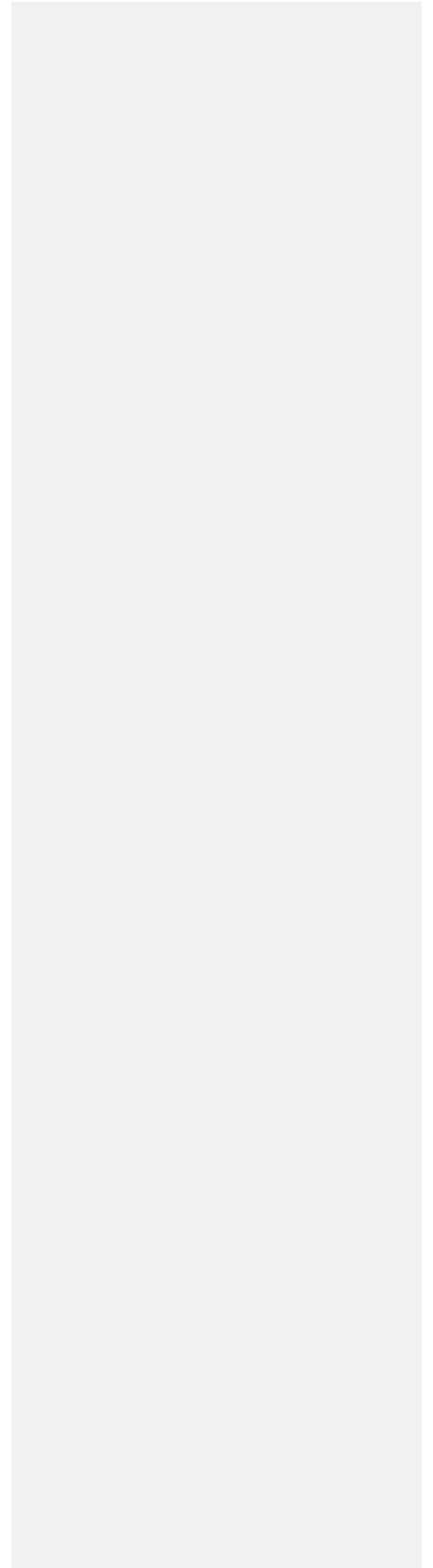


**Official Constitutional By-Laws  
Of  
Islamic School of San Diego Incorporated**



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# Definition of Terms

BOE Board of Education  
MAS Muslim American Society  
MLC MAS Local Council  
PTA Parent Teacher Association

# Introduction

The Board of Education of the Islamic School of San Diego has long found it imperative for the continuing survival and growth of the school to adhere to these core values:

- 1) Be aligned with a known national organization that strongly believes in the Islamic Schooling experience, and provides school related educational services and Islamic guidance.
- 2) Be aligned with a known national organization that focuses on the next generation of Muslims needs and advocates the correct, balanced, moderate, and comprehensive understanding, teaching and practice and of Islam.
- 3) Be aligned with a national organization to help the school join the main stream of Islamic schools growing and developing in America.
- 4) Be independent from any locally based organizations and entities operations.

These By-Laws were formulated under the premise of preserving the Islamic School of San Deigo's mission, principles, experience, assets, practices, and its methodology, against perversion or divergence from the main stream teachings of Islam, and to integrate the stake holders, those who believe in mission of Islamic Education & Schooling (i.e. MAS, the school parents, and the larger Muslim community) in a stable, balanced and effective work relationship. Hence, the following by-laws features and characteristics are desired:

- 1) Create operational stability ( Provide for new blood and be resistant to abrupt changes)
- 2) Provide continuity of work to sustain previous gains (preserve and build on previous experiences)
- 3) Integrate the stakeholders (MAS, school parents, and larger Muslim community).
- 4) Provide a wider basis of consensus and decision making to build confidence, foster support, absorb opposition, guard against manipulation, and minimize the effect of individuals of special interests or improper understanding of Islam.
- 5) Enough board members to comfortably shoulder the responsibility, yet not too many so as not to derail or hamper the decision-making process.

## Mission and Purpose

- 1) The mission of the school is to provide an Islamic learning environment where Islam is taught as a religious belief and a comprehensive, balanced and the moderate way of life.
- 2) The primary purpose of the school is to provide Islamic Education (i.e. Islamic Teachings and State Curriculum Education) on a full time and part-time basis for the children of the Muslim Community of Greater San Diego on a not-for-profit basis from pre- Kindergarten through Twelfth (12) grade.
- 3) The activity of the school shall be limited to that which is reasonably and customarily known in the area of education as necessary for achieving the religious and state educational functions as related to children schooling on a full time, or part time basis.

