

# Bylaws of the Islamic Center of Conejo Valley (ICCV)



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## Bylaws of the Islamic Center of Conejo Valley (ICCV)

### 1. OVERVIEW

#### 1.1. Address and Purpose:

The Islamic Center of Conejo Valley (ICCV) is located at 2700 Borchard Road, Newbury Park, CA 91320. ICCV's purpose is to please Allah (Subhanahu wa ta'allah) and provide Religious, Educational, and other services for the Muslim community in Ventura County and adjacent areas (in accordance with local, state, and federal laws).

#### 1.2. Definitions :

As used in these Bylaws, the following terms shall have the following meanings:

**"Board Member"** means any current member of the Board of Trustees (BOT), Board of Directors (BOD), or MIU School Board (MSB). Board Members are volunteers and shall not receive any compensation for their services.

**"Board of Directors" (BOD)** means all members of the Board of Directors as defined in Article 5.

**"Board of Trustees"(BOT)** means all members of the Board of Trustees as defined in Article 4.

**"Candidate"** means any Nominee who has accepted a nomination for any of the above three Boards.

**"Employee of ICCV"** means any individual hired and paid by ICCV for services as defined within an employment contract.

**"General Body" (GB)** means General Members as a collective group.

**"General Member" (GM)** means all constituents as defined in Article 2.

**"Immediate Family Member"** means any parent, child, sibling, or spouse, whether related by blood or by being in-laws, adopted, half, or step-relatives.

**"MIU School Board" (MSB)** means all members of the Mus'ab Ibn Umayr (MIU) School Board as defined in Article 6.

**"Nominee"** means any individual who is formally entered as a candidate for an open Board position and meets eligibility requirements.

**"Notice of Appeal"** means a written notification from an individual who wishes to refute a decision concerning any matters as specified in the relevant sections of the Bylaws.

**"Quorum"** means a simple majority of the members for each Board (for example for a Board of 7 members, 4 members in attendance is required for

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a quorum).

**“Quorum for General body meeting (GBM)” means thirty percent (30%) of the voting members.**

**“Residency Requirement”** means to reside within Ventura county or within a twenty (25) miles radius from ICCV for at least one year.

**“Simple Majority”** means fifty percent plus 1.

**“Super Majority”** means 66.67% plus 1

**“Vacancy”** means an unoccupied position on any Board whereby the total number of Board members is less than the specified numbers Bylaw.

**“ICCV Vision/Mission”** is defined and stated per the version as published on the ICCV website ([www.iccv.org](http://www.iccv.org)).

**“Voting Member” (VM)** has the meanings as defined in Article 3.

**“Voting Members List”** means a list of current Voting Members maintained by the Membership Committee.

### **1.3. Bylaw Approval and Amendments:**

- 1.3.1. These Bylaws shall become effective immediately upon their adoption (after a General Body meeting). If the Quorum for GBM is not met, the GBM will be dismissed and reconvened and upon reconvening, a quorum will not be required.
- 1.3.2. Amendments to these Bylaws may be proposed by the Board of Directors or a simple majority of Voting Members.
- 1.3.3. Amendments to these Bylaws shall become effective upon their adoption unless stated for a later date.
- 1.3.4. These Bylaws may be amended or repealed, and new Bylaws adopted at any annual or special meeting of the General Body by a supermajority vote of the members present.

### **1.4. Miscellaneous:**

- 1.4.1. All notices, requests, or any other communications to the BOD under these bylaws shall be given in writing and signed by the party.
- 1.4.2. The terms and provisions of these Bylaws shall be construed under the laws of California. If there is any conflict between these Bylaws and the laws of California, then state law will prevail.

