



With the Name of Allah, The Most Beneficent, The Most Merciful  
**MEMBERSHIP APPLICATION**

**New Member**       **Membership Change** (for change, include date, name, and only the changes)

**Date of Application:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Web:** \_\_\_\_\_

**Organization Profile:**

1. **Date the organization was incorporated:** \_\_\_\_\_  
(Attach copy of your organization's bylaws)

2. **Not-for-profit organization?**       **Yes**       **No** If yes, provide your Tax-ID number: \_\_\_\_\_

3. **Number of people in your organization's decision-making body** \_\_\_\_\_

4. **Organization Type:** (please select General Community or Specialized Organization and submit appropriate dues with the application)

**General Community Organization:** An organization which has a primary function of operating a Masjid or prayer hall and provides a variety of services to the Muslim community such as, but not limited to, daily and weekly prayers, week-end or full-time Islamic schools, youth activities, etc.

**Number of Members or the number of people in attendance at regularly scheduled programs?**

**More than 1,000 people** (Three voting representatives in the House - \$ 3000 Fee)

**500-1,000 people** (Two voting representative in the House - \$ 2000 Fee)

**51-499 people** (One voting representative in the House - \$ 1000 Fee)

**0-50 people** (One non-voting representative in the House - \$ 500 Fee)

**Specialized Organization:** An organization which provides a specific service to the Muslim community, or specializes in a specific area such as advocacy, charity, literature, or representing students, a profession, or a group (One non-voting representative in the House - \$ 500 Fee)

Applications before July 1st pay the full annual dues, applications after June 30th pay 1/2 of the annual dues

5. **National Organization Membership** (if answer to a is no, skip b):

- a. **Are you a member of a national organization (i.e. a branch or a chapter)?**       **Yes**       **No**  
b. **If yes, do you have a local decision-making body for local decisions?**       **Yes**       **No**

\_\_\_\_\_  
**Signature of Applicant**

**OFFICERS AND BOARD MEMBERS**

**(Note: The information below will remain confidential with CIOGC.)**

<b>Title</b>	<b>Last name</b>	<b>First Name</b>	<b>Middle</b>	<b>Cell Phone</b>	<b>Home Phone</b>	<b>E-Mail Address</b>
President						
Vice-President						
Secretary						
Treasurer						
Executive Director*						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						

\*OR the individual most knowledgeable about your organization policies and programs

**BOARD MEMBERS (Contd.)**

<b>Title</b>	<b>Last name</b>	<b>First Name</b>	<b>Middle</b>	<b>Cell Phone</b>	<b>Home Phone</b>	<b>E-Mail Address</b>
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						
Board Member						

**Please use additional sheets if needed**

Nominate Your CIOGC Representatives and Alternates  
 (Enter the information for the individuals who will represent you in CIOGC.)  
 (You are entitled to the number of representatives listed in section 4 above.)

<b>Title</b>	<b>Last name</b>	<b>First Name</b>	<b>Middle</b>	<b>Cell Phone</b>	<b>Home Phone</b>	<b>E-Mail Address</b>
CIOGC Rep 1						
Alt CIOGC Rep 1						
CIOGC Rep 2						
Alt CIOGC Rep 2						
CIOGC Rep 3						
Alt CIOGC Rep 3						

**ADDENDUM  
CIOGC BYLAWS – ARTICLES APPLICABLE TO MEMBERSHIP**

**Article V: HOUSE OF REPRESENTATIVES**

*Section 1: Governing Body*

The highest governing body of the Council shall be the House of Representatives (HR or House) which shall consist of one or more representatives from each organization. The House of Representatives shall approve the policies, programs and budget of the Council and can override any decision of the Board with a two-thirds majority vote.

*Section 2: Representatives and Alternates*

Member organizations shall appoint their representatives and alternates, and provide the Council with written credentials. In the event that there is any dispute on the credentials of any representative or alternate, the Board shall determine the validity of the credentials by a majority vote. The decision of the Board on any disputed credentials may be overridden by a two-thirds (2/3rd) vote of the House of Representatives, with the challenged representatives not voting.

As every representative is a potential office-holder of the Council, organizations should give careful consideration to the eligibility requirements of Article VIII, Section 8, while selecting their representatives.

*Section 3: Substitution of a Representative*

In the event of unavailability of the representative and the alternate, a member organization may provide a substitute representative with written authorization to participate in Council meetings.

*Section 4: Number and qualification of Representatives*

General Community Organizations having a paid membership, or attendance, at their regularly (at least monthly) scheduled programs of more than 1000 persons shall be entitled to three voting representatives in the House.

General Community Organizations having a paid membership, or attendance, at their regularly (at least monthly) scheduled programs of 500-1000 persons shall be entitled to two voting representatives in the House.

General Community Organizations having a paid membership, or attendance, at their regularly (at least monthly) scheduled programs of between 51100 and 499 persons shall be entitled to one voting representative in the House.

Full-time Islamic Schools or institutions of higher learning with an enrollment of at least 100 students shall be entitled to one voting representative in the House.

Specialized organizations deemed to have sufficient activity as determined by the HR shall be entitled to one voting representative in the House.

An Organization which does not satisfy any of the above requirements shall be entitled to one representative with the right to participate in the deliberations of the House but will not be eligible to vote.

A Member organization shall ideally be represented by its Chairman, President, or alternatively its Vice-Chairman or Vice President. If these officers are not available a board member well versed with its affairs and able to establish strong bonds between the organization and the Council might be appointed by the organization. An organizations entitled to more than one Representative shall include at least one of its board members among its representatives. Organizations shall strive to include women and American raised and younger individuals from their leadership as their representatives.

In the event that there is any dispute as to whether an organization is a General Community or Specialized, or the number of representatives to which an organization is entitled, the Board shall determine the issue by a majority vote. The decision of the Board on any disputed credentials may be overridden by a two-thirds (2/3) majority vote of the House of Representatives, with the disputed organization representatives not voting.

#### *Section 5: Failure to Pay Dues*

When a member organization is more than six months in arrears on the payment of its dues, as fixed by the Council, the representative(s) of such organization shall not be entitled to vote on any issue or matter during any meeting of the House of Representatives, or to vote in any election held by the Council and shall not be counted in the quorum requirement until such time that it has paid its dues. A Member organization delinquent in paying dues for two years or less shall be automatically reinstated upon payment. The Board may reinstate an organization which is delinquent for more than two years, but less than five years, upon payment of a minimum of two years of delinquent dues. An organization delinquent for more than five years needs to submit a new application for consideration by the House.

#### *Section 6: Removal of a Representative*

Should a Representative be excessively absent from HR meetings without an acceptable excuse or fails to perform his/her duties, the organization he/she represents may be notified of this fact and requested to consider appointing another representative. Should a Representative violate these Bylaws, or perform acts repugnant to Islam or harmful to the Council, and upon the written request of at least five voting HR members, the HR may decide by a two-thirds (2/3) majority vote to remove him/her as a representative and require the organization that he/she represented to appoint another representative.

Such removal may occur only if the Representative involved is first provided with adequate notice of the charges against him or her in the form of a statement of such charges by the five HR members making the removal request, sent by certified or registered mail to the last known address of such Representative. The Representative involved shall have the right to respond to these charges in writing or in person as determined by the House. Members of the HR shall review any response independently. The HR shall act with the objective of advancing the best interests of the Council.