



Lenasia Muslim School

The seeking of knowledge is compulsory upon every muslim

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CONSTITUTION OF THE LENASIA MUSLIM SCHOOL PARENTS ASSOCIATION

1. FOUNDING PRINCIPLE

The basis of all functions, powers and acts of the School will strictly be the Quraan and the Sunnah of Rasulallah Sallallahu Alaihi Wasallam according to the interpretation, and accepted view of the AhlusSunnah Wal Jamaah as expounded by the four recognised Mazaahib or Jurisprudence, namely Hanafi, Shafi-ee, Maaliki and Hambali. According to the interpretation of the Jamiatul Ulama South Africa.

2. NAME

The name of the ASSOCIATION shall be the "LENASIA MUSLIM SCHOOL PARENTS ASSOCIATION" herein after referred to as the PA.

3. MEMBERSHIP

Any parent or guardian who has a child/children or ward registered and attends the LENASIA MUSLIM SCHOOL (LMS) shall be a member of the PA.

4. AIMS

- 4.1 The aim of the PA is to enable parents/guardians to play their part in ensuring provision of the best possible education for their children and that this is achieved through the PA's program of activities.
- 4.2 The PA will promote the interests of the learners and build effective partnership between home and school in co-operation with the Board of Governors (BOG), Board of Management (BOM), Principal, Educators and Learners.

5. OBJECTIVES

The objectives of the PA shall be:

- 5.1 To advance the cause of education (Islamic and Secular) amongst all peoples and within the school.
- 5.2 To cooperate with and/or assist any similar institution and/or association with furthering the cause of education under the direction of the Board of Governors (BOG) and Board of Management (BOM).
- 5.3 To promote and maintain a close and positive relationship between parents/guardians of learners, the Principal, Educators, Staff, BOM, Finance Committee and the BOG of the Lenasia Muslim School with a view to promoting the best interests of the learners.
- 5.4 Provide a convenient and effective forum of communication between parents/guardians, the BOG and BOM of the Lenasia Muslim School so that the Lenasia Muslim School can communicate its strategy, requirements, procedures and performance and the parents and guardians can communicate their views, desires and concerns to the Lenasia Muslim School within a positive and constructive framework.
- 5.5 Co-operate with the BOG, BOM and the Finance Committee in raising funds for furthering the interests of the Lenasia Muslim School.
- 5.6 Promote equality, respect and understanding of all people in the Lenasia Muslim School.

- 5.7 Bring parents together to promote and develop the Lenasia Muslim School community.
- 5.8 Provide assistance to the Lenasia Muslim School with functions and projects initiated by the PA or the school.
- 5.9 Support the BOG, BOM and the Finance Committee in upholding the values, vision, mission and public image of the Lenasia Muslim School.
- 5.10 The objectives of the PA are strictly in keeping with the BOG and shall be guided by the principles of shura.

6. ELECTIONS

- 6.1 The members of the PA shall at a meeting, elect a committee consisting of a maximum of eleven (11) members, comprising of both males and females.
- 6.2 The number of parents/guardians forming a quorum at such a meeting shall be a minimum of forty (40).
- 6.3 If a quorum is not present, the meeting shall stand adjourned to the same day, time and venue two weeks from the date of the initial meeting. No notice for such adjourned meeting shall be necessary. If at such meeting a quorum is not present, then the parents/guardians present shall constitute a quorum.
- 6.4 Only parents or guardians of children attending the school, for which a PA is to be elected, shall have the right to vote at any meeting and the presiding officer shall prior to the commencement of the elections make an announcement informing those present of such requirement.
- 6.5 The presiding officer shall inform the BOM of the names, addresses and contact details of the persons elected to serve on the PA.
- 6.6 The BOG shall appoint an electoral officer and a deputy electoral officer.

- 6.7 The electoral officer and deputy electoral officer shall not be entitled to stand for elections.
- 6.8 Any electoral officer or deputy officer appointed will render their services voluntarily and will not receive any remuneration for their services.
- 6.9 The BOG shall be vested with the sole right to set a date for such general meeting at which elections are to be held.
- 6.10 Ten working days before the meeting as scheduled by the Board of Governors, nominations will open.
- 6.11 Nominations will close three days prior to the meeting as scheduled by the Board of Governors.
- 6.12 Members may nominate themselves or any other member subject to a maximum of 5 members being nominated by any one member. All nominations must be seconded by another member.
- 6.13 Nominations shall be submitted on the official nomination form, available at the school. Completed nomination forms to be placed in the nomination box at the school.
- 6.14 Every member who has accepted the nomination must complete the acceptance form of his nomination together with all his/ her details and a brief profile.
- 6.15 The electoral officer will collect the nomination forms and prepare a schedule of the nominated candidates, together with their details and a brief summary of their profile.
- 6.16 Prior to the meeting the schedule of the nominated candidates, together with their details and a brief summary of their profile will be available at the venue of the meeting.
- 6.17 The electoral officer will chair the meeting and prior to voting will read out the names and profile of each nominated member.

