



Islamic Shia Study Centre – Centre Madrasah of Toronto **By-Laws**

ARTICLE 1: Name

The name of the Organization shall be Islamic Shia Study Centre – Centre Madrasah hereafter referred to as the Centre Madrasah. The Centre Madrasah shall continue to operate autonomously as part of and under the Islamic Shia Ithna Asheri Jamaat of Toronto, hereafter referred to as ISIJ.

ARTICLE 2: Mission Statement

Centre Madrasah aims to promote Islam according to the teachings of the Shia Ithna-Asheri Jaffari fiqh, further the religious educational interests of the members of the community and encourage the establishment and efficient functioning of the Madrasah. Centre Madrasah shall remain within the bounds of the Sharia of the Islamic Shia Jaffari faith in all its activities and undertakings and shall seek guidance from the resident Aalim of the ISIJ on matters specific to Sharia.

ARTICLE 3: Objectives

- a) To provide Islamic education to the Students according to the Sharia of Islamic Shia Jaffari faith.
- b) To provide support to the primary parental obligation to educate their children in matters of faith and religion.
- c) To help the students develop a sense of identity with his beliefs and values so that he may better meet social challenges.
- d) To provide the intellectual framework and controlled judgment that will enable him to make considered and informed choices consistent with Islamic spiritual and moral norms.
- e) To collaborate and co-operate, as appropriate, with other Madrasah's, Islamic Education Board and other religious organizations.
- f) To provide training for teachers of the Centre Madrasah.

ARTICLE 4: Membership

All parents whose children attend the Centre Madrasah shall become members of the Madrasah upon payment of the fees as determined from time to time by the parents at the General body meeting.

ARTICLE 5: Fees/Subscriptions and Dues

- a) Such annual fees/subscriptions and other dues as may be prescribed by the members from time to time by a resolution passed at a General Meeting shall be payable to the ISIJ of Toronto. Such annual subscription shall be due on the first day of the Madrasah academic year.
- b) Any member who falls in arrears for four months shall ipso facto cease to be in good standing and unless the dues are waived, he shall lose all his privileges of membership.
- c) A member who is not in good standing shall revert to the status of a member in good standing fourteen days after receipt by the Treasurer of all arrears due from him.
- d) A member who has resigned and wishes to renew his membership shall be required to pay up all arrears of dues, if any, that he was liable to pay on the day of his written resignation.
- e) The Principal may at his discretion, but after taking into account the individual circumstance of a member in arrears, waive the payment of all or any portion of the arrears of dues from any member reinstated in good standing.
- f) A member, who transfers from another Madrasah that is affiliated with the ISIJ, shall be required to provide a transfer letter signed by the Principal of the other Madrasah, confirming that the member is in good standing. Upon payment of additional fees if applicable and approval by the Principal of the Centre Madrasah, the transfer shall be accepted. Should the fees paid at the other Madrasah be in excess of the fees payable at the Centre Madrasah, the difference shall not be refunded.

ARTICLE 6: Parent Advisory Board

The Parent Advisory Board shall:

- a) Elect a five member Advisory Board who shall be elected from the membership at the Annual General Meeting.
- b) Elect a Chairperson by a simple majority amongst them who will serve as an Ex-officio member of the Management Committee for a term of one year.
- c) Meet:
 - i) Every three months with the Management Committee to discuss any issues placed on the agenda by the Principal and the Chairperson of the Parent Advisory Board.
 - ii) Additionally, the Principal and/or the Management Committee may meet with the Parent Advisory Board as often as, and mutually agreed to.
- d) Serve for a term of three years.

ARTICLE 7: Functions of the Parent Advisory Board

The Parent Advisory Board shall:

- a) Serve as the advisor body to the Management Committee in terms of strategic direction for the delivery of Islamic education at the Centre Madrasah.
- b) Serve as the sounding board for matters of interest or suggestions of the parents and the students in the efficient running of the Madrasah.
- c) Be in charge of establishing a Mediation and Arbitration process for any unresolved issues or complaints, but only after following the complaints procedure as outlined in the Madrasah handbook.
- d) Be responsible, in consultation with the Management Committee, for organizing the annual Parents Day and Teachers appreciation event.