## Standards of Operation

- 1) The school operation is a non-profit activity to be managed in a professional and a business like manner in accordance with the teachings of Islam and in harmony with the laws of the land.
- 2) The school shall instruct students on how to live Islam, advocate Islam as a divine belief , and a total and complete way of life.
- 3) The school shall soar to provide quality education and an Islamically disciplined environment.
- 4) The school shall embrace ethnic diversity without a specific bias for or against any gender, cultural, or ethnic differences.
- 5) The school shall accommodate varying cultural practices and experiences as long as such practices do not violate the Islamic standards or the laws of the land.
- 6) The school shall teach the Arabic language as the language of the Quran not as an ethnic language nor as a special embrace of the Arabic culture.
- 7) The school shall strive and exert every effort to provide Muslim educators for all subjects and may resort to hiring non-Muslim educators only as a necessity measure.
- 8) School teachers shall observe all key Islamic practices especially Prayers (Salah) and the Islamic code of dress (Hijab for women teachers) during the school daily routines.
- 9) The School shall teach Islamic Studies and Islam in the language that is best understood by the general population of the students and the language best suited for the students to propagate Islam.
- 10) The school shall not embrace a specific school of Fiqh (Maddhab) from within the Sunni Madahib for all issues, but rather embrace of the available Islamic opinions that which is stronger in evidence according to the Quran and the authentic clear Sunnah, in harmony with the general objectives of Sharia and its characteristics, practical, and most suitable to its educational mission and role.

- 11) The school may disallow or prevent certain Islamcially permissible practices for the purpose of better regulating the school business, maintaining school order, or as a preventative and pre-cautionary measure.
- 12) The school shall teach the presence of variance of Islamic opinions on issues whenever such variance exists and whenever it is appropriate to the age and educational level of students.

## **MAS Local Council**

- 1) The MLC shall guard the Islamic School of San Diego mission, name, assets, legal standing, performance and stability.
- 2) The MLC appoints members to the School Board of Education ( BOE ) for a staggered term according to the process defined in the BOE section.
- 3) The MLC shall review and approve the yearly school plans formulated by the BOE.
- 4) The MLC shall monitor the activity of the school BOE and maintain the school board formation process and governance in good standing according to these By-laws.
- 5) The MLC may not remove during a one-year period more than one member of the BOE if deemed necessary to the best interest and well-being of the school without seeking the approval of MAS national.
- 6) The MLC may dissolve the BOE as a whole and re-establish it in accordance to these By-Laws. Such measures may only be undertaken when gross violations involving the school mission, MAS general policy, standards, morality, and honesty are committed. For total BOE dissolution measures, the MLC shall seek the MAS National approval.
- 7) The MLC may intervene to suspend, alter, or revoke decisions or actions undertaken by the BOE when decisions or actions are deemed a clear violation of:
  - ISSD By-Laws., MAS general policy, or ISSD operation requirements and guidelines.
  - fair treatment or dealings of hired personnel and BOE members.
  - approved BOE goals and plans adversely affecting the financial stability and academic performance of the school.
- 8) The following areas of authority are designated as follows:
  - School name, purpose and mission, legal status, operational requirements, dissolution, assets liquidation or transfer, and relationship to MAS National (MAS National).
  - Appointment or removal of a BOE member, the dissolution or formation process of the BOE (MAS local).
  - Handling, settling or negotiating outstanding law suits (MAS Local).

- Setting the yearly allowed manageable deficit limit for the annual school operational budget. (MAS Local)
  - Requiring the BOE whenever deemed necessary to seek professional consultation and services to address issues of concern such as but not limited to (i.e. finances, contractual agreements, policies, laws suits, complaints involving discrimination, sexual harassment, child abuse, or illegal substance use)
  - Alteration of facility building structures owned by the school (MAS Local)
  - Acquiring real estate or new facility for the school. (MAS Local)
- The MLC shall exclude from its BOE appointment process or any decisions related to the school any member of its decision making body who is a relative of a BOE member or a relative of a person employed by the school.
  - The MLC may delegate some of its areas of authority to the BOE on a case to case basis and such delegation shall be in writing.