- 6.18 The electoral officer will hand out the voting forms for voting by secret ballot.
- 6.19 Voting forms will be declared invalid if more than eleven (11) members are voted for or if there are any amendments to the voting form. Voting forms will be valid if any member votes for less than eleven (11) members.
- 6.20 The electoral officer will count the votes and announce the names of the eleven (11) elected members.
- 6.21 A duly elected PA shall hold office for a period of three years from the date of the election. After the expiry of the term of office, the PA shall be disbanded unless the BOG decides to extend the term of office for a period no longer than six months. The BOG shall call for new elections at a time and date as determined by the Board.
- 6.22 A duly elected PA member's term of office shall terminate immediately on departure of his/her child/ward from the school.
- 6.23 If there are insufficient nominees for the elections, then the members nominated shall be automatically deemed to be elected as the committee of the PA. They will then co-opt such additional members as may be necessary to ensure that a full complement of eleven (11) members serve on the committee.
- 6.24 Every member elected shall be obliged to sign a Code of Conduct.

7. OFFICE BEARERS

- 7.1 Two (2) representatives of the BOM shall chair the first meeting of the PA until election of the respective office bearers of the PA, which shall consist of:
- 7.1.1 AMEER/AMEERA
- 7.1.2 NAIB AMEER/AMEERA
- 7.1.3 SECRETARY

- 7.2 If more than one person is nominated for the aforementioned positions, the presiding officer shall call for a vote to determine who shall be elected to the respective positions. The presiding officer shall indicate that the vote may be taken by a show of hands or by ballot.
- 7.3 Any PA member may resign by a letter addressed to the Ameer/ Ameera or secretary of the PA and his/her resignation shall take effect from the date as stipulated on the letter. The BOM should be informed of such resignations.
- 7.4 Any vacant post in the PA, shall be filled after consultation with the BOM.
- 7.5 Should the members of the PA elect to co-opt any further members to assist in the affairs of the PA, then and in such event the PA shall notify the BOM and the BOG of such co-option.
- 7.6 All office bearers shall hold their positions for 3 years and are eligible for re-election.
- 7.7 A member may not serve as an Ameer/Ameera for a period of more than two terms on the PA.
- 7.8 The Ameer/Ameera and naib Ameer/Ameera of the PA shall serve as the representatives on the BOM of the school.
- 7.9 The Ameer/Ameera of the PA, shall serve as the representative on the BOG of the school.

8. FINANCE

- 8.1 All monies collected by the PA is to be deposited into the main school account of the Lenasia Muslim School under the supervision and control of the Finance Committee.
- 8.2 The PA shall assist the school in various fund raising activities of the school.
- 8.3 Fundraising for the school by the PA will be done with the prior agreement of the Finance Committee and for the sole purpose of furthering the aims and objectives the Lenasia Muslim School.

- 8.4 The Association will obtain approval from the Finance Committee prior to the incurring of any expenses related to the activities conducted by the Association in accordance with their mandate

9. PA MEETINGS

- 9.1 The PA shall meet for the conducting of business as often as may be necessary but not less than once every quarter.
- 9.2 The quorum at any meeting of the PA shall be five (5) elected members.
- 9.3 As far as possible at least seven days' notice of meetings shall be given.
- 9.4 All questions and decisions that may come before the PA shall be based on the principle of SHURA
- 9.5 If any member absents him/herself without an apology from three consecutive meetings, or 5 meetings with an apology then he/she shall automatically cease to be a member.
- 9.6 All meetings should be held strictly under shariah conditions.
- 9.7 A record of all meetings shall be kept by the Secretary of the Association.
- 9.8 A copy of the minutes of each and every meeting shall be filed with the BOM of the Lenasia Muslim School within three (3) days of the meeting of the Association.

10. PARENTS FORUMS

- 10.1 A parent's forum shall be held at least twice every year.
- 10.2 The first parent's forum is to be held in the first six months of each year and the second in the second six months of each year.
- 10.3 The business to be transacted at the parent forum shall be:

10.3.1 To consider, discuss and report on the activities of the PA

10.3.1 To transact any other business as may be submitted by parents.

11. BOARD OF GOVERNERS

11.1 Any amendments to this constitution may only be made and ratified by the BOG.

11.2 The BOG shall in its absolute discretion have the right to:

11.2.1 Disband the PA if it is of the view that the PA is not functioning in the best interest of the school and call for new elections.

11.2.2 Ask the PA to nominate new member/s to the BOG and BOM. In such an eventuality the PA will have to appoint a new Ameer/ Aameera and Deputy Ameer/ Aameera.

11.2.3 Ask the PA to suspend a member of the PA if the BOG feels that a particular member is not acting in the best interest of the school and may bring the school into disrepute.

12. POWERS OF THE BOARD OF GOVERNORS

No clause in this Constitution shall be construed in any way that it derogates from the authority of the Board of Governors.

13. AMENDMENT TO THE CONSTITUTION

Proposals to change the constitution must be submitted in writing to the BOG.

14. ROLE OF THE COMMITTEE

14.1 The Committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire Parent's body.

- 14.2 The Committee may advise the Principal and Board of Management on any matters relating to the school.
- 14.3 The Committee is the team that will manage the tasks of the Committee on behalf of the Parent's body (the members).
- 14.4 The Committee will draw up a plan for the activities of the association, in
- 14.5 The Committee will be responsible for seeing that activities are run in an efficient and cost effective way.
- 14.6 The Committee will consult with the school Principal, Chief Islamic Officer and Board of Management when planning the program of activities for any particular year.
- 14.7 The Committee will arrange with the Principal and Board of Management a system for ongoing communication, as well as a system for communicating clearly with the parent body.
- 14.8 Any written circular or communication intended to be disseminated to the general learner or parent population is to be sanctioned by the Ameer of the PA, the Principal and the Chief Islamic Officer of the Lenasia Muslim School.