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### **2. ORGANIZATION AND ELECTIONS:**

#### **Section 2.1 Organizational Structure :**

- 2.1.1. ICCV shall be comprised of Members, Boards, Committees, and Volunteers.
- 2.1.2. Members: Official ICCV constituents are classified as General Members and/or Voting Members (see Article 3).
- 2.1.3. Boards: ICCV will have 3 Boards which include the Board of Trustees, Board of Directors, and MIU School Board (see Article 4-6 for details).
- 2.1.4. Committees: Under the direction of the BOT, BOD, or MSB, a committee may be formed to assist with specific objectives. The BOT, BOD, and MSB may choose to elect a chair for any committee under their jurisdiction. All committee members will be chosen from ICCV Volunteers.
- 2.1.5. Volunteers: Any General Body members who donate their time to assist in ICCV activities at the direction of any ICCV Board will be deemed an ICCV Volunteer. All ICCV Volunteers will be required to complete a Volunteer application, pass background checks and complete the state-mandated Harassment Prevention training.

#### **2.2. Eligibility for Board Members:**

- 2.2.1. Eligibility requirements for all Board Members shall be subject to the following general items and specific requirements as specified in Articles 4-6:
  - a. No person may serve simultaneously on more than one ICCV Board.
  - b. No two family members are eligible to serve simultaneously on BOT and BOD and/or BOD and MSB.
  - c. All Board members must pass background checks and must complete state-mandated Harassment Prevention training as needed.
  - d. ICCV employees or their family members (past or present) are not eligible unless they have ceased employment for a period of 10 years.

#### **2.3. Elections Process for Board Members:**

- 2.3.1. The Election Committee (EC) will be responsible for all Board elections. Key EC requirements are as follows:
  - a. The Election Committee will consist of three members.

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- b. At least sixty (60) days before any election, the BOD shall select one member from the Voting Members List to form the EC. The remaining two will be nominated by the initial EC Member but will have to be approved by a majority of the combined BOD (7 members) and BOT (5 members).
- c. Candidates and Immediate Family Members of candidates may not serve on the EC. If such a conflict arises, a new EC member will be appointed.
- d. The EC may organize volunteers to assist in performing the duties of the EC, as necessary.

### **2.3.2. Nominations:**

- a. The EC shall notify General Members in writing about the election at least thirty (45) days prior to the election and invite nominations from Voting Members.
  - b. All nominations must be received fifteen (15) days prior to the election.
  - c. EC has the discretion to extend the due date to receive nomination under special circumstances.
  - d. The EC shall contact the nominees to verify eligibility. If the nominee does not meet eligibility requirements, the EC shall notify the nominee and explain the reason for ineligibility.
1. The EC shall follow all bylaws in determining the eligibility of a candidate. If the EC cannot decide the eligibility of a candidate, they should consult the BOD/BOT and the ultimate decision will be made by the BOT/BOD. The BOD/BOT can also question EC about the eligibility of a candidate approved by EC and has the ultimate authority to disqualify a candidate at their discretion.
- e. Each nominee shall be provided with an overview of the relevant Board duties that are expected to be performed.

### **2.3.3. Elections:**

- a. The EC shall prepare a list of candidates, notify all Voting Members, and post it publicly fifteen (15) days prior to the elections.
- b. The EC shall re-notify the final candidate list to the Voting Members at least seven (7) days before Election Day. This notice shall not mention ethnic or racial background.
- c. On Election Day, the EC shall conduct the election by secret ballot. If a candidate is not present on Election Day, it will be assumed that the nomination has been forfeited.
- d. On Election Day, the EC will introduce the nominees who will then address the Voting Members about their intended goals and contribution plans for ICCV and answer any questions.

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- e. The EC shall count the votes and declare the results on the same day.
- 2.3.4. Transition: To facilitate the transition, a joint session of the outgoing members and the incoming new members will be held within fifteen (15) calendar days following the Election Date at which time the newly elected members will assume office.
- 2.3.5. Vacancy Filling Procedure: Any vacancy in Board Membership that arises because an elected or appointed member has ceased to serve may be filled via appointment by the remaining Board members until the next election.