ARTICLE 8: Management Committee

The Management Committee of the Centre Madrasah shall comprise of elected officers and nominated Ex-officio members who are members in good standing of the ISIJ and Centre Madrasah.

The Management Committee shall serve for a term of two years.

- a) **Elected Officers** – shall comprise of the following:
 1. Principal
 2. Vice-Principal
 3. Secretary
 4. Treasurer
 5. Operations Committee Chair

No Elected Member shall hold more than one office or be eligible to serve in the same capacity for more than two consecutive terms.

The procedure for electing the Officers shall be as prescribed in Article 14.

The Management Committee shall collectively have the power to assign any additional powers, duties or functions not herein set out to any of its members.

To avoid any possibility of conflict of interest, an elected officer of the Management Committee shall cease to be a member if he accepts an elected or an appointed leadership position in any Organization that is funded or is affiliated partially or in full by the ISIJ, or if he is identified to be in a conflict of interest situation by a resolution passed at a General Meeting.

- b) **Ex-Officio members** – shall comprise of the following:
 1. Teachers Committee Chair
 2. Resource Committee Chair
 3. Parent Advisory Board Chair
 4. Students Committee Chair

The Teachers Committee Chair and the Students Committee Chair shall be elected by their respective committees with a simple majority amongst them.

The Resource Committee Chair shall be a nominee of the Principal.

The Teachers Committee Chair and the Resource Committee Chair need not be members of the Centre Madrasah, however, the Students Committee Chair shall be a student of the Centre Madrasah.

ARTICLE 9: Functions of the Management Committee

- a) To serve as the policy-making body for the Centre Madrasah with the interest of promoting the objectives of the Madrasah.
- b) To ensure that the Centre Madrasah is operating in an effective and efficient manner.
- c) To organize and conduct religious, social, and other day-to-day functions of the Centre Madrasah.
- d) To administer the affairs of the Centre Madrasah in all things and enter into, on behalf of the Centre Madrasah, and in its name, any kind of contract which the Centre Madrasah may lawfully enter into and generally exercise all such powers and do all such other acts and things as the Centre Madrasah is lawfully entitled to do.
- e) To fill vacancies in the Management Committee, howsoever caused, so long as a quorum is maintained from among Members in good standing of the Centre Madrasah.
- f) To convene Annual General Meetings and Special General Meetings.
- g) To appoint such other sub-committees as may be necessary from time to time to assist the Management Committee.
- h) To hold regular meetings with the Parent Advisory Board with a view to aide the Principal's annual plan for the Centre Madrasah.
- i) To implement the recommendations of the Principal's annual Plan and report its progress to the membership on an annual basis.
- j) To develop and maintain the Centre Madrasah Handbook and website.
- k) To ensure that all the rules within the Centre Madrasah Handbook, as amended from time to time, are followed with specific emphasis on the dress code.

ARTICLE 10: Roles and Responsibilities of the Management Committee

PRINCIPAL

The Principal shall:

- a) Serve as the Chairperson of the Management Committee and shall preside over all meetings.
- b) Have the power to request the Speaker of the ISIJ to chair the Annual and/or Special General Meeting of the membership.
- c) Have overall operational responsibility and accountability of the Centre Madrasah.
- d) Call a meeting of the Management Committee on a monthly basis.
- e) Seek advice from the members of the Management Committee in matters of formulating the Committee's goals for each year.
- f) Produce, in conjunction with the Management Committee, an annual plan on the activities of the Centre Madrasah for the ensuing year and submit a report on the status of such activities to the membership at the Annual General Meeting.
- g) Call a general staff meeting at least twice a year.
- h) Serve as the external liaison of the Centre Madrasah.
- i) Perform any other duties that are associated with the office.
- j) At the end of his term transition his duties to the new Principal (if applicable) in an orderly manner.

VICE-PRINCIPAL

The Vice-Principal shall:

- a) Assist the Principal in the operation of the Madrasah.
- b) In the absence of the Principal, assume the responsibilities of the Principal.
- c) Be responsible for all special projects and activities of the Centre Madrasah.
- d) Be responsible for all disciplinary matters of the Centre Madrasah as outlined in the Madrasah Handbook.
- e) Perform any other duties as assigned to him by the Principal.
- f) At the end of his term transition his duties to the new Vice Principal (if applicable) in an orderly manner.

