONS**

- 3.2.1 The fee for Membership will be determined by the BOD and will be subject to review and change on an annual basis.
- 3.2.2 Applications for membership and change of membership type must be assessed by a standing Membership committee based on a rule set (section 3.2.5 and 3.2.7) provided by the BOD.
- 3.2.3 The membership month begins on the first of August and ends on the thirty-first of July.
- 3.2.4 Membership fees cannot be prorated.
- 3.2.5 Individuals and families who cannot afford the membership fees may petition the Membership Committee to reduce or waive their membership fees.
- 3.2.6 Continuity of membership will be terminated for non-payment of dues by the 15<sup>th</sup> of the following month. Payment of dues after the 15th deadline will result in reinstatement as a new member.
- 3.2.7 Upon recommendation of the Membership Committee, the BOD reserves the right to deny or revoke any type of membership if a member behaves in a manner unbecoming of a Muslim, commits a felony, behaves in a manner detrimental to the ISPS, or violates the policies of the ISPS.
- 3.2.8 Membership dues will not be refunded to a member of the membership has been revoked.
- 3.2.9 Any denied applicant or revoked member may file an appeal with the BOD for reconsideration; that decision will be final and cannot be challenged.
- 3.2.10 In the event an application for membership is denied, the membership fee will be returned to the applicant.

# SECTION 4

## 4.1. ORGANIZATIONAL STRUCTURE

- 4.1.1 The ISPS shall not carry out, perform, or allow any activities which are not permitted by law for:
  - 4.1.1.1 An organization that is exempt from Federal Income Tax under Section 501 (C)(3) of the Internal Revenue Code of 1954, as now enforced or afterward amended.
  - 4.1.1.2 An organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954, as now in force or afterward amended.
- 4.1.2 ISPS shall consist of the following branches: General Body, as described in section 5, and BOD as described in section 6.

# SECTION 5

## 5.1 GENERAL BODY

- 5.1.1. The General Body shall consist of all voting members, in good standing, in accordance with Section 3.2.
- 5.1.2. The GB will elect members of the BOD in accordance with Section 7.
- 5.1.3. Quorum for the General Body meetings as described in Section 11.
- 5.1.4. The General Body will meet in accordance with Section 9.
- 5.1.5. The GB can dissolve the BOD in accordance with Section 8.

# SECTION 6

## 6.1 BOARD OF DIRECTORS

- 6.1.1. The Board of Directors (referred to as “BOD”) is a governing body of the ISPS
- 6.1.2. The BOD will be elected by and be answerable to the General Body.
- 6.1.3. The BOD shall be composed of five (5) members.
- 6.1.4. Any voting member who has been a volunteer for at least two (2) years and has demonstrated interest in the affairs of the Center shall be eligible to be nominated (a candidate) for election.
- 6.1.5. BOD members shall be elected in accordance with Section 8.
- 6.1.6 BOD members shall be elected for two (2) year terms and shall take office at the first BOD meeting following their election after being sworn in.
- 6.1.7 BOD members shall not serve more than four (4) consecutive years.
- 6.1.8 The BOD, on behalf of the GB, shall oversee all the Center’s administrative, business, and operational affairs.
- 6.1.9 The BOD members will be responsible for electing the Chair, Secretary, and Treasurer elected from amongst the elected BOD members by a majority vote the BOD members.
- 6.1.10 The BOD shall have the power to create standing committees consisting of [voting members] which will function under the supervision of a BOD-elected Chair of the respective committee.

## 6.2 BOARD OF DIRECTOR RESPONSIBILITIES

### 6.2.1 Chairperson

- 6.2.1.1 The Chairperson shall preside over all the meetings of the BOD by ROR;
- 6.2.1.2 Call, preside at and be responsible for the agenda of GB meetings;
- 6.2.1.3 Enforce the Center’s Bylaws, rules, and regulations;
- 6.2.1.4 Present Monthly report and the strategic plan put forth by the BOD;
- 6.2.1.5 May, at the discretion of the BOD, serve as spokesperson for the Center;
- 6.2.1.6 Call special meetings of the GB at the request of the BOD or GB, in accordance with section 10;

- 6.2.1.7 Be responsible for the overall functioning of the various functions of the Center and keep or cause to be kept careful supervision over all the work in the Center;
- 6.2.1.8 Keep the Community apprised of the ISPS activities, challenges, and accomplishments;
- 6.2.1.9 Perform such acts that may be necessary for the achievement of the long-term vision, and plans and established overall objectives of the ISPS; and
- 6.2.1.10 Can serve as Chairperson for a maximum of two (2) consecutive years.