### **3. MEMBERSHIP:**

#### **3.1. Membership Application**

- 3.1.1. All applicants who wish to become a member of ICCV shall submit a one-time membership application form and pay an annual membership due as outlined on the ICCV website.
- 3.1.2. The Membership Committee shall accept or reject the application and notify the applicant within sixty (60) days of receipt, including notifying the Board of Directors (BOD) accordingly.

#### **3.2. General Members:**

- 3.2.1. Eligibility: Only Muslims, eighteen (18) years of age or older, who are legally present in the U.S. and who subscribe to ICCV's Vision/Mission and its Bylaws will be eligible to become General Members. General Members do not have voting privileges.
- 3.2.2. Term and Termination
  - a. Once the membership application is accepted, the applicant will be deemed a General Member for a term of one (1) calendar year from the acceptance of the application and membership payment. All memberships expire on December 31 of the calendar year.
  - b. If a General Member remains in good standing and continues to meet eligibility requirements, then they may renew and continue their membership through payment of annual membership dues.
  - c. General Members may serve as members on committees and volunteers as created by any ICCV Boards.

#### **3.3. Voting Member Eligibility and Voting Privileges:**

Only those individuals who meet both (i) the General Membership eligibility and (ii) Residency Requirements will be eligible to become Voting Members. Note that Residency Requirement includes both a distance requirement and a one-year time

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duration to be part of the ICCV community before being eligible to vote. One-year time requirement is measured from the date of becoming a General member.

Grandfathered Clause: All members that were registered to vote in the last election cycle will be deemed as Voting members upon payment of their yearly Membership dues.

### **3.4. Membership Dues:**

All members (individual or family) are required to pay their membership dues to be in good standing. General donations made to ICCV during the course of the calendar year, through verifiable means, will count towards membership dues. Sadqa, Zakat, MIU school fees, any event fees, and cash donations do not count towards membership dues. The BOD will determine annual membership dues and post them on the ICCV website.

### **3.5. Family Membership:**

Members of the same family living at the same address may apply for a family membership and pay their family membership dues as a group.

### **3.6. Membership Committee:**

The Membership Committee's (MC) main role will be to maintain the ICCV member list and provide the updated list as requested by the ICCV Boards and/or EC. The MC will be determined by the BOD and will comprise of 3 members, including one member from the BOD and the other two being Voting Members.

### **3.7. New Membership Application:**

All membership applications shall be submitted to the Membership Committee. The prospective member shall submit the appropriate dues for the current year with the application.

### **3.8. Membership Termination and Appeal:**

Membership shall automatically terminate when a member ceases, for any reason, does not satisfy the requirements of these Bylaws or acts in contrast to ICCV's Vision/Mission. Termination of Membership may also occur because of the member's resignation, felony conviction, or death.

A terminated member may file an appeal to the BOD within sixty (60) days of the letter of termination. After reviewing the case, the BOD may vote by a simple majority and their decision will be final and binding.

### **3.9. Non-Transfer of Membership:**

ICCV membership is neither transferable nor assignable. Family membership will

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be for only those individuals as identified in the membership application.

### **4. ICCV BOARD OF TRUSTEES (BOT):**

#### **4.1. BOT Organization**

The BOT shall consist of five (5) members elected by the Voting Members. In addition to the five elected members of the BOT, a designated member of the BOD shall serve as a non-voting Trustee (typically BOD President). The BOT shall promote the Vision/Mission of ICCV and provide a strong layer of stability by being the ultimate oversight body. The BOT will be empowered, in the event of dissolution or mass resignation, to assume the responsibilities of the BOD until a new BOD is elected.

#### **4.2. BOT Eligibility**

Only Voting Members who have maintained continuous ICCV membership in good standing for the last eight (8) years and have served at least two (2) years as a member of the BOD or as BOT will be eligible to serve on the BOT.

#### **4.3. BOT Election and Term**

The Voting Members will nominate and elect the members of the BOT for a term of six (6) years. If a member fills a partial term, as in the case of filling a vacancy or resignation, that partial term will be deemed as a full term.

