

THE CONSTITUTION AND BYLAWS OF  
ISLAMIC FOUNDATION NORTH  
WAUKEGAN, ILLINOIS

Ratified by the IFN General Body and adopted on  
October 26, 2025

**IN THE NAME OF ALLAH (SUBHA NAHU WA TA'ALA)  
THE MOST BENEFICENT, THE MOST MERCIFUL**

**CONSTITUTION AND BYLAWS OF  
ISLAMIC FOUNDATION NORTH  
WAUKEGAN, ILLINOIS, USA**

INTRODUCTION

We, the members of Islamic Foundation North, are extremely grateful to the Almighty Allah (SUBHA NAHU WA TA'ALA) for the religious liberty He has bestowed upon us and we seek His blessing for our endeavors to maintain a representative organization, which will provide an opportunity and services for the fullest religious and educational development of the individual and the Muslim Community. We the Muslims of Islamic Foundation North hereby resolve that a not for profit organization be formed and its constitution established for the smooth functioning of Islamic Foundation North.

ARTICLE I

GENERAL

SECTION 1.1           NAME

The name of the organization shall be Islamic Foundation North (hereinafter referred to as "IFN").

SECTION 1.2           STATUS

IFN shall be a not-for-profit Corporation organized under the laws of the State of Illinois and shall be tax-exempt under Section 501(c)(3) of the Internal Revenue Service code.

SECTION 1.3           OFFICES

IFN shall continuously maintain its headquarters in the State of Illinois.

ARTICLE II  
AIMS AND OBJECTIVES

SECTION 2.1

The following shall be the aims and objectives of IFN:

- 2.1.1 Establish and maintain facilities for the practice of the religion of Islam in accordance with the teachings of the Quran and Sunnah of Prophet Muhammad (Peace Be Upon Him), as defined by recognized Fiqh Schools of thought of *Ahl u Sunnah wal Jammaa 'h*.
- 2.1.2 Establish and maintain facilities for educational and social activities consistent with the teachings of the Quran and Sunnah of Prophet Muhammad (Peace Be Upon Him), as defined by recognized Schools and Scholars of *Ahl u Sunnah wal Jammaa 'h*.
- 2.1.3 Carry out religious, social, civic, charitable, literary, athletic, scientific, research and other Islamic activities pertaining to the realization of Islam as a complete way of life.
- 2.1.4 Strengthen bonds of brotherhood and sisterhood among Muslims.
- 2.1.5 Establish and enhance cooperation with Muslim organizations.
- 2.1.6 Promote dialogue, friendly relations and understanding between Muslims and communities of other faiths.
- 2.1.7 Present the religion of Islam to the followers of other faiths.
- 2.1.8 Receive, hold, invest and disburse monies and properties or the income thereof which may be vested in or entrusted to the care of IFN whether by donations, gift, grant, bequest, devise, or otherwise for the furtherance of the aims and objectives of IFN.
- 2.1.9 Notwithstanding the foregoing, the objectives of IFN will be exclusively religious, educational and charitable within the meaning as defined in Section 501 (c) (3) of the Internal Revenue Code of the United States of America.

ARTICLE III  
MEMBERSHIP

SECTION 3.1            DEFINITION OF A MUSLIM

For the purpose of these Bylaws, a Muslim is a person who attests to and believes in the following:

- 3.1.1        Allah – the One and only God (SUBHA NAHU WA TA’ALA), His angels, His books, His messengers, the Last Day, and Devine destiny.
- 3.1.2        Prophet Muhammad (Peace be Upon Him) as the last and final prophet and messenger of Allah – the One and only God (SUBHA NAHU WA TA’ALA).
- 3.1.3        The Quran as revealed to Prophet Muhammad (Peace be Upon Him) from Allah– the One and only God (SUBHA NAHU WA TA’ALA).
- 3.1.4        The Quran as the basis of binding guidance in life, and the Sunnah of Prophet Muhammad (Peace be Upon Him) as its practical application, consistent with the Quran.

SECTION 3.2            MEMBERSHIP

A Member shall be defined as one who:

- 3.2.1        Accepts the aims and objectives of IFN as defined in Article II;
- 3.2.2        Meets the membership dues requirements as provided for in Article VIII;
- 3.2.3        Is a legal resident of the United States, and verifiably resides within 30 miles of 1751 South O’Plaine Road, Waukegan, Illinois, as set out in the membership procedure of the Membership Committee. Individuals who had been members of IFN prior to its opening (July 2004) are exempt from the residency requirement in 3.2.3; and
- 3.2.4        Attests to being Muslim, as defined in Section 3.1, as well as the Muslim spouses and the Muslim minor children of Members.
- 3.2.5        Practices the religion of Islam in accordance with the teachings of the Quran and Sunnah of Prophet Muhammad (Peace Be Upon Him), as defined by recognized Fiqh Schools of thought of *Ahl u Sunnah wal Jammaa’h*

SECTION 3.3            VOTING RIGHTS

Each Member over the age of 18 years shall be entitled to vote on matters submitted to the General Body, provided the Member:

- 3.3.1        Has been in good standing for one (1) year; and
- 3.3.2        Has met all membership dues requirements no later than the 31<sup>st</sup> of March of the given election year

SECTION 3.4           TERM OF MEMBERSHIP

The annual membership term shall begin and end with the calendar year (i.e., January 1 through December 31), unless otherwise amended.

