



ISLAMIC SOCIETY OF KINGSVILLE
702 W AVENUE B, KINGSVILLE, TEXAS, 78363
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BY-LAWS OF THE ISLAMIC SOCIETY OF KINGSVILLE

(Latest amendment- Feb 17, 2023)

ARTICLE I: Executive Committee (EC) Position Descriptions and Responsibilities

Section 1: President

1. Responsible for general administration and supervision of all EC activities in accordance with the ISK Constitution and By-Laws.
2. Calling and presiding over all scheduled and/or emergency meetings of the EC as well as the General Assembly.
3. Coordinate with the Board in all matters described in ISK Constitution Article V-A.
4. Shall act as the liaison with law enforcement, City of Kingsville, Kleberg County, and interfaith organizations.
5. Shall forward any disputes in the Society to the Board.
6. Shall initiate fundraising activities and appoint an *ad-hoc* subcommittee to manage all necessary and appropriate activities, in coordination with the Treasurer.

Section 2: Vice President

1. Shall assume responsibilities in the absence of the President.
2. Shall assist the President in daily operations.
3. Shall develop an agenda in consultation with relevant parties and distribute before the meetings.
4. Shall keep minutes of all EC and General Assembly meetings and post as appropriate.
5. Shall maintain files, records, and documents related to various ISK activities.

Section 3: Treasurer

1. Responsible for executing and maintaining all financial transactions of ISK.
2. Bookkeeping of contributions, donations, expenses, disbursements, receipts, and all banking transactions.
3. Ensure timely payments of all bills and maintain a log of the payments.
4. Prepare and submit monthly account statements and financial activities to the EC.
5. Provide reports of all financial activities to the General Assembly every six months.
6. Coordinate 501(c) tax exempt renewals, tax returns, and audits of ISK accounts with a Certified Public Accountant, in coordination with the President.



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7. Initiate budget for special projects for the EC and/or the Board approval, as defined in Article V-A, Section 3 of the Constitution.

Section 4: Secretary of Religious Affairs

1. Responsible for all religious and Quranic educational activities of ISK.
2. Coordinate educational Friday sermons with qualified speakers in consultation with EC.
3. Announce, change, and post prayer times according to applicable Islamic Calendar as agreed by the EC.
4. Develop religious education plans and solicit volunteers for children, brothers, and sisters' education in accordance with Article II, Section 1 of the Constitution.
5. Assist the President to promote interfaith and Islamic outreach activities.

Section 5: Secretary of Facility Management

1. Ensure maintenance and cleanliness of ISK property including building, portable units, parking lot, and front/back yards, with the help of volunteers/contractors.
2. Coordinate with President and Treasurer to hire any contractor when needed.
3. Ensure security of the property with operational locks and security devices.
4. Report any security breaches or suspicious activities to the EC for follow-up with the law enforcement authorities.
5. Ensure all licenses, permits, and inspections are properly maintained and updated.
6. Maintain inventory and keep a log of all electrical, electronics, climate control, and mechanical equipment and fixtures including fire extinguishers and smoke detectors.

Section 6: Secretary of Social Affairs

1. Provide membership forms to new members. Create, maintain, and update membership lists on regular basis as required. Collect and maintain a log of membership dues.
2. Coordinate all indoor and outdoor social activities including picnics, potlucks, Ramadan iftars, Eid ceremonies, special dinners, and open houses.
3. Maintain supplies for potlucks and ceremonies.
4. Ensure cleanliness of prayers areas, kitchen, bathrooms, and common areas. Volunteers shall be solicited as needed.
5. Promote youth sports activities.

Section 7: Secretary of Women Affairs

1. Coordinate to develop women's programs, workshops, seminars, and social, educational, and cultural activities, in consultation with the EC.



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2. Assist the Secretary of Religious Affairs, Secretary of Facility Management, and Secretary of Social Affairs in performing their responsibilities.

Section 8: MSA President

1. Elected President of Muslim Students Association (MSA) at Texas A&M University-Kingsville shall be the honorary member of ISK and serve as the liaison between university students and the EC.
2. Attend and assist EC meetings in all matters relating to student welfare and may request for any financial assistance if required.

ARTICLE II: Executive Committee (EC) Election Procedures

Section 1

The General Assembly shall elect the Executive Committee in a duly convened election in the month of March by secret ballot for a term of two years starting in April. An ISK member can serve in the EC for unlimited number of terms, but not more than two consecutive terms. The election process shall start in the month of January.

Section 2

Early January: The Board shall initiate the process of Election Committee nominations from the ISK members. The Board should validate the nominations and make a shortlist.