#### **4.4. BOT Chairperson & Responsibilities:**

- 4.4.1. The BOT members will elect a Chairperson amongst themselves. If the Chairperson is unable to function in that capacity during the term, the trustees shall elect a new Chairperson from among themselves to serve the remaining period.
- 4.4.2. The Chairperson shall be responsible for the administrative functions of the BOT and have formal signatory authority to all ICCV bank accounts. The Chairperson may assign this responsibility to another member of the BOT as needed.
- 4.4.3. In the event of BOD dissolution, the Chairperson shall invoke the authority to operate all ICCV bank accounts. The Chairperson may issue checks up to five thousand dollars (\$5,000) per check and shall not issue checks worth more than twenty-five thousand dollars (\$25,000), in aggregate, in any month. All fiscal duties would be transferred back to BOD once the new BOD is elected and a Treasurer is



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appointed.

### **4.5. BOT Resignation, Vacancy, and Removal:**

- 4.5.1. Any BOT member may resign upon giving written notice to the BOT Chairperson.
- 4.5.2. Whenever a Trustee shall be absent for three (3) regular meetings in the last twelve (12) months (other than for ill-health), that Trustee's position shall be deemed Vacant. Any member of BOT may be removed for cause by a super-majority vote of the remaining BOT members (4 out of 5). Prior to such a vote, the impacted BOT member shall be given a chance to defend his/her position.
- 4.5.3. With a deemed vacancy, the Vacancy Filling Procedure (Section 2.3.5) shall apply.

### **4.6. Scope of BOT Functions and Responsibilities:**

- 4.6.1. The BOT shall provide oversight for all ICCV governance and will refrain from operational duties being performed by the BOD. The BOT will maintain communication through the BOD Designate (typically the BOD President). If needed, BOT will have access to all ICCV records and documents to ensure compliance with Bylaws.
- 4.6.2. The BOT shall review and assist with any unresolved BOD matters. If needed, the BOT will have the right to request and receive any or all relevant records to assist in its deliberations regarding unresolved matters.
- 4.6.3. The BOT shall ratify and affirm all agreements involving real estate. In addition, the BOT will be informed of all transactions over twenty-five thousand dollars (\$25,000), not including major construction projects.

2. The BOT has the authority to dissolve the BOD if the BOT has provable violations and/or evidence of a lack of adherence to the ICCV Bylaws by the BOD. Prior to dissolving the BOD, BOT should consult the BOD in good faith and provide proper support and guidance for a period of 45 days to correct any such violations committed by the BOD. If the BOD continues to violate the ICCV bylaws and is grossly negligent in managing its duties in an ethical manner, then the BOT must meet in person and vote unanimously to dissolve the BOD. The BOT shall then be deemed to have acquired the authority to take over the responsibilities of the BOD. In the event of BOD dissolution, the BOT shall assume BOD responsibilities with immediate effect. The BOT will function as the interim BOD until the next BOD Elections are held or for a maximum of six months (whichever is shorter).

### **4.7. BOT Meetings:**

- 4.7.1. The BOT shall meet at least once in three (3) months. These meetings shall be scheduled on such dates as determined by the BOT and may be open to the General

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Body. A notice specifying the time and place of each regular meeting shall be provided in advance. In addition, the Chairperson shall prepare an agenda and ensure meeting minutes are documented and distributed following the BOT meeting. The BOT may decide by a simple majority to keep a portion of the meeting closed to the public, subject to the requirements of State laws.

### **5. ICCV BOARD OF DIRECTORS (BOD):**

#### **5.1. BOD Organization**

The BOD shall consist of seven (7) members elected by the Voting Members. The BOD will be responsible for operational and governance duties for ICCV. BOD members can hold only one position at any one time (namely, as President, Vice-President, Secretary, Treasurer, or MSB Liaison). All such appointments shall be determined by the BOD and communicated to the General Body.