SECTION 3.5           TERMINATION OF MEMBERSHIP

The Board of Trustees, by an affirmative vote of two-thirds majority, may suspend or expel a member after an appropriate hearing for cause affecting the ineligibility of a member on the basis of: (1) Article II-Aims and Objectives of IFN; or (2) Section 3.9, Annual Dues and Fees.

SECTION 3.6           REINSTATEMENT

Upon a written request, signed by the former member and filed with the Secretary of the Board of Trustees, the Board of Trustees may reinstate the membership by a two-thirds affirmative vote.

SECTION 3.7           TRANSFER OF MEMBERSHIP

Membership is neither transferable nor assignable.

SECTION 3.8           MEMBERSHIP CERTIFICATES

No membership certificates shall be issued to Members.

SECTION 3.9           ANNUAL DUES AND FEES

3.9.1   Membership dues shall be set by the Executive Committee and subject to approval by the Board of Trustees.

3.9.2   Dues may be waived by the Executive Committee under special circumstances.

3.9.3   In order to retain voting rights, Members must pay their membership dues no later than the 31<sup>st</sup> of March of the election year, unless waived in accordance with 3.9.2.

3.9.4   The Executive Committee may assess charges or fees for special events and activities.

ARTICLE IV  
GOVERNING BODIES

SECTION 4.1

The Governance structure of IFN shall consist of a:

- 4.1.1 GENERAL BODY (also known as GB)
- 4.1.2 BOARD OF TRUSTEES (also known as BOT)
- 4.1.3 EXECUTIVE COMMITTEE (also known as EC)

SECTION 4.2 GENERAL BODY

The General Body is made up of all active Members of IFN, as defined in Section 3.2. Motions passed by the General Body shall be binding on the Board of Trustees, the Executive Committee, and IFN.

4.2.1 RESPONSIBILITIES OF THE GENERAL BODY

- 4.2.1.1 Elect members to the Executive Committee and Board of Trustees.
- 4.2.1.2 Decide issues presented by the Executive Committee or the Board of Trustees by a simple majority vote, unless otherwise specified.
- 4.2.1.3 Attend regular and special meetings as arranged and requested by the Executive Committee or the Board of Trustees.

SECTION 4.3 BOARD OF TRUSTEES

The Board of Trustees shall provide strategic direction and be responsible for managing the governance of IFN. The Board of Trustees shall consist of eleven (11) voting members.

4.3.1 CHARACTERISTICS AND QUALIFICATIONS FOR BOARD MEMBERSHIP

To be eligible for membership on the Board of Trustees, the prospective candidate shall, in the judgment of the majority of the Election Committee, demonstrate the characteristics outlined in items 4.3.1.1, 4.3.1.2, 4.3.1.3, and 4.3.1.4, and have an absolute requirement to meet items outlined in 4.3.1.5 and 4.3.1.6 below.

- 4.3.1.1 Possess basic knowledge of the religion of Islam.
- 4.3.1.2 Adhere to the basic principles of Islam.
- 4.3.1.3 Be committed to furthering the Aims and Objectives of IFN.
- 4.3.1.4 Be actively involved in IFN community.

4.3.1.5 Be a Member of IFN for the previous four (4) consecutive years.

4.3.1.6 Not have a felony conviction in the previous 10 years.

#### 4.3.2 TERM, MEETINGS AND LEADERSHIP

4.3.2.1 The term of Board membership shall be five (5) years.

4.3.2.2 No individual may serve more than two (2) terms as a member of the Board, whether such terms are full or partial. Service of any portion of a term shall count as one (1) full term for purposes of this limitation, and no individual may serve beyond two (2) terms in their lifetime.

4.3.2.3 The Board shall elect officers to serve in the positions of Chair, Vice Chair, Secretary, and Finance Director from among the Board members, each to serve for a 2-year term.

4.3.2.4 The Finance Director of the Board shall serve as the Chair of the Endowment Committee.

4.3.2.5 The Board of Trustees shall meet at least once per month.

4.3.2.6 The Chair of the Board, or a simple majority of the Board Members, may call a special meeting of the Board of Trustees.

4.3.2.7 The Secretary shall provide the agenda for regular Board meetings to the Board members at least two (2) weeks prior to any scheduled meeting.

4.3.2.8 Should the Board of Trustees arrive at a tie vote, the President of the Executive Committee shall cast the tie-breaking vote.

4.3.2.9 Each Board member is required to attend at least seventy five percent (75%) of the regular meetings held in a given calendar year to maintain their membership on the Board of Trustees. Failure to meet attendance requirements may result in removal via BOT decision.

4.3.2.10 Two-thirds (2/3) of the total number of Board members shall constitute a quorum.

4.3.2.11 If a quorum is not met in a given meeting, the secretary of the Board shall reschedule a new meeting at least one (1) week thence, at which meeting at least fifty percent (50%) of the Board members shall constitute a quorum.

4.3.2.12 Other than the positions described in 4.3.2.3, the Chair shall formally assign to each of the remaining Board members specific planning and oversight responsibilities for distinct strategic areas as determined by the Board.

#### 4.3.3 DECISION MAKING

4.3.3.1 The Board shall strive to arrive at all decisions through consensus.

4.3.3.2 Unless otherwise specified, all decisions arrived at by a vote shall require a Simple Majority of fifty one percent (51%).

#### 4.3.4 COMPENSATION

4.3.3.4 Members of the Board of Trustees shall not receive any compensation for their services, benefit financially from their position, or be employed by IFN.

