

Constitution

Of

Chagrin Valley
Islamic Center
(CVIC)

Adopted December 11, 2012

Article I: Name

The Organization shall be called "Chagrin Valley Islamic Center." It shall be a nonprofit organization, defined by the rules and regulations of section 501-C (3) of the Internal Revenue Code of 1954. It will be referred to as "Center" and/or "CVIC" in this document.

Article II: Objectives and Activities.

- A. Maintain an Islamic Center to serve as a place of Islamic Prayers and religious activities.
- B. Promote goodwill, understanding, fellowship, and tolerance among Muslims.
- C. Strengthen the fraternal bonds among Muslims of Chagrin Valley and surrounding areas.
- D. Provide Muslims with religious guidance based on the teachings of Islam.
- E. Disseminate information on Islam, its teachings, history, culture, and philosophy, among Muslims and non-Muslims.
- F. Organize courses of study in Quran, Sunnah, and Islamic history and culture, designed to meet the needs of Muslims as well as non-Muslims.
- G. Promote understanding and act as a channel of communication between Muslims and non-Muslims in the surrounding community.

Article III: Membership

The membership shall be categorized as follows:

- A. **General Membership:** It shall be awarded to all Muslims, **16** years and older, upon approval of a completed application and payment of dues as set forth by the Executive Council of CVIC, with such rights and responsibilities as shall be established in CVIC's Bylaws.
- B. **Active Membership:** Active Membership shall be awarded upon completion of one year as a General Member in good standing and payment of the yearly dues with such rights and responsibilities as shall be established in CVIC's Bylaws. Active Membership status, in good standing for one year, is required for any elected office.
- C. **Guests/Non Members:** Any Muslim, adult or child, male or female, is welcome to worship at the Islamic Center. They may participate in a given activity of the center only as a guest and upon payment of appropriate fees. Non-Muslim guests may participate gratis, by invitation only.

Article IV: Organization

CVIC shall be organized into: The Board of Trustees, The Executive Council and The General Assembly.

A. Board of Trustees:

- 1. The Board of Trustees shall comprise of ten members. At the time of adoption of the Constitution, three members shall be elected for five years, three members elected for seven years, four members elected for nine years. The duly elected President of the Executive Council shall be an ex-officio member of the Board of Trustees (non-voting). After the initial board member terms, the Board of Trustees shall have six year terms. The Chair and the Secretary of the board shall be elected each year at the first meeting of the Board. The President of CVIC shall not be eligible for Chairmanship of the Board of Trustees.
- 2. Qualifications to be on the Board of Trustees: Active Members with a minimum of five years standing, age 21 or above, and having served in any position on the Executive Council for a minimum of two years prior to being considered for the Board of Trustees.

3. The Board of Trustees shall have the authority by a simple majority vote, to determine the electorate for any election of the Board of Trustees.
4. Any trustee running for reelection shall not be eligible to vote on the election in the capacity of a trustee.
5. Any trustee may be removed, as necessary, if the best interest of CVIC would be served thereby. The removal of a trustee shall require approval by three quarters (3/4) of the members of the trustees in office and by two thirds (2/3) of the members present in a General Assembly meeting, provided that the trustee has been given an opportunity to address the General Assembly meeting. The Board of Trustees shall first decide on this matter, and only then present it to the General Assembly.
6. The Board of Trustees shall have the authority and responsibility to manage, maintain, and protect the assets and properties of CVIC.
7. The Board of Trustees shall have the authority to make investments of CVIC funds and community donations and to approve budgets submitted by the Executive Council.
8. The Board of Trustees shall have the final authority on major issues concerning CVIC. The Executive Council shall vote on such issues and bring them to the Board of Trustees for final approval.
9. The Board of Trustees shall have the authority and responsibility of providing and maintaining the vision, short and long term, for CVIC.