### **6.2.2. Secretary**

- 6.2.2.1 The Secretary shall be a member of the BOD;
- 6.2.2.2 Keep or cause to be kept an accurate record of the transactions of all the meetings of the members of the Center and the BOD;
- 6.2.2.3 Be responsible for keeping the records of attendance and be the custodian of all the records and papers belonging to the Center, posting notices, and notifying members of all meetings and affairs to be voted on;
- 6.2.2.4 Be responsible for preparing the agenda for all meetings presided by the Chairperson;
- 6.2.2.5 Compile and maintain ISPS policy manual;
- 6.2.2.6 Perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws; and
- 6.2.2.7 Lead a standing Membership Committee and appoint four (4) voting members to serve on the Membership Committee that performs the following functions:
  - 6.2.2.7.1 Maintain a membership database of all members of the Center together with the address and voting qualification of each, and shall record member standing.
  - 6.2.2.7.2 Develop membership benefits, process applications of new members, make recommendations to the BOD, and solicit prospective members.
  - 6.2.2.7.3 Address membership-related issues.

### **6.2.3 Treasurer**

- 6.2.3.1 The Treasurer shall be a member of the BOD;
- 6.2.3.2 Receive and safely keep all money and other property to the Center entrusted to his/her care, and shall disburse the same under the direction of the BOD;
- 6.2.3.3 Maintain the organization's finances and provide financial records;
- 6.2.3.4 Render a statement at the Monthly General Body meeting and at such other times as may be requested by the BOD. The Monthly statement shall be audited and certified no later than twelve (12) months of the subsequent year;
- 6.2.3.5 Keep a complete account of the finances of the Center on books, which shall be and remain on the property of the Center and which shall be open for inspection at any reasonable time by the BOD per the policy manual;
- 6.2.3.6 Report monthly to the BOD and prepare quarterly statements posted for the GB and BOD;
- 6.2.3.7 Ensure that all donations will be used exclusively for the betterment of the Center;
- 6.2.3.8 Collect and distribute Sadaqa/Zakah funds; and
- 6.2.3.9 Advise the BOD on assessing and collecting memberships.

### **6.2.4. Other BOD Functions**

- 6.2.4.1 Other functions to serve the need of the Center shall be divided amongst the BOD members and/or assigned to hired positions, such as an Administrator of the Masjid, Custodian, and Office Clerk. Following are other Functions of the Center, including associated scope:

#### **6.2.4.1.1 The Operations and Maintenance**

- 6.2.4.1.1.1 Maintain the building and property according to the memorandum of understanding between ISPS and PSCW.
- 6.2.4.1.1.2 Administer the day-to-day operational affairs of the Center per the Center's operation policy manual.
- 6.2.4.1.1.3 Organize events and activities.
- 6.2.4.1.1.4 Create and distribute events announcements and events calendars.

6.2.4.1.1.5 Provide procedural guidelines for programs and activities.

#### **6.2.4.1.2 Member Services and Communication**

6.2.4.1.2.1 Market the overall public relations of the Center.

6.2.4.1.2.2 Develop and maintain public relations with non-Muslims.

6.2.4.1.2.3 Develop/implement outreach and Da'wah services.

6.2.4.1.2.4 Make general announcements to GB in accordance with Section 10.4.

6.2.4.1.2.5 Provide database management and Website Administration.

6.2.4.1.2.6 Coordinating the ISPS events and activities with the other Centers and Masjids. Educate and support in the areas of immigration, civil rights, and employment.

6.2.4.1.2.7 Providing other social services to the ISPS members.

6.2.4.1.2.8 Be responsible for hospitality to visitors to the Center, maintaining a visitors book, and such other functions that may be added from time to time by the BOD

#### **6.2.4.1.3 Religious Affairs**

6.2.4.1.3.1 Prepare and propose a list of khateeb for Jummah prayer for BOD approval.

6.2.4.1.3.2 Schedule Khateeb for Jummah prayers.

6.2.4.1.3.3 Plan and develop prayer services, spiritual nights, burial services, Ramadan, and Hajj services.

### **6.3 BOD PROVISIONS**

6.3.1 The BOD has no authority related to the ownership of the properties entrusted to PSCW.

6.3.2 The BOD will have meetings every other month or as often as needed; meetings will be open to the members of ISPS.

6.3.3 The BOD will appoint a Chairperson, a Secretary, and a Treasurer from among themselves, by a majority vote of the BOD following every BOD election.