#### **5.2. BOD Eligibility**

- 5.2.1. Only Voting Members who have maintained a continuous ICCV membership in good standing for two (2) years and have served actively for at least one (1) year (either on a Board, committee, or as a volunteer) may be eligible to run. This should be verifiable either by the Imam, BOD, or BOT
- 5.2.2. No Voting Member is eligible to be a BOD member if he/she is affiliated with any entity that conflicts with ICCV's Vision/Mission. Such a determination is within the discretion of the BOD.

#### **5.3. BOD Election and Term**

The Voting Members will elect the members of the BOD for a term of two (2) years. No member shall serve for more than two (2) consecutive terms. After serving two (2) consecutive terms, a BOD member will not be eligible to contest for one (1) full year for any ICCV Board. If a member fills a partial term, as in the case of filling a vacancy or resignation, that partial term will be deemed as a full term.

#### **5.4. BOD Resignation, Vacancy, and Removal:**

- 5.4.1. Any BOD member may resign upon giving written notice to the BOD President or BOD Secretary. A BOD vacancy shall be deemed to exist in case of the death, resignation, or removal of a Board member. Then BOD will have the authority to pick a replacement from among general members who meet the criteria as defined. If the resignation is effective at a future time, a successor may be selected before that time to facilitate the transition.
- 5.4.2. If a vacancy occurs in the position of the President, Secretary, or Treasurer, the

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remaining BOD members shall fill the vacancy by electing an eligible member from amongst themselves first, by a simple majority vote. In the case of a tie, the BOT Chairperson shall cast the deciding vote.

5.4.3. Whenever a BOD member shall be absent for three (4) regular meetings in the last twelve (12) months (other than for ill-health), that member's position shall be deemed Vacant. Any BOD member may be removed for cause by a simple majority vote of the remaining members. Prior to such a vote, the impacted BOD member shall be given a chance to defend his/her position.

5.4.4. With a deemed vacancy, the Vacancy Filling Procedure (Section 2.3.5) shall apply.

### **5.5. BOD Meetings:**

The BOD shall meet at least once a month. These meetings shall be scheduled on such dates as determined by the BOD and open to the General Body. A notice specifying the time and place of each regular meeting shall be provided in advance. In addition, the BOD Secretary shall prepare an agenda and ensure meeting minutes are documented and distributed following the meeting. GB members may request to add an agenda item to the BOD meeting provided the Secretary is given advance notice at least one week prior to a BOD meeting. The BOD may decide by a simple majority to keep a portion of the meeting closed to the public, subject to the requirements of State laws.

### **5.6. Right of Inspection by BOD Members:**

A BOD Member shall have the right to access, at any reasonable time, the records, data, documents, and physical properties of ICCV. Improper use or dissemination of the information so accessed shall result in a reprimand including, but not limited to, removal from the BOD.

### **5.7. Duties of the BOD:**

5.7.1. The BOD shall uphold and promote the ICCV's Vision/Mission. As the main administrative body, the BOD shall collectively administer the affairs of ICCV including but not limited to the rendering of services, procurement of goods, and authorization of expenditures that keep ICCV in good standing.

5.7.2. The BOD shall take steps to acquire, solicit or receive grants, settlements, and/or donations of any kind whatsoever for the purpose of furthering ICCV objectives.

5.7.3. The BOD may appoint individuals or engage employees as it shall deem necessary from time to time and such appointed persons shall have authority as prescribed by the BOD at the time of appointment.

5.7.4. The BOD shall install and maintain an adequate system of accounting and records. In addition, the BOD shall approve all agreements involving real estate or material

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transactions involving property prior to being construed as binding for ICCV. The BOT shall affirm all such transactions.

### **5.8. Employees & Performance Appraisals:**

An organizational structure shall be provided by the BOD that identifies reporting lines for ICCV employees. All employees shall be hired “at will” and the BOD reserves the right to end their services at any time pursuant to the employment agreement. Performance appraisals shall be written at regular intervals, but no less than annually, for all employees of ICCV by the appropriate immediate supervisor(s). The President/Secretary shall review the performance appraisals or delegate them to other BOD members as needed.

