



# The State of Ohio

Bob Taft

Secretary of State

CN 14108

## Certificate

It is hereby certified that the Secretary of State of Ohio has custody of the Records of Incorporation and Miscellaneous

Filings: that said records show the filing and recording of: ARN

of:

COUNCIL ON AMERICAN-ISLAMIC RELATIONS, OHIO

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

Recorded on Roll 6240 at Frame 1253 of  
the Records of Incorporation and Miscellaneous Filings.

Witness my hand and the seal of the Secretary of State at

Columbus, Ohio, this 7TH day of APRIL

A.D. 19 98

*Bob Taft*  
Bob Taft

Secretary of State



(6270-1253

APPROVED

By SD

Date 4-2-98

Amount 25.00

98040802901

ARTICLES OF INCORPORATION

OF

Council on American-Islamic Relations, Ohio

(A Corporation Not-For-Profit)

The undersigned, desiring to form a corporation, not for profit, under Sections 1702.01 et. seq., of the Ohio Revised Code, do hereby certify:

FIRST. The name of the corporation shall be: Council on American-Islamic Relations, Ohio.

SECOND. The place in Ohio where the principal office of the corporation is to be located is Franklin, County, Ohio.

THIRD. Said corporation is organized as a public charity for educational purposes under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

FOURTH. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Fifth hereof.

FIFTH. The purposes for which said corporation is formed are:

1. To educate people so that the interests and positions of American-Muslim community in the United States in general and Ohio in particular are understood and respected.

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- 2. To act as an advocacy group to protect civil rights of Muslims in Ohio.
- 3. To cooperate with other 501(c)(3) organizations having similar objectives and purposes.
- 4. The corporation shall generally have and exercise all rights and powers conferred on non-profit corporations under the laws of Ohio, or which may hereafter be conferred, including the power to contract, rent, buy, or sell personal or real property; provided, however, that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of this corporation set forth hereinabove.

SIXTH. The following persons, shall serve said corporation as the initial Trustees for the first annual meeting or other meeting called to elect Trustees:

Ahmad Al-Akhras, Ph.D., P.E  
6660 DOUBLETREE AVE Suite 18  
COLUMBUS, Ohio 43229  
 address

Ahmed A. Amjad  
260 Colony Court  
Zahanna, OH 43230  
 address

Asma Mobin-Uddin, M.D.  
5040 Bradenton Ave.  
Dublin, Ohio 43017  
 address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 address

SEVENTH. The corporation shall continue in existence until such date wind up its affairs in accordance with the provisions hereof and thereafter be dissolved.

06240-1255

EIGHTH. Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3), 509(a)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, the aforesaid Trustees have hereunto subscribed their names this 6th day of April, 1998.

Ahmad D. Al-Akhras  
 Ahmad D. Al-Akhras, Ph.D., P.E., Incorporator

Asma Mobin-Uddin  
 Asma Mobin-Uddin, M.D., Incorporator

Ahmed A. Amid  
 Ahmed A. Amid, Incorporator

\_\_\_\_\_  
 , Incorporator

06250-1256

ORIGINAL APPOINTMENT OF AGENT

The undersigned, being the incorporators of the Council on American-Islamic Relations, Ohio, hereby appoint, Richard T. Ricketts, Esq., a natural person and resident of the State of Ohio, to act as agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. His complete address Ricketts & Onda Co., L.P.A., 300 South Second Street, Columbus, Ohio 43215.

Dated: 4/6/97 —

Ahmad D. Al-Akhras  
Ahmad D. Al-Akhras, Ph.D., P.E.  
Incorporator

Asma Mobin-Uddin, M.D.  
Asma Mobin-Uddin, M.D.  
Incorporator

Ahameer H. Amjad  
Ahameer H. Amjad  
Incorporator

\_\_\_\_\_  
Incorporator

06200-1207

ACCEPTANCE OF APPOINTMENT

The undersigned, named herein as the statutory agent for Council on American-Islamic Relations, Ohio, hereby acknowledges and accepts the appointment of agent for said not-for-profit corporation.

