

Bylaws

*of
Granada School
a Service Institution of the
Muslim Community Association
of
San Francisco Bay Area*

The text of these bylaws is 8 pages. The formatting of the document, header and footer, are not part of the constitution and neither is this cover page.

This is the updated text of the Bylaws of Granada School (a Service Institution of the Muslim Community Association of San Francisco Bay Area) which includes the amendments passed by the General Body of the MCA on April 23rd, 1995 at Masjid Annoor.

*BY-LAWS OF THE GRANADA SCHOOL
A Service Institution
of the Muslim Community Association
of the San Francisco Bay Area*

ARTICLE I

Section 1

In accordance with article IX of the Constitution of the Muslim Community Association of San Francisco Bay Area (MCA), hereinafter referred to as the ASSOCIATION, the members of the ASSOCIATION form a service institution, the GRANADA School, hereinafter referred to as the INSTITUTION.

ARTICLE II PURPOSES

Section 1

The prime objective of the INSTITUTION is to meet the educational needs of Muslim children living within the San Francisco Bay area. Towards this objective, the INSTITUTION shall:

1. provide an Islamic education to all attending students;
2. provide a curriculum of studies consistent with state and local requirements for full time schools;
3. maintain a standard of education equal to or exceeding state and local requirements for full time schools;
4. propagate the use of the Arabic language, spoken and written in order to increase awareness of the Qur'an and its understanding.

Section 2

The INSTITUTION shall not use race, sex, or national origin as bases of discrimination for admission, use of facilities, student privileges, hiring of faculty and staff, awarding scholarships, or granting loans.

ARTICLE III MEMBERS

Section 1

The members of the INSTITUTION shall be those members of the ASSOCIATION who are parent or legal guardian of at least one child enrolled in the INSTITUTION.

Section 2

For the purposes of voting only, each family unit will constitute one voting member. A family unit is defined as both parents or guardians of the child or children.

ARTICLE IV BOARD OF DIRECTORS

Section 1

The INSTITUTION Board of Directors shall consist of seven members: four elected by the voting members of the INSTITUTION, and three appointed by the ASSOCIATION in accordance with Article IX of the constitution of the ASSOCIATION. The elected members shall each serve a two-year term. However, their terms will be staggered such that two of the four are elected into office each year. The three appointed members shall each serve a three-year term. However, their terms shall be staggered such that one member is appointed each year. Any member of the Executive Committee or the Board of Trustees of the Association can not simultaneously be a member of the Board of Directors of the INSTITUTION.

Section 2

A Chairman shall be elected by the members of the Board from amongst themselves. A two thirds affirmative vote is required to elect the Chairman. The Board shall similarly elect a Vice Chairman who will act in the absence of the Chairman. These shall be the first action items to be undertaken and completed by the new board each year in the first meeting. Should the first meeting end without election of Chairman and/or Vice Chairman, the Executive Board of the ASSOCIATION shall name a Chairman and/or Vice Chairman. The term of office of both the Chairman and the Vice Chairman shall be one year. They can be re-elected for more terms.

Section 3

No paid employee of the INSTITUTION is eligible to be a member of the Board of Directors. The spouse, sibling or children of the Principal of the INSTITUTION are not eligible to be members of the Board of Directors. The Board members shall serve without remuneration.

Section 4

The Board of Directors shall constitute the legislature of the INSTITUTION, and shall transact all of its business except otherwise provided in these by-laws. A majority of the Board members shall constitute a quorum for meetings. All decisions of the Board require approval by a simple majority of members present at a meeting at which quorum requirement is met. The member presiding over a meeting shall cast a vote only to break a tie.

Section 5

The responsibilities of the Board of Directors include but are not limited to the following:

1. preparing INSTITUTION's annual budget and salary schedule for the coming academic year no later than March 31 of each year
2. submitting the INSTITUTION's budget for approval, to the Executive Board of the ASSOCIATION, no later than April 5 of each year. The annual budget of the INSTITUTION shall become effective upon approval by the Executive Board of the ASSOCIATION.
3. submitting quarterly financial report to the Executive Board of the ASSOCIATION for review
4. establishing and/or maintaining uniform and consistent goals, policies, procedures and standards. A Policies and Procedures document shall be maintained at the office of the Principal and at the office of the ASSOCIATION.

5. appointing a Principal to manage the operation of the INSTITUTION
6. raising funds necessary to carry out the goals of the INSTITUTION
7. approving syllabi, curricula, textbooks, and educational guidelines
8. acquiring and disposing of capital assets except real property. Real property can only be acquired by the ASSOCIATION in accordance with the constitution of the ASSOCIATION.

