

# **Bylaws Of Daarul 'Uloom**

**Version 1.0**

**February 16, 2010**

## **Bylaws Of Daarul 'Uloom**

### **ARTICLE I - NAME, PURPOSE**

**Section 1:** The name of the organization shall be Daarul 'Uloom.

### **ARTICLE II – PURPOSE**

**Section 1:** The Daarul 'Uloom is organized exclusively for charitable, scientific and educational purposes.

### **ARTICLE III - VISION**

**Section 1:** Daarul 'Uloom was founded exclusively to provide a quality Islamic education and secular education for the children of the entire community with the aim of producing God fearing Daaee's equipped with innate creativity and pursuit of academic excellence under the banner of a full-time, fully accredited school. Insha'Allah, by 2010, we will establish such a school offering an education up to the elementary level (pre-K through grade 4). Insha'Allah by 2015, our goal is to offer classes through middle school. Depending upon the need and the resources possibly go up to high school by 2020 Insha'Allah.

### **ARTICLE IV - MISSION STATEMENT**

**Section 1:** Daarul 'Uloom's mission is to offer a safe and enriching Islamic environment for our children to learn and grow spiritually, academically, intellectually, emotionally and socially, Insha'Allah. The school, Insha'Allah will attain its goals by developing, documenting, displaying and deploying processes, systems, controls, and measures coupled with the stability of school governance structure and finances.

### **ARTICLE V - MEMBERSHIP**

**Section 1:** Membership shall consist only of the members of the Board of Trustees and Executive Board of Directors.

### **ARTICLE VI - MEETING**

**Section 1: Annual Meeting:** The Board of Trustees and the Executive Board of Directors shall set the date of the regular annual meeting between two Boards. Meeting shall be held on weekend after Fajr prayer on the school premises.

**Section 2: Monthly Meetings:** The Executive Board of Directors shall set the date of the regular monthly meetings for the Executive Board of Directors. Meetings shall be held on weekends after Fajr prayer on the school premises.

**Section 3: Special Meetings:** The Chairman of Board of Trustees, or President of Executive Board of Directors, or one-third members of either the Board of Trustees or Executive Board of Directors may call for special meetings.

**Section 4: Notice:** Notice of each meeting shall be given to each member of Executive Board of Directors and Board of Trustees, by email, not less than 7 days before the meeting.

### **ARTICLE VII – BOARD OF TRUSTEES**

**Section 1: Role, Size, and Compensation:** The Board of Trustees are responsible for ensuring that Daarul 'Uloom's vision and mission are implemented by working very closely with the President of Daarul 'Uloom and also arranging the required funds for smooth operation of Daarul 'Uloom.

The Board of Trustees shall have up to 6 and not fewer than 4 members.

The Board of Trustees receives no compensation for their services.

The Board of Trustees shall be the ultimate authority on all decisions affecting:

## Daarul 'Uloom By Laws

- 1) Proposed changes by the Executive Board and/or Principal/Administrator to the curriculum currently in place of Daarul 'Uloom full-time school and ensure that it is not against the Vision and Mission Statement of Daarul 'Uloom,
- 2) Appointment or dismissal of the Principal/Administrator,
- 3) Any non regular expenses for Daarul 'Uloom by the Executive Board over five thousand dollars (\$5000),
- 4) Expansion of any Daarul 'Uloom property or grades of Daarul 'Uloom Full-time Islamic school
- 5) The dissolution of any Daarul 'Uloom entity, such as the Daarul 'Uloom Full-time Islamic school.

**Section 2: Decision Process:** All Board of Trustees must always keep Allah's pleasure and Daarul 'Uloom's best interests in mind before making any decision.

All decisions of the Board of Trustees must secure a majority vote of the Board of Trustees to be carried out. In case of tie, the Chairman of Board of Trustee's will have the final authority.

**Section 3: Meetings:** The Board of Trustees shall meet at least once every 2 months along with the President of Daarul 'Uloom. Meeting shall be held after Fajr prayer on the school premises, unless there is a emergency as decided by Board of Trustees to meet at a different time and location.

**Section 4: Elections:** In selecting a Trustee, the Board of Trustees will be guided by the Islamic principle "Verily Allah commands you to confer significant positions to those who are worthy of them..." (4:58); and the policy that a Trustee's selection is in the best interest of the Daarul 'Uloom.