SECRETARY

The Secretary shall:

- a) Maintain up to date records of the Centre Madrasah.

- b) Conduct correspondence of matters relating to Centre Madrasah with third parties.
- c) Be responsible for issuing notices for all meetings. Such notices may be mailed, faxed, e-mailed, announced in the Centre Madrasah's answering system or posted on the Centre Madrasah Website.
- d) Prepare the agenda and take minutes of all Management Committee Meetings, Annual General Meetings and Special General Meetings.
- e) Be the custodian of books, documents and assume responsibility for all Centre Madrasah correspondence.
- f) Be responsible for the student registrations except for the collection of fees.
- g) Ensure that the functions of the various committees of the Management Committee are being performed.
- h) Perform any other duties as assigned to him by the Principal.
- i) At the end of his term transition his duties to the new Secretary (if applicable) in an orderly manner.

TREASURER

The Treasurer shall:

- a) Handle all the finances that include, but not limited to, collection of fees, donations, issuance of Tax receipts for the Centre Madrasah and provide a monthly financial status report to the Management Committee.
- b) Be the liaison between the Centre Madrasah and the ISIJ on all financial matters.
- c) Provide a budget for the ensuing fiscal year and a financial statement at the Annual General Meeting for approval.
- d) Submit a report to the membership on the financial status of the Centre Madrasah at the Annual General Meeting.
- e) Provide an interim quarterly financial statement showing Actual versus Budget with an explanation on any variances that are ten percent or more.
- f) Maintain a register of all the assets of the Centre Madrasah required by the ISIJ annually.
- g) Require approval of the Management Committee for any expenditure that are over the pre-approved limits as prescribed in, and amended from time to time, in the Madrasah handbook.
- h) Serve as the liaison person of the Students Committee of the Centre Madrasah.

- i) Perform any other duties as assigned to him by the Principal.
- j) At the end of his term transition his duties to the new Treasurer (if applicable) in an orderly manner.

OPERATIONS COMMITTEE CHAIR

The Operations Committee Chair shall:

- a) Be responsible for the following operational areas of the Centre Madrasah:
 - 1. Volunteering
 - 2. Security, Traffic & Parking
 - 3. Lunch
 - 4. Supplies
 - 5. Madrasah Rewards Program
 - 6. Housekeeping & Maintenance
- b) Appoint Coordinators for each of the above operational areas.
- c) In conjunction with the various coordinators ensure that the operational areas of Centre Madrasah are running efficiently as outlined in the Madrasah Handbook.
- d) Submit a report to the Membership on all its operational activities of the Centre Madrasah at the Annual General Meeting.
- e) Perform any other duties as assigned to him by the Principal.
- f) At the end of his term transition his duties to the new Operations Committee Chair (if applicable) in an orderly manner.

TEACHERS COMMITTEE CHAIR

The Teachers Committee Chair shall:

- a) Along with a Qu'ran Coordinator, Islamic Studies Coordinator and Salaat Coordinator be elected by the Teachers from a simple majority amongst them on a bi-annual basis. The timing of the elections shall occur before the end of the election year. In the event this election does not take place, the Management Committee shall have the right to nominate the Coordinator positions and the Teachers Committee Chair.
- b) Serve as an Ex-officio member of the Management Committee and be the voice of all the Coordinators and the Teachers.
- c) Oversee the efficient running of classes and ensure that a standard approved syllabus is followed by all the teachers.
- d) In conjunction with the Resource Committee Chair, ensure that all teachers have access to sufficient teaching materials.
- e) Ensure that each coordinator is responsible for the recruitment and placement of teachers and teaching assistants in their subject area, and to ensure that all classes are properly staffed.

