



## ISF Shura Members Rules and Regulations SOP

### 1. Revision History

Rev	Date	Description	Author
1.0	8/29/22	Created SOP	Nizar Alsaïd, Omar Elsehety, Issam Karim, Imad Kato, Khaldun Khatib, Ehsan Sayed, Isam Habboush
2.0	10/07/22	Update	Nizar Alsaïd
3.0	4/16/23	Updated BoD/BoT per new constitution and deleted the NDA	Isam Habboush
3.1	9/6/23	Add 3 meetings req to memberships & ISF Constitution	Isam Habboush
3.2	4/23/24	Added reference to the Endowment, more SOPs and corrected typos.	Isam Habboush

### 2. Document Approval

Approved By	Signature & date
ISF BoT Chairman or delegate	



### 3. Terms and Abbreviations

Term	Description
ISF	Islamic Services Foundation
ISF BoD	ISF Board of Directors
ISF ESPD	Educational Services & Profession Development
ISF BoT	ISF Board of Trustees
BHA	Brighter Horizons Academy and College Preparatory, Garland, TX
LHA	Little Horizons Academy, Garland, TX
ISF Endowment	A nonprofit corporation organized under the Texas Code and owned by ISF to manage the ISF assets and endowment funds.
IQI	ISF Quran Institute
ICP	ISF Curriculum Publications
IP	Intellectual Property
MYP	Muslim Yellow Pages
Business entities	Refers to ISF sub-entities such as BHA, LHA, ICP, IQI and MYP
SOP	Standard Operating Procedure

## 4. Purpose and Scope

The purpose of this SOP is to outline, document, and communicate rules and regulations for current, new and associate members, and to help them become more informed and more effective members in the ISF Shura General Body.

These policies and procedures apply to the ISF organization and all its entities, and activities. The ISF BoT is responsible for maintaining and enforcing compliance by all entities and committees of ISF.

All updates and/or edits must be approved by the ISF BoT.

## 5. Overview of the ISF Organization

### 5.1 ISF Vision:

“An Empowered Muslim Community”

### 5.2 ISF Mission:

“To provide world-class quality educational services to the Muslim community by incubating organizations that are focused on positive social change.”

### 5.3 ISF Official Website:

“<https://www.islamicervices.org/>”

### 5.4 ISF Governing Model and Organizational Structure

Please refer to the ISF Constitution for a detailed description of the organizational structure and governing model.

### 5.5 ISF Guiding Principles

The key principle of ISF is to deliver valuable and sustainable Islamic educational services to the community. Therefore, ISF should:

- Exercise sound judgment in making investment and project decisions,
- Apply best practices to manage these projects efficiently and effectively (e.g. budgeting, KPI's, discipline, oversight...etc.),
- Strive to make each project successful and self-sustaining, and able to contribute positively to other projects, and
- Diligently use surplus funds to strengthen the organizational mission.



### 5.6 Organization Structure

The Organizational Structure of the ISF consists of the ISF Shura General Body, the ISF BoT, ISF Endowment BoD, and the ISF BoD.

- The Shura General Body includes all members of ISF. It is the supreme governing body of the organization and sets overall policies for ISF and can overrule any decisions made by any committee. The Shura General Body elects the ISF BoT and ISF BoD.
- The Board of Trustees (“ISF BoT”) consists of a Chairman, Vice-Chairman, and Secretary who are elected from the regular members and manages the Shura General Body.
- The ISF Endowment BoD is an elected board by the BoT and the ISF General Body to manage the ISF Endowment according to the ISF constitution and the ISF Endowment Bylaws.
- The ISF Board of Directors (“ISF BoD”) consists of elected officers from the Shura General Body. ISF BoD manages all operations of the ISF organization, according to the governance model described in the constitution.

### 5.7 Membership

The membership of ISF comprised of Regular Members, Associate Members, and Honorary Members. The constitution describes rules, responsibilities, and accountability for each membership category.

- A Regular Member is a community member who lives in the Dallas-Fort Worth Metroplex (DFW); has been approved by the Shura General Body for regular membership and is maintaining membership requirements as described by the constitution.
- An Associate Member is a community member who completed a membership application, paid the membership fee, and agrees to follow the ISF organization rules and governance as described by the constitution. Associate members are not eligible to vote in elections. Associate members are eligible to become regular members after 6 months, if nominated by the ISF BoD and approved by a simple majority vote at a Shura General Body meeting.
- An Honorary Member is any person who substantially supported or is supporting ISF and is nominated by the ISF BoD and the ISF BoT. An Honorary Member is not eligible to vote in any election.

### 5.8 Requirements for Maintaining Membership

- Payment of the annual membership fees.



- Regular attendance of ISF Shura General Body meetings.
- Failure to attend three consecutive meetings without a previous written or oral notice shall result in the revocation of the regular members.
- A member whose membership has been revoked shall undergo the standard process of a new application.