4.3.3.5 Members of the Board of Trustees may be reimbursed for reasonable expenses incurred in the course of conducting the business of IFN, subject to the restrictions provided in 4.3.4.3.

4.3.3.6 At the beginning of the fiscal year the Board of Trustees shall establish a threshold dollar amount beyond which Board of Trustees as well as Executive Committee members would need approval by a simple majority vote of the Board of Trustees for reimbursement of direct expense.

#### 4.3.5 VACANCIES AND REPLACEMENTS

4.3.5.1 In case of an unanticipated vacancy on the Board of Trustees the position will be left open till the end of the year when the next election will be held to fill this partial term position.

4.3.5.2 In case of any vacancy of the position of the President, the Vice President shall become President complete the term until the next regularly scheduled executive committee election

4.3.5.3 In the event of a vacancy in any Executive Committee position other than the President, the Board of Trustees shall appoint a member to fill the vacancy based on a recommendation from the President, who shall serve for the remainder of the unexpired term until the next regularly scheduled Executive Committee election

4.3.5.4 All candidates on the list shall be required to satisfy the characteristics and qualification criteria outlined in 4.3.1 or 4.4.1, depending upon the open seat.

#### 4.3.6 RESPONSIBILITIES OF THE BOARD

4.3.6.1 Provide vision, leadership, and maintain focus on the Aims and Objectives as described in Article II.

4.3.6.2 Maintain, and provide oversight for properties, deeds, assets, investments, and endowments held in the name of IFN.

4.3.6.3 Under special and unusual circumstances, and if the Board of Trustees can show cause to dismiss one or more members of the Executive Committee, and after a full hearing to discuss the charges, the Board of Trustees may carry out the dismissal with a three-fourths (3/4) affirmative vote.

4.3.6.4 In the event the whole Executive Committee is dismissed, the Board of Trustees shall appoint, within fourteen (14) days of the dismissal, a "Care Taker"

committee in its place for a period not to exceed sixty (60) days. A new Executive Committee shall be elected within the sixty days through the regular election process. Such Committee shall serve the remainder of the term of the dismissed Committee.

- 4.3.6.5 Prepare and present capital budget proposals for discussion and approval by the General Body at least once a year at an annual meeting of the members.
- 4.3.6.6 The Secretary of the Board of Trustees shall be responsible for maintaining all non-financial records pertaining to IFN, including reports of standing Committees, sub-Committees, or other working groups; minutes of meetings held by the Executive Committee, the Board of Trustees and the General Body.
- 4.3.6.7 The Secretary of the Board of Trustees, in coordination with the Secretary of the Executive Committee shall be responsible for developing the agenda and sending out timely notifications of meetings of the General Body.
- 4.3.6.8 The Chairman of the Board of Trustees shall preside over the General Body Meetings.

#### SECTION 4.4 EXECUTIVE COMMITTEE

The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, and Social Events Director.

##### 4.4.1 CHARACTERISTICS AND QUALIFICATIONS FOR EXECUTIVE COMMITTEE MEMBERSHIP

To be eligible for membership of the Executive Committee, the prospective candidate shall, in the judgment of the majority of the Nomination Committee, demonstrate the characteristics outlined in items 4.4.1.1, 4.4.1.2, and 4.4.1.3, and have an absolute requirement to meet items outlined in 4.4.1.4 and 4.4.1.5 below:

- 4.4.1.1 Possess basic knowledge of the religion of Islam.
- 4.4.1.2 Adhere to the basic principles of Islam.
- 4.4.1.3 Be committed to furthering the Aims and Objectives of IFN.
- 4.4.1.4 Have been a Member of IFN for the previous two (2) consecutive years.
- 4.4.1.5 Not have a felony conviction in the previous 10 years.

##### 4.4.2 TERM, MEETINGS AND LEADERSHIP

- 4.4.2.1 The term of each member of the Executive Committee shall be two (2) years.

- 4.4.2.2 The President of the Executive Committee may not serve for more than two (2) consecutive terms in the position of President.
- 4.4.2.3 Members of the Executive Committee may not hold any Executive Committee office positions for more than a total four (4) consecutive terms.
- 4.4.2.4 The Executive Committee shall meet at least once a month. The secretary of the executive committee shall make the agenda of the meeting available to the Executive Committee members at least one week prior to the scheduled meeting.
- 4.4.2.5 Two-thirds (2/3) of the total number of the Executive Committee members shall constitute a quorum.
- 4.4.2.6 Each Executive Committee member is required to attend at least seventy five percent (75%) of the regular meetings of the executive committee held in a given calendar year to maintain their membership on the Executive Committee. Failure to meet attendance requirements may result in removal via BOT decision.
- 4.4.2.7 The President shall be a de facto, non-voting member of the Board of Trustees, except in the case of a tie-breaking vote. The President shall provide ongoing reports to the Board on operational issues and general functions and programs at IFN.
- 4.4.2.8 Should the Executive Committee arrive at a tie vote, the side of the President shall prevail.
- 4.4.2.9 The President may call a special meeting of the Executive Committee.
- 4.4.2.10 The Executive Committee shall hold quarterly informational meetings with the General Body to facilitate communications and information flow in both directions.
- 4.4.3 DECISION MAKING
  - 4.4.3.1 The Executive Committee shall strive to arrive at all decisions through consensus.
  - 4.4.3.2 All decisions arrived at by a vote shall require a Simple Majority (51%).
- 4.4.4 COMPENSATION
  - 4.4.4.1 No member of the Executive Committee shall be compensated, financially or otherwise, for their time or effort in discharging their duties.
  - 4.4.4.2 Members of the Executive Committee may be reimbursed for any reasonable out of pocket expenses incurred in the course of conducting the business of IFN, subject to the restrictions provided in 4.3.4.3.
- 4.4.5 RESPONSIBILITIES OF THE PRESIDENT OF THE EXECUTIVE COMMITTEE