## Board of Education

### Board of Education Structure

- 1) The School shall be governed by a Board of Education (BOE).
- 2) The BOE is the directing and executive body of the school.
- 3) The number of BOE members shall be ~~seven~~ (7) members.
- 4) Members of the BOE shall serve on a staggered term basis with ~~no more than 40% of the members changing every two years.~~
- 5) Four (4) of the members are chosen and appointed by the MAS local chapter council (MLC) for a term of two (2) years. The initial four (4) appointees shall be appointed for staggered terms of one (1) year for two (2) members, and two (2) years for two (2) members. ~~Three of the members are chosen and appointed by the MAS local chapter Council (MLC) for a term of three (3) years. The initial three appointees shall be appointed for staggered terms of one (1), two (2), and three (3) years only.~~
- 6) The school parents shall choose three (3) members from amongst the current school parents for a term of two (2) years. ~~The school parents shall choose two members from amongst the current school parents for a term of 3 years.~~ The BOE present members shall appoint an individual who is a non-BOE or non-PTA committee member to organize and administer the selection process of the candidates by the parents of the school. BOE members who are parents in the school may participate in the selection process as other regular parent but may not take part in the administration of the

selection process. The initial ~~three (3) two~~ members shall be appointed by the current BOE for staggered terms of ~~one (1) year for one (1) member and two (2) years for two (2) members. two (2), and three (3), years.~~

~~7) The present BOE members shall collectively choose and appoint 2 members from the larger Muslim Community for a term of (3) years. The initial two members shall serve for staggered terms of one (1), and three (3), years.~~

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~~8) 7) Vacancies in the BOE shall be filled in the same manner members were chosen to the board. Vacancies shall be filled for the remainder of the unexpired term created by the vacancy to keep the composition stated in the By-Laws. Vacancies shall be deemed to exist in the case of death, resignation, pro-longed absence, pro-longed disability, relocation, members chosen by the school parents who are no longer parents in the school, or removal of any member.~~

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~~9) 8) If such vacancy could not be filled within 60 days through the process outlined for the BOE formation, the MLC shall appoint a member to fill the vacancy. Resignations from the BOE shall be in writing to the MAS Local Council and BOE and shall take effect at the time specified therein. Acceptance of such resignation shall not be necessary to make it effective.~~

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~~10) 9) BOE officer positions are the Chairman, Vice Chairman, Secretary and Treasurer. The remaining BOE members are regular members.~~

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~~11) 10) Members of the BOE shall select from amongst themselves all BOE officers to serve for a term of one (1) year.~~

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~~12) 11) No BOE member shall hold more than one officer position at a time.~~

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~~13) 12) The BOE shall keep minutes of all meetings decisions and resolutions adopted by the BOE.~~

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~~14) 13) The BOE Chairman shall preside over all the BOE meetings and shall conduct such meetings in accordance with the "Meeting Protocols" and the "Work Ethics" guidelines.~~

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~~15) 14) The BOE Chairman shall be the liaison between the BOE and MAS Local Council.~~

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~~16) 15) The Vice Chairman shall preside over the meetings and perform the duties of the Chairman in the absence of the BOE Chairman. In addition, the Vice Chairman shall assist the Chairman in functions as may be delegated by the Chairman.~~

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~~17~~16) The secretary of the BOE shall keep accurate and legible minutes of the BOE meetings and the BOE agenda. An up to date copy of the BOE minutes shall reside in the school main office records.

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~~18~~17) The treasurer of the BOE is the financial officer of the school. The treasurer shall maintain all financial records, and shall keep accurate books, and ensure the proper financial withholdings, disbursements and filings of receipts and forms. The treasurer shall keep the BOE fully informed of all school financial matters and shall provide financial analysis, forecasts, financial reports of income/expenditures as necessary. All financial records shall be kept up to date and on record in the school main office.

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~~19~~18) The BOE shall maintain a bank account for the school yearly operation that is designated for operational expenses and income and shall not be used to hold school trust funds.

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~~20~~19) School Trust funds (non-operational) ear marked for special projects and functions shall be maintained in designated school Trust bank accounts that shall not be used to hold yearly operational funds.

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~~21~~20) All school bank accounts shall bear the name of at least two (2) officers of the BOE and one officer of the MLC and shall follow MAS bank accounts standard policies

~~22~~21) An annual meeting for the transaction of business concerning the status and affairs of the corporation shall be held once each year. The corporation shall send notice of the annual meeting to each member of the MLC, BOE and Parents at least thirty (30) days in advance of the meeting.