- f) Ensure that each coordinator is responsible for the evaluation and placement of students in the appropriate classes for their subject area.
- g) Ensure that each coordinator is responsible for addressing the concerns of individual teachers in their subject area.
- h) Along with the Islamic Studies and Qur'an coordinators ensure that the mid-term and final report cards are completed by all the teachers in a timely manner.
- i) Be responsible for reviewing and signing student report cards as well as organizing parent / teacher interview sessions.
- j) Perform any other duties as assigned to him by the Principal.
- k) Submit to the Management Committee a report of the activities of his Committee for the Annual General Meeting.

RESOURCE COMMITTEE CHAIR

The Resource Committee Chair shall:

- a) Be a nominee of the Principal and serve as an Ex-officio member of the Management Committee.
- b) Appoint if required, coordinators to assist him in discharging his duties.
- c) Be responsible for periodic review and standardization of the syllabus of the Islamic education, as amended from time to time in consultation with the Resident Aalim, the Chair of the Teachers Committee and the Principal.
- d) Be responsible for providing on going training to the teachers by organizing regular work shops and providing teaching aid tools.
- e) Provide to the Teachers Committee Chair, standard guidelines for evaluating Students with respect to report cards and grade assignment.
- f) Provide standard prerequisites required for recruiting Teachers in each subject area.
- g) Serve as a liaison of the Centre Madrasah with the Islamic Education Board.
- h) Perform any other duties as assigned to him by the Principal.
- i) Submit to the Management Committee a report of the activities of his Committee for the Annual General Meeting.

STUDENT COMMITTEE CHAIR

The Student Committee Chair shall:

- a) Serve as an ex-officio member of the Management Committee and be the voice of the students at the Centre Madrasah.
- b) Be elected by the Student Committee by a simple majority amongst them.

- c) Under the guidance of the Treasurer, be responsible for issuing a Newsletter outlining the activities of the Centre Madrasah at least twice during the Madrasah academic year.
- d) Assist the Operations Committee Chair in organizing special projects and activities at the Centre Madrasah.
- e) Perform any other duties as assigned to him by the Principal.
- f) Submit to the Management Committee a report of the activities of his committee for the Annual General Meeting.

ARTICLE 11: Management Committee Meetings

- a) The Management Committee shall meet at least once every month.
- b) The Meetings of the Management Committee may be formally called on the direction of the Principal, or by the Secretary, or on the direction in writing of any other four elected members of the Management Committee.
- c) The Management Committee may hold its meetings at such time and place as it may from time to time determine.
- d) Notice of such meetings with agenda shall be delivered, telephoned, faxed, or e-mailed to each member of Management Committee not less than three calendar days before the meeting is to take place.
- e) No notice of any meeting shall be necessary if all the Officers and Ex-Officio Members are present, or if those absent have signified in writing their consent to the meeting being held in their absence.
- f) The Management Committee may appoint a day or days in any month or months at any place or places for regular meetings at an hour to be named and of such regular meeting no notice need be sent.
- g) A meeting of the Management Committee may also be held, without notice, immediately following any General Meeting.
- h) The quorum for the meeting of the Management Committee shall be five members of which three shall be elected Officers, of whom one Officer shall be either the Principal or the Vice-Principal.
- i) At the discretion of the Principal, a meeting of the Management Committee may be held by means of such medium like telephone, electronic or other communication facilities that will permit all persons participating in the meeting to communicate to each other simultaneously and instantaneously, and a member of the Management Committee participating in such a meeting by such means is deemed for the purposes of this By-laws to be present at that meeting.

- j) All votes at any Management meeting shall be taken, by a ballot if so demanded by any member of the Management Committee present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent.
- k) Questions arising at any meeting of the Management Committee shall be decided by a majority of votes of the Management Committee members. Only the elected members of the Management Committee shall have full voting rights. In the event of a tie, the Principal shall have the casting vote. The Ex-Officio Members may participate in the Management Committee meetings but shall not be eligible to vote.