B. Executive Council

1. The Executive Council shall consist of no more than twelve members. The members shall be the President, the Vice President, the Secretary, the Director of Finance, the Director of Communications, the Director of Education, the Director of Community Welfare, the Director of Women's Affairs, the Director of Youth and Student affairs, the Director of Social Activities, the Director of Facilities, and the past President. All Executive Council members shall be elected by Active Members of the General Assembly.
2. The Board of Trustees shall have authority to decide the number of members on the Executive Council with the minimum number being five.
3. The President shall have the authority to nominate up to two members-at-large to the Executive Council for a two-year term, and this term shall coincide with the term of the President.
4. Each member of the Executive Council shall be elected to serve a term of two years, and up until their successors take office.
5. The President or his designate shall be the sole spokesperson for CVIC.
6. The Executive Council shall have the authority and responsibility for initiating, implementing, and supervising all programs in keeping with the vision and the objectives of CVIC.
7. The Executive Council shall authorize the publication of material in the name of CVIC and set the membership dues.
8. The Executive Council shall appoint various committees to help with functions of CVIC.

C. General Assembly

1. The General Assembly shall consist of all Members of CVIC.
2. The General Assembly shall hold its annual meeting at least twice a year.
3. The Secretary shall notify the General Membership at least two weeks in advance of the General Assembly meeting, as to the time, place and agenda of the meeting.
4. Meetings of the General Assembly may be called by the Executive Council or upon a written request of one-third (1/3) of the Active Membership.

Article V: Meetings

- A. The Board of Trustees shall hold a minimum of four meetings in a calendar year. The new President of the Executive Council shall call the first meeting of Board of Trustees.
- B. The Executive Council shall meet on a monthly basis, but no less than ten times a year.
- C. The General Assembly shall meet at least twice a year.
- D. The quorum for a General Assembly meeting, in which elections are to be held, or amendment to the Constitution and/or Bylaws are to be considered shall be one-half (1/2) of the Active Membership of CVIC. In case one-half (1/2) of the members fail to attend, another meeting shall be called within thirty (30) days, at which the Active Members present shall constitute the quorum.
- E. The Executive Council or the Board of Trustees shall have the authority to call a special meeting of the General Assembly.

Article VI: Finance

- A. CVIC may accept contributions in any form and from any legal source, consistent with the objectives of CVIC, the principles of Islam, and the provisions of Article IX.
- B. The fiscal year of CVIC begins on the first (1st) day of July and ends on the thirtieth (30th) day of June of the following year.

Article VII: Amendments to the Constitution.

- A. Any proposed amendment(s) to the Constitution must be presented in writing to the President or the Secretary of the Executive Council. The petition for Amendment(s) must be signed by at least five (5) Active Members of CVIC. The Executive Council shall evaluate the proposal within forty-five (45) days of receipt. A unanimous decision of the Executive Council shall be required to reject the proposed amendment, barring which the Executive Council shall refer the proposed amendment to the Bylaws Committee of CVIC within sixty (60) days of receipt.
- B. The Bylaws Committee shall thoroughly examine and discuss the proposed amendment(s) and report to the Executive Council within ninety (90) days of the Executive Council referral of such amendment. The Executive Council shall inform the Board of Trustees, and subsequently arrange for a General Assembly meeting and mail the proposed amendment(s) along with the notice of the meeting to the General Assembly.
- C. A quorum of one half (1/2) of all Active Members shall be required to be present at a meeting for the amendments to be considered. An affirmative vote of two-thirds (2/3) of the Active Members present shall be necessary for adoption of the amendment(s). If a quorum of one half (1/2) of all Active Members is not present at the initial meeting, a second meeting shall be held within thirty (30) days, and the Active Members present at such meeting shall constitute the required quorum, and the affirmative vote of two-thirds (2/3) of those Active members present shall be necessary for adoption of the amendment(s).
- D. Withdrawal of a proposed amendment: Any proposed amendment can be withdrawn within ninety (90) days of its presentation to the Executive Council if a consensus to this effect is reached between at least five (5) of the Active members signatory to the proposal and the Executive Council.