  
Richard T. Ricketts, Esq.

**Bylaws of  
Council on American-Islamic Relations, Ohio**

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**ARTICLE 1: OFFICES**

**SECTION 1: PRINCIPAL OFFICE**

The principal office of the corporation for the transaction of its business is located in Franklin County, State of Ohio.

**SECTION 2: CHANGE OF ADDRESS**

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below. Such changes of address shall not be deemed an amendment of these Bylaws:

**ARTICLE 2: PURPOSES**

**SECTION 1: OBJECTIVES AND PURPOSES**

The corporation is a grassroots membership organization dedicated to the empowerment of Muslims to defend their Constitutional rights. Specifically, the corporation is created:

- o To insure that the interests and positions of American Muslim community in the United States in general and Ohio in particular are represented, understood and respected; and
- o To raise awareness within the American society in general and Ohioans in particular about Islam and the Muslim community; and
- o To act as an advocacy group to protect civil rights of Muslims in Ohio; and
- o To cooperate with other organizations having similar objectives and purposes.

**ARTICLE 3: DIRECTORS**

**SECTION 1: NUMBER**

The corporation shall have no fewer than five directors, with the exact number to be fixed by approval of the Board of Directors in the manner provided in these Bylaws, and collectively they shall be known as the Board of Directors. The above number may be changed by amendment of these Bylaws, or by repeal of these Bylaws and adoption of a new Bylaw, as provided in these Bylaws.

**SECTION 2: POWERS**

All activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

**SECTION 3: DUTIES**

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by these Bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- (c) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such time and places as required by these Bylaws; and
- (e) Register their addresses with the Secretary of the corporation and notices of meetings mailed, telefaxed or telegraphed to them at such addresses shall be valid notices thereof.

#### **SECTION 4: TERMS OF OFFICE**

Each director shall hold office for a period of two (2) years until the next annual meeting for election of the Board of Directors corresponding the completion of each director's term, as specified in these Bylaws, and until his or her successor is elected and qualifies.

#### **SECTION 5: COMPENSATION**

Directors shall serve without compensation except that they shall be allowed and paid their actual and necessary expenses incurred in attending director's meetings. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this Article.

#### **SECTION 6: RESTRICTION REGARDING INTERESTED DIRECTORS**

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. For purposes of this Section, "interested persons" means either:

(a) Any person currently being compensated by the corporation for services rendered by or to it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; or

(b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

#### **SECTION 7: PLACE OF MEETINGS**

Meetings shall be held at the principal office of the corporation unless otherwise provided by the Board or at such place within or without the State of Ohio which has been designated from time to time by resolution of the Board of Directors. In the absence of such designation, any meeting not held at the principal office of the corporation shall be valid only if held with the written consent of all directors given either before or after the meeting and filed with the Secretary of the corporation or after all Board members have been given written notice of the meeting as hereinafter provided for special meetings of the Board. Any meeting, regular or special, may be held by telephone conference or similar communications equipment, so long as all directors participating in such meeting can hear one another.

#### **SECTION 8: REGULAR AND ANNUAL MEETINGS/ELECTION OF DIRECTORS**

Regular meetings of directors shall be in the months of January, April, July and October on the day and time that shall be agreed upon by the majority members of the Board of Directors.

At the annual meeting held in April, directors shall be elected by the Board of Directors in accordance with this Section. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected, with each director casting one vote.

#### **SECTION 9: SPECIAL MEETINGS**

Special meetings of the Board of Directors may be called by the Chairperson of the Board, the President, the Vice-President, the Secretary, or by any two directors, and such meetings shall be held at the place, within or without the State of Ohio, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation.

