



IQRA ISLAMIC SCHOOL ALUMNI ASSOCIATION (IISAA)

– CONSTITUTION –

"In the name of God, the Most Gracious, the Most Merciful"

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ARTICLE 1: NAME

1.01. The name of the organization shall be the Iqra Islamic School Alumni Association (hereafter referred to as "the Iqra Alumni Association," "IISAA," or simply "the Association").

ARTICLE 2: PURPOSE & OBJECTIVES

2.01. The Association's primary purpose is to support the vision, mission, and goals of Iqra Islamic School (located in British Columbia, Canada) in providing quality education and promoting personal excellence. It will do so by facilitating access to the expanding network of Iqra Islamic School alumni and by connecting these alumni to leverage their shared capacity to benefit the school and its communities by identifying and responding to opportunities and challenges.

2.02. The Association aims to assist with the development of Iqra Islamic School and its communities, as needed, by:

1. Serving as a strategic arm for the Iqra Islamic School administration and its staff in achieving their vision and goals;
2. Maintaining a database of alumni to be contacted on occasion about relevant IISAA and Iqra Islamic School news and events, including job postings and fundraisers;
3. Promoting and supporting Iqra Islamic School fundraisers within the IISAA network, including by providing guest alumni speakers for fundraising events;
4. Organizing and hosting various alumni events and activities, including general meetings and alumni reunions;
5. Providing advice and guidance to Iqra Islamic School administration and staff (as requested) by identifying opportunities and challenges that may exist or arise, and proposing and supporting initiatives as appropriate to address them;
6. Providing a forum for coordination and dialogue between Iqra Islamic School administration, staff, students, alumni, and the larger Iqra community to advance activities related to achieving Iqra Islamic School's vision, mission, and goals;
7. Providing a communication platform for Iqra Islamic School administration and staff to bring to the attention of the Association any key challenges, needs, and areas of interest that it may have that IISAA may be able to assist with;
8. Undertaking activities that promote and foster collaboration between IISAA and other Muslim organizations, including identifying and addressing common Muslim community challenges;



9. Encouraging members to undertake work that can contribute to the advancement of Iqra Islamic School as appropriate;
10. Facilitating engagement between alumni and the Iqra Islamic School administration, as well as cultivating greater professional networking among alumni; and
11. Supporting Iqra Islamic School, its students, and its communities in any other capacity.

ARTICLE 3: MEMBERSHIP

3.01. Membership is open to all Iqra Islamic School alumni exclusively. Membership is free, however the membership fee is subject to change. Membership benefits include the ability to vote in IISAA elections, the ability to run in IISAA elections for the purpose of securing an elected position in the Executive Committee so long as they are at or above 16 years of age, the ability to apply for an unelected Executive Committee position (as available), and potential discounts on IISAA events and activities.

3.02. There is no limit to the number of people that may qualify for and be admitted to membership. To become a member of the Association, an application should be submitted to the Association.

3.03. A member may withdraw from the Association upon informing the President, Vice President, or Secretariat with thirty-day written notice. Such notice shall be delivered electronically.

ARTICLE 4: ASSOCIATION STRUCTURE

4.01. The Executive Committee includes a President, a Vice President, and a Secretary who are elected officers of the Association, and who run it on a volunteer basis. Ideally, officers of the Executive Committee should be members from diverse backgrounds. All Executive Committee members must be Association members and must be Muslim.

4.02. The elected officers of the Executive Committee may jointly create unelected Executive Committee positions and appoint other members to fill these roles via an application and/or interview process. Elected officers of the Executive Committee reserve the right to keep, modify, or terminate any or all unelected Executive Committee positions by joint decision given reasonable justification.

4.03. Candidates for the elected executive positions should be nominated by a minimum of one other member. Nominations can be made by any Association member. If an existing elected Executive Committee member would like to remain in their position for the upcoming term, they will need to seek nominations and run for that position again.

4.04. The Executive Committee members will serve for a two-year term, renewable as determined by election, or, in the case of unelected positions, for the duration of the Committee's term. If any elected Executive Committee member is unable or unwilling to serve for the entirety of their two-year term, then a by-election may be called to fill the position.

4.05. Any member eligible to be an executive officer of the Association shall not be permitted to hold more than one position in the Executive Committee at any one time.



4.06. The Association may liaise as required with other Muslim organizations that may have an interest in supporting Iqra Islamic School and its communities.

ARTICLE 5: ROLES AND RESPONSIBILITIES

5.01. Executive Committee members of the Association shall operate in accordance with the Association's purpose and present Constitution. Executive Committee members are expected to maintain appropriate etiquette and to be respectful to other members of the Association as well as to the entire Iqra Islamic School community. Likewise, Executive Committee members are expected to adhere to the doctrine of the Qur'an and the teachings of Prophet Muhammad (Peace Be Upon Him) [Hadith], and act accordingly for the common good of Iqra Islamic School and its communities.

5.02. The Executive Committee shall decide on Association management, coordination, and membership requirements. They may also review membership applications to ensure that the minimum criteria have been addressed in each application prior to accepting applicants as members.

5.03. The Association President serves as the head of the Association, responsible for overseeing all its business and ensuring that the Association operates in accordance with the guidelines of this Constitution. The President is also responsible for representing the general IISAA membership and maintaining contact with the Iqra Islamic School administration.