### **5.9. BOD President Duties:**

- 5.9.1. Be responsible for organizing and presiding over all GB and BOD meetings, including any special meetings.
- 5.9.2. Prepare and present the Annual Report and the Strategic Plan put forth by the BOD at the annual GB meeting. The Annual Ramadan Fundraiser may serve as a GB meeting.
- 5.9.3. Serve as the BOT Liaison (or assign a Designate with the approval of the BOD).
- 5.9.4. Authority to sign all agreements to forward ICCV objectives.
- 5.9.5. Ensure that the ICCV property is used for its intended purpose.

### **5.10. BOD Secretary Duties:**

- 5.10.1. Prepare the meeting agenda and distribute the meeting minutes for the regularly scheduled BOD meetings.
- 5.10.2. Provide regular communications of events, news, and updates to the General Body.
- 5.10.3. Maintain and post the official copy of the ICCV’s Articles of Corporation and Bylaws.
- 5.10.4. Sign and retain all papers pertaining to ICCV as authorized by the BOD.

### **5.11. BOD Treasurer Duties:**

- 5.11.1. Keep full and accurate accounts of all assets, liabilities, receipts, and disbursements in proper books belonging to ICCV.
- 5.11.2. Have access to all ICCV bank accounts and legal signatory (along with another BOD member as a designated backup to assume responsibilities in the absence of

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the Treasurer).

- 5.11.3. Deposit all monies and contributions in the designated ICCV bank accounts.
- 5.11.4. Disburse ICCV funds under the direction of the BOD.
- 5.11.5. Sign disbursement checks on behalf of ICCV. Checks over five thousand dollars (\$5,000) will require the approval of a simple majority of the BOD.
- 5.11.6. File periodically the necessary papers for City, State, and Federal taxes and statements. Register ICCV with the State of California and maintain a non-profit status of ICCV with the federal and state governments. Ensure tax statements are sent out in a timely manner every year.
- 5.11.7. Participate in all fund-raising activities and keep fully updated records of amounts raised and collected.
- 5.11.8. Turn over all ICCV books, upon the successor's election and cooperate fully with the BOT in the event of BOD dissolution.

### **5.12. BOD Liaison to MSB Duties:**

- 5.12.1. Facilitate communications between MSB and BOD.
- 5.12.2. Participate in MSB monthly meetings as a non-voting member.

## **6. MIU SCHOOL BOARD (MSB):**

### **6.1. MSB Organization**

- 6.1.1. The MSB (MIU School Board) shall have five elected members. The MSB shall provide the School with leadership and represent the interests of the community on educational issues.
- 6.1.2. The School will be run on the ICCV premises, under the governance of ICCV BOD, with MSB overseeing the operational activities of the School.
- 6.1.3. MSB will serve as the School administrative body by developing & implementing the curriculum and overseeing all teacher recruitment, training & evaluations.
- 6.1.4. MSB shall be responsible for the management of School finances which include setting & collecting student fees and tracking & approving school expenses. At the end of the school year, MSB shall publish a summary of all income and expenses.
- 6.1.5. The ICCV Imam will serve as Principal and be responsible for the review & approval

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of the school curriculum and oversight of teacher performance.

### **6.2. MIU School Members:**

6.2.1. MIU School is open for all children of ICCV General Members.

6.2.2. To qualify as an MIU School Member, the constituent must either have at least one child currently enrolled in the School or be involved in the School as a teacher, administrator, or volunteer for one year.

Actions by any MIU School Member and/or their children that are deemed contrary to the general interest of ICCV or the School will be a cause for suspension of that member's school privileges. Supermajority approval by the MSB is required for such action. The relevant Member shall be notified of any such action in writing and shall have the right to appeal against such decision to the BOD within sixty (60) days. After reviewing the case, the BOD may vote by a supermajority and their decision will be final and binding.