ARTICLE 12: General Meetings

- a) The Centre Madrasah shall hold its Annual General Meeting within three months of the end of its fiscal year for the purpose of:
 - 1. Receiving the Management Committee's report.
 - 2. Receiving the audited financial statements of the Centre Madrasah for the preceding fiscal year.
 - 3. Approving the budget for the ensuing year.
 - 4. Transacting any other business specified in the agenda for the meeting.
 - 5. Receiving the current and ensuing year's plans of the Centre Madrasah.
 - 6. Electing the Parent Advisory Board at every third year of the Annual General Meeting.
 - 7. Electing the Officers every other year of the Annual General Meeting.
- b) A Member wishing to move any resolution at a General Meeting shall give notice thereof in writing to the Secretary not less than fourteen days before the date of the meeting.
- c) A Special General Meeting of the Centre Madrasah may be called at any time by the members of the Centre Madrasah and shall be called upon requisition in writing signed by at least twenty-five members in good standing. Every requisition shall state the purpose for which the meeting is required and the meeting shall be convened by the Management Committee within fourteen days of the receipt of the requisition, failing which, the members who submitted the requisition, shall petition the Parent Advisory Board to convene the meeting. The Parent Advisory Board shall convene such a meeting by giving prescribed notice to the members stating the agenda for the meeting.
- d) Fourteen days notice of General Meetings shall be given to the Members. Such notice may be mailed by regular mail, faxed, e-mailed, or announced in the Centre Madrasah's answering system and posted on the web site for a continuous period of fourteen days.
- e) At least twenty Members in good standing shall constitute a quorum at General Meetings. In the event of lack of quorum within one-half hour of the scheduled time of commencement of such meeting, those Members present shall adjourn the meeting to such time and place, not being the same day, as they may determine. In the event of lack of quorum at the adjourned meeting, those present shall adjourn the meeting at such time and place, not being the same day, as they may determine. Those Members present at such third meeting shall constitute a quorum.

ARTICLE 13: Elections

- a) The Frequency of Elections shall be as follows:
 - (i) Election of the Officers shall take place every Election Year and the Officers shall be elected for a term of two years.
 - (ii) Election of the Parent Advisory Board shall take place every three years at an Annual General Meeting.
- b) The Principal shall invite nominations for the positions to be elected.
- c) Save as otherwise herein expressed, the elections shall be held three months prior to the end of the academic year of the Centre Madrasah every election year on Election Day. Where in the opinion of the Principal, the election cannot be held due to religious holidays, or any other circumstances, the Principal at his discretion, may delay or advance the Election Day for a period not exceeding four weeks.
- d) Nominations for the positions to be elected together with the consent in writing of the nominee consenting to his name being proposed and agreeing to serve in the nominated position, if elected, shall be received by the Principal at least two weeks prior to the Annual General Meeting day of the election year.
- e) The nominee shall be a member of the Centre Madrasah in good standing and a member of the ISIJ in good standing as of the date of the written nomination being submitted to the Principal.
- f) One week prior to the Election Day, the Principal shall declare the nominations closed.
- g) A nomination which does not comply with the requirements of this Article shall be null and void and shall be deemed not to have been received by the Principal.
- h) In the event that no nominations are received for an Officer's position, such a position shall be filled by the incoming Management Committee so long as there is a quorum present.
- i) Should there be less than five candidates for the position of Officers, the Principal shall invite nominations from amongst the members present at the Annual General Meeting for the election of the Officers for the unfilled positions. However, if such vacancies continue resulting in less than five officers being elected, the elected members of the Management Committee shall fill the vacancies from among the members in good standing of the Centre Madrasah. However, if no nominations are received for the position of the Principal, the current Principal shall forthwith call a General Meeting to elect from among the Members present, the Principal and all other Officers for whom no valid nominations have been received by the current Principal.

ARTICLE 14: Election Process

- a) Voting for the duly nominated Officers shall take place on the Election Day, when Members of the Centre Madrasah in good standing shall be entitled to vote.
- b) The Principal shall have the names of the nominated candidates circulated within twenty-four hours of closing of nominations.

