

Bylaws

Written by Administrator

Sunday, 16 March 2014 20:34 - Last Updated Sunday, 16 March 2014 20:57

In The Name of Allah, Most Gracious, Most Merciful

BYLAWS

of the

Al Furqan Sunday School of the Islamic Association of Raleigh

ARTICLE I

Name and Purposes

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Section 1.01. Name. The name of the organization is the Al Furqan School, a subsidiary of the Islamic Association of Raleigh (IAR).

Section 1.02. Purpose. The school is organized to provide an Islamic education and teach Islamic concepts, in light of the Quran and Sunnah, to our children in a pleasant and receptive manner, with the goal of preparing them to conduct themselves as Muslims living in a non-Islamic environment.

ARTICLE II

AUTHORITY AND DUTIES OF THE AL FURQAN COMMITTEE

Section 2.01. Authority of the Al Furqan Committee. The Al Furqan Committee is the policy-making and governing body of the school and may exercise all the powers and authority granted to it by IAR and by these Bylaws.

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Section 2.02. Committee Members. The members of the Committee shall be a Chair, Vice-Chair, Director, Principal, Middle/High School Department Head, Elementary Department Head, Treasurer, Communication Manager, a Parent Support Group (PSG) lead and a Member-at-Large.

Section 2.03. Number and Tenure. The Committee shall consist of a minimum of three (3) and a maximum of nine (9) members. Committee members shall serve a three-year term and may serve for any number of additional terms in office, consecutive or otherwise.

Section 2.04. Criteria and Selection of Committee Members. Committee members should be adults from the Muslim community who can serve as good Islamic role models by following proper Islamic etiquette, dress and judgment. Committee members may identify potential candidates for Committee roles, but prior to their selection, the Committee must be provided with support for why the candidate would be successful in their potential role. Candidates must obtain approval of the Committee by majority vote prior to a final selection.

Section 2.05. Chair. The Chair shall be selected directly by the IAR and be a member of the Al Furqan Committee. He/She shall be the liason between the Al Furqan School and the IAR. In addition, the Chair shall perform such other duties as on occasion shall be assigned by the IAR or as requested by the Al Furqan School Committee. The Director and the Principal shall report directly to the Chair on all school matters.

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Section 2.06.□ Vice Chair. The Vice-Chair shall be a member of the Al Furqan Committee and, in the absence of the Chair, shall perform the duties of the Chair. The Vice-Chair shall perform such other duties as are assigned by the Chair or the Committee.

Section 2.07.□ Director. The Director shall be responsible for the implementation, documentation, coordination and management of the school program, and operations including all school programs and events. The Director will lead the Al Furqan School Committee, and will direct and oversee office management, support staff and the Parent Support Group. The Director shall report directly to the Chair. In addition, the Director shall perform such other duties as required by the Al Furqan School Committee.

Section 2.08.□ Principal. The Principal shall be responsible for creating, implementing and monitoring the school curriculum, school staff and all school programs and events. The Principal will also be the main contact for parents. The Principal will lead the Education Committee and direct and oversee the Middle/High School and Elementary Department Heads. The Principal shall report directly to the Chair. In addition, the Principal shall perform such other duties as required by the Al Furqan School Committee.

Section 2.09.□ Middle/High School Department Head. The Middle/High School Department Head shall be responsible for all day to day execution of the Middle/High School program and Staff and shall perform such other duties as required.

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Section 2.10. Elementary Department Head. The Elementary Department Head shall be responsible for all day to day execution of the Elementary School program and Staff and shall perform such other duties as required.

Section 2.11. Treasurer. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources. The Treasurer shall make disbursements as authorized by the Chair, Director and/or Principal in accordance with the budget adopted by the Committee. The Treasurer shall present a written financial report to the Chair, Director and Principals every quarter and at other times as requested by the IAR Executive Board. In addition, the Treasurer shall perform such other duties as required by the Al Furqan School Committee.

Section 2.12. Communications Manager. The Communication Manager shall be responsible for taking all Al Furqan School meeting minutes, updating all open and closed action items and scheduling all meetings of the school on the school calendar. The Communication Manager shall also be responsible for sending all official school emails and forwarding all incoming email to the appropriate personnel. In addition, the Communication Manager shall perform such other duties as required by the Al Furqan School Committee.

