BY-LAWS OF THE ALBANIAN AMERICAN CULTURAL CENTER
A NON-PROFIT ORGANIZATION

PREAMBLE

We, the members of the Albanian American Cultural Center, to fully realize our purpose, do hereby adopt and establish these Bylaws as the guiding instrument of our organization.

ARTICLE I
Identity

In 1979, this organization was designated as the "Albanian Associated Fund." However, as the years have passed our organization has grown and our members have evolved. Accordingly, our name too shall evolve. Henceforth, this organization shall be known as the "Albanian American Cultural Center ('AACC')." Thereby incorporating all of what it means to be an Albanian living in the United States of America, including but not limited to: religion, language, history, and country.

ARTICLE II
Power

This organization shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

ARTICLE III
Non-Profit Status

This organization is a New Jersey non-profit public benefit corporation, recognized as tax exempt under *Section* 501(c) (3) of the *United States Internal Revenue Code*. Not with standing any other provision of these Bylaws, no council member, board member, employee, voting-member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the AACC not permitted to be taken or carried on by an organization exempt under *Section* 501(c)(3) of the *Internal Revenue Code* as it now exists or may be amended, or by any organization contributions to which are deductible under *Section 170*(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any council member, board member, voting member, or other private person, except that this organization 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 these Bylaws. No member or individual shall use this organization's tax identification number to purchase goods or services for their own personal benefit. Doing so shall result in immediate referral to the Internal Revenue Service's Commission, and The proper authorities.

ARTICLE IV
Dissolution

In the unfortunate event that termination or dissolution of the AACC commences, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in *Section* 501(c) (3) of the *Internal Revenue Code* or any successor statute which organization(s) have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation. This receiving organization shall be selected in the discretion of the majority of the current governing Body of the AACC.

ARTICLE V
Aim and Purpose

The aims of the AACC shall be to organize cultural, social, charitable, sports, recreational and religious programs for the members, including but not limited to:

a. To promote the Albanian language, literatures, arts, culture and preserve and pass on the rich and vibrant heritage among the Albanian community.
b. To provide a place of public worship (Mosque) and prayer in accordance with the Albanian Muslim religion, namely the fundamental Albanian Muslim religious purpose of the AACC shall be to encourage as well as to enable Albanian Muslims to acquire the basic knowledge and competence in Albanian Muslim faith in order to contribute individually and collectively toward meeting the religious needs in conformity with authentic Albanian Muslim faith doctrines and beliefs.
c. To organize major Albanian events, namely Albanian Independence Day, International Women's Day, Festive Dance, etc.
d. To participate in social welfare activities.
e. To encourage participation of youth in the activities of the AACC.
f. Prayers, religious ceremonies, and other religious traditions will continue to be practiced the way they have been.(base on only Quran, Synet)
g. This organization will not tolerate or accept any form of extremism.

ARTICLE VI
Membership

Membership in the AACC shall be open to any person of Albanian nationality or any non-Albanian through, either marriage or adoption, who believes in the AACC's aim and purpose as

defined in Article V above, must be willing to foster and promote such objectives, and will pay the required membership dues. All voting members must be at least 18 years of age.

A "Voting Member" also known as a "General Member" is an individual who has met all of the requirements necessary to have the right to vote at a general conference. Voting members must agree to accept and respect these bylaws prior to becoming a voting member. Payment of the required dues shall serve as an acknowledgement of these bylaws and an acceptance of their terms. Voting Members have the duty and responsibility to participate in the advancement of the AACC and shall provide support and assistance to the governing body whenever practical. A Voting Member shall become a Non-Voting member if he is not current with dues for more than two consecutive months.

A "Non-Voting Member" also known as a "Visitor" is an individual who has not gone through the necessary steps to become a voting member or a student between the ages of 18 and 22. This includes but is not limited to, not filling out the necessary membership forms and/or not keeping current with membership dues for two months or more. Any violation of these rules by a Visitor shall designate this individual a trespasser as defined *N.J.S.A* 2C:18-3 and may be subject to prosecution. A visitor is only allowed to enter the premises with approval from the governing body prior to visiting.

Non-students 18 years of age and older must pay full membership fees to be considered a voting member. All members 23 years of age or older must pay full membership fee regardless of educational status.

Children under the age of 18 shall be considered members under the family plan as listed by the AACC. Children under this plan shall have all the benefits of a full member however will be considered non-voting members for election purposes.

Senior citizens are only required to pay 50% of the membership cost. A senior citizen is defined as any member 65 years of age or older; this individual also needs to be in good standing with the organization for at least 10 years.

Any member that is considered disabled by state law regardless of age and is in good standing for at least ten years shall pay 50% of the membership cost with documentation supplied.

A. Termination

Any member with knowledge of a violation of the laws of this state or of these bylaws which affect the integrity and prosperity of the AACC must disclose said information at the next regular meeting. Any member accused of these actions may be terminated immediately by majority vote with proper quorum governing body. A terminated member may attempt to gain re-entry into the organization after a six month waiting period. A termination can be lifted by majority vote with proper quorum by the governing body.

