

Friends of Tarbiyah Academy
By-Laws

ARTICLE I – Name

The name of this association is Friends of Tarbiyah Academy (“FTA”). FTA is an association open to the parents or guardians of students currently enrolled in Tarbiyah Academy (“TA” or “School”).

ARTICLE II – Purposes

The purposes of the FTA shall be:

- A. Facilitating bi-directional communication between TA and parents and serving as a parent voice in guiding and shaping current and future policy, goals, objectives;
- B. Providing TA administration and classroom teachers with additional volunteer teams or extra support for classroom and events, in collaboration with the Events Team as appropriate; and
- C. Leading support projects for TA that will enable greater success.

ARTICLE III – Basic Policies

- A. FTA shall work to promote the health and welfare of TA students and shall seek to promote collaboration between parents, School administration, and the community at large.
- B. FTA membership is limited to parents or guardians of actively enrolled TA students. At the discretion of the Executive Committee, FTA members may be recommended or required to pay dues.
- C. No part of the net earnings of FTA shall inure to the benefit of, or be distributed to, its members, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

ARTICLE IV – Officers; Elections; Term

- A. The officers of the FTA shall be two Chairs (each serving as a Co-Chair), a Vice Chair, a Treasurer, and a Secretary.
- B. Officers shall be elected at the FTA annual general membership meeting in the spring of each fiscal year and shall assume their duties on the first day of the subsequent fiscal year. Notwithstanding the foregoing, elections for FTA’s inaugural fiscal year of 2022-2023 shall be at the FTA’s inaugural meeting.
- C. Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.

- D. The term of each FTA officer shall be for two (2) years. Notwithstanding the foregoing, in the FTA's inaugural fiscal year of 2022-2023, FTA officers elected in the fall of 2022 shall serve only until the end of the 2022-2023 school year, or such earlier date as determined at the FTA's annual general membership meeting in the spring of 2023.
- E. If a FTA officer's dependent (i.e. TA student) leaves TA for any reason, then the FTA officer's term shall immediately cease and an election shall be held for the open position as soon as reasonably practicable.

ARTICLE V – Duties of Officers

- A. The Co-Chairs shall:
 - a. Preside at all FTA meetings;
 - b. Be responsible for regular communication with the TA administration concerning FTA's plan of work;
 - c. Serve as an ex-officio member of all committees;
 - d. Direct and coordinate the work of the officers and committees so that the purposes as set forth in Article I may be achieved; and
 - e. Perform such other duties as may be provided for in these by-laws;
- B. The Vice Chair shall:
 - a. Act as an aide to the Co-Chairs;
 - b. Perform the duties of the Co-Chairs if neither is present or if unable to serve; and
 - c. Perform such other duties as may be provided for by these by-laws or directed by the Co-Chairs.
- C. The Secretary shall:
 - a. Record the minutes of all FTA meetings;
 - b. Be prepared to read minutes of previous FTA meetings;
 - c. Maintain a currency copy of the by-laws; maintain a current membership list;
 - d. Notify committee chairs of their appointments; and
 - e. Perform such other duties as may be provided for by these by-laws or directed by the Co-Chairs.
- D. The Treasurer shall:
 - a. Have custody of the FTA funds;
 - b. Maintain a full account of the funds;
 - c. Keep a full and accurate account of receipts and expenditures;
 - d. Make disbursements as authorized by the Co-Chairs or Vice Chair;
 - e. Present an annual report of the financial condition of the FTA to the membership; and
 - f. Perform such other duties as may be provided for by these by-laws or directed by the Co-Chairs.

ARTICLE VI – Executive Committee

- A. The elected officers shall be members of the Executive Committee.

- B. A majority of the Executive Committee members shall constitute a quorum for the transaction of business.
- C. Regular meetings of the Executive Committee shall be held at the dates and times fixed by the Co-Chairs. Special meetings of the Executive Committee may be called by the Co-Chairs or upon written request of a majority of the Executive Committee members with a minimum of two business day notice to each member of the Executive Committee.
- D. Duties of the Executive Committee shall include, but not be limited to, the following:
 - a. Appoint Standing Committee chairs and committee members; and
 - b. Ensure that all Standing or Special Committees are performing their work.

ARTICLE VII – Standing Committees; Duties; Committee Chairs

- A. The FTA may have Standing Committees or Special Committees. The current list of Standing Committees is appended to these by-laws in Exhibit A. Standing Committees may be amended from time to time. Special Committees may be appointed from time to time by the Executive Committee.
- B. Only FTA members shall be eligible to serve on a FTA Standing Committee or Special Committee.
- C. Standing Committee chairs shall be appointed by the Executive Committee. As determined by the Executive Committee in its sole discretion, the same individual may hold multiple positions as an officer or Standing Committee chair.
- D. The chair of each Standing Committee shall present a plan of work to the Executive Committee for approval prior to the beginning of the next fiscal year. No Standing Committee may undertake any work without the consent of the Executive Committee.

