

**In His Holy Name**

**Muslim Community School/Alim Academy**

**PTO BYLAWS**

**Article 1: Name**

1. The name of this organization is the Parent-Teacher Organization (PTO) Council, hereafter referred to as the "PTO" of Muslim Community School/Alim Academy, hereafter referred to as the "MCS/AA".

**Article 2: Purposes**

1. **Primary Function**: Working under the MCS/AA administration, the purpose of PTO is to coordinate & mobilize support of quality education in a safe and robust academic and Islamic environment for students, staff, and educators.

**Article 3: Policies**

1. This organization shall take into consideration the Holy Qur'an and Islamic Akhlaq/etiquette, when deciding on any policies or bylaws.
2. PTO shall neither seek to direct the administrative activities of the school nor to control its policies.
3. Policies and activities of PTO shall not be in direct conflict with the bylaws and policies of the school constitution and by-laws and those outlined in school handbooks.
4. PTO may make suggestions to the administration concerning activities of the school, if such suggestions are made toward the betterment of conditions for students, teachers, administrators, and parents.
5. Parents, teachers, and school staff may, at their own discretion, bring issues and concerns that have not been resolved to their satisfaction by the school administration to the MCS/AA Board of Trustees (BOT) for a resolution.
6. Funds generated by PTO as part of any fundraising shall remain the asset of the school. Upon the dissolution of this body and after paying any outstanding debts, the remaining assets shall be distributed back to the school. Those funds will be made available to the next PTO.
7. Any projects that the PTO would like to fund should be approved by the school administration.
8. No officer or member of the PTO shall represent him/herself on behalf of the PTO without the consent of the organization.
9. These bylaws shall hold all procedures and regulatory means by which the PTO functions and operates. To amend any portion of these bylaws, the majority vote of the

general body of the PTO will be required.

- a. General body is defined as all parents and/or legal guardians of students who currently attend MCS/AA and faculty/staff of MCS/AA.
  - b. If at any point and time there are concerns/suggestions regarding the bylaws or procedures of the PTO, a formal inquiry shall be placed with the PTO Council in writing to which they will review and present in the next general body meeting. If voting is required, an announcement will be made on the given topic and a vote will take place in the following sessions once the topic/matter has been discussed and agreed upon.
10. No part of the earnings from the PTO shall go to the personal benefit of its members, officers, or any other persons.
  11. The PTO shall promote Islamic values and ensure all activities are run accordingly with both an Islamic and an educational component.

#### **Article 4: Meetings**

1. The PTO Council shall hold biweekly/monthly meetings as needed on the same day and time each month to discuss progress and pressing issues among the PTO. All council members are required to be present in case of an arising matter requiring a majority vote.
2. A regularly scheduled PTO general body meeting will be held where general announcements will be given as well as committee updates for the MCS/AA community. This meeting shall typically take place on Fridays directly after school for ease of scheduling however may be subject to change based on need/necessity deemed by the PTO Council and general body.
3. A simple majority of members shall constitute a quorum in meetings other than the bi-weekly PTO Council meetings.
4. Committees shall hold regular internal meetings pertaining to their schedules and upcoming events.
5. One officer of the PTO Council should be present in all committee meetings. (Note, officers can vary per committee and per meeting).

#### **Article 5: Membership**

1. Any parent or guardian with a child currently enrolled in MCS/AA is considered a member of the MCS/AA PTO.
2. All staff currently employed by MCS/AA will automatically be considered voting members of the MCS/AA PTO.
3. Members have one vote per person; i.e. if a parent is also staff, they only get one vote.

