

**In the name of Allah the Beneficent, the Merciful**  
**Constitution and Bylaws of An-Noor School Committee**

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**PREAMBLE**

The founders of this organization adopt the following creed for the organization: “There is no god worthy of worship except Allah (s.w.t.) and Muhammad (s.a.w.) is the Messenger of Allah”. All policies and procedures of this organization shall be consistent with the teachings of the Holy Quran, and the examples of the Prophet Muhammad (peace and blessings be upon him) as documented in the authentic narration.

**ARTICLE I: NAME**

The name of this organization shall be An-Noor School. An-Noor School is the full time School under Islamic Association of Raleigh (IAR) that teaches Quran and Academics and is registered with the North Carolina Division of Non-Public Education (NCDNPE).

**ARTICLE II: OBJECTIVES AND PURPOSES**

This is described below as its mission statement.

**Section 2.01 - Mission:**

Establish an institution that will nurture a strong connection with the Book of Allah, the Glorious Qur’an, through its memorization, understanding and implementation, and to develop well-rounded future leaders who are guided by the Qur’an and *Sunnah*

**ARTICLE III: AUTHORITY AND DUTIES OF AN-NOOR SCHOOL COMMITTEE**

**Section 3.01 - Authority and functions of the An-Noor School Committee:** The An-Noor School Committee, hereafter referred to as “the Committee”, is the policymaking and governing body of the school and may exercise all the powers and authority granted to it by IAR Board of Education and by these Bylaws. All committee members shall be voting members.

The Committee shall establish broad goals to fulfill the School Mission (provided in the mission statement) and help translate those goals into plans of action. The Committee shall create the necessary administrative procedures to implement personnel and fiscal policies and ensure they are consistent with the School policies and in conformity with the applicable State laws. Once developed, the Committee shall implement them appropriately.

The Committee shall function within the framework of NC State laws, State Board of Education policies, and any other County, State or Federal guidelines as well as the IAR Constitution. The IAR Board of Education shall oversee the functioning of the committee. The Committee shall report to the IAR Board of Education and submit semiannual progress reports to the board.

The Committee shall also:

- a. Develop and monitor the application of School policies
- b. Hire the School Director or Principal who in turn will report directly to the School Committee
- c. Have the final authority to approve hiring or dismissal of all teachers and staff and approve their duties
- d. Develop the annual budget Help determine the need and procure finances for the operation, sustenance and improvement of the School
- e. Evaluate educational programs annually to ensure the School is meeting its goals and mission

- f. Review maintenance of records, accounts, archives, management methods, and procedures considered essential for the success of the School
- g. Devise effective means of communicating important school information to the community

Section 3.02 – Composition of the School Committee: The members of the Committee shall be a Chair, Vice-Chair, Secretary, Treasurer and other supporting members for various functions as necessary.

Section 3.03 - Number and Tenure: The Committee shall consist of an odd number of members with a minimum of five (5) and a maximum of eleven (11) members. Committee members shall serve a three-year term and may serve for any number of additional terms in office, consecutive or otherwise.

Section 3.04 - 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 3.05 - Chair: The Chair shall be selected directly by the IAR *Shura* on the recommendation of the IAR Board of Education . It is highly recommended that the Chair be a member of the An-Noor School Committee. He/She shall be the liaison between An-Noor 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 An-Noor School Committee. If the Chairman resigns or is no longer able to serve in this capacity, then the Vice Chair will serve as the acting Chair till a new chair is appointed..

Section 3.06 - Vice Chair: The Vice-Chair shall be a member of the An-Noor School Committee and will also be appointed by the Shura on the recommendation of the Committee Chair. The Vice Chair, 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 3.07 – 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 and/or Principal/Director in accordance with the budget adopted by the Committee. The Treasurer shall present a written financial report to the Chair every quarter and at other times as requested by the IAR Shura or Executive Board. In addition, the Treasurer shall perform such other duties as required by the An-Noor School Committee.

Section 3.08 - Secretary: The Secretary shall be responsible for preparing the agenda and keeping all meeting minutes, presenting these minutes for approval and updating all open and closed action items. In addition, the Secretary shall perform such other duties as required by the An-Noor School Committee.

Section 3.09 – Resignations: Committee members wishing to resign or nearing the end of their term shall attempt to find replacements for them and shall train them prior to ending their term. All replacements shall be subject to Committee approval.

Section 3.10 – Compensation: Committee members shall serve as volunteers without compensation.

Section 3.11 – Procedures:

- a) The committee shall meet at least once a month All decisions of the Committee shall require approval of the majority of the members present. Votes shall be cast and, in case of a tie, the chairperson shall make the decision. Proxies shall not be allowed.
- b) The meetings will be called for by the Chairman – all members shall be notified about the time and place of a meeting at least 3 days in advance
- c) Each meeting shall have agenda items to be discussed which will be emailed to each committee member ahead of the meeting

- d) A committee seat shall be considered vacant if a member formally resigns, leaves the area for 6 months or more, fails to attend 3 consecutive meetings without being excused, or fails to attend at least 50% of scheduled meetings in a calendar year
- e) If a committee member happens to be a School parent as well, he/she must abide by all policies and procedures of the School and care must be exercised to avoid any financial conflict of interest

#### ARTICLE IV AMENDMENTS

These bylaws may be altered, amended or repealed, and additional bylaws adopted by the affirmative vote of a majority of Committee members. Amended bylaws will have to be approved by the IAR before adoption.