6.3.4 BOD members with the mutual agreement shall make decisions concerning the implementation of the assigned duties as is deemed necessary.

6.3.5 Mutual consultation is recommended at all times.

6.3.6 The BOD may appoint additional standing committees in order to accomplish the goals and objectives of ISPS in accordance with Section 2.4.

6.3.7 All members of the BOD are volunteers and therefore shall receive no compensation for their efforts and time spent.

6.3.8 Each BOD member will have equal voting power.

6.3.9 The BOD will be responsible for approving the hiring and discharge of the Center's employees.

6.3.10 The BOD may appoint up to three (3) volunteers to serve in an advisory role pertaining to specific projects, with no voting power, to counsel on issues in which they have demonstrated experience.

## **SECTION 7**

### **7.1 BOD Election Committee**

7.1.1 At least 30 days prior to the Election Day, the BOD shall appoint an Election Commissioner from the GB.

7.1.2 The Election Commissioner shall appoint voting members to act as an Election Committee subject to the approval of the BOD; Election Committee's duties are:

7.1.2.1 Set election date and time; Develop nomination requirements based on the feedback from BOD.

7.1.2.2 Seek nominations at least 15 days prior to the Election Day in accordance with Section 8.2.

7.1.2.3 Announce the final list of candidates at least 7 days prior to Election Day.

7.1.2.4 Convene a GB meeting in which the nominee's qualifications will be presented.

7.1.2.5 Provide adequate time for members to vote in person or submit an absentee ballot.

7.1.2.6 Ensure that all votes shall be received before the end of the voting date and time.

7.1.2.7 Count and maintain the election ballots and records for a period of one (1) year.

7.1.2.8 Announce and post the election results within one week.



7.1.2.9 In the event that the election is postponed due to reasons beyond control (for example, inclement weather, a community emergency), the election may be postponed to the following month.

## **7.2 Nomination Process**

- 7.2.1 Voting members may be nominated for a position on the BOD if they:
  - 7.2.1.1 Have been a voting member for at least two (2) consecutive years;
  - 7.2.1.2 Submit a complete Nomination form to the Election Committee; and
  - 7.2.1.3. Have familiarized themselves with general BOD duties.
- 7.2.2 The election committee will approve or disapprove the nomination based on the nomination requirements provided in the nomination form.

## **7.3 Normal Election**

- 7.3.1 When applicable, Normal Elections shall be conducted at the end of the term in the last week of March and the newly elected Board shall take charge at the first Board meeting in the first week of April.
- 7.3.2 If a Normal Election quorum, as described in Section 11, is not reached the vote will be postponed and reconvened within two weeks. If a second vote is necessary, the quorum requirements will be waived.
- 7.3.3 Elections can be delayed up to a maximum of ninety days.
- 7.3.4 The Election Day voting shall be in person or by absentee ballot.

## **7.4 Supplementary Election**

- 7.4.1 In the event the BOD members fall below the minimum required number Supplementary Elections will be conducted within 45 days of request.
- 7.4.2 Elections can be delayed up to a maximum of ninety days.
- 7.4.3 The remaining BOD shall elect or select from the nominee submissions.

# **SECTION 8**

## **8 REMOVAL OF BOD MEMBERS**

- 8.1 Any BOD member who fails to attend three (3) official meetings of the BOD or is late more than thirty (30) minutes at three (3) official BOD meetings, within a 12-month period shall cease to be a BOD member by BOD vote.
- 8.2 Any BOD member who loses his/her voting member status shall cease to be a BOD member by BOD vote.
- 8.3 In the event a BOD member recommends the removal of a respective BOD member due to repeated failure to fulfill assigned duties, and at least three out of four remaining BOD members agree, the respective BOD member shall cease to be a BOD member.
- 8.4 In the event that a BOD member is known to have committed a serious violation of Islamic Law commits a felony, a crime of moral turpitude, embezzles ISPS funds, abuses his/her authority for personal, economic, or political gain, commits treason against Islam, or fails to resolve disputes via Islamic arbitration, he/ she shall cease to be a BOD member by BOD action
- 8.5 If a BOD member decides to resign from his or her position as a member of the BOD, he/she shall make a good-faith effort to provide written notice to the BOD a minimum of two (2) weeks before the date of resignation.
- 8.6 The BOD may be dissolved by a minimum vote of two-thirds (2/3) of the BOD.
- 8.7 In the Event of BOD dissolution, the responsibilities of the BOD will be handled by PSCW for a period not to exceed six(s) months.