- 4.4.5.1 Execute the strategies provided by the Board of Trustees.
  - 4.4.5.2 Provide management and leadership in the day-to-day operation of IFN.
  - 4.4.5.3 Develop appropriate programs to achieve the Aims and Objectives outlined in Article II.
  - 4.4.5.4 Represent and articulate the opinion, desires and views of the Community at meetings of Board of Trustees.
  - 4.4.5.5 Represent IFN at any organization(s) the Board of Trustees may specify.
  - 4.4.5.6 Serve as the official representative and spokesperson for IFN.
  - 4.4.5.7 Appoint directors for the various standing and volunteer committees.
  - 4.4.5.8 Provide guidance, direction and leadership to Standing Committees, sub-Committees and Working Groups.
  - 4.4.5.9 Submit an annual operating budget for IFN to the Board of Trustees for approval.
- 4.4.6        RESPONSIBILITIES OF THE VICE PRESIDENT OF THE EXECUTIVE COMMITTEE
- 4.4.6.1        Assume responsibilities of the President in the absence of the latter.
  - 4.4.6.2        Building relationships and representing IFN with other Islamic organizations to build partnerships and bring learnings and best practices into IFN
  - 4.4.6.3        Oversee education programming at IFN.
  - 4.4.6.4        Facilitate and organize religious and non-religious programs at IFN.
  - 4.4.6.5        Responsible for securing IFN’s physical, digital and personal security.
  - 4.4.6.6        Perform any other duties assigned by the President.
- 4.4.7        RESPONSIBILITIES OF THE GENERAL SECRETARY OF THE EXECUTIVE COMMITTEE
- 4.4.7.1        Coordinate with the Membership Committee to maintain updated membership records of all members of IFN.
  - 4.4.7.2        Assist the Election Committee in its efforts to validate and verify membership status in preparations for elections.
  - 4.4.7.3        Assist the Secretary of the Board of Trustees, in sending out timely notifications of meetings of the General Body.
  - 4.4.7.4        In coordination with the President, manage all official communications between

the Executive Committee and all other external entities to conduct the affairs of IFN.

4.4.7.5 Responsible for sending out timely notifications of meetings of the Executive Committee.

4.4.7.6 Prepare the agenda for each meeting of the Executive Committee where the President shall so require; and provide and maintain meeting minutes for each meeting in a timely manner.

4.4.7.7 Responsible for the oversight of the Facilities Operation & Maintenance Committee

4.4.7.8 Perform any other duties assigned by the President.

#### 4.4.8 RESPONSIBILITIES OF THE TREASURER OF THE EXECUTIVE COMMITTEE

4.4.8.1 Maintain all financial records pertaining to the operation of IFN.

4.4.8.2 Develop and maintain sound financial practices.

4.4.8.3 Serve as a financial advisor to the President.

4.4.8.4 Prepare annual operating budget to be submitted by the President to the Board of Trustees for approval.

4.4.8.5 Serve as member of the Finance Committee

4.4.8.6 Responsible for the timely preparation and filing of all documents required to satisfy the accounting needs of IFN in accordance with Generally Accepted Accounting Principles and any applicable provisions of the Internal Revenue Code, and federal or state law.

4.4.8.7 Perform any other duties assigned by the President.

#### 4.4.9 RESPONSIBILITIES OF THE SOCIAL EVENTS DIRECTOR OF THE EXECUTIVE COMMITTEE

4.4.9.1 Coordinate social activities at IFN as decided by the Executive Committee.

4.4.9.2 Responsible for the rental activity of the facility.

4.4.9.3 Responsible for planning and execution of special events and celebrations as decided by the Executive Committee.

4.4.9.4 Perform any other duties assigned by the President.

ARTICLE V  
COMMITTEES

IFN shall have standing, ad-hoc, and temporary committees. Sincere efforts shall be made to ensure that members of these committees possess relevant experience and expertise in the area for which they are assigned. Each committee shall reports to the respective authority that appointed it and shall not make decisions, independent of such authority, which may bind IFN in any way.

The President of the Executive Committee shall form and have oversight over the following standing committees, with the consent of simple majority of the Executive Committee, as soon as possible after assuming office:

- Religious Affairs Committee;
- Education Committee;
- Facilities Operation & Maintenance Committee;
- Public Relations and Outreach Committee;
- Youth Services Committee;
- Membership Committee; and
- Women’s Affair Committee

The Board of Trustees shall form and have oversight over the following standing committees, as soon as possible after assuming office:

- Finance Committee,
- Election Committee and
- Endowment Committee.

In addition, either the Executive Committee or the Board of Trustees may set up and designate one or more committee(s), sub-committee(s), or working group(s). The appointing authority may, at its own discretion, change one of more members of any committees.