#### **SECTION 10: NOTICE OF MEETINGS**

Regular meetings of the Board may be held without notice. Special meetings of the Board shall be held upon four (4) days' notice by first class mail or forty-eight (48) hours' notice delivered personally or by telephone, telegraph, electronic mail, or telefax. If sent by mail or telegraph, the notice shall be deemed to be delivered on its deposit in the mail or on its delivery to the telegraph company. Such notices shall



be addressed to each director at his or her address as shown on the books of the corporation. Notice of the time and place of holding a recessed meeting need not be given to absent directors if the time and place of recessed the meeting are fixed at the meeting recessed and if such recessed meeting is held no more than twenty four (24) hours from the time of the original meeting. Notice shall be given of any recessed regular or special meeting to directors absent from the original meeting if the recessed meeting is held more than twenty-four (24) hours from the time of the original meeting.

#### **SECTION 11: CONTENTS OF NOTICE**

Notice of meetings not herein dispensed with shall specify the place, day and hour of the meeting. The purpose of any Board meeting need not be specified in the notice.

#### **SECTION 12: WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS**

The transactions of any meeting of the Board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each director not present signs a waiver of notice, a consent to hold holding the meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

#### **SECTION 13: QUORUM FOR MEETINGS**

A quorum shall consist of a majority of the Board of Directors.

Except as otherwise provided in these Bylaws or in the Article of Incorporation of this corporation, or by law, no business shall be considered by the Board at any meeting at which a quorum, as hereinbefore defined, is not present, and the only motion which the Chairperson shall entertain at such meeting is a motion to adjourn. However, a majority of the directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the Board.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 10 of this Article.

The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this corporation.

#### **SECTION 14: MAJORITY ACTION AS BOARD ACTION**

Every act done or decision made by a majority of the directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this corporation, or provisions of the law require a greater percentage or different voting rules for approval of a matter by the Board. In case of a tie, the President's side decides the vote.

#### **SECTION 15: CONDUCT OF MEETINGS**

Meetings of the Board of Directors shall be presided over by the Chairperson of the Board, or, if no such person has been so designated or, in his or her absence, by the President of the corporation or, in his or her absence, by the Vice-President of the corporation or, in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary of the corporation shall act as secretary for all meetings of the Board, and in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this corporation, or with provisions of law.

**SECTION 16: ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING**

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of the directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the directors to so act, and such statement shall be prima facie evidence of such authority.

**SECTION 17: VACANCIES**

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of a director, and (2) whenever the number of authorized directors is increased.

The Board of Directors may declare vacant the office of a director who has been declared of unsound mind by a final order of court, or convicted of a felony.

Directors may be removed without cause by a majority of the directors then in office.

Any director may resign effective upon given written notice to the Chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to Secretary of State (???)

Vacancies on the Board may be filled by approval of the Board or, if the number of directors then in office is less than a quorum, by (1) the unanimous written consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waiver of notice complying with this Article of these Bylaws, or (3) a sole remaining director.

A person elected to fill a vacancy as provided by this Section shall hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office.

**SECTION 18: NON-LIABILITY OF DIRECTORS**

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

**SECTION 19: INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS**

To the extent that a person who is, or was, a director, officer, employee or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, the indemnification against expenses, judgment, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, the law.

#### **SECTION 20: INSURANCE FOR CORPORATE AGENTS**

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any person who is or was an agent of the corporation (including a director, officer, employee or other agent of the corporation) against any liability whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of the law.

### **ARTICLE 4: OFFICERS**

#### **SECTION 1: NUMBER OF OFFICERS**

The officers of the corporation shall be a President, a Secretary, and a Chief Financial Officer who shall be designated the Treasurer. The corporation may also have, as determined by the Board of Directors, one or more Vice Presidents, Assistant Secretaries, Assistant Treasurers, or other officers. Any number of offices may be held by the same person except that neither the Secretary nor the Treasurer may serve as the President of the Board.

#### **SECTION 2: QUALIFICATION, ELECTION, AND TERM OF OFFICE**

Any person may serve as officer of this corporation. Officers shall be elected by the Board of Directors, at any time, and each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

#### **SECTION 3: SUBORDINATE OFFICERS**

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors.