Selection of new Board of Trustees or selection of current Board of Trustees to a second term will occur as the first item of business at the annual meeting of the corporation.

Board of Trustees will be elected by a majority vote of the remaining Board of Trustees.

In case of tie, the Chairman of Board of Trustee's will have the final authority. In case the outgoing Board of Trustee is the Chairman, and if there is a tie, he will be asked to vote to break the tie.

The Board of Trustees shall have a Chairman selected by majority vote of Board of Trustees. In case of tie in selecting Chairman, the President of the Executive Board of Directors will be asked to vote to break the tie.

**Section 5: Vacancies and Qualification for Nomination:** When a vacancy for the Board of Trustee's exists, the Chairman of Board of Trustees may receive nominations for new members from the present Board of Trustees two weeks in advance of the Board of Trustee Meeting. These nominations will be sent out by Chairman of Board of Trustees to the remaining members of the Board of Trustees to be voted upon in the next Board of Trustee meeting. These vacancies will be filled only to the end of the particular Board of Trustee member's term.

To be qualified for nomination for the vacant Board of Trustee position, the new incoming Board of Trustee has to be previously involved with either in Daarul 'Uloom Executive Board or any of the Sub Committees of Daarul 'Uloom for at least 2 years.

The children of the Board of Trustees must be enrolled students of Daarul 'Uloom, if they are in the age range.

**Section 6: Terms:** All Board of Trustees shall serve a five-year term, but are eligible for re-selection. As it is very important to have stability and continuity in the school policies and procedures, after expiration of the current term, the current Board of Trustees will have the first option to continue for the next term. In case, any of the Board of Trustee chooses not to continue for the next term, then the selection of new Board of Trustee to the next term will be carried out as defined above in Section 4 and Section 5. Term duration will start from June 1.

**Section 7: Quorum:** A quorum must be attended by at least two-thirds of the Board of Trustees before business can be transacted or motions made or passed.

**Section 8: Notice:** An official Board of Trustees meeting requires that each Board of Trustee have written notice at least 7 days in advance.

**Section 9: Resignation and Termination:** Resignation from the Board of Trustees must be in writing and received by the Daarul 'Uloom Executive Board Secretary. A Board of Trustee may be removed for gross

negligence in not carrying out an assigned task or responsibility, breach of duty of care and/or loyalty, and/or engaging in any type of criminal behavior resulting in a felony as defined by Illinois law upon motion of any Board of Trustees by a majority vote of the remaining Board of Trustees and President of Daarul 'Uloom.

**Section 10: Special Meetings:** Special meetings of the Board of Trustees shall be called upon the request of the one-third of the Board of Trustees and or President of Daarul 'Uloom. The Secretary shall send out notices of special meetings to each Board of Trustees and President postmarked 7 days in advance.

## **ARTICLE VIII – EXECUTIVE BOARD OF DIRECTORS**

**Section 1: Board Role, Size, and Compensation:** The Executive Board of Directors is responsible for overall policy and direction of Daarul 'Uloom, and delegates responsibility for day-to-day operations to the Administrator and sub-committees.

The Executive Board of Directors shall have up to 7 and not fewer than 5 members.

The Executive Board of Directors receives no compensation for their services.

**Section 2: Decision Process:** All Executive Board of Directors must always keep Allah's pleasure and Daarul 'Uloom's best interests in mind before making any decision.

All decisions of the Executive Board of Directors must secure a majority vote of the Executive Board of Directors to be carried out.

In case of tie, the President of Executive Board of Directors will have the final authority.

**Section 3: Meetings:** The Executive Board of Directors shall meet at least twice a month on weekends. Meetings shall be held after Fajr prayer on the school premises, unless there is a emergency as decided by Executive Board of Directors to meet at a different time and location.

**Section 4: Elections:** In selecting a Director, the Board of Trustees and Executive Board of Directors will be guided by the Islamic principle "Verily Allah commands you to confer significant positions to those who are worthy of them.." (4:58); and the policy that a Director's selection is in the best interest of the Daarul 'Uloom.

Selection of new Executive Board of Directors or selection of current Executive Board of Directors to a second term will occur as the first item of business at the annual meeting of the corporation. Executive Board of Directors will be elected by a majority vote of the remaining Executive Board of Directors and Board of Trustees.

In case of tie, the President of Executive Board of Directors will have the final authority. In case the outgoing Executive Board of Directors is the President, and if there is a tie, he will be asked to vote to break the tie.