# SECTION 9

## 9.1 ANNUAL MEETING

- 9.1.1 The BOD shall call an Annual General Body meeting of ISPS once a year.
- 9.1.2 The Chairperson shall chair the meeting or shall assign a Board member to conduct the meeting.
- 9.1.3 In the absence of the Chairperson, the Treasurer shall chair the meeting and the Treasurer shall present the Chairperson's Report and deliver the concluding remarks.

## 9.2 GENERAL BODY MEETING

- 9.2.1 A General Body meeting can be called by a simple majority of the Board of Directors.
- 9.2.2 Chairperson of the Board of Directors or his designated appointee will chair the meeting.
- 9.2.3 Quorum for a GB Meeting is defined in Section 11.

## 9.3 SPECIAL GENERAL BODY MEETING

- 9.3.1 The Chairperson shall call a Special General Body meeting if:
- 9.3.2 Fifty-one (51) percent of voting members sign a petition for discussing an issue.
- 9.3.3 Submit the signed petition to the Secretary.
- 9.3.4 The petition must designate a spokesperson.
- 9.3.5 In the event the petitioners do not designate a spokesperson for the meeting the petition would be declared null and void.
- 9.3.6 Special General Body meeting quorum is defined in section 11.
- 9.3.7 Voting on a simple majority.
- 9.3.8 Meetings will follow ROR.

## 9.4 MEETING NOTIFICATION

- 9.4.1 The GB will be notified by announcements of venue, date, and time of meeting by any/all of the following methods:
  - 9.4.1.1 Announcements on a preceding Jummah prayer;
  - 9.4.1.2 Posting the ISPS bulletin board; and/or
  - 9.4.1.3 Email or website notification.

## 9.5 GENERAL ANNOUNCEMENTS

- 9.5.1 General announcements are for the purpose of passing information to the members of ISPS.
- 9.5.2 General announcements are made following Jummah Prayer on Friday, however, could follow activities and events.
- 9.5.3 It will be the responsibility of the Member Services and Communications to determine the appropriate time, method, and frequency of making announcements.
- 9.5.4 Any BOD member can request to have a specific announcement presented or item posted on the bulletin board.
- 9.5.5 The request must be submitted to the BOD at least 24 hours prior to the message being announced or posted.
- 9.5.6 The Member Services and Communications will use their discretion in determining whether to announce or post said request.

# SECTION 10

## 10 AMENDMENTS TO BYLAWS

- 10.1 Amendments may be made to the By-laws upon a 1/3rd vote of the BOD in quorum (as defined in Section 11 below); and by a three-quarters (1/3) vote by voting members in a quorum (as defined in Section 11 below), no earlier than 2 (two) weeks after proposed amendments have been presented in a GB regular or special meeting.

# SECTION 11

## 11 QUORUM

- 11.1 Quorum for a General Body Meeting shall be one-third (1/3) of the GB.
- 11.2 Quorum for a Special General Body Meeting shall be one-third (1/3) of the GB.
- 11.3 Quorum for the Monthly Meeting shall be one-third (1/3) of the GB.
- 11.4 Quorum for a Normal election shall be one-third (1/3) of the GB.
- 11.5 Quorum for all other proceedings, requiring a quorum, shall be one-third (1/3) of the GB.
- 11.6 Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding more than thirty (30) days.
- 11.7 A reconvened meeting does not require a quorum.
- 11.7.1 No written notification of such meeting is required; however, the venue, date, and time for the reconvened meeting shall be determined before the adjournment of the initial meeting.
- 11.7.2 The rescheduled meeting must be announced after Jumamah prayers if the rescheduled meeting follows any Friday.
- 11.7.3 The rescheduled meeting venue, date, and time must be posted on the bulletin board.