Article VIII: Dissolution

- A. Upon written request from the Board of Trustees or the Executive Council or a written petition from two-thirds (2/3) of the Active Membership of CVIC to dissolve CVIC, the Chair of the Board of Trustees shall call a joint meeting of the Board of Trustees and the Executive Council.
- B. After thorough deliberations, the Chair of the Board of Trustees shall call an emergency meeting of the General Assembly to consider possible dissolution of CVIC. Such a meeting must be attended by two-thirds (2/3) majority of the Active Members. At such meeting, the affirmative vote of three-fourths (3/4) of those Active Members present shall be necessary for the approval

of the dissolution. In the event that it is decided to dissolve CVIC, the Board of Trustees shall appoint a committee of five (5) Members to dispose of and liquidate the assets of CVIC.

- C. After all the debts of CVIC are paid, the appointed committee may freeze the assets for use by a new Islamic organization with similar objectives, or may donate the assets to the Islamic Society of North America (ISNA) or the North American Islamic Trust (NAIT) or any other national Islamic Organization with similar objectives.

Article IX: Scope of CVIC

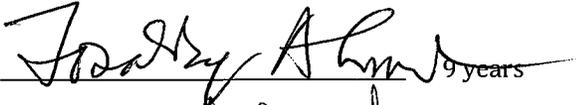
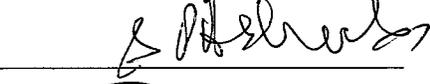
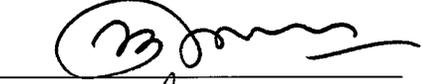
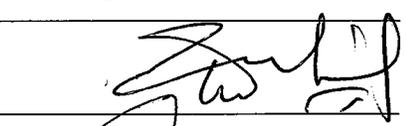
Notwithstanding any other provisions of these articles, CVIC is organized exclusively for the charitable, education and religious purposes as specified in the section 501-C (3) of the Internal Revenue Code of 1954 and shall not carry on any activities not permitted by an organization exempt from Federal Income Tax under section 501-C (3) of the Internal Revenue Code of 1954.

Article X: Constitution Supersedes Bylaws

In the event of any conflict between the terms and provisions of the Constitution of CVIC and the Bylaws of CVIC, the terms and provisions of the Constitution shall control and supersede the terms and provisions of the Bylaws. The Board of Trustees shall have the authority to provide clarification to the terms and provisions of the Constitution.

Signatories to the Adoption of the Constitution of the Chagrin Valley Islamic Center (CVIC):
Adopted December 11th, 2012.

Board of Trustees:

	<u>Name</u>	<u>Signature</u>	<u>Initial Term</u>
1.	Mahboob Ahmed		7 years
2.	Tosaddaq Ahmed		9 years
3.	Syed P. Ashraf		7 years
4.	Masroor Malik		5 years
5.	Muhammad Momen		9 years
6.	Mahboob Rahman		5 years
7.	Abraar M. Suhail		5 years
8.	Ehtesham M. Suhail		9 years
9.	Nissar M. Suhail		9 years
10.	Syed Ishrat Ali Zaidi		7 years

Bylaws

Of

Chagrin Valley
Islamic Center
(CVIC)

Adopted December 11, 2012

Article I: Name:

The Organization shall be called "Chagrin Valley Islamic Center". It shall be referred to as "CVIC" in this document.

Article II: Objectives and Activities.

CVIC's Objectives and Activities are the same as those listed in CVIC's Constitution.

Article III: Membership.

