

## **Community Interfaith Dialogue on Islam (CIDI) bylaws 12/26/2014 (last update July 2019)**

*The Founder/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 – Mission and Vision

Mission: To build interfaith understanding through dialogue, advocacy, and community engagement

Vision: To unite communities for an inclusive and welcoming society

### Article III – Members

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 Board

#### Section 1. Executive Director

- a. The Executive Director (ED) and Operations Assistant shall preside over all correspondences relating to CIDI.
- b. The ED reserves the right to approve any initiative carried out through CIDI, whether it be pertaining to events, ongoing efforts, or webpage content.
- c. The ED shall have the sole authority to create and appoint any staff, board, or volunteer positions.
- d. The Executive Director shall act as the organization's Secretary and Treasurer.

#### Section 2. Operations Assistant

- a. The Operations Assistant (OA) shall assist the ED in all aspects of the organization, as agreed upon by both ED and OA. The OA acts on a volunteer basis. The OA shall support the ED with any correspondence and also assist with the maintenance of CIDI

social media sites.

- b. The OA shall assist the ED in carrying out the organization's mission and to ensure the ED meets program timelines.
- c. The OA can resign from the staff position upon the submission of a written or electronic notice.

### Section 3. Advisory Board

- a. The purpose of the advisory board is to provide feedback and ideas on existing and future projects within CIDI.
- b. There shall be a maximum of five advisory board members who serve a term length no less than one year.
- c. The advisory board will vote on the selection of the board chair and vice chair.
- d. An existing advisory board member can suggest a new board member to the ED, OA, or advisory board chair when a vacancy exists.
- e. The advisory board may vote on the selection of any additional board members but the ED reserves the right to appoint an advisory board member if desired.
- f. If a board member suggests a board nominee, the nominee has to receive majority board approval and the final approval must be gained from the ED.
- g. The ED reserves the sole right to issue the final approval or denial of any nominee to the advisory board.
- h. There shall be a minimum of three advisory board members at a given time. If there are less than three members, the ED shall nominate a new member or ask the remaining members to put forth a nominee.

### Article V – Meetings

The ED, OA, or any board member may call a meeting in person, by phone, or electronically.

### Article VI – Committees

- a. Either the ED, OA, or any board member may suggest a committee.

- b. A committee proposed by the ED must meet a majority approval of the board.
- c. Any board member can also propose the formation of a committee but its successful formation must meet the approval of other board members and finally the ED.

#### Article VII – Finances

- a. A tentative budget shall be drafted in the beginning of each calendar year.
- b. The ED shall keep accurate records of any disbursements, income, and bank account information.
- c. The ED shall approve all expenses of the organization.
- d. If and when donations or grants are gifted to CIDI, the ED/ Treasurer shall prepare a financial statement at the end of the year, to be reviewed by an Audit Committee.
- e. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the advisory board and ED's approval, spent for the benefit of another non-profit interfaith organization of the ED's choice.
- f. The fiscal year shall coordinate with the beginning of each calendar year.

#### Article VIII – Dissolution

Solely the ED may dissolve the organization at any time and for any reason she sees fit.

#### Article IX – Amendments

- a. These bylaws may be amended at any time by the ED or the request of the Board Chair.
- b. Any board member may suggest an amendment to the board chair to be discussed by the board members.
- c. Amendments may also be conducted via phone, email, text, or fax.
- d. Amendments will be approved by a majority of the board but must also have the approval of the ED for the bylaws to be amended.