#### **SECTION 4: REMOVAL AND RESIGNATION**

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

#### **SECTION 5: VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

#### **SECTION 6: DUTIES OF PRESIDENT**

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. The President shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

#### **SECTION 7: DUTIES OF VICE PRESIDENT**

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President

shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

#### **SECTION 8: DUTIES OF SECRETARY**

The Secretary shall:

- (1) Certify and keep at the principal office of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- (2) Keep at the principal office of the corporation or at such other place as the Board of Directors may determine, a book of minutes of all meetings of the directors, and if applicable, meetings of committees of directors, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- (3) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- (4) Be custodian of the records and of the seal of the corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the corporation under its seal is authorized by law or these Bylaws.
- (5) Exhibit at all reasonable times to any director of the corporation, or his or her agent or attorney, on request therefor, the Bylaws and the minutes of the proceedings of the directors of the corporation.
- (6) In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles or incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

#### **SECTION 9: DUTIES OF TREASURER**

Subject to Article 7 of these Bylaws relating to the "EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS," the Treasurer shall:

- (1) Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- (2) Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- (3) Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- (4) Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- (5) Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor.
- (6) Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.

(7) Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

(8) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

#### SECTION 10: COMPENSATION

The salaries of the officers, if any, shall be fixed and adjusted from time to time by resolution of the Board of Directors, and no officer shall be prevented from receiving such salary by reason of the fact that he or she is also a director of the corporation, provided, however, that such compensation paid a director for serving as an officer of this corporation shall only be allowed if permitted under the provisions of Article 3, Section 6 of these Bylaws. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered the corporation which relate to the performance of the purposes of this corporation.

### ARTICLE 5: EXECUTIVE DIRECTOR

#### SECTION 1: DUTIES OF EXECUTIVE DIRECTOR

The Executive Director shall be responsible for maintaining contacts with media, community and public officials, investigating reports of discrimination, and coordinating with other organizations including CAIR's Washington office. The Executive Director shall be responsible for the day to day operations of the office including supervising the office staff. He/she shall perform all duties as assigned by the Board. The Executive Director shall be an ex officio member of the Board of Directors.

#### SECTION 2: COMPENSATION

The salaries of the Executive Director, if any, shall be fixed and adjusted from time to time by resolution of the Board of Directors. Any salaries received by the Executive Director of this corporation shall be reasonable and given in return for services actually rendered the corporation which relate to the performance of the purposes of this corporation.

### ARTICLE 6: COMMITTEES

#### SECTION 1: EXECUTIVE COMMITTEE

The Board of Directors, by a majority vote of directors, may designate two or more of its members (who may also be serving as officers of this corporation) to constitute an Executive Committee and delegate to such Committee any of the powers and authority of the Board in the management of the business and affairs of the corporation, except with respect to:

- (a) The filling of vacancies on the Board or on any committee which has the authority of the Board
- (b) The fixing of compensation of the directors for serving on the Board or on any committee
- (c) The amendment or repeal of Bylaws or the adoption of new Bylaws
- (d) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable
- (e) The appointment of committees of the Board or the members thereof
- (f) The expenditure of corporate funds to support a nominee for director when there are more people nominated for director than can be elected
- (g) The approval of any transaction to which this corporation is a party and in which one or more of the directors has a material financial interest.

By the majority vote of its members then in office, the Board may at any time revoke or modify any or all of the authority so delegated, increase or decrease the number of its members, and fill vacancies therein

from the members of the Board. The Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board from time to time as the Board may require. The Executive Director is an ~~ex~~ officio member of the Committee.

#### **SECTION 2. NOMINATING COMMITTEE**

The Board shall appoint no less than three nor more than seven members to a Nominating Committee.

The Chair of the Nominating Committee shall be appointed from the membership with one member from the Board of Directors.

The Committee shall nominate one or more qualified candidates for the vacant positions on the Board of Directors. The Committee may also request nominations from the general membership to fill the vacant positions on the Board.

#### **SECTION 3: OTHER COMMITTEES**

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the Board of Directors. These additional committees shall act in an advisory capacity only to the Board and shall be clearly titled as "advisory" committees.