ARTICLE 15: Vacating Office

- a) An Elected Officer and an Ex-Officio Member shall vacate office upon:
 - (i) ceasing to be a Member in good standing
 - (ii) being convicted of an offence involving moral turpitude or dishonesty
 - (iii) being adjudged a bankrupt
 - (iv) tendering resignation in writing to the Secretary or the Management Committee
 - (v) being certified or otherwise adjudged to be of an unsound mind or insane
 - (vi) being removed by a resolution of the Members passed by a vote of not less than two-thirds of the Members present at a General Meeting, provided that the notice of such a General Meeting has specified therein the intention to pass such a resolution
 - (vii) his term of office having expired and a successor having been either duly elected or the position having been otherwise duly filled pursuant to the provisions of the By-laws
 - (viii) Ceasing to be a follower of the Shia Ithna-Asheri Ja'ffari faith.
- b) In addition to the provisions of Article 15 a), an Officer shall vacate his office if he fails without good and sufficient cause, as determined by the Management Committee, to attend three consecutive Management Committee meetings.

ARTICLE 16: Execution of documents

- a) Any document may be signed by the Principal or the Vice-Principal and any one of the Treasurer, Secretary or the Operations Committee Chair.
- b) A certificate of three Officers, one of whom being the Secretary at the foot of any deed or other document that the document has been executed in accordance with the direction of the Management Committee or resolution of the Centre Madrasah shall be conclusive evidence that the document is binding on the Centre Madrasah and every Member thereof.

ARTICLE 17: Cheques, etc.

- a) A resolution of the Management Committee shall identify the Officers who are authorized to sign all cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Centre Madrasah, and any one of such Officers may alone endorse notes and drafts for collection on account of the Centre Madrasah through its bankers, and endorse notes and cheques for deposit with the Centre Madrasah's bankers for the credit of the Centre Madrasah, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Centre Madrasah.
- b) Any one of such Officers appointed pursuant to a) above may arrange, settle, balance and certify all books and accounts between the Centre Madrasah and the Centre Madrasah's bankers and may receive all paid cheques and vouchers and sign all the bank's forms of settlement of balance and release verification slips.

ARTICLE 18: Amendments to the By-Laws

- a) Any amendment of the By-laws may be made at a General Meeting by a two-thirds vote of the Members there present subject, however, to due notice of at least four weeks having been given as hereinafter set forth.
- b) Notice of any proposed amendment provided for in a) above shall be given in writing to the Secretary at least three weeks before the meeting at which such change is to be voted upon and the Secretary shall include such notice in the notices calling the said meeting.
- c) A motion to reconsider, repeal or amend a resolution which had been discussed, passed or rejected within the previous twelve months shall not be tabled or allowed to be discussed within said period.

ARTICLE 19: Dissolution

The Centre Madrasah may at any time be dissolved at a Special General Meeting called for such purpose by the consent of ninety percent of the Members testified by their signatures to an instrument of dissolution and in such a case the net assets of the Centre Madrasah shall be handed over to the ISIJ.

ARTICLE 20: Interpretation

In these By-laws, where the context permits, all references to the masculine gender shall be read as including references to the feminine gender.

DEFINITIONS

1. "Annual General Meeting" means the meeting provided for in Article 12
2. "Academic Year" means the academic year of the Madrasah runs from beginning of September to end of June
3. "By-laws" means this by-law subject to any amendment made in accordance with provisions hereinafter contained.
4. "Elected Members" mean five members elected by the Members to serve on the Management Committee.
5. "Elections Day" means the day in the Election Year appointed by the Management Committee for the purpose of holding elections pursuant to Article 13, c).
6. "Election Year" means every alternate year in which the election of the Members of the Centre Madrasah to the various positions as herein set out are held.
7. "Management Committee" means the committee of nine Officers, five Elected Members and four Ex-officio Members.
8. "Ex-Officio Members" means the Chair of the Resource Committee, Teachers Committee, Students Council and Parent Advisory Board representative.
9. "General Meeting" means any meeting of the Member of the Centre Madrasah convened according to the provisions of these By-laws.
10. "Member" means an individual who qualifies for membership in accordance with Article 4 and who has paid his fees/subscription and other dues, if any, in accordance with Article 5.
11. "Officers" means the Principal, Vice Principal, Secretary, Treasurer and Operations Committee Chair.
12. "Special General Meeting" means a General Meeting convened pursuant to Article 12 c).
13. "Student Committee" means a committee comprising of President, Vice-President, Secretary and Treasurer representing the Student body of the Centre Madrasah.

Center Madrasah Institution Structure