5.04. The Association Vice President serves as the second-in-command of the Association, responsible for supporting the President in executing their presidential duties. The Vice President works closely with members of the Executive Committee to ensure that each executive officer's portfolio is advancing. The Vice President shall assume all duties of the President in their absence or in the event that they prove unable or unwilling to perform their presidential duties described in Section 5.03. above.

5.05. The Association Secretary serves as the Secretariat for receiving membership applications, maintaining all records (e.g. the alumni database and other contact lists), and distributing relevant correspondences for the Association. In cooperation with the President and Vice President of the Executive Committee, the Secretary will coordinate, facilitate, monitor, and report on the activities of the Association, coordinate and prepare the agenda for Association meetings, and issue notices from the Association and any other support activities deemed necessary. The Secretary will also liaise with Iqra Islamic School administration as needed.

5.06. Only Executive Committee members are eligible to vote on internal Executive Committee decisions.

5.07. Each Executive Committee member is expected to fulfill their roles and responsibilities and contribute substantially to the work of the Association by:

1. Participating in the Association's activities, events, and initiatives;
2. Representing the Association in meetings with Iqra Islamic School;
3. Promoting the Association in their communities; and
4. Attending the Association's executive meetings and general meetings.



5.08. Executive Committee members are expected to attend all Association executive meetings and general meetings during their term in the Committee. The President and Vice Presidents, under the precondition of joint agreement, may, at their discretion, dismiss any individual holding an Executive Committee position from the Executive Committee given justified reason.

5.09. Any Executive Committee member of the Association may resign at any time by delivering a written notice of such resignation to the President, or in the case of the resignation of the President, to the Vice President. In the case of a vacancy in an elected Executive Committee position, a by-election may be promptly held to elect an executive officer to fill the position made vacant by such resignation.

ARTICLE 6: MEETINGS & COMMUNICATION

6.01. There are two types of meetings, namely general meetings (for public meetings with the general membership) and executive meetings (for internal Executive Committee discussions). There must be a minimum of one general meeting annually to update the members on Association business. General meetings may be called by the Secretary on behalf of the Executive Committee. A general meeting may also be called by a signed petition of 40% of the membership body. General meeting minutes must be recorded, saved, and made available in a timely manner to any member requesting them within a reasonable period following the meeting. Notice of the general meeting must be presented to members at least one week prior to the meeting date.

6.02. Executive meetings may be called as the Executive Committee sees fit, in which the executive meeting may be joined by members of Iqra Islamic School's administration and staff. An annual general meeting will be held every year as a platform for all members to discuss the Association business and exchange ideas on supporting Iqra Islamic School and its communities.

6.03. Both executive meetings and general meetings should only commence with a sufficient and appropriate number of Executive Committee members.

6.04. The Association will normally operate virtually, although meetings may be held in-person.

6.05. Election of the Association's Executive Committee members shall be held online at the end of each term. Executive Committee members shall be voted in by all participating members based on a simple majority vote, assuming the individuals seeking election meet the established membership criteria. The current members will be invited and will be given at least one day to cast their votes. Each Member shall have one vote. An online voting service utilizing a simple majority voting method and providing anonymity for voters shall be used for the voting process. Once the affirmative votes are tallied and the results are finalized, the general Association membership shall be notified of the results in a timely manner.

6.06. The Association's electoral process should ideally be run and managed by a designated independent and impartial electoral commission made up of a group of diverse Association members not seeking election nor an Executive Committee position the following term. Alternatively, Association elections may be run and managed, or simply overseen, by the Iqra Islamic School administration if available.



ARTICLE 7: IMPEACHMENT

7.01. A movement to impeach an Executive Committee member from office may be made by any other Executive Committee member or by petition from at least 40% of the general membership. When such a motion is made, the Executive Committee must be informed, and an impeachment general meeting shall be called as soon as is reasonably possible. At the impeachment meeting, the executive officer and/or a representative from the general membership who initiated the impeachment process will state their case. Afterward, the executive officer under impeachment will have an opportunity to respond to the statement(s). This will be followed by a question period, after which a vote will be taken, via secret ballot, by the general members who are neither the direct initiator nor the subject of the impeachment, in which a two-thirds majority of affirmative votes is required to successfully remove the impeached Executive Committee member, effective immediately. If the executive position of the impeached officer who was removed is an elected position, the remaining Executive Committee members may then choose to call for an immediate by-election to fill the vacant position.

7.02. Grounds for impeachment include breaking of trust with respect to executive duties and long periods of unexplained absenteeism.

ARTICLE 8: FINANCES

8.01. The Association has no financial sources, and the costs required to maintain the Association communications and operations will be sought from donations, either in cash or in-kind.

8.02. Executive Committee members do not have the right to incur any debt or become involved in any business under the title or by implying the title of the Association in any way unless given full authority to do so by the collective consensus of the Executive Committee.

ARTICLE 9: AMENDMENT OR MODIFICATION

9.01. This Constitution shall have been presented to the membership of the Association at a general meeting and shall be ratified by a two-thirds majority affirmative vote by the members of the Association.

9.02. The Executive Committee may review and, if appropriate, update this Constitution as needed. Any amendment or modification to this Constitution can only be initiated by the President and Vice President, and requires a two-thirds majority affirmative vote by the members of the Association at a general meeting for the updated Constitution to come into effect.

9.03. Any amendment or modification to this Constitution shall be made a part hereof for all purposes.

9.04. This Constitution and any amendments and changes hereto shall be kept on record and shall be available to any Association member for inspection.