## **Article 6: Committees and Officers**

1. Each committee consists of a Chair and Co-Chair by which the MCS/AA PTO Council appoints each year.
2. All committees shall have an officer of the MCS/AA PTO Council present at their regular meetings.
3. Three main committees shall consist of:
  - a. **Extracurricular Committee**: The goal of the extracurricular committee is to create an engaging after school program serving all the age groups at MCS/AA. The goal of these activities and classes are to create a fun, educational, and engaging program for students.
  - b. **Events and Planning Committee**: The main goal of the events and planning committee is to plan for school events that are celebrated annually. The purpose of these events is to instill school spirit and morale through an Islamic lens. These occasions and events are to be coordinated with the school administration at the beginning of each academic year.
  - c. **Marketing Committee**: The purpose of this committee is to manage the marketing tools such as social media and event flyers. This committee is responsible for creating content for these marketing avenues. This content should include, but is not limited to, photos and videos/clips of events, occasions, and activities during the school year.
4. **Additional Committees**: The PTO Council may appoint additional committees with chairs and co-chairs as needed; however, the main 3 committees shall remain each year.

## **Article 7: PTO Council**

1. The PTO Council is a representative group of the PTO and shall consist of five (5) elected officers.
2. The duties of the PTO Council shall be to work under the school administration and transact necessary business to achieve the PTO objectives by forming committees and supervising their plans and budgets.

## **Article 8: Officers of the PTO Council**

The officers shall be President, Vice President, Secretary, Treasurer, and Faculty Liaison. In addition to the duties listed below, each officer will also perform other duties that are needed to run the PTO as determined by the Council.

**President:** The president shall:

1. Be the principal executive officer of the organization and subject to the counsel of the officers of the PTO.
2. Be the primary source of communication with the MCS/AA School administration for all PTO matters.

3. In general supervise all activities of the PTO.
4. Preside at all meetings of the PTO and the PTO Council.
5. Coordinate the work of the committees in order that the PTO objectives and mission may be promoted.
6. Perform such other duties as prescribed in these by-laws or assigned by PTO.

**Vice President:** The Vice President shall:

1. Act as aid to the President and perform the duties of the President in his/her absence or inability to serve.
2. Organize and coordinate the recruitment of volunteers for each committee, and work with the committee chairs to make sure they understand their duties and the PTO objectives and mission.
3. Perform such other duties as are assigned by the President or the PTO Council.

**Secretary:** The Secretary shall:

1. Attend all PTO general body and PTO Council meetings and keep the minutes of the proceedings.
2. Ensure that all notices are issued in full accordance with these Bylaws.
3. Keep a current copy of the Bylaws available at all meetings.
4. Perform all duties incidental to the office of the Secretary and such other duties as may be assigned by the President or the PTO Council.
5. Keep an annual record of all activities and official history of the PTO.
6. Will share the general body meeting minutes to all PTO members.
7. Manage all external communications (e.g. website, emails, social media outlets) alongside the marketing committee.
8. Responsible with upkeep of all email communications

**Treasurer:** The Treasurer shall:

1. Attend all PTO and its PTO Council meetings.
2. Be a trustee of all PTO funds and shall document all monetary transactions of the PTO deposit funds with the MCS/AA BOT treasurer.
3. Give all funds received to the MCS/AA treasurer to deposit into the PTO bank account.
4. Coordinate disbursements of funds with the MCS/AA BOT treasurer.
5. Maintain an accurate record of receipts and expenditures and present an up to date financial statement at every meeting.

**Faculty Liaison:** The Faculty Liaison shall:

1. Attend all PTO and PTO Council meetings.
2. Act as an advisor and liaison between staff and the PTO Council.
3. Help maintain open lines of communication between parents and teachers.
4. Help coordinate and promote PTO sponsored activities in the classroom.
5. Develop a close relationship with teachers in order to relay current events and programs happening in the classrooms or a school as a whole.

6. Gather feedback and the needs of the teachers across all grade levels from Pre-K-12 and communicate with the PTO Council.

**Note:** This position is ***strongly*** recommended to be filled by a current MCS/AA teacher.

### **Article 9: Activities of the PTO Council**

Some of the major activities of the PTO include the following:

1. The PTO will run various fundraising activities to provide the school with funds needed; the fundraising activities will be determined by school administration and PTO will explore other events for fundraising with approval of school administration.
2. Support the school in extra-curricular/other activities under the supervision of the school administration.
3. Encourage parents, teachers and community involvement in PTO activities.
4. Provide assistance to Teachers, if requested by school administration.
5. PTO being a subcommittee under the school administration will get approval from the school administration for any projects or events conducted by PTO.
6. Promote the school and assist with marketing the school. All plans should be approved by the school administration.