~~23~~22) BOE shall have regular meetings at least once a month. All members shall be notified, at a minimum, at least five (5) working days in advance as to the time, place and program for each meeting.

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~~24~~23) BOE may convene special or emergency meetings at the request of the BOE chairman or when at least 40% of the BOE deem it necessary. Special meetings may be held at any time upon the authorization of the BOE President, or by written request of the MLC . Notice shall be sent to MLC, BOE and Parents at least thirty (30) days prior to the meeting.

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~~25~~24) A simple majority (51%) of the BOE shall constitute a quorum for an official board meeting wherein decisions are adopted.

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~~26~~25) Decisions adopted by the BOE shall be according to Islamic Shura. The BOE decision process shall include motions, discussion, and voting. A BOE present at the meeting at which any meeting is presented shall be presumed to have assented to the action taken by the BOE unless a dissent by said BOE member is made known and entered at the time.

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~~27~~26) Each BOE member represents one vote only. Voting power delegation is not permitted. A voting by proxy on a specific matter is permitted and shall be considered as long as such vote is made in writing by said BOE member and filed with the BOE by the time of meeting.

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~~28~~27) BOE may form functional or special, committees to carry specific tasks or functions. Each committee shall have no less than three (3) individuals. Each BOE member shall serve as the head of one significant functional or special committee. The BOE shall maintain the following significant functional committees:

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- Curriculum & Discipline
- Staff Affairs/Recruitment/Development
- Quality Assessment/Student Enrollment
- Fund Raising

Special Committees may include:

- Facility and School Environment
- Student Financial Aid
- Future Planning
- Staff & Parent Conflict Resolution

~~29~~28) Each BOE member shall be responsible for at least one area of the school functions or BOE tasks. In addition to their functions, BOE members may exercise and perform such other powers assigned or delegated to them by the BOE.

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~~30~~29) All committees shall function and abide by the decisions and directives issues by the BOE.

~~31~~30) All official requests and communication between the BOE and the MLC shall be made in writing.

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~~32~~31) The BOE shall designate a BOE member to be the Principal supervisor who shall serve as the cheif communicator of directives and a facilitator of business between the Principal and the BOE.

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~~33~~32) The BOE shall define scope and limits of supervision the BOE-Principal supervisor shall have that ensures a balance between a mature management style and accountability.

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## **BOE Qualifications and Limits**

- 1) Candidates to the BOE may be parents in the school, experts in education, educators, ex-school-parents, or professionals who possess strong interest in schooling and education. Such candidates must be Muslim in good standing who are:
  - a) Adult (25 years of age or more)

- b) Mentally fit.
  - c) Of legal status in the U.S.
  - d) Resident of San Diego.
  - e) Possess an academic background or experience in a professional environment.
  - f) Practice Islam as a way of life (i.e. perform regular daily prayers, live according to Islamic teaching, known for honesty trustworthiness --Sidq & Amanah--, maintain a sound moral character including a code of conduct that emphasizes respect for others and demonstrates leadership). In agreement with the school mission and MAS methodology on Islamic teaching.
  - g) Accepts and complies with the school By-Laws
  - h) In good standing with the school
- 2) BOE members shall not receive any compensation for their position, service and effort.
  - 3) BOE members cannot serve concurrently in the school PTA committee and the BOE.
  - 4) No individual may serve or continue to serve on the BOE while a relative is serving as an employee of the school.
  - 5) No individual shall serve on the BOE through any appointment process wherein their family relative was a participant in the appointment decision making process.
  - 6) No individual shall serve on the BOE who adopted adverse positions and engaged in hostile practices against the school.
  - 7) School ex-employees who are not in good standing with the school, or their direct relatives may not serve as members on the BOE.
  - 8) BOE members cannot be family related.
  - 9) No BOE member shall be party to a decision or action that will solely serve and benefit their immediate interest and children to the exclusion of others.
  - 10) The BOE may not have more than two of its members concurrently serving on the MLC.
  - 11) The BOE shall not authorize or engage in any activity or exercise any powers that are not in the furtherance of its religious or education purposes.
  - ~~12) BOE members may serve two (2) consecutive terms once per lifetime, excluding initial terms of less than two years.~~
  - ~~13) BOE members may serve more than two terms, only if such terms are separated or interrupted by a one serving term period.~~
  - ~~14) BOE members may not serve more than twice on the BOE through the same selection or appointment body.~~

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### **BOE Function and Responsibilities:**

- 1) The BOE manages and directs the school operation. The BOE shall monitor and oversee the educational and administrative operation of the school.
- 2) The BOE engages/discharges the services of all paid staff of the school to ensure the smooth and efficient functioning of the school day-to-day operation.