SECTION 5.1                    RELIGIOUS AFFAIRS COMMITTEE

- 5.1.1            Develop, promote and organize all religious activities, as described in Article II.
- 5.1.2            Coordinate and administer the daily, Friday (Juma’a), Eid-ul-Fitr, and Eid-ul-Adha prayers schedules.
- 5.1.3            Develop criteria for, and oversee, the distribution of Zakat, Sadaqat, and other charitable funds.
- 5.1.4            Develop and manage all the religious education programs in coordination with the Education Committee.
- 5.1.5            Participate in interfaith activities.
- 5.1.6            Report the activities of the Religious Affairs Committee to the Executive Committee at its regular meetings, or when asked by the President.
- 5.1.7            The Religious Affairs Committee shall be comprised of the Imam, as the

chairperson, plus four (4) members, which shall all be appointed by the President in consultation with the Imam and with Simple Majority approval of the Executive Committee.

5.1.8 The Chairperson of the Religious Affairs Committee may solicit the help and participation of any member of the community as deemed appropriate.

5.1.9 The Religious Affairs Committee shall be consulted in an advisory capacity to the Executive Committee regarding religious matters.

## SECTION 5.2 EDUCATION COMMITTEE

5.2.1 Develop and implement Islamic educational programs for children including, but not limited to, curriculum for all educational programs.

5.2.2 Assist the Religious Affairs Committee in developing and administering Adult education programs.

5.2.3 Report the activities of the Education Committee to the Executive Committee at its regular meetings, or when asked by the President.

5.2.4 The Education Committee shall comprise of five (5) members: a Director of Education, to be appointed by the President, and four additional members to be proposed by the Director of Education and approved by the Executive Committee. Two of the four members shall be from among the weekend-School teachers, and the other two members shall be from among the rest of the community.

5.2.5 The Director of Education may solicit the help and participation of any member of the community as deemed appropriate.

5.2.6 The Education Committee shall also serve in an advisory capacity to the Executive Committee.

## SECTION 5.3 FACILITIES OPERATION & MAINTENANCE COMMITTEE

5.3.1 Develop maintenance schedules for IFN's facilities and real property and maintain accurate and contemporaneous maintenance records.

5.3.2 Prepare annual maintenance budget and present it to the President for use in the overall Operations Budget of the Executive Committee.

5.3.3 Assist the Executive Committee in the selection of contractors and the awarding of contracts.

5.3.4 Solicit proposals and manage and administer relationships with outside vendors.

5.3.5 Assist the Board of Trustees in facilities and expansion planning.

5.3.6 Report the activities of the Facilities Operation and Maintenance Committee to

the Executive Committee at its regular meetings, or when asked by the President.

5.3.7 The Facilities Operation and Maintenance Committee shall comprise of three (3) members: Director of Facilities and Maintenance to be appointed by the President and two (2) additional members.

5.3.8 The Director of Facilities Operation may solicit the help and participation of any member of the community as deemed appropriate

5.3.9 The Facilities Operation and Maintenance Committee shall serve in an advisory capacity to the Executive Committee.

#### SECTION 5.4 PUBLIC RELATIONS AND OUTREACH COMMITTEE

5.4.1 Develop programs to pro-actively reach out to and build bridges with neighbors and the local community at large.

5.4.2 Develop a “Welcome Packet” of information for new Muslim visitors to IFN community.

5.4.3 Manage IFN’s involvement with civic organizations, such as organizations promoting social justice within the local community, to ensure continuous and productive engagement.

5.4.4 Coordinate with the Religious Affairs and Education Committees to develop programs with schools, colleges and universities in the surrounding area to help educate the public about Islam and Muslims.

5.4.5 Work with the President to represent IFN in the local community and at various media outlets.

5.4.6 Distribute information through newsletters, the Internet, mailings and other forms of dissemination.

5.4.7 Develop and produce any special promotional material, flyers and special announcements.

5.4.8 The Public Relations and Outreach Committee shall comprise of three (3) members: Director of Public Relations and Outreach to be appointed by the President and two (2) additional members.

5.4.9 Maintain the audio-visual records and archives of IFN under the guidance and leadership of the Secretary of the Executive Committee.

5.4.10 The Director of Public Relations and Outreach may solicit the help and participation of any member of the community as deemed appropriate.

5.4.11 The Public Relations and Outreach Committee shall serve in an advisory capacity to the Executive Committee.

## SECTION 5.5 YOUTH SERVICES COMMITTEE

- 5.5.1 Plan all youth social, athletic, recreational, and volunteer activities.
- 5.5.2 Report the activities of the committee to the Executive Committee at its regular meetings, or when requested by the President.
- 5.5.3 The Youth Services Committee shall comprise of four (4) members: a Director of Youth Services, to be appointed by the President, and three additional members to be proposed by the Director and approved by the Executive Committee. Two of the four members shall be male members, and two shall be female members. At least one male and one female member must be under 25.
- 5.5.4 The Director of Youth Services may solicit the help and participation of any member of the community as deemed appropriate.

## SECTION 5.6 MEMBERSHIP COMMITTEE

- 5.6.1 Organize and arrange membership drives for IFN.
- 5.6.2 Work with the Secretary of the Executive Committee to develop, update and keep current the membership database for IFN.
- 5.6.3 The Membership Committee shall comprise of three (3) members: Director of Membership, to be appointed by the President, and two additional members.
- 5.6.4 The Director of Membership may solicit the help and participation of any member of the community as deemed appropriate.
- 5.6.5 The Membership Committee shall serve in an advisory capacity to the Executive Committee.