#### **SECTION 4: MEETINGS AND ACTIONS OF COMMITTEES**

Meetings and actions of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

### **ARTICLE 7: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

#### **SECTION 1: EXECUTION OF INSTRUMENTS**

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or in any amount.

#### **SECTION 2: CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Treasurer and countersigned by the President of the corporation.

#### **SECTION 3: DEPOSITS**

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

#### **SECTION 4: GIFTS**

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation.

## ARTICLE 8: CORPORATE RECORDS, REPORTS AND SEAL

### SECTION 1: MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of Ohio:

(a) Minutes of all meetings of directors and committees of the Board of Directors indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings of thereof.

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

(c) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

### SECTION 2: CORPORATE SEAL

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

### SECTION 3: DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation.

### SECTION 4: RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

### SECTION 5: ANNUAL REPORT

The Board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation, which report shall contain the following information in appropriate detail:

(a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.

(c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

(d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

(e) Any information required by Section 6 of this Article.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

## ARTICLE 9: FISCAL YEAR

### SECTION 1: FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

The Board is authorized to change the fiscal year from time to time as it deems appropriate.

#### ARTICLE 10: AMENDMENT OF BYLAWS

##### SECTION 1: AMENDMENTS

Subject to any provision of law applicable to the amendment of Bylaws pertinent to this corporation, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

#### ARTICLE 11: AMENDMENT OF ARTICLES

##### SECTION 1: AMENDMENTS OF ARTICLES

Any amendment of the Articles of Incorporation may be adopted by approval of the Board of Directors.

##### SECTION 2: CERTAIN AMENDMENTS

Notwithstanding the above Section of this Article, this corporation shall not amend its Articles of Incorporation to alter the purpose, which appears in the original Articles of Incorporation containing the names and addresses of the first directors of this corporation nor the name and address of its initial agent, except to correct an error in such statement.

#### ARTICLE 12: PROHIBITION OF SHARING CORPORATE PROFITS AND ASSETS

##### SECTION 1: PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; and no such person or persons shall be entitled to share in the disbursement of, and shall not receive, any of the corporate assets on dissolution of the corporation.

#### ARTICLE 13: MEMBERSHIP

##### SECTION 1. APPLICATION OF MEMBERSHIP

Membership of the Association shall be made up of individuals agreeing to the purpose of the corporation. To become a member of the corporation a candidate must complete a Membership Application and submit it to the Executive Office. The application will be reviewed by the corporation to determine if the applicant meets the requirements for membership. When the review has been completed the applicant will be informed of the decision to accept or deny their application. All approved application forms will be kept on file with the Secretary of the corporation.

##### SECTION 2. QUALIFICATION FOR MEMBERSHIP

The membership of the corporation shall consist of persons that are:

- (a) Interested in advancing the mission of the corporation.
- (b) Willing to subscribe to the Bylaws and policies adopted by the Board of Directors.

##### SECTION 3. CATEGORIES

The Board of Directors may establish different categories of memberships as deemed appropriate.



#### SECTION 4. TERM

Membership shall be effective upon receipt of dues and shall be renewable on the anniversary date.

#### SECTION 5. DUES

The amount of membership dues shall be determined by the Board of Directors. All members shall pay membership dues within thirty (30) days of receiving notice from the corporation of the requirement of such dues. The Board of Directors shall have the authority to reduce or waive dues for an individual unable to pay regular dues.

#### SECTION 6. PRIVILEGES OF MEMBERS

All members, unless otherwise indicated within these bylaws, shall be equally privileged to:

- (a) Vote on all matters presented by the Board of Directors for the vote of the membership.
- (b) Hold any office or honor within the corporation.
- (c) Use the designation "Member of " within the guidelines established by the corporation.
- (d) Participate in corporation and sponsored activities.

All members shall enjoy these privileges so long as they comply with the Bylaws and policies adopted by the Board of Directors, including the current payment of dues to the corporation. No Member under sentence of suspension or expulsion shall take part in any proceeding of the corporation or be elected to any office of the corporation.