- 3) The BOE shall appoint, supervise, and evaluate the school Principal.
- 4) The BOE shall review the Principal evaluation of all paid staff.
- 5) The BOE may be a party to the interview process of all paid staff or may designate or appoint a team to ensure that proper individuals are being hired for the school.
- 6) The BOE formulates the short and long term goals/plans of the school. Long term plans are subject to the approval of the MAS Local Council before adoption. Short term plans and goals shall be in line and a subset of the long term goals and plans.
- 7) BOE shall provide the MLC a report on the school status of affairs and BOE on a periodical basis no less than twice a year and shall keep the MLC apprised of any budget, performance, law suits, legal actions, or potential elements threatening the survival of the school or any cases of emergency involving outside threats.
- 8) BOE formulates the rules, regulations and standard procedures which organizes the school system of operation and improves its quality of education and administration.
- 9) BOE oversees, approves, and amends the school yearly curriculum and admission policy to ensure the fulfillment of the school mission, values, goals, educational standards and quality.
- 10) BOE shall form task committees focused on school improvement such as but not limited to curriculum development, staff development, quality assurance, public relations and resources.
- 11) The BOE shall define clearly for each committee the area of its responsibility, scope of its functionality, required tasks to be accomplished, required communication and work protocols, and the mechanisms to track and assess its achievements and progress.
- 12) The BOE shall fund raise for the school and ensure that any yearly deficits are closed by the end of the school year.
- 13) BOE shall only adopt school contractual agreements, policies, regulations, procedures, and rules in accordance with Islamic teachings, the state rule of law pertaining to non-profit organizations and religious schooling, and in agreement with MAS general policy and after such provisions are subjected to a sound legal review.
- 14) The BOE shall formulate the yearly budget of the school. A deficit in the school yearly budget in excess of the manageable deficit limit set by the MLC shall require the approval of MLC before adoption.
- 15) BOE shall undertake the necessary orientations and informational steps to inform the school staff of the school goals, policies, procedure and practice in the areas including but not limited to child abuse, discipline, teaching techniques, parental communication, work ethics, safety procedures and evacuation plans.
- 16) BOE shall establish, practice, and maintain a system of formal review of performance and evaluation for all paid school staff.

- 17) BOE shall establish and practice a process of staff dispute/complaint address and resolution with a well-defined process of appeal.
- 18) BOE shall make all effort and shall undertake the necessary means to ensure a viable and strong communication with all parents and to address all outstanding complaints.
- 19) BOE shall establish and practice a process of school-parental dispute/complaint address and resolution system with a clear process of appeal. BOE may intervene to resolve such issues directly where deemed necessary.
- 20) BOE shall fully consider areas of operation where liability due to proven negligence in play areas, volunteer trips, or basic security and safety measures may potentially occur and shall take all necessary measures to address, minimize or alleviate such liabilities.
- 21) BOE shall establish and define indicators by which school quality and academic performance is measured and assessed.
- 22) BOE shall work with the school PTA (Parent Teacher Association) and address issues of concern related by the PTA to within the PTA defined functions and limits. The BOE shall maintain strong relations and good communication with the PTA of the school.
- 23) The BOE shall hold official periodical meetings with the school parents no less than twice a year.
- 24) The BOE shall make themselves accessible to school parents, staff, PTA members to hear and address school-related concerns and issues.
- 25) In carrying out these responsibilities, the BOE shall be guided by the Quran, the authentic Sunnah, and the general principles and policies MAS.
- 26) The designated BOE-Principal supervisor shall not interfere at any time in the professional responsibilities and independence of the School's Principal to administer the daily operations of the school without the official and prior authorization and approval of the BOE.
- 27) The BOE shall establish bank accounts to organize school business and finances in accordance with the MLC requirements of operation and MLC set policies for bank accounts.
- 28) The BOE bank accounts books and transactional records are to be maintained by a BOE member who is not the regular signer for initiated transactions.
- 29) The BOE may engage or initiate financial investments for the benefit of the school only after a unanimous agreement of the BOE and the approval of the MLC.