### **6.3. MSB Election and Transition:**

6.3.1. MSB shall be elected by MIU School Members.

6.3.2. To align with the academic school year and to provide a transition period for the incoming Board, MSB elections will be held prior to summer break.

### **6.4. MSB Eligibility and Term:**

6.4.1. To be eligible for the MSB Board, candidates must have served as a teacher, school administrator, or a PTA member who has actively served MIU for a minimum of two years out of the previous five years.

6.4.2. Eligible MIU School Members can self-nominate or be nominated by other MIU School Members.

6.4.3. MSB members will be elected for a term of two (2) years. No member shall serve for more than two (2) consecutive terms. Once serving two (2) consecutive terms, an MSB member will not be eligible to contest for one (1) full term. He or she will not be eligible to fill a BOD, MSB, or BOT vacancy during that one (1) term. If a member fills a partial term, as in the case of filling a vacancy or resignation, that partial term will be deemed as a full term. The member whose term is filled will also be deemed to have completed his or her full term.

### **6.5. MSB Resignation, Vacancy, and Removal:**

6.5.1. Any MSB member may resign upon giving written notice. A vacancy shall be deemed to exist in case of death, resignation, or removal. If the resignation is effective at a future time, a successor may be selected before that time to facilitate

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the transition.

6.5.2. Whenever an MSB member shall be absent for three (4) regular meetings in the last twelve (12) months (other than for ill-health), that member's position shall be deemed Vacant. Any MSB member may be removed for cause by a simple majority vote of the remaining members. Prior to such a vote, the impacted MSB member shall be given a chance to defend his/her position.

6.5.3. With a deemed vacancy, the Vacancy Filling Procedure (Section 2.3.5) shall apply.

### **6.6. MSB Meetings**

6.6.1. The MSB shall meet at least once a month during the school year. These meetings shall be scheduled on such dates as determined by the MSB and open to the MIU School Members. A notice specifying the time and place of each regular meeting shall be provided in advance. In addition, the MSB Secretary shall prepare an agenda and ensure meeting minutes are documented and distributed following the meeting. MIU School Members may request to add an agenda item to the MSB meeting provided the MSB Secretary is given advance notice. MSB meetings will include BOD Liaison and PTA Liaison as non-voting observers. The MSB may decide by a simple majority to keep a portion of the meeting closed to the public, subject to the requirements of State laws.

### **6.7. Duties of MSB Officers:**

6.7.1. MSB shall appoint amongst the MSB a President, Secretary, and Treasurer.

6.7.2. The MSB President shall preside over all school meetings.

6.7.3. The MSB Treasurer will be responsible for:

- a. Collecting tuition/fees from all registered students
- b. Paying all invoices for books, supplies, securities, and all associated administrative costs.
- c. Provide a financial statement at all meetings as requested by the MSB and share all financial reports with BOD Treasurer or Liaison as requested

6.7.4. The MSB Secretary shall:

- a. Communicate on a frequent basis to all MIU School Members about

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updates and events.

- b. Maintain and publish meeting minutes to all MIU School members.
- c. Maintain and update the School Student Directory.

### **6.8. PTA and MSB Committees:**

- 6.8.1. The PTA (Parent-Teacher Association) will serve as a standing School committee to facilitate teacher/parent communications and provide added support to School educational goals as required from time to time. Educational goals will be jointly agreed upon with MSB for every school year.
- 6.8.2. PTA leadership will be formed at the beginning of every school year and be for that academic year. Typical areas that the PTA may assist in include (but not limited to) are parent/teacher communications, school security, and school events.
- 6.8.3. An assigned PTA delegate is to attend MSB monthly meetings as a non-voting member.
- 6.8.4.** In addition, the MSB, at its discretion, may form other special committees to deal with specific projects. The committee's duties shall be assigned by the MSB. All such committees shall directly report to the MSB.