## 7. Protocols as Members of ISF General Body

### 7.1 Learning about the ISF Organization

All regular and associate members of ISF are highly encouraged to read the following reference material and become familiar with the key standard operating procedures of the organization:

Document	Description
Constitution of the Islamic Services Foundation	Overall governing document for the organization
ISF Endowment Bylaws	Governance document for the ISF Endowment
ISF Shura Member Rules and Regulation	(This document) general guidelines to help Shura members learn and understand the rules and regulations of the ISF Organization
ISF Information Management SOP	ISF documents directory structure and location, management and retention policies, information security and access rights.
ISF Annual Report SOP	Describes process to develop the ISF Annual Report for external and internal audience.
ISF Annual Report	Overview of the organization and key achievements during the previous calendar year
ISF Strategy Document	Growth and sustainability planning document for the organization
ISF FAST SOP	Process for reviewing and granting Financial Aid for BHA and LHA students
ISF Sponsorship Banners SOP	Process for managing sponsorship banners on BHA grounds
ISF New Committee Onboarding SOP	Onboarding of newly elected board or committee members with rules and regulations of ISF
ISF Financial Management SOP	Describes process for managing financial resources, budgeting and expense approvals for ISF entities.



## 7.2 Emails of Officers of the ISF Organization

All members should use the following emails to contact officers of the organization for any ISF related matters:

Email	Board Members
<a href="mailto:shura.chairman@islamicservices.org">shura.chairman@islamicservices.org</a>	Chairman of the ISF BoT
<a href="mailto:shura.vicechairman@islamicservices.org">shura.vicechairman@islamicservices.org</a>	Vice Chairman of the ISF BoT
<a href="mailto:shura.secretary@islamicservices.org">shura.secretary@islamicservices.org</a>	Secretary of the ISF BoT
<a href="mailto:president@islamicservices.org">president@islamicservices.org</a>	President of the ISF BoD
<a href="mailto:vicepresident@islamicservices.org">vicepresident@islamicservices.org</a>	Vice President of the ISF BoD
<a href="mailto:secretary@islamicservices.org">secretary@islamicservices.org</a>	General Secretary of the ISF BoD
<a href="mailto:finance@islamicservices.org">finance@islamicservices.org</a>	Finance Secretary of the ISF BoD
<a href="mailto:dawa@islamicservices.org">dawa@islamicservices.org</a>	Da'wa Secretary of the ISF BoD

## 7.3 List of Physical Address of ISF Office

- ISF Office: 411 Industrial Dr Suite 105, Richardson, TX 75081
- BHA Campus: 3145 Medical Plaza Dr, Garland, TX 75044
- LHA Campus: 2950 N Shiloh Rd, Garland, TX 75044

## 7.4 Participation and Activity of Members

- All Shura General Body members are expected to be active participants in the ISF organization and are ready to contribute with time, knowledge and effort as needed.
- Members are expected to participate in committees or any other ISF activities as requested by the ISF BoT or the ISF BoD.

## 7.5 Shura General Body Meetings

- The Shura General Body meetings are called by the Chairman of the ISF BoT at least twice a year.
- During these meetings, the Shura General Body discusses ISF activities and makes any necessary decisions.

- The Secretary of the ISF BoT will publish the draft agenda for each meeting at least two weeks in advance of each meeting.
- Members can send requests for new topics to be added to the meeting agenda to the Secretary prior the meeting.
- Discussion during meetings is restricted to the items set forth in the agenda notice for the meeting. No other topics or business is allowed during the meetings, unless explicitly permitted by the Shura Chairman.
- The quorum requirement for Shura General Body meetings and deliberations for all matters, other than constitutional amendment, is 50% (Fifty Percent) of the total number of regular members.
- All Members are required to maximize attendance in the Shura General Body meetings.

### 7.6 Decision Making Processes in Shura General Body Meetings

- Shura General Body decisions are made using a voting process in the presence of the quorum, and override all other decision by any committee, including the ISF BoD.
- All decisions of the Shura General Body, except constitutional amendments, are made by simple majority voting. In case of equal number of votes, the side of the chairman of the meeting wins the vote.
- All activities and decision by the Shura General Body must be consistent with the ISF Constitution.
- A proposal for changing any ISF BoD decision requires a formal request that is signed by at least five regular members of the Shura General Body and submitted to the Secretary of the ISF BoT to be discussed in the following Shura General Body meeting.

### 7.7 Etiquettes of Shura General Body Meetings

- The Chairman of the ISF BoT oversees all Shura General Body meetings.
- Attendees are expected to conduct themselves in an Islamic and professional manner during the meetings.
- Attendees are expected to treat all information discussed in the meeting as confidential and not disclose it to any other party without the express permission of the Chairman.
- Attendees must respect the meeting agenda and limit all discussion to approved items, unless permitted by the chairman.
- Attendees must only speak when recognized by the chairman, respect the allotted time when speaking, and maintain order during the meeting.



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- To avoid conflicts, attendees are expected to address the chair of the meeting on all issues without arguing with other members during the meeting.
- The membership for a regular member can be revoked by the ISF BoT if any member engages in misconduct or acts in contradiction to the ISF Constitution.





## **VOLUNTEER MEMBER ACKNOWLEDGEMENT RECEIPT**

My signature on this document is an acknowledgment that I have received the ISF Shura Members Rules and Regulations document, and I have read the ISF Constitution.

These policies are guides to help you learn more about your engagement in the ISF Shura Body. If you have a question which is not answered or explained, please reach out to ISF BoT Secretary. This is to acknowledge that I am responsible for reviewing this document and any documented procedures related to the members of the ISF Shura Body.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_