

## **Community Interfaith Dialogue on Islam (CIDI) bylaws 12/26/2014**

**Updated: 05/04/2017**

*The Founder/Executive Director of CIDI reserves the sole right to change the following bylaws at any time if necessary due to unforeseen situations or circumstances.*

### **Article I – Name**

The name of the organization shall be Community Interfaith Dialogue on Islam (CIDI).

### **Article II – Purpose**

The organization CIDI's purpose is to foster interfaith outreach and dialogue between Muslims and non-Muslims in order to promote knowledge, education, and acceptance. CIDI's other purpose is to be a source of reliable information on the religion of Islam.

### **Article III – Members**

#### **Section 1**

There shall be no registration of members. Any adult (over the age of 18) or minor with parent or legal guardian's permission is able to participate in any or all activities or events created through CIDI, regardless of religious affiliation.

### **Article IV – Officers and Elections**

#### **Section 1. Founder/Executive Director**

- a. The Executive Director (ED) and any other appointed position shall preside over all correspondences relating to CIDI. The ED will call a meeting with the appointees/staff volunteers when and if she sees fit. The ED reserves the right to approve any initiative carried out through CIDI, whether it be pertaining to events, ongoing efforts, or webpage content. The ED shall have the sole authority to create and appoint any staff volunteer positions.

The Executive Director also acts as the organization's Secretary and Treasurer.

- b. Volunteer Staff All Volunteer Staff positions are to be created or at least be approved by the Executive Director. Each Staff position is appointed to an agreed-upon renewable term. Existing Volunteer Staff members can suggest to the ED the creation of a position.

- i. Volunteer Staff members can resign from their position upon submitting a written notice, including electronic format.
- b. Operations Assistant (OA) will assist the Executive Director (ED) with the creation and implementation of any activity or project carried out through CIDI. The OA also can attend to correspondences, whether by mail or electronic. The OA also will act on behalf of the ED as well as the organization when facilitating any organizational business.

## Section 2. Vacancies.

- a. There should be a minimum of two Volunteer Staff (VS) members at a given time (including the ED). Once there is only one or no Volunteer Staff, the ED shall nominate a new VS member or ask the departing member (if any) to put forth VS nominee.

## Article V – Meetings

### Section 1.

In addition to the Executive Director, any Volunteer Staff member can call a meeting.

## Article VI – Committees

### Section 1.

Either the Executive Director or an Volunteer Staff member can suggest a committee. A committee proposed by the ED must meet the unanimous approval of the Volunteer Staff. Any VS member can also propose the formation of a committee but its successful formation must meet the approval of other VS members and that of the Executive Director.

## Article VII – Finances

### Section 1.

A tentative budget shall be drafted in the beginning of each year.

Section 2. The Executive Director shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The Executive Director shall approve all expenses of the organization.

Section 4. If and when donations or grants are gifted to CIDI, the Executive Director/Treasurer shall prepare a financial statement at the end of the year, to

be reviewed by an Volunteer Staff.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the Volunteer Staff and Executive Director's approval, bequeathed to another 501(c)(3) non-profit organization operated within the State of Minnesota whose purpose is to promote Islamic and/or interfaith education.

Section 7. The fiscal year shall coordinate with the beginning of each calendar year.

#### Article VIII – Dissolution

Solely the Founder/Executive Director may dissolve the organization at any time and for any reason she sees fit.

#### Article IX – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all Volunteer Staff members of the organization by the Founder. Notice may be given by postal mail, e-mail, or fax. Amendments may also be conducted via phone, email, text, or fax. Amendments will be approved by a majority of the Staff with final approval for the amendment given by the Founder/Executive Director.

Any Volunteer Staff may propose an amendment but the Executive Director has the final say in the passing of a proposal.