

IANT Qur'anic Academy
Parent Teacher Organization

BYLAWS HANDBOOK



840 Abrams Road,
Richardson TX, 75081

Telephone: 972-231-8451
Website: www.myiqaa.org

ARTICLE I – NAME

The name of this organization shall be the IQA Parent-Teacher Organization (IQA-PTO), and the elected officers would constitute IQA-PTO-Committee (IPC).

ARTICLE II – OBJECTIVES

- I. To support and enhance the mission of IQA for the future Hafiz, Hafizas, Alims and Alimas that emphasizes on moral and educational excellence.
- II. To provide opportunities for the IQA Community to participate in different activities, special events, and volunteer work.
- III. To build a strong IQA Community by encouraging closer relations and interaction among parents, faculty, administration, and students of the School.
- IV. To promote a forum for the constructive interchange of information, opinions, and ideas that concern us all.
- V. To assist IQA-Administration in planning and executing non-academic activities.

ARTICLE III – POLICIES

Section 1. This organization shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any

connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

Section 2. This organization shall seek to advise IQA administration in its policies.

Section 3. All IQA-PTO activities shall conform to the over-all philosophy of IQA.

Section 4. IPC shall operate as a self-disciplined organization.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. Any person who is a parent or guardian of IQA student or is an IQA teacher is eligible for IQA-PTO membership.

Section 2. IQA-PTO members shall be expected to volunteer their time or resources to help out with IPC sponsored programs and activities.

Section 3. The yearly membership dues will be determined by IPC at the beginning of their term.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. IQA Administration shall oversee through an independent election committee, new elections for IPC officers within the first 45 days of the beginning of the school year. The new and old PTO will work together after the election for 30 days, or as needed. The records of nominations and elections shall be maintained by this committee.

Section 2. IPC shall be composed of nine officers one of such being a representative appointed by staff. These officers shall serve

a minimum term of one year, and shall remain in office until their successors are elected.

Section 3. The consent of each candidate must be obtained before his or her name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before their name is placed in nomination.

Section 4. Any vacancy occurring in an office shall be filled by inviting the next person with the highest votes from the original election. If none available, the vacancy shall be filled during the next regular meeting by a majority vote of the IPC members present. Announcement should be made to all PTO members.

Section 5. To be elected as an officer of the IPC, the person must be an IQA-PTO member.

Section 6. Should an officer fail to meet Section 5 qualification during his/her term, Section 4 process will be followed to elect a replacement.

Section 7. IPC officers shall elect a president, a vice president, a treasurer, and a secretary among themselves by simple majority vote within the first month after election.

Section 8. Any vacancy occurring in the four offices outlined in Section 7 shall be filled in accordance with Section 4, followed by application of Section 7 only for the vacant office.

Section 9. IPC officers shall not be subject to any term limits (may be re-elected for any number of consecutive terms).

Section 10. If any IPC Officer has three consecutive unexcused absences he/she will lose his position on the IPC.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The president, vice president, or secretary shall preside at all IPC meetings and shall perform all other duties usually pertaining to the office.

Section 2. It is the responsibility of the IPC to set goals, draft agenda, budget and conduct periodic meetings to achieve goals.

Section 3. The secretary shall keep a correct record of all meetings of the Organization and shall perform such other duties as may be delegated with the consent of IPC.

Section 4. All assigned responsibilities may temporarily be delegated with IPC consent.

Section 5. IPC must take corrective actions towards its officers who fail to perform assigned duties, such as attend regularly scheduled meetings, carry out assigned action items, etc.

Section 6. IPC must facilitate at least two meetings between IQA-PTO and IQA-Management Committee per year.

Section 7. There shall be a rotation of teacher representative once every two months who will attend meetings in order to achieve diversity in the feedback from teachers to the parent body via the IPC. Teachers' rep should have voting rights.

ARTICLE VII -- MEETINGS

Section 1. At least four regular PTO Meetings shall be held in each school year - one each quarter.

Section 2. IPC meetings are held at least once a month based on activities and may be attended by anyone, but participation in voting is limited to IPC members, and non-voting members must respect the right of the IPC to maintain order.

Section 3. If the meeting agenda includes any amendments to the IQA PTO bylaws, a minimum attendance of 20% of members is required for attendance. If quorum is not met, meeting will be adjourned and a future meeting will be scheduled at least three days later. Quorum will be waived for this rescheduled meeting.

ARTICLE VIII -- STANDING AND SPECIAL COMMITTEES

Section 1. Standing/Special committees shall be created by IPC for the purpose to promote the objectives and interests of this organization. The IPC will only guide these committees for achieving its tasks, such as Library, Lunch, Fundraising, Sports, Special Events, News Letter, Salah, assisting teachers and administrative staff and clubs.

Section 2. The committees are selected according to area of

interest selected by the members in their IQA-PTO membership sign up sheet.

ARTICLE IX – IPC – IQA MANAGEMENT COMMITTEE

Two nominations from IPC will be given to MC. The selected nominee from the IPC will act as the coordinator and liaison between the IPC and the IQA-Management Committee. All matters requiring the involvement of the IQA-Management Committee are to be presented by IPC representative on MC during regularly scheduled meetings. This IPC Rep will keep the IQA- Management Committee updated with plans and activities of IPC regularly at such meetings.

ARTICLE X – AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by a majority vote. The quorum requirements for amendments are noted in Article VII, Section 3. The proposed amendments will be provided to the membership at least 1 week ahead of the meeting.

ARTICLE XI – COMMUNICATIONS

The IPC will establish, maintain, and use reliable ways of communications with the parents and teachers.

ARTICLE XII – PARENT COUNCIL

The IPC shall oversee a Parent Council. The Parent Council will consist of one parent representative from each grade level. The purpose of this council is to coordinate with each grade level.

ARTICLE XIII – FINANCES

Section 1. The treasurer shall keep accurate records of any disbursement, income and bank account information.

Section 2. Reimbursement of an amount above \$50 must be approved by majority of IPC members.

Section 3. Any check over the amount of \$200 shall require approval of (any) two of the three respected individuals: President, Treasurer and/or Principal.

Section 4. The treasurer shall prepare a financial statement at the end of the year.

These bylaws were adopted by the IANT Qur'anic Academy Parent Teacher Committee (IPC) by a majority vote during a General meeting. They were reviewed and updated properly on a General meeting called on September 9, 2012 and shall take effect immediately.

Bylaws created by the 2007 IANT Qur'anic Academy Parent Teacher Committee (IPC).
Bylaws modified on September 9, 2012 by the IANT Qur'anic Academy Parent Teacher Committee (IPC).