The Executive Board of Directors shall have a President elected from the Executive Board of Directors by majority vote of Board of Trustees and Executive Board of Directors. In case of tie in selecting President, the Chairman of Board of Trustees will have the final authority in selecting the President of the Executive Board of Directors.

**Section 5: Vacancies and Qualification for Nomination:** When a vacancy for the Executive Board of Directors exists, the Secretary may receive nominations for new members from present Executive Board of Directors and Board of Trustees two weeks in advance of a Board meeting. These nominations shall be sent out to Executive Board members and Board of Trustees with the regular Executive Board meeting announcement, to be voted upon at the next Board meeting. Board of Trustees will be asked to attend this meeting for voting purposes. These vacancies will be filled only to the end of the particular Executive Board of Director member's term.

To be qualified for nomination for the vacant Executive Board of Directors position, the new incoming Executive Board of Director has to be previously involved in any of the Sub Committees of Daarul 'Uloom for at least 1 year.

The children of the Executive Board of Directors must be enrolled students of Daarul 'Uloom, if they are in the age range

**Section 6: Terms:** All Board members shall serve a three year term and are eligible for re-selection. As it is very important to have stability and continuity in the school policies and procedures, after expiration of the current term, the current Executive Board of Directors will have the first option to continue for the next term. In case, any of the Executive Board of Directors chooses not to continue for the next term, then the selection of new Board of Directors to the next term will be carried out as defined in Section 4 and Section 5. Term duration will start from June 1.

**Section 7: Quorum:** A quorum must be attended by at least two-thirds of the Executive Board members before business can be transacted or motions made or passed.

**Section 8: Notice:** An official Executive Board meeting requires that each Executive Board member have written notice at least 7 days in advance, unless in case of emergencies.

**Section 9: Officers and Duties:** There shall be seven and not fewer than five officer of the Executive Board. Depending on the need, two roles could be done by one officer. Executive Board of Directors and Board of Trustees will collectively decide this by majority vote. Roles would consist of a President, Secretary, Treasurer, Education and Development, Communications, Human Resources, Operations, Long Term Project Liaison, and Principal as non-voting member. Their duties are as follows:

1. The President shall lead Daarul 'Uloom according to Quran and Sunnah and with highest integrity and accountability. Preside over all the board meetings. Work with the Executive Board to develop a strategy for building and improving the educational quality of Daarul 'Uloom. Ensure the Executive Board members are performing their responsibilities and duties. Lead the new project initiatives. Will be the final authority in hiring all personnel related to Daarul 'Uloom and will also be responsible to take prompt action in settling all personnel issues. Prepare and communicate benefits and other information to volunteers. Appoint interim President if absent for extended period. Work with Board of Trustees to ensure that the Daarul 'Uloom vision and mission are implemented and followed.
2. The Secretary shall be responsible for preparing the agenda of all the board meetings in consultations with the President. Send out meeting announcements and agenda to all board members. Record the meeting minutes and send to the board members. Maintain the minutes and other paper work. Maintain all the receipts and records, and complete any legal paperwork.
3. The Treasurer shall prepare yearly budget at the beginning of the year in consultations with President, Administrator and Teachers. Set up auto with drawls for fees, deposit fees checks, run payroll for teacher salaries. Present up to date financial information in all the board meetings. Prepare financial report to be shared with parents at end of school year. Lead fundraising activities.
4. The Education and Development board member shall be responsible for reviewing the school curriculum to ensure its compatibility with Daarul 'Uloom's vision and mission; submitting it to Daarul 'Uloom Executive board for final approval. The board member shall provide the principal the necessary support and resources in developing and implementing the curriculum. He shall make periodic visits to Daarul 'Uloom to monitor the school activities. The board member shall work with the board and principal in establishing the teaching certification requirements and identify the sources of professional development courses and workshops for the staff such as Childcare Connections, ICC, online courses etc. The board member shall communicate professional development policies to the staff, ensure they attend the identified training courses and apply them at Daarul 'Uloom. The board member shall coordinate with the principal in establishing and maintaining the library and preparing a year plan and present it to the Daarul 'Uloom board.
5. The Communications board member shall serve as liaison between the board and administrator. The board member shall act as an official spokesperson for Daarul 'Uloom, make public announcements and hold special meetings/fairs to invite potential students/parents. Shall be responsible to design and develop marketing material for Daarul 'Uloom including brochures and website. Shall be responsible for following up on any parent/student issues.

