

**In the name of Allah, Most Gracious, Most Merciful**

**CHARTER  
OF THE  
AL-ILM WEEKEND SCHOOL  
Indianapolis, IN**

***Revised: June 11, 2017***

**ARTICLE I**

**Section 1. Mission:** Believing that Allah has created human beings with an Islamic character, the Administration and staff of the Al-Ilm Weekend School will provide for its students, an atmosphere and experience that will help develop Islamic character and personality according to commands and guidelines of Quran and Sunnah of Prophet Muhammad (PBUH). Al Ilm Weekend School is a subsidiary of Indianapolis Muslim Community Association (IMCA) and is governed by the IMCA Board of Directors, and is subject to IMCA policies

**Section 2. Purpose and Scope:** The purpose of this document is to state the roles and mutual responsibilities of the administration, teachers, parents and students in meeting the objectives of the Mission Statement of the Al-Ilm Weekend School.

**Section 3. Organization:** The Al-Ilm Weekend School shall operate at the Masjid Al-Fajr facilities located at 2846 Cold Spring Road, Indianapolis, Indiana. It will be an affiliate of Indianapolis Muslim Community Association (IMCA) but functionally independent organization to carry out its activities effectively. The school will operate under a "not-for-profit" status.

**ARTICLE II: MEMBERSHIP**

**Section 1. Membership:** The school shall have a voting membership consisting of school administration as defined in Article IV- Section 2, teachers, assigned assistant teachers and parents/guardians of currently enrolled students. Each parent/guardian will have two votes per family. All members shall be Muslims and at least twenty-one (21) years of age.

**Section 2. Annual Membership Meeting:** An annual meeting of the membership shall be held at such time and place, as Al Ilm Committee shall decide. The membership shall be notified of the meeting at least two (2) weeks in advance.

At this meeting, the Chairman of the Al Ilm Committee shall report the activities and financial condition of the school. Any other school related matters may also be discussed at this meeting.

**Section 3. Special Meetings:** Special meetings of the membership may be called by the Chairman of the Al Ilm Committee or by a majority of the Committee. A written notice, at least two (2) weeks in advance shall be given to the membership containing the reason(s), exact date, time, place and agenda of the meeting.

**Section 4. Quorum:** 51 percent of the membership shall constitute Quorum. One parent/guardian may represent a family.

**ARTICLE III: AL ILM COMMITTEE (AIC)**

**Section 1. Authority of Al Ilm Committee Members:** The membership will be represented by the Al Ilm Committee. The Al Ilm Committee shall have the authority to formulate and execute coherent, consistent and effective policies and procedures so that the intent of the Mission Statement is met.

**Section 2. Composition and Elections:** Voting members shall elect the Al Ilm Committee during an annual meeting or gathering. The Al Ilm Committee consists of Ten (10) members, of which seven (7) shall be voting and three (3) shall be non-voting members. The seven (7) voting members shall be elected by the membership and consist of five (5) from the parents of currently enrolled students, one (1) shall be the President of IMCA or his/her designee as an ex-officio, and one (1) elected by the membership from the community at large. The three (3) non-

voting members are the Principal, the Vice Principal – Academic Affairs and the Vice Principal – Administrative Affairs. The Ten-Member Committee shall select the Chairman and the Secretary of the Committee from the elected Al Ilm Committee members. The seven voting members will appoint the Principal as required by this document. Note that the Principal and the Vice Principal – Academic Affairs and the Vice Principal – Administrative Affairs are non-voting members except where permitted by this document.

In all elections, except the first, not more than three (3) new members of the committee shall be elected. The remaining elected members shall continue to serve until the next election.

**Section 3. Qualifications:** The candidates for the Al Ilm Committee shall consist of members who have been living in the community for at least three (3) years and represent an Islamic character. The candidates shall be primarily elected on the basis of Islamic knowledge and practice including involvement in community work.

Note that an elected member of the Al Ilm Committee may not be able to hold an appointed or hired position in Al Ilm Weekend School if a conflict of interest occurs as deemed by the majority of the Al Ilm Committee Members. Also two members of the same household may not be eligible to hold elected positions simultaneously in order to keep the Al Ilm Committee impartial.