Individual Board members must:

1. understand and adhere to the constitution of the ASSOCIATION, these by-laws, and the Policies and Procedures of the INSTITUTION
2. attend Board meetings regularly
3. actively participate in Board functions

Section 6

When an elected member of the Board of Directors vacates his position, the Executive Board of the ASSOCIATION shall appoint an ASSOCIATION member to fill the vacancy until the next annual elections when a replacement will be elected for the remainder of the term.

Section 7

The responsibilities of the Chair-person shall include but not limited to:

1. calling and conducting Board meetings;
2. representing the INSTITUTION to all other organizations;

Section 8

The Board shall annually appoint a secretary from amongst themselves. The responsibilities of the secretary shall include but not limited to:

1. preparation and distribution of the agendas of Board meetings;
2. taking, distributing, and maintaining proceedings and minutes of all meetings;

Section 9

The Board shall annually appoint a Treasurer from amongst themselves. The Treasurer is responsible for the financial documentation and accounting of the INSTITUTION. The Treasurer shall:

1. ensure proper recording of all financial transactions of the INSTITUTION
2. notify members of the INSTITUTION when their accounts with the INSTITUTION are in arrears
3. ensure that all salary payments to the employees of the INSTITUTION, and other payments, are made on time

4. keep records of all accounts and prepare statements and financial reports for presentation as required by the Board of Directors and the Executive Board of the ASSOCIATION.
5. prepare all financial reports required by government agencies

Section 10

Any Board member may be put on probation through an affirmative vote by two thirds of the remaining Board of Directors. When a Board member is put on probation, he must be presented with a written description of the charges.

Section 11

A Board member who has been on probation for at least two months may be removed from office by two thirds vote of the remaining Board of Directors.

Section 12

A Board member may be immediately removed from the Board, or from office held within the Board by a unanimous vote of the other members of the Board. A Board member may also be removed by two-thirds vote of a joint meeting of the Executive Board and the Board of Trustees of the ASSOCIATION.

ARTICLE V PRINCIPAL

Section 1

The Principal shall be responsible for directing and coordinating day-to-day activities of the INSTITUTION. The Principal shall report to the Board of Directors.

The Principal's responsibilities shall include but not be limited to the following:

1. prepare syllabi and curricula for approval by the Board of Directors
2. address complaints from parents/guardians promptly
3. initiate disciplinary action and when deemed necessary, recommend to the Board to place a staff member on probation. All disciplinary actions shall be promptly reported to the Board.
4. recommend qualified teachers for hiring
5. recommend staffing levels and identify other needs of the INSTITUTION for budgetary purposes
6. monitor progress and performance of the students, and take appropriate steps as necessary in order to consistently maintain a high level of discipline and academic achievement
7. facilitate training of teachers as needed
8. lead the effort to recruit new students
9. actively explore sources of grants and make recommendations to the Board on grants to pursue

10. create and maintain a positive working environment and promote healthy inter-personal relationships among all employees of the INSTITUTION

The following actions require express approval of the Board:

1. expulsion of a student
2. making exceptions to policies

ARTICLE VI INSTITUTION MEETINGS

Section 1

The Board of Directors shall hold at least one regular scheduled meeting every month, and such other meetings as may be called by the Chairman, or in his absence by the Vice Chairman. A Board meeting may also be called by any four of the seven Board members. All meetings shall be open to all interested parties, except when the Board of Directors decide by a two-thirds affirmative vote to restrict one or portion thereof. All meetings or portion thereof in which confidential personnel matters such as hiring, termination, promotions, performance, reprimands, etc. are discussed, shall be restricted.

Section 2

The Board of Directors shall hold at least two General Body meetings of the members of the INSTITUTION each year. One meeting shall be held in March, no later than the 15th, for the purpose of electing new Board members in accordance with Article VIII of these by-laws. At each General Body meeting, the Principal shall report on the educational state, and the Chairman shall report on the administrative state of the INSTITUTION. Written or printed notice of each General Body meeting shall be mailed to the members of the INSTITUTION at least one week prior to the date of the meeting.

ARTICLE VII AD HOC COMMITTEES

Section 1

The Board of Directors shall appoint such committees as are deemed necessary, or desirable. The committees shall not have the authority to enter into contracts or incur debt without the written approval of the Board of Directors.

ARTICLE VIII ELECTIONS

Section 1

The elections for the Board of Directors shall be held at the March General Body Meeting.

Section 2

An Election Committee shall be formed by the Association's Executive Board.

Section 3

The Elections Committee shall accept nominations from the members of the INSTITUTION. All nominations must be submitted to the Election Committee at least two weeks before the elections. The Elections Committee shall publish the list of candidates to the members of the INSTITUTION ten days before the elections.

