

ARTICLE V: OFFICERS

Section 1: Election and Appointment – The Board of Directors, once constituted and elected at the regular scheduled elections, shall choose a President, a Vice-President, a Secretary, and a Treasurer of the Corporation, and from time to time may appoint such other officers, agents and employees as it may deem proper.

Section 2: Term of Office – The President shall hold office for the term of three (3) years (unless he/she shall become disqualified or is sooner removed by a vote of majority of all the members of the Board). All the officers shall have office for the term of three (3) years or at the pleasure of the Board.

Section 3: President – The President shall be the principal executive officer of the Corporation, and shall have the general management and superintendence of the affairs of the Corporation: the President shall preside at all meetings of the Directors; the President may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, bonds, contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or by these Bylaws, or by statute to some other officer or agent of the Corporation; in all cases where, to extent that the duties of the other officers of the Corporation are not specifically prescribed by the Bylaws, rules or regulations of the Board of Directors, the President may prescribe such rules. The President shall have and may exercise any and all powers and performs any and all duties pertaining to the office of President, or conferred or imposed upon the President by the Bylaws or the Board of Directors.

Subject to the limitations as the Board of Directors may from time to time prescribe, the President shall have the power (with appropriate consultation/ shura) to appoint and dismiss all such agents and employees of the Corporation (including any appointed by the Board) as the President deem proper and to prescribe their duties and, subject to like limitations, may from time to time delegate to other qualified officers of the Corporation any of the powers and duties conferred upon the President by these Bylaws or the Board of Directors.

Additional: Hiring/ Firing/ Promotion Process/ Employee Evaluation

Section 4: Vice-President - The Vice-Presidents, if any in the order of their seniority, in the absence or disability or refusal to act by the President, shall perform the duties and exercise the powers of the President and shall perform such other duties as may be prescribed by the Board of Directors and subject thereto to the President.

Additional: SA Handbook, Employee Handbook, Staff, and faculty Development/Training

Section 5: Secretary – The Secretary shall attend all sessions of the Board of Directors and all meetings of the members and act as clerk thereof, and record all votes and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for any committee of the Board when required. The Secretary shall be custodian of the corporate records.

Additional: Employees Contracts/ Job agreements

Section 6: Treasurer/ The Director of Finance - The Treasurer shall have charge and custody of and be responsible for all funds of the Corporation; receive and give receipts for money due and payable to the Corporation; and deposit all such moneys in the name of the Corporation in such banks or other depositories as may be designed by the Board of Directors. The Treasurer shall disburse the funds of the Corporation in such banks or other depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the President and the Directors at the regular meeting of the Board, or whenever they may require it, an account of all of his transactions as Treasurer and the financial condition of the Corporation, and shall perform such other duties as pertaining to his office or as from time to time may be assigned to him by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such sureties as the Board of Directors shall require.

Additional:

- Budget Development Coordination
- Cash Management
- Materials Management
- Payroll
- Accounting/Systems
- Debt Management
- Financial Reporting
- Co-ordination of External Audit
- Training & Development of Finance Staff

Section 7: Director of Education – The Director Education shall research and evaluate the curricula, teaching procedures and educational materials within the education system. He/ she shall direct and shape the curricula and teaching processes in a school. He/ she shall work with the education committee and advisory groups to come up with the most appropriate curricula to meet the needs of the students. He/ she is also responsible for advising the teachers, school administrators and support staff, on how to comply with local, state and national standards, as well as well Board’s rules and regulations. He/ she shall also provide training in the use of educational materials and techniques.

Additional:

- School Curriculum Support (The Curriculum will be visited and revised as necessary in every alternate year and approved by the majority vote of the Board)
- Classroom Schedules/ School Year Calendar/ School Hours
- Extracurricular Activities
- Educational Program development and monitoring
- Summer & After School programs
- Learning Technology
- Teacher Qualifications/ Evaluation
- Learning Outcomes/ Assessment of Student Achievement/ Program Assessment & Reviews
- ESL Program Development
- Gifted Kids/ brain stimulus program/ process development
- Student Discipline/ Suspension/Expulsions
- Student Registration
- AdvancED Re-Accreditation

Section 8: Other Potential Officers - All other officers shall have such duties and exercise such powers as generally pertain to their respective offices as well as such duties and powers as from time to time may be prescribed by the President of the Board of Directors.

Examples:

Director of Arabic & Islam Education:

- School Curriculum Support (The Curriculum will be visited and revised as necessary in every alternate year and approved by the majority vote of the Board)
- Extracurricular Activities
- Educational Program development and monitoring (For non-Muslim students, Islamic Studies subject shall be substituted for Ethics and Manners course)
- Summer & After School programs
- Learning Technology
- Teacher Qualifications/ Evaluation
- Learning Outcomes/ Assessment of Student Achievement/ Program Assessment & Reviews

Director of Public Relations and Marketing:

- Community Outreach, including correspondence with other schools and Religious Organizations
- Front person for media
- Employee Relations-Academic Staff

- Enhance the organization's public standing
- Anti-Racism/Multiculturalism
- Police Liaison
- Community Issues/ Community Education
- Parental Concerns
- School Publications (letters/ notices/ newsletter/ interviews)

Director of Fundraising:

- School fundraising Activities (NOTE: all fundraisers will be done following the Salam Academy's Fundraiser Policy).
- Donations
- Grant Writing
- Scholarships

Director of Facilities:

- Facilities Cleaning & Minor Repairs
- Facilities Maintenance
- Energy Management
- Facilities Contract Negotiations
- Waste Management
- Facilities and Transportation Support Services
- Professional Library management
- Implementation of School Food Policy
- Computer Repairs
- Health and Safety Issues
- Facilities Security & Claims Management
- Facility Rentals & Child Care

Director of Scholarship Assistance:

- Outreach the community to get scholarship assistance for students in need and also at high merit.
- Fundraiser activities to support scholarship for the qualified students (NOTE: all fundraisers will be done following the Salam Academy's Fundraiser Policy).

Member at Large:

- Arbitrator