## School Principal and Administration

- 1) The Principal shall be appointed by the BOE and shall report directly to the BOE.
- 2) The Principal of the school must at minimum meet the same qualifications required of the BOE members, in addition to possessing a solid Islamic Education and interpersonal skills.
- 3) The BOE may not terminate the services of the Principal without prior consultation with the MLC.
- 4) The BOE must submit a list of possible candidates and their qualifications for the Principal position, for review by the MLC before engaging the services of any.
- 5) The principal is the chief executive and administrative officer of the school who shall have general responsibility of school daily operation under the operational policies set and approved by the BOE.
- 6) The Vice Principal of the school is appointed by the BOE and shall assist the Principal in the school daily operations duties and shall be the acting Principal in the absence of the Principal.
- 7) The Principal of the school may serve as a non-voting ex-officio of the BOE at the discretion of the BOE and as determined by the BOE.
- 8) The responsibility of the principal shall be :
  - 9) To organize the school staff, schedule, routines and educational resources to fulfill the educational goals and standards.
  - 10) To develop and present to the board for approval areas of improvements in the quality of education or performance of the school, and its operation.
  - 11) To regularly present to the BOE a written update or report on the various areas of the school daily operations and to immediately alert the BOE to significant incidents and events or unanticipated expenditures as deemed appropriate.
  - 12) To administer admission standards and procedures in accordance with the school policies.
  - 13) To administer and enforce order and appropriate standards of conduct and discipline for the students and the staff.
  - 14) To establish and carry out extracurricular programs for the school
  - 15) To evaluate the physical facility needs of the school and enforce its proper use.
  - 16) To establish and maintain positive relations with the school staff, parents, PTA and the Muslim community at large.
  - 17) To recommend to the BOE to recruit, hire, promote or terminate the services of any teacher or staff member.
  - 18) To supervise the services of all teachers and staff personnel and evaluate their performance, and recommend annual wage and salary increases. Such evaluation and recommendation shall be discussed with the BOE before finalization.
  - 19) To supervise and manage all parent volunteer services.
  - 20) To maintain a professional administrative office image and maintain well-kept, accurate, and organized school records and documents.

- 21) To execute contracts on behalf of the school as delegated or commissioned by the BOE and subject to the value limits set by the BOE.
- 22) To perform other school related duties as assigned by the BOE.

## **School Parent Teacher Association**

- 1) The Parent Teacher Association (PTA) is an organized body of the school parents who are enlisted in its membership.
- 2) The school PTA is not associated nor it is an extending entity of the public schools system PTA or any other outside entity to the school.
- 3) The PTA shall support and complement the activity of the school and its functions.
- 4) The PTA scope of activities is to provide volunteer support to the school educational process, fund raising, raise parent student awareness, enhance the parenting experience as it relates to children education, improve parent cooperation with the school and build a parent culture supporting the school.
- 5) The PTA shall adopt and maintain charter to govern its activities and regulate its functions.
- 6) An up-to-date copy of the PTA charter shall be provided to the BOE.
- 7) The PTA shall not adopt in its charter any regulations that will conflict with the School By-Laws, procedures and policies. Any part of the PTA charter in conflict with this document shall be considered null and void. The school By-Laws shall override in whole and in part the PTA charter.
- 8) The PTA shall maintain its own functional budget.
- 9) The PTA may maintain an operational bank account as long such account adheres to the school standard policies of on bank accounts.
- 10) The PTA committee shall work in coordination and cooperation with the school BOE, Principal administration and staff.
- 11) The PTA committee shall comply with the school policies, internal order, procedures, rules and regulation.
- 12) The PTA committee shall not be required by the BOE or the school administration or staff to carry on specific activity or tasks.
- 13) The PTA committee shall not carry out or assume any activity or function that is deemed a function of the school BOE, Principal, administration and staff.
- 14) The PTA committee shall not engage in acts of intimidating, threatening or any coercing activity directed at the school BOE, principal, administration, staff or other parents.
- 15) The PTA committee shall not engage in evaluating the school performance, school BOE, principal administration, staff, or school volunteers performance and qualifications.
- 16) The PTA committee shall not involve, engage, or address school staff or students during school time with PTA programs and functions unless cleared by the Principal.
- 17) The PTA committee shall not engage in or be involved in addressing parents-school conflicts or grievances.