- A. **General Membership** shall be awarded to all Muslims 16 years and older upon approval of a completed application and payment of the Membership dues. Applicants shall be current residents of the Greater Cleveland area.
- B. Annual dues for the calendar year shall be in the amounts established by the Executive Council from time to time and shall be payable in full by March 31. The membership fees shall be no lower than \$50 for a General Member, and \$100 for a family. The Membership year shall be from January 1 through December 31 of the same year. A family shall be defined as a married couple with children that are below 16 years of age.
- C. **General Members** have the following Rights and Responsibilities:
1. **Rights:**
 - Use of all the facilities of CVIC.
 - Participate in CVIC sponsored events, such as, picnics, dinners, and guest lectures.
 - Enjoy reduced fees for meals and other functions requiring tickets.
 - Receive reduced tuition fees at the Fulltime and Weekend Schools.
 - Be a member of and vote in the committees, to which they are appointed.
 - Participate but not vote in General Assembly meetings of CVIC.
 2. **Responsibilities**
 - Be a practicing Muslim.
 - Subscribe to and believe in the objectives and activities of CVIC.
 - Follow bylaws, rules and regulations of CVIC, and pay dues in a timely fashion.
 - Follow and help implement the decisions of the Executive Council.
 - Do not engage in any illegal activity.
 - Help develop, and participate in CVIC welfare programs
 - Participate in the committee functions.
 - Participate in the educational activities of CVIC.
 - Volunteer and participate in the social activities of CVIC.
 - Seek and gain Active Membership of CVIC after one year.
 - Donate and provide funds for the proper functioning of CVIC.

- D. **Active Membership** shall be awarded upon completion of one year as a General Member in good standing and payment of the yearly dues. Active Membership status in good standing of one year is required for any elected office.
- E. In addition to those of the General Members, the **Active Members** have the following additional rights and responsibilities:
1. **Rights:**
 - Vote in all affairs of CVIC including General Assembly meetings.
 - Nominate persons to elected offices of CVIC.
 - Be nominated for elected positions after good standing of over one year.
 2. **Responsibilities:**
 - Actively participate in committee functions
 - Volunteer for an elected leadership position in CVIC after one year of Active Membership in good standing.
- F. **Guests/Non Members** who are Muslims but do not fit in either of the membership categories, may pray at CVIC. They are not entitled to use any other facilities and/or participate in any programs of CVIC. An occasional visitor may participate, by invitation only and payment of the appropriate fees. They are expected to follow the rules and regulations of and protect the property and observe the decorum and sanctity of CVIC.
- G. Any member of CVIC may be deprived of, or suspended from the membership, for engaging or advocating and propagating behavior, words or deeds considered by the Executive Council to be detrimental to the objectives of CVIC. This decision shall be subject to Article IV A of the CVIC Constitution.
- H. Members, who are delinquent in payment of membership dues for a period exceeding three months, will be automatically suspended. Reinstatement will require payment of such dues in full and affirmative action by the Executive Council.
- I. Any membership, that was terminated or suspended, may be reinstated, by a simple majority vote of the Executive Council present, at a regular meeting.
- J. **Resignation:** A written resignation may be filed with the Secretary of the Executive Council and shall be effective upon acceptance by the Executive Council. NO refunds shall be made for any dues paid or donations made.
- K. The membership list shall be updated continually and made available in April and September of each year.

Article IV: Administration.

- A. CVIC shall be administered by the Executive Council and the Board of Trustees as described in the Constitution. The Board of Trustees shall meet at least four times a year. The first meeting of the Board of Trustees shall be called by the President of the Executive Council. The Executive Council shall meet no less than ten times a year. The Chair of the Board of Trustees or the President of the Executive Council may convene a meeting of the respective body, as often as necessary. The meeting must be attended by a majority of the members and the decisions made by a majority vote. In case of a tie vote, the presiding officer shall cast the deciding vote.
- B. Any member, of the Board of Trustees or the Executive Council, who is absent from three consecutive meetings without a reasonable cause, can be considered to have resigned. The Chair of the Board of Trustees or the President of the Executive Council shall be responsible for conveying the consequences of such an action to the affected member. A Joint Conference Committee of the Board of Trustees and the Executive Council shall meet to fill the vacancy for the balance of the year, from the qualified active membership roster. A new person shall be elected at the next annual elections.
- C. **The Joint Conference Committee** shall consist of no more than sixteen (16) members that include all the trustees and six representatives from the Executive Council including the President, Vice President, Secretary, Director of Finance, Past President, and one other Executive Council member to be designated by the President. The Committee shall be chaired by the Chair of the Board of Trustees who shall have a tie-breaking vote.
- D. Any one person shall not hold more than one elected office on the Board of Trustees and may hold no more than one elected office on the Executive Council at any time.