**Section 4. Term:** A serving term is four (4) years. No candidate shall serve more than two (2) consecutive terms. Where an Al Ilm Committee Member can no longer be able to carry out his/her duties, the remaining Committee Members shall appoint a replacement until the next election. The membership must be informed of any changes in the composition of the Committee.

**Section 5. Responsibilities:** The Al Ilm Committee Members will oversee the development and implementation of school policies, procedures and Charter. The Al Ilm Committee will negotiate and execute leases, agreements and any other documents with IMCA or other entities including but not limited to use of the facilities. Committee members shall be responsible for conducting the yearly performance evaluation of the Principal and may implement an independent feedback system to understand the performance and growth of the school

**Section 6. Termination:** The Al Ilm Committee Members will formulate the termination process of an existing Al Ilm Committee Member. The grounds for termination include but are not limited to the following.

1. Gross misconduct
2. Failure to satisfactorily carry out duties in a timely manner
3. Any activity that will be contrary to the mission of the school.
4. Failure to participate in over one-half of board meetings in a year.

**Section 7. Quorum:** Five (5) voting members shall constitute Quorum for an Al Ilm Committee meeting.

#### **ARTICLE IV: ADMINISTRATION**

**Section 1. Purpose:** The purpose of the Administration, in cooperation with the Al Ilm Committee, is to develop and implement policies and procedures for ensuring the smooth operation of the school in accordance with the Mission Statement and Charter.

**Section 2. Organization:** The Administration shall consist of two divisions. The Principal shall oversee both these divisions. The two divisions shall cooperate in carrying out the school activities.

**Section 2.1 Role and responsibilities of the Principal as the leader of school administration include but are not limited to the following:**

1. The Principal, be appointed by the Al Ilm Committee, will head the school administration.
2. The Principal is responsible for the overall operations and smooth running and steady growth of the school.
3. The Principal shall govern over the branches of administration and shall be accountable for overall operations and smooth running and steady growth of the school.
4. Vice Principal – Academic Affairs and Vice Principal – Administrative Affairs shall be selected by the Principal and approved by the Al Ilm Committee.
5. The Principal shall assist and advise the respective vice Principals in appointing the Associate vice Principal – Administrative affairs, Registrar, Associate Registrar, Treasurer - Account Payable, Treasurer:

- Account Receivable, Volunteer Coordinator, PTO Coordinator, Quranic Studies Coordinator, Islamic Studies Coordinator and the Secretary.
6. The Principal shall report to Al Ilm Committee at least once a month (if not more frequently) on the academic and administrative affairs of the school.
  7. The Principal shall also present the yearly budget to the committee and upon approval by the committee shall execute it. Any lump sum expenditure above approved budgeted amount of more than \$2,000 on part of school administration has to be approved by Al Ilm Committee.
  8. The Principal shall be responsible for conducting the performance evaluation of all the members of the administration at least once (if not more) per year. The Principal shall be accountable for sharing these performance evaluation reports with Al Ilm Committee.
  9. The Principal shall be responsible for planning, organizing and implementing an overall (360) feedback system to ensure betterment and growth of the school.

**2.2 The Administrative Division:** The vice Principal – Administrative Affairs, appointed by the Principal approved by the Al Ilm Committee, will head this Division. The Associate vice Principal – Administrative Affairs, Registrar, Associate Registrar, Treasurer - Account Payable, Treasurer - Account Receivable and Volunteer Coordinator shall be selected by the Vice Principal – Administrative Affairs and approved by the Principal. The PTO Coordinator will be appointed by the Principal and Vice Principal – Administrative Affairs if not elected by a duly constituted Parent-Teacher Organization (PTO).

The responsibilities of the Administrative Division shall include but are not limited to the following:

1. Formulate and implement school administrative policies and procedures.
2. Prepare school budget.
3. Maintain school records.
4. Develop admission policies.
5. Oversee and approve extracurricular activities for the school.
6. Prepare a detailed financial statement for presentation at the AIC annual meeting by the Principal.

**2.3 Academic Division:** The vice Principal – Academic Affairs, be appointed by the Principal approved by the Al Ilm Committee, will head this Division. The Quranic Studies Coordinator, Islamic Studies Coordinator and the Secretary shall be selected by the vice Principal – Academic Affairs and approved by the Principal. The Assembly Coordinator and Books Coordinator will be selected by the Principal and Vice Principal – Academic Affairs and will report directly to Vice Principal – Academic Affairs. The teachers, substitute teachers and teacher's assistant will be selected by the Curriculum Committee.