## SECTION 5.7 FINANCE COMMITTEE

- 5.7.1 Work with Executive Committee and the Board of Trustees to develop a proper and sound financial foundation for IFN.
- 5.7.2 Coordinate with the Religious Affairs Committee to administer the Zakat, Sadaqat and other charitable funds.
- 5.7.3 Participate and manage fundraising activities for IFN throughout the year in coordination with the BOT and EC.
- 5.7.4 The Finance Committee shall be responsible for selecting an independent auditor to conduct an audit of the financial records of IFN a minimum of once every 2 years.
- 5.7.5 The Finance Committee shall comprise of three (3) members led by the

Finance Director of the Board of Trustees and includes the Treasurer of the Executive Committee.

- 5.7.6 The Finance Committee may solicit the help and participation of any member of the community as deemed appropriate.
- 5.7.7 The Finance Committee shall serve in an advisory capacity to the Board of Trustees and the Executive Committee.
- 5.7.8 Due to the fiduciary responsibilities of the Board of Trustees, the finance committee will report to the Board of Trustees.

## SECTION 5.8 ELECTION COMMITTEE

- 5.8.1 The Election Committee shall consist of three (3) members: a Chair and two (2) members to be appointed by the Board of Trustees. Each member on the Election Committee shall serve until the Election Committee is dissolved following the election period.
- 5.8.2 By accepting to serve on the Election Committee, the Election Committee members agree to forfeit their right to be nominated or elected to any open seat in that election cycle. Election Committee members shall retain their voting rights.
- 5.8.3 The Election Committee shall be formed no later than September 15<sup>th</sup> of the election year and shall dissolve 10 days after election results have been declared.
- 5.8.4 The Election Committee shall stop accepting nominations two (2) weeks prior to the date of the upcoming election in order to prepare ballots and organize the elections.
- 5.8.5 The Chairman of the Election Committee shall preside over the election portion of the General Body meeting and conduct the elections with the assistance of the other two members of the Committee.
- 5.8.6 The results of the election shall be available for review by any member upon proper request to the Election Committee, up to 10 days following the election day, subsequent to which all records will be destroyed to protect confidentiality.
- 5.8.7 The Election Committee shall present the results of each election to the members of the Board of Trustees not up for re-election.

## SECTION 5.9 ENDOWMENT COMMITTEE

- 5.9.1 The Endowment Committee shall be responsible for the planning, execution and management of an endowment program for IFN.
- 5.9.2 The Endowment Committee shall coordinate investment plans for the endowment fund through collaboration with the Religious Affairs Committee and shall only invest in Shari'aah compliant investment opportunities.

- 5.9.3 The Endowment Committee shall be responsible for the appointment and oversight of a professional investment manager who will manage the endowment in accordance with provision 5.9.2.
- 5.9.4 Due to the fiduciary responsibilities of the Board of Trustees, the Endowment Committee will report to the Board of Trustees
- 5.9.5 Unless a resolution is passed at the beginning of the year by a majority vote of the Board of Trustees to allocate a different amount, the Board of Trustees shall allocate a minimum of 10% of the annual gross income of IFN towards investment in the endowment Fund.
- 5.9.6 The Endowment Committee shall comprise of three (3) members led by the Director of Finance of the Board of Trustees,
- 5.9.7 The Endowment Committee may solicit the help and participation of any member of the community as deemed appropriate.

SECTION 5.10 WOMEN’S AFFAIRS COMMITTEE

- 5.10.1 The Women’s Affairs Committee shall be responsible for advocating for the women members at IFN.
- 5.10.2 The Women’s Affairs Committee shall comprise of three (3) members appointed by the Executive Committee with at least two (2) members of the committee being women.

SECTION 5.11 AD HOC COMMITTEES

- 5.11.1 The Board of Trustees may commission any ad hoc committee(s) for specific purposes
- 5.11.2 Any such committee shall consist of a minimum of three individuals.
- 5.11.3 Any such committee shall be provided with a written mandate clearly outlining the scope of tasks, objectives, and deliverables. The term of duration of the committee shall also be specified in the written mandate.
- 5.11.4 In cases involving potential un-Islamic activities, members of any ad-hoc committee assembled to address such issues must have adequate knowledge of Quran and Sunnah, and be well versed in Islamic teachings. At least one of the members must be from the Religious Affairs Committee.
- 5.11.5 All ad-hoc committees shall make their recommendation to the Board of Trustees. The Board of Trustees will then consider the recommendations and act on them accordingly.

SECTION 5.12 SECURITY COMMITTEE

- 5.12.1 The Security Committee will consist of a Chair appointed by and reporting to the Vice President and at least two additional members.
- 5.12.2 Create, maintain, and implement plans to secure IFN physical spaces and events.
- 5.12.3 Organize and conduct security and fire safety awareness training, as needed.
- 5.12.4 Coordinate with local government authorities, other Muslim organizations, and security experts to identify risks and develop security plans.
- 5.12.5 Manage inventory of IFN's physical and digital security assets.
- 5.12.6 Support the Vice President in overseeing the maintenance and retention of security contracts.
- 5.12.7 Propose an annual security budget in coordination with the Vice President.