ARTICLE VII
Annual membership Dues or Donations

The annual membership dues will be decided by the Governing Body of the AACC. Membership shall be for one year commencing on January 1st and ending on December 31st. The membership fees, once paid, will not be refunded under any circumstances. Donations once paid, will not be refunded under any circumstances. The membership fee must be paid no later than January 31st. Failure to pay the membership fee by the required due date will result in an additional late fee of 20% of the membership cost. This fee will also be applied to previous years concurrently.

ARTICLE VIII
Voting rights of Members

Only the members who are properly defined as "Voting Members" in accordance with Article VI have the authority to vote.

ARTICLE IX
A. Election

a. In order to ensure adequate continuity and transition, the election of the governing body will be held once in every 3 years in a democratic manner where all voting-members may present their candidacy.
b. Elections will be held on the 3rd Sunday of April and shall be communicated to all the members through agreed upon mediums of communications – e.g. the AACC's website, mail, e-mail and/or other electronic means. All elected positions will commence on May 31st.
c. Any person who is the member of a governing body in any other organization of conflicting interest *shall not* be permitted to run for the post of any office bearer in the election of the governing body.
d. After the expiration of said term all governing body Members including Directors may seek reelection for a new term by running for office. A person cannot occupy the post of President for more than two terms. However, a former president may serve in any other capacity if sleeved by the newly elected president. The current president can occupy the office for more than two terms in the event that there is no other candidate.
e. Voting members will vote for their president. Once the president is elected, he will be responsible for filling the positions of the entire governing body.
f. In order to run for President, the individual needs to be in good standing for the prior 5 years and obligation paid in full. The five years have to be paid each year on time.

B. Resignation

A governing body member can resign by submitting a letter (in person, by mail or by e-mail) to the President and the governing body has to send notifications to the members by means deemed by the governing body to be effective. This may include the use of the AACC's website, mail, e-mail and/or other electronic means.

C. Vacancies and Removal

Vacancies shall be filled by quorum vote of the governing body.

Removal of a governing body member may be accomplished by quorum vote at an Irregular Meeting as defined in Article XI(c). A governing body member who misses three consecutive meetings triggers a removal vote on the third regular meeting. The terminated member may appeal this decision at the following meeting and may be reinstated by a quorum vote by the governing body. This terminated member becomes a general member as defined above.

ARTICLE X
Government

The Governing Body is charged with furthering the objectives of the AACC and accomplishes the goals and requirements associated with their roles to the best of their ability. The Governing Body shall comprise of the President, Vice-President, Secretary, the Treasurer, and not more than fifteen (15) selected Executive Board Members:

a) The President of the AACC and shall preside at the meetings of the AACC. The duties of the President shall include, but not limited to, setting the strategy and long-term direction of the AACC, ensuring the financial stability of the AACC in a fiscally responsible manner, ensuring a smooth transition of records and assets to the next President, compliance with appropriate laws, representing the AACC whenever deemed necessary, consult with the governing body. Keep the voting-members informed.
b) The Vice-President shall assist the President in performing his responsibilities. He shall further assume the presidents duties when the president is unavailable. Additionally, he shall inherit the President's term and full authority if the President is unable to complete his elected term of service for any suitable reason.
c) The Secretary shall keep records, meetings and proceedings of the AACC, and shall give notice of the meetings. He shall file the records and documents of this office, subject to such regulations as may be prescribed by the Governing Body. He will send out meeting minutes. The secretary will maintain the membership list. The secretary will safeguard the monetary and non-monetary assets of the AACC.
d) The Treasurer shall manage the AACC's accounts and proper bills and vouchers. The Treasurer shall submit to the Governing Body the monthly balance sheet and profit-loss account/statement. The Treasurer shall also handle all the Tax related activities of the

AACC or oversee this activity performed by a tax consultant. The Treasurer's accounts and reports shall be subject to such directions and such audits the Governing Body may prescribe.

e) The governing body will assist in different miscellaneous functions of the AACC as follows:

- ***Religion***: The Director of Religion, in collaboration with the Imam, shall be responsible for facilitating and organizing all religious activities and religious education. He/She will also coordinate and manage all of the Imam's services; arrange and hold congregational prayers and Islamic religious festivals at appropriate times, namely Jumu'ah (Friday) prayers, fasting during the Month of Ramadan; Celebration of 'Idu'l Fitr and qurban (Bajram); help distribute Zakat (obligatory charity) and donations in accordance with the Qur'an and Sunnah; promote unity and cooperation among Muslims; Conduct religious, educational, social, cultural, and other activities in the best traditions of Albanian Muslim faith; Strive to promote goodwill, understanding, fellowship and tolerance among Muslims and Non-Muslims and welcome invitations to interfaith dialogues.
- ***Culture***: The director of culture shall be responsible for facilitating and organizing all cultural activities, including but not limited to, dance practice sessions and presentations. The director of culture will also be responsible for organizing the preparation and celebration of Albania's Independence as well as other festive events.
- ***Education***: The director of education shall be responsible with facilitating and organizing all Albanian/Cultural education. Their main function is to implement and develop the most appropriate curricula to meet the needs of their students relative to Albanian heritage. Other duties of education directors may include mentoring new teachers, teaching workshops and observing teachers in the classroom. Additionally, education directors may provide constructive feedback based on teacher evaluations.
- ***Sports***: The director of sports shall be responsible for coordinating, planning, and supervising the operation of various sporting events, scheduling practice sessions, keeping inventory of supplies, preparing a budgeting plan, arranging for equipment repairs, ordering new equipment if needed, and overseeing necessary preparation for scheduled competitions, establish facility fees, and set membership or ticket costs.
- **Events**: They shall be responsible with facilitating and organizing charitable fundraisers for the AACC as a whole. All fundraiser programs are subject to Governing Body approval.
- **Building Maintenance:** Responsible for the maintenance of the facility (inside and out).

