

# Friends of Tarbiyah Academy (FTA) BY-LAWS

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APPROVED: June 5, 2025



## 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 for TA students.

### **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 I – V – 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, or earlier if agreed upon by the incoming Executive Committee.
- 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 one (1) year.
- 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:**

- i. Preside at all FTA meetings;
- ii. Be responsible for regular communication with the TA administration concerning FTA's plan of work;
- iii. Serve as an ex-officio member of all committees;
- iv. Direct and coordinate the work of the officers and committees so that the purposes as set forth in Article I may be achieved; and
- v. Perform such other duties as may be provided for in these by-laws;

### **B. The Vice Chair shall:**

- i. Act as an aide to the Co-Chairs;
- ii. Perform the duties of the Co-Chairs if neither is present or if unable to serve;
- iii. Be the lead point of contact with the TA Events Team; and
- iv. Perform such other duties as may be provided for by these by-laws or directed by the Co-Chairs.

### **C. The Secretary shall:**

- i. Record the minutes of all FTA meetings;
- ii. Be prepared to read minutes of previous FTA meetings;
- iii. Maintain a currency copy of the by-laws; maintain a current membership list;

- iv. Notify committee chairs of their appointments;
- v. Maintain organized electronic files of FTA activities as well as the FTA e-mail – including, but not limited to, FTA flyers, email announcements, committee activities, in order to provide these to subsequent Executive Committees; and
- vi. Perform such other duties as may be provided for by these by-laws or directed by the Co-Chairs.

**D. The Treasurer shall:**

- i. Have custody of the FTA funds;
- ii. Maintain a full account of the funds;
- iii. Keep a full and accurate account of receipts and expenditures;
- iv. Make disbursements as authorized by the Co-Chairs or Vice Chair;
- v. Provide a financial report at end of each fiscal year for record and at meetings, as requested by the Executive Committee; and
- vi. 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 any Executive Committee member.
- D. Duties of the Executive Committee shall include, but not be limited to, the following:
  - i. Appoint Standing Committee chairs and committee members;
  - ii. Maintain regular communication with the TA Head of School including regular telephone, video or in-person meetings;
  - iii. Maintain regular communication with the TA parent community through periodic email update; and
  - iv. Ensure that all Standing or Special Committees are performing their work.
- E. The outgoing Executive Committee and the incoming Executive Committee shall have at least one joint meeting together before the end of the FTA fiscal year.
- F. Vacancies and Replacement of Executive Members

### **Section 1: Unexpected Vacancies**

If an elected executive member resigns, is removed, or becomes unable to fulfill their role before the completion of their term, the position will be considered vacant.

### **Section 2: Replacement Process**

To fill the vacancy, the following steps will be taken:

#### **A. If Less Than Half the Executive Committee Is Vacant (1–2 members):**

- i The remaining executive members will:
- i Notify the parent body of the vacancy within 7 days.
- i Accept nominations or expressions of interest from interested parents for a period of 5–10 days.
- ix Review candidates and hold a vote among the current executive members to appoint a new member.
- v The appointed member will serve for the remainder of the original term.

#### **B. If Half or More of the Executive Committee Is Vacant (3 or more members):**

- i A special election will be organized and announced to the parent body within 14 days.
- i Nominations will be accepted for a period of 7 days.
- i Voting will be conducted anonymously by the parent body (via online or in-person ballot).
- ix The top vote-getters will be installed to fill the remaining open positions for the rest of the term.

### **Section 3: Eligibility and Term Limits**

- A. Any parent or guardian of a student currently enrolled at the school is eligible to serve.
- B. Replacements are subject to the same responsibilities and accountability as elected members (see Article X).
- C. Members who were removed due to lack of participation are not eligible for reappointment within the same academic year.

## **ARTICLE VII: Executive Member Responsibilities and Removal**

### **Section 1: Expectations of Executive Members**

All executive members of the Friends of Tarbiyah Association (FTA) are expected to:

- A. Attend at least 75% of scheduled committee meetings within the academic year.
- B. Actively participate in the planning and/or execution of a minimum of 2 official FTA events or initiatives per academic year.
- C. Respond to official FTA communications (emails, messages, or calls) within 7 days, unless prior notice is given.
- D. Carry out duties specific to their elected role as reasonably expected and agreed upon by the committee.

### **Section 2: Grounds for Removal**

An executive member may be considered for removal from their position if any of the following occurs:

- A. Failure to attend 3 consecutive scheduled meetings without prior notice or valid reason.
- B. Failure to contribute to the planning or execution of at least 2 events/initiatives within the academic year.
- C. Repeated lack of communication or responsiveness that hinders the progress of the committee's work.

### **Section 3: Removal Process**

- A. Concerns about an executive member's lack of participation must be discussed in a scheduled meeting, and the member in question must be given an opportunity to respond.
- B. A vote may be called if the concerns are not resolved. Removal requires a majority vote (at least 3 out of 5) of the current executive members.
- C. In the event of a vacancy, the remaining executive team may appoint a replacement for the remainder of the term.

## **ARTICLE VIII – 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 I – X – 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 X – Fiscal Year**

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

## **ARTICLE XI –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.

## 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/guardians from each classroom/grade level. Duties shall include, but not be limited to, the following:
  - i. Supporting communication between parents and teachers;
  - ii. Providing support for field trips (arranging chaperones etc.), classroom activities or parties, and such other request as may be directed by the TA homeroom teacher subject to approval by the TA Head of School;
  - iii. Providing opportunities for classroom parents to meet and develop relationships.
- 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 including, but not limited to, Staff Appreciation Week; parent-teacher conferences.
- C. **Enrichment Community:** members will collaborate with TA staff, parents and students (and encourage leadership by the TA students) in organizing events to enrich student experience and support community such as, by way of example:
  - i. Community service activities;
  - ii. STEM Fair, winter pancake breakfast or other special events; and
  - iii. Activities to support a positive school culture e.g. promoting/enhancing school spirit, bullying prevention, icebreakers (peer to peer; peer to teacher; parent to parent).
- D. **Fundraising Committee:** members will support TA fundraising activities either independently or in collaboration with the TA Board or TA Events Team through supporting grant writing as approved by the TA Head of School and/or TA Board, as appropriate; reaching out to local businesses for donations to support events/activities.