Article V: The Board of Trustees.

- A. The Board shall be the highest body in CVIC. It shall have ultimate responsibility for all major contracts executed on behalf of CVIC, as well as other responsibilities as per Article IV A of the CVIC Constitution.
- B. The Chair and the Secretary of the Board shall be elected annually by the simple majority of members at the first meeting of the year. The President of the Executive Council shall not be eligible for chairmanship of this Board.
- C. In case of a vacancy created on the Board, a new member shall be selected by the Joint Conference Committee at a meeting to be held within 4 weeks.

- D. Any donation or expenditure over ten thousand US Dollars (\$10,000) towards a single project in one fiscal year shall be approved by the Board of Trustees.
- E. The Board shall make decisions by a simple majority vote. Absentee or proxy votes are not permitted. In the event of a tie vote, the decision of the Chair shall be final and binding, but such decision of the Chair need not be the same as the vote he made on the matter in question.

Article VI: The Executive Council.

- A. The Executive Council, as a unit, shall be responsible for the following:
 - 1. Establishment of the Prayer (Salah)
 - 2. Islamic Education
 - 3. Propagation of Islamic Ideas and thoughts (Da'wa)
 - 4. Communication with other Islamic organizations and non-Muslims.
 - 5. Organizing Islamic festivals and other social gatherings
 - 6. Providing assistance in Muslim matrimonial services.
 - 7. Providing necessary assistance to the families of Muslims that can be considered for Zakat.
 - 8. Developing policies and rules and regulations regarding the various functions and challenges that will from time to time face CVIC or the Islamic Community.
 - 9. Providing assistance with Muslim funerals.
 - 10. Providing assistance to newly reverted Muslims.
- B. The Executive Council shall make decisions by a simple majority vote. Absentee or proxy votes are not permitted. In the event of a tie vote, the decision of the President shall be final and binding, but such decision of the President need not be the same as the vote he made on the matter in question.

Article VII: Office Bearers and Their Duties.

A. The Board of Trustees

- 1. The Board of Trustees shall consist of ten members as described in the Constitution. It shall be responsible for the overall management of the assets and major financial transactions of CVIC as well as other responsibilities as per Article IV A of the CVIC Constitution.
- 2. The Chair and Secretary of the Board shall be elected annually, at the first meeting of the Board of Trustees. The Chairperson shall work closely with the President of the Executive Council. The President of CVIC shall be ineligible for the Chairmanship of the Board of Trustees.

B. The Executive Council

- 1. The Executive Council shall consist of a maximum of twelve voting members, all in good standing as active members of CVIC for a period of over one year. It shall consist of a President, Vice President, Secretary, Director of Finance,

Director of Facilities, Director of Community Welfare, Director of Communications, Director of Education, Director of Youth and Students, Director of Women Affairs, Director of Social Activities, and Past President of the Executive Council.

2. Each member the Executive Council shall serve a term equal to two years and until their respective successors have taken office.
3. The Executive Council shall be under the supervision of and shall report to its President. Each Executive Council member shall establish a budget, an agenda, a calendar of events and programs and shall recruit a committee of members and other persons to assist in carrying out the designated duties and responsibilities of that office. Each Executive Council member shall be prepared to make presentations to the Executive Council on the activities and progress of the established committees and programs.
4. Any Executive Council member found to be in violation of the rules and regulations of CVIC, or engaging in conduct that is harmful to CVIC, may be removed from office by a two-thirds (2/3) vote of the Executive Council present at a meeting called for the purpose of voting on said removal. The removal proceeding shall be initiated by notice in writing to the Executive Council member. The Executive Council member proposed to be removed shall be afforded an opportunity to present his/her case at the said meeting. Such a meeting shall be held within fifteen (15) working days of the written notice of removal to be provided as aforesaid. The Board of Trustees must ratify the decision of the Executive Council to remove an Executive Council member. The Board of Trustees may or may not request a presentation from the Executive Council member that is the subject of the removal action. Any Executive Council member may resign in writing presented to the President or the Chairman of the Board of Trustees.