f) A volunteer needs to be dedicated towards any task assigned to them by the governing body. The members are expected to periodically participate in the charitable activities, arranged by the AACC.

g) **Paid Employees:** Any member that is being paid by the organizations removes their right to vote and cannot participate in the general meetings (can attend).

- ***Imam***: The Imam shall be employed on a contractual basis with terms and conditions set forth by the governing body and shall be responsible with conducting all necessary religious functions for the AACC and its members. The Imam CAN NOT be a member of the governing body. Necessary religious functions shall be determined by the Governing Body and the director of religion appointed by the President in collaboration with the Imam to handle such matters. In the event of a disagreement, the President's decision will supersede. The Imam shall not preform religious functions outside the AACC guidelines. Performance of religious functions outside the AACC guidelines without approval is subject to termination and Imam may be replaced by a majority vote by the governing body.
- ***Teachers***
- ***Coaches/Managers***
- ***Choreographers***

ARTICLE XI
Meetings

a. "Regular Board Meetings" shall be held on the 1st Monday of each month.
b. "General Election" shall occur every three years on the 3rd Sunday of April for the purpose of election.
c. General meetings can be added by Presidential request. If additional meetings are requested, all the members of the AACC must be notified, no less than two (2) week before the date set for the meeting. At least one additional general meeting in every year should be called by the President for the members of the AACC to discuss the events, income/expenses and any other issue. The notification is to be given to the members by means of communications deemed by the governing body to be effective. This may include the use of the AACC's website, mail, e-mail and/or other electronic means. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting.
d. "Irregular meetings" shall be called at any time by any member of the governing body. In order for the meeting to be valid, the Council member calling the meeting must make all reasonable efforts to give all governing members at least three days' notice. All members at an irregular meeting must focus on the topic at hand. There shall be no deviation from the purpose or topic that caused said meeting to be called.
e. All notices of any irregular meeting or additional general conference shall state the purpose of the meeting.

ARTICLE XII
Manner of Acting

A quorum is met when the president and/or vice president is in attendance and two-thirds of the remaining governing body is present. A vote with proper quorum shall be considered an official act. If the vote is tied, the president's vote will act as a swing vote. The President may veto any "act" that passes vote which does not include his/her removal. A President's veto may be overcome by unanimous vote at a quorum.

ARTICLE XIII
Date of Commencement of the AACC

The by-laws of the AACC have been adopted and have come into effect in the year 2019, which supersedes all other bylaws.

ARTICLE XIV
Amendments

Any proposed amendments to these by-laws can only be submitted by a current voting member with a signed petition of 20% of the total voting members. This petition will be brought to the governing body where a general meeting will be called in which it is to be presented. No proposed amendments shall be effective until confirmed by a quorum vote of the active voting members at the next general conference in accordance with Article XI (b). If the amendment passes proper quorum vote, it shall immediately become an official act and adopted by these bylaws. The President is to make the amendment to these bylaws and distribute the amended bylaws to all members within thirty days.

Alterations of the fundamental principles of this organization are prohibited. The fundamental principles of this organization are articulated in Articles I & V.

ARTICLE XV
Finance and Fiscal Year

The Governing Body will maintain a Bank Account in the name of "Albanian American Cultural Center" within the United States. All the monetary income of the AACC shall be deposited in this bank. All transactions related to the operation of the AACC will be conducted through this bank account.

The President, Vice-President, and the Secretary of the AACC will have the authority to sign the checks.

The fiscal year of the AACC shall be the period from January 1st to December 31st, or as defined by Internal Revenue Service (IRS) for any given tax year. A summary of the Fiscal Year finance

data will be presented by the Treasurer or a designated member of the governing body in the next annual general meeting.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the initial governing body in the Articles of Incorporation of Albanian American Cultural Center, a non-profit corporation, and, pursuant to the authority granted to the governing body by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, as the Bylaws of this corporation.

Dated: June 25th, 2019

Burim Zuta, President

Mirsad Sabani, Vice-President

Alit Ibraimi, Secretary

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Governing Body of said corporation on the date set forth below.

Alit Ibraimi, Secretary

Dated: 8/6/19