CONSTITUTION OF THE ISLAMIC SOCIETY OF STANFORD UNIVERSITY

In the name of Allah, Most Gracious, Most Merciful. Peace and the Blessings of Allah be upon Muhammad, the last messenger of Allah.

The Islamic Society of Stanford University (hereby the "Society") is a student organization whose primary goals are (hereby "Statement of Purpose"):

a) To provide an Islamic environment for all members to practice Islam as a way of life

b) To provide services to the Muslim community at Stanford

c) To provide a better understanding of Islam to non-Muslims

ARTICLE 1: MEMBERSHIP

Voting membership is open to students of Stanford University and their spouses who abide by the Society's Statement of Purpose. Stanford affiliates, alumni and local community members that abide by the Society's Statement of Purpose may attend and participate in all Society events but are not considered voting members of the Society. All voters have to register with the election committee 3 days prior to the elections at the latest. Registered voters who have no access to the internet should be contacted by phone by the election committee.

ARTICLE 2: ELECTIONS

a) The election of the Executive Committee shall be held mid-to-late Winter Quarter on a date such that (1) a minimum of two weeks' notice will be given prior to the election (2) the election date will not conflict with major ISSU events that are planned for the beginning of spring quarter. The election shall be held during the first five weeks of the quarter.

b) The newly elected Executive Committee officers will assume their positions at the beginning of the Spring Quarter, with a three week overlap with current officers, thus permitting a smooth transition.

c) All student voting members are eligible to become officers of the ISSU. However, the President must also have been a student voting member in the previous election. Additionally, a person who has served for two consecutive years as the President may not be nominated for a third consecutive year for that office.

d) Election Procedure:

i) Two weeks prior to the election meeting, the President shall appoint an Election Committee, consisting of two members of the society, to conduct the election. If possible, the election committee members must be from among members who cannot hold offices, either because they are graduating or because they are not voting members as specified by Article 1. If this is not possible, then the President may choose any of the members but these members become ineligible to hold offices. However, if they are voting members, they do not lose their right to vote or nominate. Voting members may refuse this appointment if they wish to remain eligible to be elected officers. It is the responsibility of the Election Committee, at each stage of the election, to remind all members of the necessary qualifications for officeholders and of the voting procedure.

ii) Nomination and election of the President should be conducted first. The same procedure is then followed for the Vice President then the Treasurer.

iii) Nominations are to be made to the current members of the election committee and announced by them to the membership at least 3 days prior to the election. Additionally, nominations may
be elected officers. It is the responsibility of the Election Committee, at each stage of the
election, to remind all members of the necessary qualifications for officeholders and of the
voting procedure.

ii) Nomination and election of the President should be conducted first. The same procedure is
then followed for the Vice President then the Treasurer.

iii) Nominations are to be made to the current members of the election committee and announced
by them to the membership at least 3 days prior to the election. Additionally, nominations may
be accepted from the floor at the election meeting. All seconded nominees who accept their
nomination shall be placed on the election ballot. Persons are not permitted to nominate
themselves.

iv) After nominations have been made, the first round of the election will consist of a secret
ballot. Each eligible member may vote for only one of the nominees. If one of the nominees
receives fifty percent or more of the valid cast ballots (excluding abstentions), then he/she is
elected to the office.

v) If no nominee receives fifty percent or more of the cast ballots, then the two nominees who
received the highest number of votes will participate in a runoff election. This runoff will be
conducted immediately in the same fashion as the first round of the election.

vi) Absentee voting is allowed, while voting by proxy is not allowed

ARTICLE 3: EXECUTIVE COMMITTEE

The Executive Committee of the ISSU should consist of seven elected officers (President, Vice
President, Treasurer and Community Outreach Chair, Spiritual Committee Chair, Social
Committee Chair, and Membership Services Committee Chair). The President may appoint
additional officers to provide specific needed services.

If during the months of the academic year (September to June), an elected or appointed officer is
not going to be available for more than 6 consecutive weeks then a new officer will be appointed.

During the summer months (July and August), if an officer is not available for more than 6
consecutive weeks then a temporary replacement (absence period only) is to be found by
appointment for both elected officers and appointed officers.

In both cases, if the absence is predictable (like traveling elsewhere) then the replacement should
assume the position before the original officer leaves.

ARTICLE 4: DUTIES OF OFFICERS

a) President

- Oversees the Executive Committee.
- Sets agendas for Society’s executive meetings.
- Ensures the Society is operating and functioning smoothly.
- Ensures the Society is meeting its goals and objectives.
- Represents the Society in official capacity, as needed.
- Appoints officers on the executive committee that are not elected positions, as needed.
- Appoints special committees and task forces (TF) for the executive committee, as needed,
such as
  - Fundraising Task Force or committee.
  - Strategic planning Task Force.
- Delegates any of his/her duties at his/her discretion.
- Authorizes expenditures under $100 on behalf of the Society. All expenditures exceeding
  $100 must be approved by the Executive Committee.

b) Vice President

- Assumes the responsibilities of the President in his/her absence.
- Acts as the Society’s record keeper and minute taker in meetings.
- Announces the meeting’s agenda and stores the minutes.
Strategic planning Task Force.