6. The Human Resources board member shall be responsible for identifying and hiring teachers in consultation with the Principal and President of Daarul 'Uloom. Shall work with the staff on any compensation related to issues. Shall resolve any conflict that arises between Principal and/or Staff.
7. The Operations board member shall be liaison between rented facility and Daarul 'Uloom. Develop and maintain contacts with rented facility. Resolve maintenance issues and respond to any damages to the building and arrange to fix it in a timely manner.
8. The Long Term Project Liaison board member is responsible for working with Islamic Center of Peoria on Long Term Project to ensure that the facility at Charter Oak is ready for 2010 school year Insha'Allah. Ensure that new facility is build as per Daarul 'Uloom's requirements. Work out a Transition Plan with Administrator (Principal), Teachers, and Board to ensure that smooth transition happens when the new facility is ready. Keep the Board informed with the progress on the project. After completion of Phasel (up to 4th grade) of School building by 2010 August Insha'Allah, start planning for expansion i.e. till 8th grade.
9. The Principal of Daarul 'Uloom would be a non-voting member of Executive Board. Principal is responsible for all day-to-day operations at school. All staff of Daarul 'Uloom will be reporting to the Principal. The Principal will be responsible for the staff's performance evaluation and recommendation for the renewal of their contract. Principal will be giving a monthly report to President of Executive Board and will work with the Executive Board on relevant matters. The Principal shall be responsible for developing and implementing the school curriculum in coordination with the Education and Development board member.

**Section 10: Resignation, Termination and Absences:** Resignation from the Executive Board of Directors must be in writing and received by the Secretary. An Executive Board of Director member shall be dropped for excess absences from the Executive Board if he has three unexcused absences from Board meetings in a year. An Executive Board Director may be removed for gross negligence in not carrying out an assigned task or responsibility, breach of duty of care and/or loyalty, and/or engaging in any type of criminal behavior resulting in a felony as defined by law upon motion of any Executive Board Director or Board of Trustee by a majority vote of the remaining Executive Board members and Board of Trustees.

**Section 11: Special Meetings:** Special meetings of the Executive Board of Directors shall be called upon the request of the President or one-third of the Executive Board of Directors or Board of Trustees. The Secretary shall send out notices of special meetings to each Executive Board Director and Board of Trustees postmarked 7 days in advance.

## **ARTICLE IX – SUB-COMMITTEES**

**Section 1:** The Executive Board may create sub committees as needed, such as IT, Fundraising, etc. The Executive Board President appoints all sub-committee chairs in consultation with the Executive Board of Directors.

## **ARTICLE X - AMENDMENTS**

**Section 1:** Two-thirds majority of the Board of Trustees and Board of Directors may amend these Bylaws when necessary. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

## **Article XI – RATIFICATION**

**Section 1:** These Bylaws must be ratified by a two-thirds vote of the Board of Trustees and Executive Board of Directors present at a meeting to discuss ratification of same.

**ARTICLE XII – DISSOLUTION**

**Section 1:** No part of the income of Daarul 'Uloom shall inure to the benefit of any member, trustee, director, officer of Daarul 'Uloom, or any private individual; and no member, trustee, or officer of the organization or private individual shall be entitled to share in the distribution of any of Daarul 'Uloom's assets on dissolution. No part of the activities of Daarul 'Uloom shall be carrying on propaganda or otherwise attempting to campaign on behalf of any candidate for political office. In the event of dissolution, all of the remaining assets and property of Daarul 'Uloom shall, after necessary expenses thereof, be distributed to North American Islamic Trust.

These Bylaws were approved at a meeting of the Board of Trustees and Board of Directors of Daarul 'Uloom on February 16th, 2010

<b><u>Board of Trustee</u></b>	<b><u>Executive Board of Directors</u></b>
Wasim Ellahi (Chairman)	Mustafizur Rahman (President)
Abdalla Elbella (Member)	Hisham Jaber (Education/Development and HR)
Ahmed El-Shahat (Member)	Marwan Abbadi (Secretary)
Aqeel Farooqi (Member)	Meraj Khan (Operations)
Iqbal Shareef (Member)	Parvez Shaik (Treasurer)
Noor Khaiser (Member)	Subhani Shaik (Communication)
	Syed Asim Uzzaman (Long Term Project Liason)