C. Duties of the Executive Council Officers.

1. **The President:** shall be the spokesperson of CVIC; shall be responsible for general management of all activities of CVIC, according to the provisions of the constitution; shall call the General Assembly and Executive Council meetings as required by the Constitution; shall have the authority to sign checks on behalf of CVIC; and shall be an ex-officio member of, but cannot become the Chairperson of the Board of Trustees.
2. **The Vice President:** The Vice President shall assist the President in the performance of his duties and shall succeed him in case of the President's inability to discharge his obligations, and shall be responsible for maintaining and increasing membership in CVIC, and encouraging active participation in CVIC's activities.
3. **The Secretary:** The Secretary shall maintain records of all official correspondence and meetings of CVIC; shall publish CVIC's newsletter, shall arrange, announce and, in consultation with the President, prepare the agenda of the meetings of the Executive Council and General Assembly; shall

take minutes of all meetings of these bodies; and shall keep an updated list of all the general and active members of CVIC.

4. **Director of Social Activities:** shall be responsible for organizing all social activities of CVIC, e.g., Ramadan iftars, Eid events, interfaith meetings, and community gatherings.
5. **Director of Finance:** shall be the Treasurer of CVIC and as such shall be responsible for the formulation of an endowment strategy, the preparation of the annual budget of CVIC for presentation to the Executive Council and the bookkeeping and recording of the finances, funds and accounts of CVIC. He shall present CVIC's financial statements at each meeting of the Executive Council. He shall keep a list of active paid members of CVIC and convey the same information to the Secretary. He shall have the right to make payments and sign checks, on behalf of CVIC. In his absence, the Executive Council shall appoint a temporary replacement as necessary.
6. **Director of Communications:** shall be responsible for all media contacts on behalf of CVIC under the direction of the President, and shall design and implement a media and general public relations strategy for CVIC. He shall be responsible for the development of CVIC's Halaqa and Da'wa programs as well as its interfaith activities.
7. **Director of Education:** Shall be responsible for overseeing CVIC's educational programs, including CVIC's full time and part time school, and shall serve as CVIC's representative on the governing board of the full time school.
8. **Director of Youth and Students:** shall be a member of CVIC who is a student or a youth and shall be responsible for developing and implementing programs that identify and address the concerns of the youth, e.g., M.Y.N.A., and student, e.g., M.S.A., members of CVIC and shall be responsible for communicating those concerns to and seeking support for those programs from the Executive Council.
9. **Director of Women's Affairs:** shall be a member of CVIC who is a woman and shall be responsible for developing and implementing programs that identify and address the concerns of sister members of CVIC and shall be responsible for communicating those concerns to and seeking support for those programs from the Executive Council.
10. **Director of Community Welfare:** shall promote volunteerism among members of CVIC regarding CVIC activities, shall be responsible for developing and implementing programs that identify and address matters of community welfare within CVIC, and shall be responsible for communicating those concerns to and seeking support for those programs from the Executive Council, and shall be in charge of CVIC's Cemetery.
11. **Director of Facilities:** shall be responsible for overseeing the management, operation, maintenance, and improvement of all properties owned or occupied or used by CVIC and shall be responsible for long range plans and development efforts regarding CVIC property or proposed property acquisitions.

12. The Past President: shall act as a guide and advisor to the President; shall cooperate with incoming Executive Council and help with the smooth transfer of responsibilities to his successor.

Article VIII: The General Assembly.