#### SECTION 7. RESIGNATION/SUSPENSION/TERMINATION

Any member may withdraw from the corporation at any time by informing the Board of Directors in writing of his or her intent to do so. The effective date of the resignation shall be when the corporation receives the letter of resignation or at such later time as is indicated in the letter. All obligations to the corporation incurred due to membership and participation shall be due and payable at the time of resignation. No portion of a member's annual dues shall be refunded upon resignation. Anyone in any class of membership whose dues are in default on the first day of the sixth month following that member's designated anniversary month automatically shall be dropped from membership in the corporation, provided a notice has been mailed to such member at his/her address of record with the corporation at least thirty (30) days prior to such termination date.

The Board of Directors shall have the power, by a three-fourths (3/4) majority vote of its directors, to suspend a person's membership for a period of time or to terminate membership of any member of the corporation for good cause. Good cause may consist of, but is not limited to: conviction of a felony, serious misconduct, violation of the Bylaws or policies of the corporation, suspension or revocation of an corporation certification, or conduct which the Board, in its sole discretion, deems detrimental to the best interest of the corporation. The member accused of the violation shall be given a reasonable opportunity to defend against the charge and shall be entitled to be represented at all stages of the proceedings. Any member to be expelled or suspended shall be entitled to at least fifteen (15) days prior notice of the expulsion or suspension and the reasons therefor, and shall be entitled to be heard, orally or in writing, not less than five (5) days before the effective date of expulsion or suspension by the Board of Directors. Notice may be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be given by first-class or registered mail sent to the last address of the member as shown on the corporation's records. The ethical standards of the corporation shall spell out further details of the procedures for investigation and hearing of alleged violations not inconsistent with these bylaw provisions. At its discretion, the Board of Directors may publish a notification of any and all disciplinary actions in the manner and the time that they choose.

#### SECTION 8. REINSTATEMENT

1. After resignation - anyone who has resigned his/her membership from the corporation may be reinstated to that member's former category of membership provided that such person has

submitted a new application for membership to the corporation, accompanied by payment of appropriate dues and application or other fees, and provided that such person receives a majority vote of the Board of Directors.

2. After expulsion - anyone who has been expelled from membership in the corporation for violation of the ethical standards of the corporation may, upon recommendation of two members of the Board, be reinstated after one (1) year has elapsed from the date of expulsion and provided that such person submits a new application for membership, accompanied by payment of appropriate dues and application fees, and provided that such person receives a two-thirds (2/3) vote of the Board of Directors at a meeting where this item has been specifically placed on the agenda and in the announcement of the meeting.
3. After suspension - anyone who has been suspended from membership in the corporation for violation of the ethical standards of the corporation, shall be reinstated to membership after the period of suspension has ended and after the Board has found that such period of suspension was served pursuant to the terms and conditions of the suspension.

#### SECTION 9. NON-TRANSFERABILITY OF MEMBERSHIP

No member may transfer a membership or any right arising therefrom. All rights as a member of the corporation cease upon the member's death.

### ARTICLE 14: DISSOLUTION

#### SECTION 1: POWERS TO DISSOLVE THE CORPORATION

The corporation shall be dissolved by a two-third majority vote of the Board of Directors. Such action shall only be taken in a designated meeting to only discuss the dissolution of the corporation.

#### SECTION 2: TRANSFER OF ASSETS

The assets of the corporation, in the event of its dissolution shall be transferred to an organization of similar purpose(s). Such action shall be taken by a majority vote by the Board of Directors.

### ARTICLE 15: ADOPTION OF BYLAWS

These bylaws were adopted by the persons named as the initial directors in the Articles of Incorporation of COUNCIL ON AMERICAN-ISLAMIC RELATIONS, OHIO, an Ohio corporation not-for-profit on May 27, 1998.

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Ahmad D. Al-Akhras, Director

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Asma Mobin-Uddin, Director

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Ahamed A. Amid, Director