The responsibilities of the Academic Division shall include but are not limited to the following:

1. Develop and implement policies and procedures for day-to-day operation of the classes.
2. Selection and dismissal of teachers, substitute teachers and teacher's assistants.
3. Hold at least one (1) teacher/administration meeting per semester, for discussion of ideas, concerns and information.
4. Develop a process to verify that the curriculum is covered in a timely manner by all teachers.
5. Develop a process to ascertain the expected level of student's knowledge and to verify that exams and tests are appropriate to the curriculum and age/ability of the students.
6. Provide orientation to all teachers consisting of introduction of the curriculum, school calendar and schedule, school policies related to classroom management, discipline and general expectation from the teachers.
7. Conduct periodic reviews (at least two per year) of teacher's performance.
8. Receive feedback, from parents, teachers and students concerning the school matters.
9. Conduct exams according to the schedule set by the Administration and provide the Administrative Division with all necessary evaluations and grades of students in a timely manner.

**Section 3. Appointment of the Administration:** the Al Ilm Committee will appoint the Principal, Vice Principal – Academic Affairs and Vice Principal – Administrative Affairs shall be selected by the Principal and approved by the Al Ilm Committee.

**Section 4. Qualifications:** The Al Ilm Committee will provide qualifications for the Principal. Qualification will include but are not limited to the following:

1. Practicing Muslim.
2. Ability to perform duties of appropriate administrative office.
3. Must be at least Twenty-one (21) years of age.
4. Living in the community for at least two (2) years.
5. No criminal record or convictions within last ten (10) years.
6. Public dealings and management skills.
7. Preferably from the parents of the enrolled students.
8. Actively involved in the community.
9. Shall be a legal resident of the United States.

**Section 5. Term:** A serving term for the Principal, Vice Principal – Academic Affairs and Vice Principal – Administrative Affairs is four (4) years. Neither shall serve more than two (2) consecutive terms.

#### **ARTICLE V: PARENTS OBLIGATIONS/RIGHTS**

**Section 1. Parents Feedback:** There shall be at least one parent/administration conference every semester. The purpose of these meetings will be to provide an open discussion forum for the exchange of information/ideas/concerns. At least three of the voting members of the Al Ilm Committee will attend these meetings.

Parents are expected to keep themselves aware of their and their respective child/children's rights and responsibilities and the operation of Al Ilm Weekend School by acquainting themselves with the school 'Hand Book'.

#### **ARTICLE VI: CURRICULUM**

**Section 1. The Curriculum Committee:** The Curriculum Committee shall consist of Principal, Vice Principal – Academic Affairs, Quranic Studies Coordinator, Islamic Studies Coordinator and the IMCA Imam.

**Section 2. Guidelines:** Following curriculum guidelines shall be implemented:

1. Curriculum shall be revised as deemed necessary by the Curriculum Committee with the approval of the Al Ilm Committee.
2. All curriculum books/material shall be reviewed by the curriculum committee prior to being accepted
3. Curriculum copies shall be available to the parents upon request.

#### **ARTICLE VII: FINANCES**

**Section 1. Fiscal Year:** The academic year will be the fiscal year.

**Section 2. Auditing of Accounts:** An independent qualified organization/person selected by the Al Ilm Committee shall review the detailed, annual financial statement.

**Section 3. Tuition Fees:** Tuition shall be set by the Al Ilm Committee with the approval of the IMCA Board.

**Section 4. Fundraising:** Administration should promote fundraising and donations from the community.

**Section 5. Scholarships:** Administration should retain portion of the budget for scholarships for deserving students.

#### **ARTICLE VIII: DISCIPLINARY CODES**

The school Administration shall develop and implement with the approval of the Al Ilm Committee a detailed discipline policy and guidelines which will identify acts of misconduct and disobedience, and procedures to handle them.

#### **ARTICLE IX: AMENDMENTS**

This Charter may be amended by a 5/7 majority vote of the Al Ilm Committee. Amendments must be approved by the IMCA Board. The membership must be informed of the revised amendments by the Al Ilm Committee Chairman within two weeks of approval by the IMCA Board.