- A. The General Assembly meeting shall be held as stipulated in the constitution of CVIC. The President or his designee shall call the meeting to order and shall conduct the meeting.
- B. The agenda for the General Assembly meeting shall be decided by the Executive Council. It shall be organized to allow time for discussion of any new business that may be brought up by any members of CVIC. The agenda for the meeting shall be posted and distributed to all CVIC members two weeks in advance.
- C. The quorum for the meeting shall be one half (1/2) of the active membership of CVIC. The decisions of the General Assembly shall be made by a simple majority of the active members present. In case of a tie vote, a repeat vote shall be taken. If the second vote is tied, the Chair/President shall cast a tie breaking vote. Two thirds (2/3) majority of active members present is required for amendment of the bylaws and constitution.

Article IX: Elections.

- A. An Election Committee of three members shall be appointed by the Executive Council by the 1st week of September of each election year.
- B. The Members of the Election Committee shall **not** be eligible for nomination to the Board of Trustees or the Executive Council.
- C. The committee shall examine and verify the membership list and post the names of the active members eligible to vote by the 1st week of October of each year. Active members in good standing who have paid membership dues by June 30th shall be eligible to vote. Any disputes or questions of eligibility shall be resolved by the Election Committee at least two weeks in advance of the election date.
- D. The Election Committee shall solicit nominations from CVIC members for all vacant positions on the Executive Council.
- E. All nominations shall be submitted to the Election Committee by the 2nd week in October of each year and prior to the distribution of the slate of nominees in the 3rd week of October. Nominations shall require endorsement of an active member and prior acceptance by the nominee. An eligible candidate can be nominated for only one position.
- F. Upon examination of the nominations a slate of nominees shall be formed for all available positions. The slate shall be listed in the order of reference (if more

than one available). The slate of nominees shall be made available to the general membership via e-mail, regular mail, and posting at CVIC by the 3rd week of October of each year.

- G. The slate of nominees by the Election Committees shall be circulated among the membership by the 4th week of October of each year.
- H. Floor nominations shall not be accepted, except in unavoidable circumstances.
- I. The election shall be held on the first Saturday in December of each year.
- J. The Chair of the Election Committee shall explain the ground rules for the election before the ballots are taken. The election committee shall count the votes and the chair shall announce the results immediately after the count.
- L. Any dispute relating to elections shall be raised at the meeting at which the elections are held and shall be addressed immediately at such meeting by the Chairman of the Election Committee, whose decision in the matter shall be final and binding.

Article X: Parliamentary Procedures.

All meetings of the Board of Trustees, the Executive Council and the General Assembly shall be conducted in accordance with Islamic Principles.

Article XI: Amendments to the Bylaws.

- A. Any proposed amendment(s) to the Bylaws must be presented in writing to the Executive Council and must be signed by at least five (5) Active members of CVIC. The Executive Council, after deliberations, shall refer the proposal(s) to the Bylaws Committee.
- B. The Bylaws Committee shall thoroughly examine and discuss the proposed amendment and shall make an affirmative or negative recommendation to the Executive Council. The Executive Council shall make an affirmative, negative or neutral recommendation for action on the proposed amendment at the next General Assembly meeting and mail the proposed amendment(s) and the notice of the meeting to the general membership.
- C. A quorum of one half (1/2) of all Active Members shall be required to be present at a meeting for the amendments to be considered. An affirmative vote of two thirds (2/3) of the active members present shall be necessary for adoption of the amendment(s). If a quorum of one half (1/2) of all active members is not present at the initial meeting a second meeting shall be held within 30 days, and the active members present at such meeting shall constitute the required quorum, and the affirmative vote of two thirds (2/3) of those active members present shall be necessary for adoption of the amendment(s).

Article XII: Books and Records.

- A. The following books and records of the organization shall be maintained:
1. Membership roster,
 2. Minutes of the meetings of the Executive Council and Board of Trustees,
 3. Correspondence files,
 4. Assets and liabilities' book,
 5. Accounting books, bank deposits and receipts, profit and loss statements, payroll records, computerized financial records,
 6. Inventory records.
- C. The Secretary shall keep all correspondence files and minutes. The Director of Finance shall keep the Membership roster, assets and liabilities' book, accounting books and inventory records. The Election Committee shall verify and post the final voting list.

