

Parent Teacher Organization Al-Qalam Academy

BYLAWS

ARTICLE 1: ORGANIZATION

1.1 The name of the organization shall be the School Parent-Teacher Organization, hereinafter referred to as "PTO." It will be established and continued at the discretion of the Board of Trustees of Darul Huda Corporation.

1:2 PTO shall be governed by the Articles of Incorporation and Bylaws of Darul Huda Corp. herein after called DHC

1:3 The PTO described in Article 1 will be solely advisory in nature. The PTO and its Executive Committee will function in accordance with these bylaws that shall comply with all provisions of the policies of DHC. All recommendations and actions of the PTO and its Executive Committee are subject to the established school regulations and policies of DHC pursuant to its bylaws.

ARTICLE II: AIMS, OBJECTS, PURPOSES

The purposes of the PTO shall be:

- 2:1 ³⁵/₁₇ Promote open communication among the parents, teachers and administration
- 2:2 ³⁵/₁₇ Provide support for the principal in his or her role as the administrator of the school program
- 2:3 ³⁵/₁₇ Promote goodwill and cooperation between the school administration, teachers and parents.
- 2:4 ³⁵/₁₇ Raise funds for the school
- 2:5 ³⁵/₁₇ Coordinate the service and volunteer programs

ARTICLE III : MEMBERSHIP

The membership of the PTO shall be drawn by the Principal of Al-Qalam Academy in consultation with the Executive Director of DHC entirely from the following:

- 3:1 The principal of the school
- 3:2 The faculty and staff of the school
- 3:3 The parents and/or legal guardians of pupils currently enrolled in School .
- 3:4 The membership shall be for one school year and new members shall be inducted every school year.

ARTICLE IV: FINANCES

Financial operation of the PTO shall be governed by the following regulations:

- 4:1 The PTO may have a bank account separate from that of the school; however, at the close of each fiscal year, funds shall be transferred to the school bank account so that the PTO bank account balance does not exceed \$100.00

- 4:2 All monies received by the PTO through membership dues and fund raising activities are to be deposited into the PTO account within five (5) to seven (7) days after receipt
- 4:3 All monies (cash and check) received shall have a corresponding receipt which is given to the donor
- 4:4 All expenses incurred by the PTO are to be paid from the PTO account
- 4:5 A detailed financial report of the account shall be provided to the principal, and DHC Board on a monthly basis
- 4:6 The signatures of the principal, and a PTO Executive shall be on the PTO bank account
- 4:6 Two signatures required, one of which is that of the principal and PTO Executive are required for all expenditures over \$200.00
- 4:7 All monies in excess of membership dues should be transferred
- 4:8 All monies in excess of membership dues should be transferred every month to the school bank account.

ARTICLE V : AMENDMENTS

- 5:1 Subject to all current provisions of school policy, the bylaws may be amended by a vote of two-thirds of the DHC Board of Trustees..
- 5:2 Proposed Amendments must be presented to the Board for review at least 15 days prior to the Board meeting. Insofar as it complies with all current provisions and policies concerning the structure and operation of the Parent Teacher Organization..

ARTICLE VI :DISSOLUTION

The Board of Trustees of Darul Huda Corp. shall have the right to dissolve the PTO without any notice in case of any violation of the bylaws and the policies stated above.:

The foregoing bylaws were duly approved by the Board of Trustees in its meeting held on December 21, 2016 and shall become effective on this day of 30 December, 2016.