Section 2.13. Parent Support Group (PSG) Lead. The PSG Lead is the liaison between the parents and the Committee. The PSG lead is actively involved in the logistical planning of all school events and programs and responsible for managing all operations related volunteer activities that are used in general operation of the school. The PSG works under the Al Furqan School Committee and reports to the school Director.

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Section 2.14. Member-At-Large. The Member-At-Large shall have previously served on the Al Furqan School Committee in one of the above roles. The Member-At-Large shall serve in an advisory role only.

Section 2.15. Communications. All school operations communication shall be directed to the school Director. All curriculum, student and/or staff communications shall be directed to the Principal.

Section 2.16. Resignations. Committee members wishing to resign or nearing the end of their term shall attempt to find replacements for themselves and shall train them prior to ending their term. All replacements shall be subject to Committee approval as outlined in Section 2.03, prior to any training

Section 2.17. Compensation. Committee members shall serve as volunteers without compensation.

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ARTICLE III

SUBCOMMITTEES

Section 3.01. Subcommittees. Al Furqan School shall have specific lower tiered subcommittees to meet the various specific school needs.

Section 3.02. Education Committee. The Education Committee (EC) shall be lead and managed by the Principal. The Education Committee shall be dedicated to the planning and execution of all school curriculum, staffing and curriculum related programs. The Education Committee shall consist of the Principal, Department Heads and other members as needed or required by the Principal. All curriculum, staffing and program related decisions are made only by the Education Committee.

Section 3.03. Student Support Team Committee. The Student Support Team (SST) shall be lead and managed by either the Principal or Director. The SST shall be dedicated to regular review of student attendance and discipline issues.

ARTICLE IV

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PARENT SUPPORT GROUP (PSG)

Section 4.01. Purpose. The Parent Support Group (PSG) provides the parent volunteer base for the school operations, and for Education Committee programs only on an as needed basis. The PSG falls under the domain of the Al Furqan School Committee and the PSG lead reports directly to the Director.

Section 4.02. PSG volunteers. The PSG volunteers must be parents of students enrolled in the school. In addition, PSG volunteers must be willing to serve as basic Islamic role models and follow basic concepts of Islamic dress and etiquette as well as abide by school policies and procedures.

Section 4.03. Volunteer Management and Assignment. Parent volunteers will be assigned to various operational tasks as determined by the PSG lead only. The PSG lead will be responsible for logging and tracking all volunteer hours.

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FINANCIAL ADMINISTRATION

Section 5.01. Fiscal Year. The fiscal year of the school shall be July 1 – June 30, the fiscal year that follows the school year.

Section 5.02. Checks, Drafts, Etc. All checks, orders for the payment of money, bills of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by the Treasurer of the school and in such manner as shall from time to time be determined by the Committee.

Section 5.03. Deposits and Accounts. All funds of the school, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies, or other depositories as the Committee may select. For the purpose of deposit and for the purpose of collection for that account of the school, checks, drafts, and other orders of the school may be endorsed, assigned, and delivered on behalf of the school by the school Treasurer or such other person as determined by the Committee.

ARTICLE VI

CONFLICTS OF INTEREST

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Section 6.01. Existence of Conflict, Disclosure. Committee members should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the school. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any committee member competes or appears to compete with the interests of the school. If any such conflict of interest arises the interested person shall call it to the attention of the Al Furqan School Committee. If the conflict relates to a matter requiring Committee action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Committee, excluding the person who is the subject of the possible conflict.

Section 6.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Committee is meeting. However, the person may be permitted to provide the Committee with any and all relevant information.

Section 6.03. Minutes of Meeting. The minutes of the meeting of the Committee shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 6.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each Committee member who is presently serving the school, or who hereafter becomes associated with the school. This policy shall be reviewed annually for information and guidance

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of Committee members, staff members and contractors, and new Committee members and staff members shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VII

Parliamentary Authority

All meetings of the Al Furqan School Committee and subcommittees shall be conducted pursuant to the general rules of parliamentary procedure, including majority vote on deadlock issues, provided such rules of conduct are not inconsistent with these Bylaws.

ARTICLE VIII

Amendments

These bylaws may be altered, amended or repealed, and additional bylaws adopted by the affirmative vote of a majority of Committee members present at any Al Furqan Committee meeting

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ADOPTED: [Posted on website 3/16/2014]