Article XIII: Accountability.

The accounts of CVIC shall be available for examination and clarification by the Active Members of CVIC. This may be accomplished at any Executive Council or Board of Trustees meeting, upon the request of the active membership.

Article XIV: Discipline and Dispute Resolution.

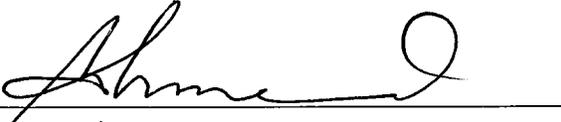
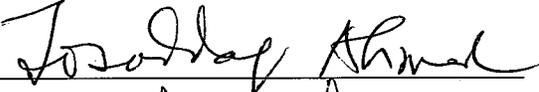
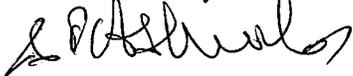
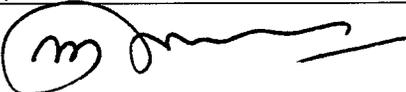
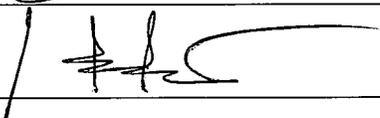
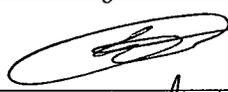
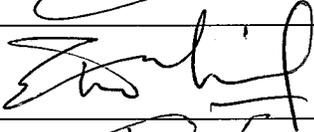
- A. Disputes amongst the membership may be brought to the notice of the Executive Council or its designate, either of which may mediate between the parties concerned, if all involved agree to such an arrangement. CVIC or its representatives shall act in good faith and may not be held liable by their decision on such dispute, morally, legally, or contractually.
- B. Any member found to be in violation of the rules and regulations of CVIC, or engaging in conduct, that is harmful to CVIC, will be suspended immediately. The President of the Executive Council, or the Chair of Board of Trustees, with the approval of the Executive Council, may initiate this action. The suspended member shall be afforded an opportunity to present his/her case at the Executive Council meeting. Such a meeting shall be held within fifteen (15) working days of a written request from the said member. The Board of Trustees must ratify the decision of the Executive Council. Repeat offenders shall be excluded from CVIC. The Board of Trustees may or may not request a presentation from the suspended member.
- C. Disputes or disagreements between the Executive Council and the Board of Trustees shall be referred to the Joint Conference Committee which can meet as often as necessary to resolve disputes or disagreements.

Article XV: Constitution Supersedes Bylaws.

In the event of any conflict between the terms and provisions of the Constitution of CVIC and the Bylaws of CVIC, the terms and provisions of the Constitution shall be controlling and supersede the terms and provisions of the Bylaws.

Signatories to the Adoption of the Bylaws of the Chagrin Valley Islamic Center (CVIC):
Adopted December 11th, 2012.

Board of Trustees:

Name	Signature
1. Mahboob Ahmed	
2. Tosaddaq Ahmed	
3. Syed P. Ashraf	
4. Masroor Malik	
5. Muhammad Momen	
6. Mahboob Rahman	
7. Abraar M. Suhail	
8. Ehtesham M. Suhail	
9. Nissar M. Suhail	
10. Syed Ishrat Ali Zaidi	



DATE:	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
08/30/2012	201224200942	DOMESTIC NONPROFIT CORP - ARTICLES (ARN)	125.00	.00	.00	.00	.00

Receipt

This is not a bill. Please do not remit payment.

NISSAR SUHAIL
18405 MAY CTR.
CHAGRIN FALLS, OH 44023

**STATE OF OHIO
CERTIFICATE**

Ohio Secretary of State, Jon Husted

2132394

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

CHAGRIN VALLEY ISLAMIC CENTER

and, that said business records show the filing and recording of:

Document(s):
DOMESTIC NONPROFIT CORP - ARTICLES

Document No(s):
201224200942



United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of the
Secretary of State at Columbus, Ohio
this 27th day of August, A.D. 2012.

Ohio Secretary of State