ARTICLE VIII – Electronic Meetings

- A. Any meeting of the FTA whether of the Executive Committee, a Standing Committee, a Special Committee, or the general membership may take place by telephone or video conference as long as all those in attendance can simultaneously clearly communicate and/or electronically stream each other and participate during the meeting.

ARTICLE IX – Fiscal Year

- A. The fiscal year of the FTA shall begin on July 1st and end on the following June 30th.

ARTICLE X – Amendments

- A. These by-laws may be amended at any general membership meeting of the FTA by a two-third vote of those members present and voting, a quorum being present, provided notice of the proposed amended by-laws been given to the general membership at least fifteen (15) days prior to the meeting at which the amendment is to be voted upon.

Exhibit A

FTA Standing Committees

As may be amended from time to time in the sole discretion of the FTA's Executive Committee, the FTA's Standing Committees shall be:

- a. Room Parent Committee: members will include 1-2 parents from each grade whose individual duties shall include, but not be limited to, the following:
 - i. Supporting communication between parents and teachers;
 - ii. Provide support for field trips (arranging chaperones etc.);
 - iii. Arrange workshop lead by classroom teacher to educate parents on concepts and resources on Eureka math for helping students at home (early grades mostly K-3), understand grading process, and individual classroom teacher expectations; and
 - iv. Arrange workshops with collaboration of staff to guide parents on how to become partners with educators and monitor child progress.
- b. Staff Appreciation Committee: members will independently or in collaboration with the TA Events Team organize events or other expressions of appreciation for the TA staff on behalf of the TA community.
- c. Newsletter / Communications Committee: members will work independently or in collaboration with the TA Events Team to provide information to TA parents via email, newsletters, the FTA website, and social media as appropriate. This committee is vital to the PTA's development of a clear and effective means of communicating with all members. This committee also assists all other FTA Standing or Special Committees with promotional materials.
- d. Yearbook Committee: members will be responsible for photographing students and having a representative mix of student pictures in order to help prepare the TA school yearbook; will work with TA administration as appropriate.
- e. Community Service Committee: members will collaborate with TA students (and encourage leadership by the TA students) in organizing events to serve the broader community including, by way of example:
 - i. collaborating with local Masjids and partnering with them in their community service activities;
 - ii. Eid toy Drives/ Ramadan food pantry drives;
 - iii. Local fire station food basket gifts; and/or
 - iv. Soup kitchen/shelter sandwich making

- f. Fundraising Committee: members will support TA fundraising activities either independently or in collaboration with the TA Events Team on events (e.g. annual fundraiser; bake sales; restaurant nights); support grant writing as approved by the TA administration

- g. Enrichment Committee: members will enhance three goals as set forth below:
 - i. Healthy Body: collaborate with PE instructors, serve as recess monitors and consider establishing clubs such as a Fitness Club (to encourage students to join and provide students with fitness activity logs and/or arrange competitive sports events) and Nutrition Club (student led workshops on nutritious food choice; encourage students to join club and provide with food choices log).
 - ii. Healthy Mind: collaborate with TA administration on social, emotional, and developmental goals for TA students;
 - iii. Healthy Earth: organize “Go Green” events: collaborate on mini spring landscape projects at local mosques, educational workshops on seasonal vegetable pot planting etc.

- h. Special Events/Arts Committee: members will collaborate with the TA Events Team and also organize independent events to enrich the TA experience for the students including, but not limited to, STEM Fairs or other STEM activities

- i. School Culture Committee: members will organize and lead events including, by way of example:
 - i. Promoting and enhancing school spirit amongst TA students;
 - ii. Collaborate with School leaders to complement existing efforts towards bullying prevention and child safety inside/outside classroom (recess, PE), and School property safety (cleanliness, maintenance and maximize adult supervision/monitoring).
 - iii. Communicating rules and policies against physical and verbal abuse to students and parents;
 - iv. Committee will survey students or develop a team of engaged student leaders who can help communicate student needs/fears/frustration with School administration;
 - v. Arrange ice breaker events for peers to peers, peers to teachers and parent to parent to enhance School culture of support and trust; and
 - vi. Arrange “Character Counts” events/workshops for students where they learn to build respectful and positive relationships in a teamwork environment; events will be geared towards helping with isolation/exclusion issues in classrooms (bullying prevention; respect for school, respect for each other; safe recess habits)