Section 4

At the elections, each nominator shall be given the opportunity to address the general body to state the qualifications of the nominee. The nominee shall be given an opportunity to answer question from the floor.

Section 5

Voting will be by secret ballot. Absentee ballots will not be accepted. The two candidates receiving the most votes shall be the new Board members.

Section 6

In case of a tie or any other ambiguity in the election process, a run off election shall be held immediately as directed by the Elections Committee.

ARTICLE IX FINANCES

Section 1

The Board of Directors shall act as guardians of all assets of the INSTITUTION except real property. The Board of Trustees of the ASSOCIATION shall be the guardians of all real property.

Section 2

At each regular Board Meeting, the Treasurer shall report on expenditures and tuition income since the previous meeting.

Section 3

Deleted.

Section 4

The INSTITUTION funds shall be kept in accounts bearing the name of the Granada Islamic School. All accounts shall be interest free.

Section 5

All payments shall be co-signed by the Chairman or the Vice Chairman and the Treasurer. Only in the absence of the Treasurer, payments shall be signed by the Chairman and the Vice Chairman. All payments exceeding the limit set by the Executive Board of the ASSOCIATION must be co-signed by the Treasurer of the ASSOCIATION and the Treasurer of the INSTITUTION.

Section 6

All payments shall be made by check and all expenses shall require a receipt where possible. For expenses incurred for which a receipt is not available, an expense report form must be filed with the Treasurer.

Section 7

Any single transaction from the funds exceeding the amount specified in the Policies and Procedures will require written approval from the Board of Directors before such a transaction is executed. A single transaction is defined as the total cost associated with one project, one event, one program, one person, or one activity. Break up of any of the aforementioned into smaller segments to keep the cost of each segment below the specified limits is not permitted.

Section 8

The Board of Directors may accept on behalf of the INSTITUTION gifts, devices, bequeaths, or grants for the promotion of the purposes of the INSTITUTION.

ARTICLE X PROHIBITION AGAINST SHARING CORPORATE PROFITS

Section 1

No member of the Board of Directors, employee, or other person connected with the INSTITUTION, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the INSTITUTION, provided that this provision shall not prevent payment of reasonable compensation to any person for services rendered to or for the INSTITUTION in effecting any of its purposes as designated in these by-laws, and as more specifically designated or fixed by resolutions by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of the INSTITUTION upon dissolution. All members of the INSTITUTION shall be deemed to have expressly consented and agreed that on dissolution or winding up of the affairs of the INSTITUTION, whether voluntary or involuntary, the assets of the INSTITUTION, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be transferred to the ASSOCIATION in accordance with Article XIII of these by-laws.

ARTICLE XI IMPROPER USE OF THE INSTITUTION'S NAME

Section 1

The name of the INSTITUTION or that of any of its sections, committees, or groups thereof shall not be used in soliciting funds without the express written consent of the Board of Directors. In case of any infraction of this provision, the Board of Directors shall take such action as in its judgment will best protect the interests of the INSTITUTION.

ARTICLE XII IMPLEMENTATION OF BY LAWS

Section 1

These by-laws shall take effect upon approval of the general membership of the ASSOCIATION as set forth in the constitution of the ASSOCIATION. In case of ambiguity in interpretation of any part of

these by-laws, or possible conflicts between two sections, the interpretation of the Executive Board of the ASSOCIATION shall be final.

Section 2

The first members of the Board of Directors shall be elected at the meeting called for the approval of these By Laws. At this election only, the nominee receiving the most votes will serve on the Board of Directors for two years and the following nominee shall serve on the Board of Directors for one year.

Section 3

The year as it pertains to the term of the Board of Directors, begins on April 1 and ends on the following March 31. The fiscal year begins on July 1 and ends on the following June 30.

ARTICLE XIII DISSOLUTION

Section 1

If in the future, due to any reason, the INSTITUTION is dissolved, its funds and assets shall be transferred to the ASSOCIATION.

ARTICLE XIV AMENDMENT OF ARTICLES

Section 1

Subject to any provision of law applicable to the amendment of By Laws of non-profit corporations, these By Laws or any part of them, may be altered, amended, or repealed and new By Laws adopted in accordance with the amendment procedures stated in Article XV of the ASSOCIATION Constitution.

Section 2

The original, or a copy of the By Laws as amended or otherwise altered to date, certified by the Board of Directors of the INSTITUTION shall be recorded and kept in a book which shall be kept in the principal office of the INSTITUTION and ASSOCIATION, and such book shall be open to inspection by members upon request.