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- Authorizes expenditures under $100 on behalf of the Society. All expenditures exceeding $100 must be approved by the Executive Committee.

b) Vice President

- Assumes the responsibilities of the President in his/her absence.
- Acts as the Society’s record keeper and minute taker in meetings.
- Announces the meeting’s agenda and stores the minutes.
- Maintains the Society’s constitution, and any changes needed.
- Oversees annual needs assessment of the Society.
- Performs any duties delegated to him/her by the President.

c) Treasurer

- Keeps accounting of finances; acts as a bookkeeper.
- Processes approved expenditures of ISSU funds.
- Produces quarterly financial reports.
- Supports fundraising efforts as the need arises.
- Performs any duties delegated to him/her by the President.

d) Community Outreach Chair

- Coordinates and oversees activity concerning the Society’s relations with other groups on campus and outside campus.
- Oversees a committee for this task, with no less than 3 members (including him/herself) and no more than 10.
- Performs any duties delegated to him/her by the President.

e) Spiritual Committee Chair

- Coordinates and oversees all spiritual and religious activity and events for the Society.
- Oversees a committee for this task, with no less than 3 members (including him/herself) and no more than 10.
- Performs any duties delegated to him/her by the President.

f) Social Committee Chair

- Coordinates and oversees all social, cultural and intellectual events for the Society.
- Oversees a committee for this task, with no less than 3 members (including him/herself) and no more than 10.
- Performs any duties delegated to him/her by the President.

g) Membership Services Committee Chair

- Coordinates and oversees activity concerning the increase, maintenance and participation of membership in the Society.
- Oversees member services like email listservs, elections etc.
- Oversees a committee for this task, with no less than 3 members (including him/herself) and no more than 10.
- Performs any duties delegated to him/her by the President.

ARTICLE 5: POLICIES

A. FRIDAY KHUTBAH

The Jum'a Khutbah organizer should select local speakers who are well known to the society members. Outside speakers are welcome if they fulfill the basic requirements of being an Imam. These include:

i) Having the right belief of a Muslim.
ii) Satisfying the basic requirements of the Khateeb.
iii) Not committing any major sin (kaba'ir) publicly.

First time Khateebs are encouraged to consult with other Khateebs on the topic and other issues
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i) Having the right belief of a Muslim.
ii) Satisfying the basic requirements of the Khateeb.
iii) Not committing any major sin (kaba'ir) publicly.

First time Khateebes are encouraged to consult with other Khateebes on the topic and other issues in their Khutbahs.

The following recommendations are made regarding the Jum'a prayer:

- Stress the importance of starting on time and not making the Khutbah and prayer more than 30 minutes long.
- Have a back-up speaker always ready, if possible.
- The Khutbah should be in English except for the Quran, Hadith, and Duaa.

B. REGULAR MEETINGS
Currently, the ISSU organizes weekly meetings for islamic studies, which include reading Quran, making tafseer for Quran and/or Hadith, and presenting topics of interest to all members

C. AFFILIATION WITH STANFORD UNIVERSITY
The Society is also affiliated with the Stanford Associated Religions (SAR) formerly Stanford Associated Ministries (SAM). All campus religious groups are members of this organization. For several reasons the Society should always be a member of SAR. The Society should also always have a representative attend the quarterly SAR meetings, and it should maintain good relations with other members of SAR. The experiences with SAR of current Executive Committee members should be verbally transmitted to the new Committee.

D. AFFILIATION WITH LOCAL, NATIONAL AND INTERNATIONAL ORGANIZATIONS
The Society must maintain its independence as a student group. However the Society should assist any endeavor that will benefit Muslims as long as there are no harmful consequences of this assistance. The Society should use the same criteria in deciding to help off-campus organizations. The Sunday Islamic School has also been assisted by the Society in the past. The Society's help was primarily the provision to the School of rooms in the University. Members of the Society are permitted to make their own decisions of whether to participate in the school. However, if the Society has the means of establishing its own Islamic School then it is recommended that the Society do so, provided that it runs the school independently of any outside individuals or groups. National and International Organizations: The Society is independent of any organization, including the Islamic Society of North America (ISNA). All aid that the Society receives should be totally unconditional and should impose no new responsibilities or constraints upon the Society.