No later than the second Saturday of January: The nominees from the shortlist will be voted by the General Assembly and three highest voted nominees shall constitute the Election Committee.

Section 3

No later than the last Saturday of January: The Election Committee shall announce the guidelines for EC member nomination, election related timelines, and campaigning policies and call for the nomination, following Article II of the By-Laws.

Section 4

No later than second Saturday of February: Application for ISK membership shall close for the upcoming election purposes. Updating the ISK membership list shall be the responsibility of the EC.

Section 5

No later than the third Saturday of February: The EC shall provide the membership list to the Election Committee and announce the list to the community.



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Section 6

No later than the fourth Saturday of February: The Election Committee shall verify the eligibility of the nominations in view of the criteria stated in Article V-B of the Constitution and contact the eligible nominees to confirm their consent and announce the final EC candidates list.

No later than first Saturday of March: The Election Committee shall display the sample ballot on notice boards for a week prior to the election.

Section 7

The Election Committee shall consider administering early voting and providing absentee ballots. Additionally, the Election Committee may give opportunity to candidates to share their views to the community in a brief introduction on Election Day or at a suitable time earlier. Election Committee shall determine the detailed voting process maintaining fairness, transparency, and privacy as much as possible and announce the guidelines for the voting process to the candidates and general assembly several days before the Election Day.

Section 8

The Election Committee shall consider recruiting male and female volunteers to facilitate the voting process during and before the Election Day. However, they should inform the candidates about the identity of the volunteers.

Section 9

The Election Committee shall have the right to use ISK facilities to conduct the election. Posting of any notices on masjid boards shall require signature of all three committee members. The Election Committee shall have the authority to announce election related updates verbally and by other means. The EC must cooperate with the Election Committee and provide financial and other resources as requested.

Section 10

Early votes and absentee ballots shall be counted towards the quorum requirements for the election. If the quorum requirement is not fulfilled for the election, a second General Assembly meeting for the election purpose shall be held within one month of the Election Day. Early votes and absentee ballots shall be counted towards the quorum requirements for this second meeting as well.

Section 11



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The contestants with the highest votes in each position in the election will be elected to the respective positions in the EC. If there is only one candidate for each position, an election may be conducted by verbal approval during the General Assembly.

Within one month of the election: The new EC shall take over on a date determined by the Board after consulting with the existing and the new EC.

Section 12

The Election Committee shall report violations of ISK Constitution or By-Laws by any candidate or voter to the Board of Trustees. The Board shall penalize any candidate or member for a violation as authorized in Article V-A Section 3 of ISK Constitution. The resolution may include, but not limited to banning the person from contesting for a position, casting votes, or performing election related activities in ISK premises.

On the other hand, if any ISK member has proof of violations of any By-Laws by the Election Committee; the member may lodge a complaint with the Board of Trustees that shall try to resolve the issue as soon as possible.

ARTICLE III: Board of Trustees Election Procedures

Section 1

The General Assembly shall elect the Board of Trustees in a duly convened election called and facilitated by the EC. Board of Trustee description is defined in the ISK Constitution, Article V-A.

Section 2

When a Board member leaves, the EC inquires with the General Assembly that decides whether the position has to be filled.

If the General Assembly approves filling the position, the EC shall seek nominations from ISK members, verify eligibility of the nominees based on the criteria described in ISK Constitution, Article V-A, Section 2, and call for an election within one month of the decision from the General Assembly. If a current EC member consents to be nominated for a position in the Board, she/he shall be considered resigned from the EC immediately.

Section 3

Application for ISK membership shall close one week before the Election Day for the upcoming election voting rights only and the eligible membership list shall subsequently be announced to the community.



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Section 4

The EC shall consider administering early voting and providing absentee ballots. Additionally, the EC may give opportunity to candidates to share their views to the community in a brief introduction on Election Day or at a suitable time earlier. The EC shall determine the detailed voting process maintaining fairness, transparency, and privacy as much as possible and announce the guidelines for the voting process to the candidates and general assembly several days before the Election Day.

Section 5

The EC shall consider recruiting male and female volunteers to facilitate the voting process during the Election Day. However, they should inform the candidates about the identity of the volunteers.

Section 6

Early votes and absentee ballots shall be counted towards the quorum requirements for the election. If the quorum requirement is not fulfilled for the election, a second General Assembly meeting for the election purpose shall be held within one month of the Election Day. Early votes and absentee ballots shall be counted towards the quorum requirements for this second meeting as well.

Section 7

The contestants with the highest votes in the election will be elected. If there is only one candidate, an election may be conducted by verbal approval during the General Assembly. After a successful election, the new Board member(s) shall start working immediately.