- 18) The PTA committee shall not obstruct, intervene, or interject into school regular routines or operations.
- 19) The BOE may suspend the PTA activity, if the PTA committee or the PTA general assembly of parents, engage in practices that are deemed deliberate violations of the Islamic codes, school By-Laws, interference in the BOE or the school administration/staff direct functions, or engaging in activities that are undermining to the school well being.
- 20) PTA complaints or grievances shall be directed to the school principal, then to the BOE, then to the MLC, respectively.
- 21) PTA scheduled programs and activities shall not interfere with school programs.
- 22) PTA committee shall not require any school staff, official, or student to attend its functions or activity.
- 23) Monies raised or collected by the PTA shall be deposited in the PTA school bank account.

## **Affiliation and Amendments**

### **Affiliation:**

- 1) The Islamic School of San Diego is a full affiliate and a direct function of the Muslim American Society (MAS) National. Such affiliation and relationship shall remain in effect and cannot be dissolved unless initiated by the MAS National organization.
- 2) The assets of the school are irrevocably dedicated to the religious and educational purposes, and no part of the net income or assets of the school shall ever be used to the benefit of any official or officer, or to the benefit of any private person. Upon Dissolution of the school, its assets remaining after payment, or provision for payment, of all debts and liabilities of the school, shall be distributed according measures articulated in the school articles of incorporation.

### **Amendments:**

- 1) The articles of Incorporation of the school are amendable only by the MAS National organization, and in case of the non-existence of such entity by the current Board of Education of the School.
- 2) These By-Laws are amendable by the MLC after the approval of the MAS National. The BOE may propose by-laws changes and amendments to the MLC but such changes may not be adopted without the MAS National approval.

## **Ethics and Protocols**

### **Work Ethics**

- 1) All decisions formulated by the board are considered public unless deemed by the board as confidential and sensitive. Such information shall require the BOE collective approval before disclosure.
- 2) All communication between the MLC and the BOE shall be deemed confidential unless made public by the MLC.
- 3) Members of the Board shall maintain a professional and Islamic conduct while conducting school affairs (i.e. no use of profanity, insults, physical threats, or screaming).
- 4) Members of the Board shall promote the school cause and shall show general support to board decisions even though it may be contrary to their personal view and position.
- 5) Members of the BOE shall be discreet and confidential with matters of personal nature, students' records, and staff issues.
- 6) Members of the board shall refrain from, unless first cleared by the board, disclosing their position about specific board decisions to the public or the school staff.
- 7) Members of the Board shall not criticize the collective board decisions, other board members, school staff, or other board members in public or in front of other paid staff.
- 8) Members of the Board shall not under take an activity or a general public address that is not previously approved by the collective board or delegated to them by the board.
- 9) Complaints about other board members shall be filed with MLC and shall not be disclosed or shared as public information.

### **BOE Meeting Protocols**

- 1) Members of the Board are required to contact the BOE chairman or secretary by the time of meeting, in the case of absence or circumstances not permitting their attendance.
- 2) The Board shall execute its agenda in the manner of priority/urgency the majority of the board deems appropriate.
- 3) All items proposed by any member for consideration by the board should be placed on the board agenda if such a member so requests.
- 4) Any member may propose a motion by first obtaining the floor.
- 5) After a member has been assigned the floor, such member may not be interrupted by another member or the Chairman except by a Point of Order, Point of Information, or Point of Privilege
- 6) A motion becomes eligible for discussion if it receives a seconding from at least one more present member.
- 7) Any member may second a motion without obtaining the floor.
- 8) No main motion can be made when another main motion is pending
- 9) After a motion is sufficiently discussed, the motion is put for a vote.
- 10) A voted down motion may not be reconsidered within the same meeting unless it is resubmitted by a member different from the member who originally submitted it or seconded it for discussion.

- 11) Only an amended motion may be resubmitted as a motion again for seconding and discussion.
- 12) Each member may obtain the floor during the discussion of a motion no more than twice for a limited time, which is budgeted and previously agreed upon by the Board.
- 13) A point of order is one that is raised to bring the attention of the meeting Chairman to these standing orders and protocols.
- 14) A point of order can only be raised if the meeting Chairman fails to follow the standing orders.
- 15) A point of information is one that is made to request or offer some information.
- 16) If a member who obtained the floor is interrupted, then the chairman should ask the interrupted member whether he/she is willing to give or receive the information.
- 17) A point of privilege is one that while not having any relation to the pending question pertains to the rights and privileges of other members of the board.