E. DISSOLUTION POLICY
If at any time, the Society dissolves, remaining financial assets will go to the University. Books, videotapes, and other merchandise that were donated to the society as religious endowments (waqf) will be given to local Muslim communities.

F. MEMBER PRIVACY
The members of the Society should not discuss personal information about any member with any person, group, or organization. Personal information includes the member's activities, contributions to the Society, and any other information regarding his/her personal conduct.

G. ANNOUNCEMENTS
General announcements are to be posted on the ISSU announce mailing list and at the friday jummah prayers held at Stanford.

H. OTHER
Although the responsibility for one's behavior lies with the individual, all ISSU meetings shall be conducted in an Islamic manner.

ARTICLE 6: AMENDMENTS AND INTERPRETATION OF AMBIGUITIES

This constitution is amendable at election meetings by a two-thirds vote of all present voting members (excluding abstentions). Proposed amendments should be submitted to the Election Committee (in writing or electronically) prior to the election meeting. In addition this
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This constitution is amendable at election meetings by a two-thirds vote of all present voting members (excluding abstentions). Proposed amendments should be submitted to the Election Committee (in writing or electronically) prior to the election meeting. In addition, this constitution is amendable at "a general body meeting." This meeting should be announced a minimum of 14 days in advance on issu-announce@lists.stanford.edu. 10 voting members (excluding both elected and appointed officers that are present) must be present for the meeting to be valid. The meeting must occur during the Fall, Winter or Spring quarters. A change will occur with at least a 2/3 vote of those voting members at the meeting. Proposed amendments must be submitted no later 7 days of the meeting.

Ambiguous statements in this constitution are to be interpreted by a majority vote of the Executive Committee.

ARTICLE 7: COMPLIANCE WITH THE QURAN AND HADITH

Any constitutional provision which clearly violates the Quran or Hadith is null and void.

ARTICLE 8: GENERAL REMARKS

The following activities are strongly recommended:

i) Producing a newsletter at least once a quarter.
ii) Inviting guest speakers.
iii) Holding regular dorm talks and other outreach activities.
iv) Participating in and contributing to activities involving the Muslim community at-large.
v) Facilitating the availability of halal meat.

ARTICLE 9: IMPEACHMENT

Any officer can be removed from office by the vote of 75% of all voting members present at a meeting called for this purpose not counting the officer being impeached. This meeting can be called by unanimous vote of other members of the Executive or by a petition signed by 10 voting members. Quorum for the meeting is 15% of the email list size not including the officer being impeached. The meeting must be announced on the email list at least 2 weeks in advance. The entire 2 week period as well as the election date must occur during an academic quarter.

ARTICLE 10: AVAILABILITY

This Constitution must be made available to members upon request to the President and kept updated with the Office of Student Activities.

ARTICLE 11: OFFICE OF CHAPLAIN

The Society will endeavor to hire and maintain an office of Chaplain working under the direction of the ISSU executive committee. The chaplain's responsibilities are determined by the ISSU executive committee.

ARTICLE 12: ISSU NEEDS ASSESSMENT

The society shall conduct an annual needs assessment of its members to ensure that it is meeting its members' needs.

ARTICLE 13: FACULTY ADVISOR

The Society will endeavor to work with a faculty advisor to provide support for the leadership team during the year. The outlined expectations of an ISSU Faculty Advisor will be the following:

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The Society will endeavor to work with a faculty advisor to provide support for the leadership team during the year. The outlined expectations of an ISSU Faculty Advisor will be the following:

a) Observe & Comment
The first and foremost expectation of the ISSU advisor is to observe and comment on ISSU-related emails, events, and activities. This will primarily entail monitoring the e-mails on the ISSU e-mail lists and/or attending events and communicating to ISSU leadership whenever there is concern. This duty is to not to be mistaken as a chaperone for the community or to directly intervene, but only to observe and communicate to ISSU leadership when there is an issue or concern with emails, events, and anything else related to ISSU community development.

b) Strategic Planning
The next expectation of the ISSU advisor is to ensure that ISSU leadership has overarching goals and appropriate plans for maintaining a strong and healthy Muslim community for the years to come. This includes reviewing and providing feedback to ISSU leadership regarding their milestones for each year and academic quarter.

• Part of the Strategic Planning role would involve meeting with ISSU leadership before the school year at the Officer Retreat, and at least once each quarter to review short and long-term goals.

c) Advocacy
The last expectation of the ISSU advisor is to advocate when needed for the Muslim community and ISSU leadership among the Stanford administration and Student Affairs. The ISSU advisor would provide their voice and thoughts to those outside the ISSU community but with significant influence and stake in ISSU’s activities. The ISSU advisor would assist and advise ISSU leaders in navigating the University’s hierarchies and in holding conversations with University offices and administrators.