ARTICLE VI  
MEETINGS

SECTION 6.1            ANNUAL MEETING

- 6.1.1            The annual meeting of the Members of IFN shall be held in the fourth quarter of each calendar year. The Board of Trustees and the Executive Committee will make a good faith effort to select a date that will maximize attendance of the General Body at the annual meeting.
- 6.1.2            The Secretary of the Board of Trustees, with assistance from the Secretary of the Executive Committee, shall send out a notice to all Members, as defined in Section 3.2, detailing the date, time, and place of the meeting, at least two (2) weeks in advance of the annual meeting.
- 6.1.3            The agenda of the Annual meeting shall include:
  - 6.1.3.1           Minutes from the previous Annual meeting.
  - 6.1.3.2           Annual report of the Chairman of the Board of Trustees
  - 6.1.3.3           Annual report of the President of the Executive Committee
  - 6.1.3.4           Treasurer report, including a balance sheet, general statement of income and expenses along with an auditor's report, if applicable.
  - 6.1.3.5           Elections to fill vacancies on the Executive Committee or the Board of Trustees, when required.
  - 6.1.3.6           Questions or issues raised from the floor.

SECTION 6.2            SPECIAL MEETINGS

- 6.2.1            A special meeting of the General Body may be called at any time upon the written request of one tenth (1/10) of the total number of Members as defined in Section 3.2
- 6.2.2            The Secretary of the Board of Trustees shall announce the special meeting no less than two (2) weeks in advance of the proposed date.

SECTION 6.3            QUORUM

- 6.3.1            Quorum at any regular or special General Body meeting shall be determined by the Presence as defined in Section 6.3.4 , of at least one fourth (1/4) of the total number of Members as defined in Section 3.2, as well as at least three (3) members of the Board of Trustees, and two (2) members of the Executive Committee.
- 6.3.2            In the event a quorum is not met, the Secretary of the Board of Trustees shall

determine the date and time of a subsequent meeting not to exceed two (2) weeks thenceforth and notify all Members of the same.

- 6.3.3 At the rescheduled meeting, quorum shall be met by the physical presence of one sixth (1/6) of the total number of Members as defined in Section 3.2, as well as three (3) members of the Board of Trustees, and two (2) members of the Executive Committee. All decisions resulting from such meeting are official and binding on IFN.
- 6.3.4 Presence shall be defined as physical presence at IFN , an absentee ballot or proxy under Section 6.4, or via electronic vote which includes the name of the voter.

#### SECTION 6.4 ABSENTEE BALLOTS

- 6.4.1 Members eligible to vote, as defined in Section 3.3, may vote by proxy, or absentee ballot or via electronic vote under Section 7.1 which includes the name of the voter.
- 6.4.2 Where applicable, a write up of issues to be voted on, shall be provided by the Secretary of the Board of Trustees.
- 6.4.3 Each absentee ballot must bear the name, address and signature of the Member.
- 6.4.4 Each absentee ballot must be delivered in person or mailed post dated no later than one (1) week before the scheduled meeting, to the attention of the Secretary of the Board or, in the case of elections, to the Chairman of the Election Committee.

ARTICLE VII  
ELECTIONS

SECTION 7.1 ELECTION CYCLE

- 7.1.1. Standing elections must be declared between November 1 and December 15 of each year.

SECTION 7.2 NOTICE OF VACANCIES

The notice of the Annual meeting, and General or Special elections, shall contain the following information:

- 7.2.1 Number and nature of vacancies on the Executive Committee.
- 7.2.2 Number and nature of vacancies on the Board of Trustees.
- 7.2.3 Names and contact information of the Election Committee members.
- 7.2.4 The deadline by which nominations have to be submitted to the Election Committee.
- 7.2.5 All positions whose term is ending in the year of the election, or any resignations for the same year, given year shall be are eligible for elections.

SECTION 7.3 NOMINATIONS

Vacancies on the Executive Committee or Board of Trustees shall be filled from the general Membership by the following process:

- 7.3.1 Only Members shall be eligible to make nominations for the Executive Committee and Board of Trustees.
- 7.3.2 All nomination forms must be signed by the nominating member or by using electronic means of nomination which is to include the name of the nominating member
- 7.3.3 Only nominations submitted to the Election Committee by the deadline shall be considered for inclusion on the ballot, and each nominee shall be required to have at least ten (10) nominations from IFN members.
- 7.3.4 The Election Committee shall verify and validate membership of nominators and eligibility and personal acceptance of nominees.

SECTION 7.4 VOTING METHODS

- 7.4.1 In addition to voting on paper ballots or in person, any amendments to bylaws, voting for elections, or the like may be voted on using electronic voting methods, such as email or surveys.

7.4.2 All election records shall be saved for a period of at least ten (10) days. after the election results are declared

ARTICLE VIII  
IMAM

- 8.1.1 The Imam shall work closely with the Executive Committee and the Board of Trustees.
- 8.1.2 The Imam shall be a permanent member of the Religious Affairs Committee.
- 8.1.3 The Imam shall report directly to the Executive Committee President. The annual goals and objectives for the Imam will be established by the Executive Committee President with approval of the Board of Trustees. The Executive Committee President will be responsible for the annual progress and achievement of the goals and objectives, and will report the same to the Board of Trustees.
- 8.1.4 The Board of Trustees shall have the sole authority to:
  - 8.1.4.1 Hire or terminate the Imam's employment with IFN; and
  - 8.1.4.2 Determine compensation and raises.