### **Article 10: Elections and Voting**

1. **Nominee Eligibility:** All Members are eligible for office.
2. **Families:** No more than one nominee per family is permitted to run for a position or hold an officer position on the PTO Council. A family member is defined as spouse, sibling, child, legal guardian, parent, and in-laws.
3. **Diversity:** Members of the general body will do their best to nominate and elect Council members whose children are in various grade levels (Pre-K, Elementary, Middle and High School). A diverse group of parents including both fathers and mothers is encouraged.
4. **Nominations and Elections:** Elections are to be concluded by the **first Monday of October**. Elections are to be announced on the first MCS/AA PTO meeting, typically to take place the first Friday of the school year. Process to include:
  - a. 3-weeks for nominations to be submitted
  - b. 1-week for MCS/AA PTO Council to review nominees and confirm positions
  - c. Official nominees to be announced by 4<sup>th</sup> week of school
    - i. Nominees to give presentations thereafter
  - d. Independent third party to conduct voting and present results to MCS/AA PTO members

- e. Elections to be concluded and new terms to begin by first Monday of October
5. **Voting Eligibility:** All PTO members are eligible to vote.
    - a. **One vote per person:** If a parent also serves as a current staff member, they can cast only one vote.
    - b. **Parents and Staff:** Only current parents and staff are eligible for voting.
  6. **Terms of Office:** Officers are elected for one year and serve during the respective academic year they are elected for.
    - a. **Terms Served:** No Officer shall be permitted to be elected for more than 3 consecutive terms. i.e. Any one person can serve office for three consecutive terms, but may not participate in the next election thereafter. They must wait a term before being eligible to participate in another election.
  7. **Voting within MCS/AA PTO Council:** All officers (once elected) carry one right to vote (when voting on any measure). A majority vote, meaning at least 3 votes, is necessary to pass all matters that require voting within the MCS/AA PTO Council.
  8. **Vacancies:** If for any reason there is a vacancy in office mid-term, members will fill the vacancy through an election for that one specific position. Members of the MCS/AA PTO will have the opportunity to nominate who they wish and those nominees will be presented at the next general body meeting. They will have one week to fill ballots and the elected winner for this position will be announced at the following meeting. Their service will be until the end of the previous officers' term.
  9. **Violations:** If it is deemed that any PTO member/s is acting in violation of the school policy or against the interests of MCS/AA, the school administrator can recommend the removal of the member/s to the MCS/AA BOT, who in turn may, at discretion, investigate the matter. The PTO member/s in question may be removed immediately by a majority vote of the MCS/AA BOT.

#### **Article 11: Finances**

1. The president, vice-president, and the treasurer of the PTO Council shall prepare and present a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization and the PTO Council during the year. Any substantial deviation from the budget must be approved in advance by the PTO Council and MCS/AA BOT Treasurer.
2. The PTO Treasurer shall keep accurate records of any disbursements, income, and bank account information in conjunction with the MCS/AA BOT Treasurer.
3. All PTO funds shall be deposited to and dispersed by the treasurer of MCS/AA BOT per instruction of the PTO treasurer.
4. The PTO treasurer shall prepare a financial statement at the end of the year, to be reviewed by the MCS/AA PTO Council and presented to the general body at the first

- and last meeting of each year.
5. Upon dissolution of the organization, any remaining funds shall first be used to pay any outstanding bills. Remaining funds, if any, shall be spent for the benefit of the school as determined.
  6. No loans shall be made by the organization.
  7. Any projects that the PTO would like to fund should be approved by the school administration and MCS/AA BOT.

### **Article 12: Approval and Amendments**

1. These Bylaws shall be reviewed and approved by the MCS/AA BOT and Principal.
2. The PTO Council, on an annual basis, may review the Bylaws to meet changing conditions in the school and community and make recommendations.
3. Amendments must be presented to the school administration and further brought to the MCS/AA BOT for approval before being presented to the PTO general body for a vote.

These Bylaws were revised as of August 29, 2023.



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MCS/AA Board of Trustees Chairman



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MCS/AA Principal