ARTICLE IX  
CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 9.1            CONTRACTS

The Board of Trustees may authorize any member(s), agent(s) of IFN, in addition to persons(s) authorized by these Bylaws, in coordination with the Facilities Operation & Maintenance Committee, to enter into any contract or execute and deliver any instrument in the name of and on behalf of IFN and such authority may be general or confined to specific instances.

SECTION 9.2            CHECKS AND DRAFTS

Subject to the restrictions found in 4.3.4.3, all checks or other orders of payments of money, notes or other evidences of indebtedness issued in the name of IFN shall be signed by either the Treasurer or the President of the Executive Committee. If the above officers are not available, the Chair, or the Director of Finance of the Board of Trustees may sign until the officers of the Executive Committee are available.

SECTION 9.3            DEPOSITS

All funds of IFN shall be deposited to the credit of IFN in such banks, trust companies or other depositories as the Board of Trustees may select.

SECTION 9.4            GIFTS

The Board of Trustees and Executive Committee may accept on behalf of IFN any contributions, gifts, bequest or device for general purposes or any special purpose.

ARTICLE X  
RECORDS

SECTION 10.1

The Executive Committee shall maintain and keep the following records:

- 10.1.1 Complete, Correct books and records of all financial accounts.
- 10.1.3 An accurate and current list containing all relevant contact information of Members.
- 10.1.4 All audio and video records of events relating to IFN, where it is reasonably viable to do so.

SECTION 10.2

All books and records may be reviewed and inspected on the IFN premises, by any Member, his/her agent or attorney, after providing a two-week written notice.

ARTICLE XI  
FISCAL YEAR

SECTION 11.1

The fiscal year of IFN shall begin and end with the calendar year (i.e., January 1 through December 31), unless otherwise amended.

ARTICLE XII  
AMENDMENTS

SECTION 12.1

For any proposed amendment(s) to these Bylaws to be considered for vote and adoption, such consideration shall be either (a) approved by a three fourths (3/4) affirmative vote of the Board of Trustees, or (b) submitted in writing to the Board of Trustees with the signatures of at least one third (1/3) of all Members.

SECTION 12.2

Subject to the provisions of Section 12.1, a two-week prior notice shall be given to all Members stating the specific amendment(s) and the date and time of the Annual/Special Meeting to discuss and vote on any such amendment(s).

SECTION 12.3

A three fourths (3/4) affirmative vote, in an Annual/Special General Body meeting having proper quorum, shall be required for any proposed amendment(s) to be adopted.

ARTICLE XIII  
DISSOLUTION

SECTION 13.1

IFN may liquidate or dissolve any or all assets by a three-fourths (3/4) affirmative vote at a session of the General Body, where such a proposal has been written into the agenda, or by a written consent signed by three fourths (3/4) of the Members.

SECTION 13.2

Upon dissolution of IFN, all assets shall be used to pay any liabilities IFN may have. Any and all remaining assets shall be transferred to a tax-exempt Muslim organization, having similar goals and objectives as IFN, under the tax laws of the United States of America. Unless otherwise determined at a meeting or by written notice as provided for in Section 13.1, the transference of such assets will be carried out by a three fourths (3/4) vote of the General Body designating the transferee(s).

ARTICLE XIV  
CONFLICT OF INTEREST

SECTION 14.1

For purposes of these Bylaws, an “**Interested Party Transaction**” is any contract or other transaction between IFN and (a) any present member of the General Body or Board of Trustees or a past member of the General Body or Board of Trustees who has served as a member in the five years preceding the transaction (collectively, “**interested member**”), (b) any family member of an interested member, (c) any corporation, partnership, trust, or other entity in which an interested member is a director, officer, or holder of a financial interest, (d) any present officer or any individual who has served as an officer in the five years preceding the transaction (“**past officer**”), (e) any family member of a present or past officer, or (f) any corporation, partnership, trust, or other entity in which a present or past officer is a director, officer, or holder of a financial interest.

In any instance where IFN proposes to enter into an Interested Party Transaction it shall follow the procedures and rules set forth in IFN's Conflict of Interest Policy adopted by the Board of Trustees and as amended from time to time (which is attached hereto and incorporated into these Bylaws by reference).

APPENDIX A  
ADOPTION TRACKING

**Adoption Notes - dated January 1, 2026:**

These Bylaws were adopted by the Board of Trustees (BOT) of IFN via voting on September 7, 2025 and ratified by the membership at the Annual General Body Meeting held on October 26, 2025.

These Bylaws will be effective as of January 1, 2026.

**Board of Trustees Members:**

Ishaq Mohiuddin - Chairman  
Ahmed Nader - President of EC

**Bylaws Committee Members:**

Farid Qureshi - Lead  
Omar Tolba - Community Member  
Oghay Kherzai - Community Member  
Shayaan Shaikh - Community Member  
Rafiq Rakhangi - BOT Rep  
Ahmed Nader - EC Rep

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**Adoption Notes - dated January 10, 2016:**

These Bylaws were adopted unanimously by the Board of Trustees (BOT) of IFN at the scheduled board meeting on December 13, 2015 and ratified by the membership at the Annual General Body Meeting held on January 10, 2016.

These Bylaws will be effective as of January 10, 2016.

**Board of Trustees Members:**

M. Waseem Kagzi - Chairman  
Irshad Khan - President of EC

**Bylaws Committee Members:**

Masood Ahmed - BOT Rep  
Rafiq Rakhangi - EC Rep  
Fouad Amer - Community Rep  
Zaki Anarwala - Legal Advisor