

**Gungahlin Mosque Islamic School**

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# CONSTITUTION

## OF:

### The Gungahlin Mosque Islamic School (GMIS)

### Version 1.5

30 July 2020



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**Gungahlin Mosque Islamic School**

140 The Valley Avenue, Gungahlin, ACT 2912

Postal Address: 140 The Valley Av, Gungahlin, ACT-2912

Association Number: A05999, ABN: 34457670589, Established: November 2018

 [info@gmis.org.au](mailto:info@gmis.org.au)

 [www.gmis.org.au](http://www.gmis.org.au)

## Gungahlin Mosque Islamic School

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**In the Name of Allah Most Gracious, Most Merciful  
"O my Lord increase me in knowledge" (Al-Qur'an, 20:114).**

**The Constitution of:**

**The GMIS**

### **Preamble**

The GMIS

- \* **derives its objectives, ways, means and methods from the Qur'an and Sunnah as practiced by Ahl Al Sunnah wal Jama'ah.**
- \* **is aware of persistent lapse of Islamic knowledge and waning practice of Islam among Muslims in Australia.**
- \* **appreciates sincere concern among an increasing number of Muslims over the diminishing practice of Islam.**
- \* **observes Gungahlin and neighboring areas currently lack a structured educational set-up to meet the demand for learning Arabic language and Qur'an, and knowledge of Islamic way of life.**
- \* **understands the Muslims of Gungahlin resolved to establish The Gungahlin Masjid Islamic School (GMIS)**
- \* **believes in promised support from Allah (Glory be to Him) for those who commit themselves to the revival of Islam, anytime, anywhere on earth,**

**"...Allah certainly aids those who aid His cause..." (Al-Hajj : 40).**

**The GMIS**

**This document is its Constitution.**

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## 1. NAME AND PLACE OF OPERTTION

- 1.1 The name of the School shall be:  
**"Gungahlin Mosque Islamic School"** to be called herein after "GMIS".
- 1.2 The Administration and operation of the GMIS should always be at the Gungahlin Mosque while the classes may be held at any suitable premises.
- 1.3 The GMIS is an independent entity. GMIS has no obligation to CMC or CMC has no authority to impose any control on GMIS.
- 1.4 The permanent address for the Administration of the GMIS is:  
140 The Valley Avenue, Gungahlin ACT 2912. AUSTRALIA.

## 2. OBJECTIVES

- 2.1 To provide a supportive environment for the promotion of Arabic Language (Quran learning) and Islamic culture among young Muslims in Gungahlin and surrounding area;
- 2.2 To teach tolerance and respect for others, in accordance with the tradition of Prophet Muhammad (peace be upon him) and promote cohesion as contributors to Australia's diverse society, most of all set examples as good Australian Muslim;
- 2.3 To teach Islamic manners and etiquette to be practiced in daily life, according to the Qur'an and following Sunnah, the traditions and teachings of the Prophet Muhammad (peace be upon him);
- 2.4 To teach Arabic Language to equip students with the skills to understand the Quran;
- 2.5 To teach reading the Quran – to enable students to recite Quran with Tajweed;
- 2.6 To contribute on behalf of local Muslims, to the wider community in Canberra; and
- 2.7 To groom young Muslims to be tolerant and modest who will take pride in contributing towards Australia's diversified socio-economic needs as Muslim Australians.

## 3. DEFINITIONS OF FINANCIAL YEAR

- 3.1 The Financial Year: The Financial Year of the GMIS starts on 1st July in one year and ends on 30th June of the consecutive year.

## 4. ENROLMENT

- 4.1 The enrolment is open to any eligible child as per section 4.3, at the beginning of each semester only.
- 4.2 The number of student enrolment will be limited to the available resources at the time of enrolment.
- 4.3 Students must turn 5 on or before 30th April of the year of enrolment and must not be older than 12 years on or after December of the year of enrolment. It is a requirement that any child wishing to enroll must attend a regular daytime school in the ACT.

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### 5. THE BOARD REPRESENTATIVES:

- 5.1 The School Board, consisting of nine members from the Canberra region, shall be initially selected by the CMC Executive Committee. Once the school is in operation, it will run in Gungahlin Mosque as a completely separate entity, board will be formed by one representative of the i). CMC EC, ii). Imam iii) GMIS Principal iv). one representative of the current teachers, v). one representative from the P&C, vi). the rest four member will be preferably from the community (if there is no suitable person available teacher/parents can be considered who will be elected at the AGM.
- 5.2 The office bearers of the school board will be elected for a term of two year and may be re-elected for another term. Board chair shall be somebody preferably with prior teaching and/or engagement experience with any Sunday Islamic School. Selection of the CMC EC nominee for the school board shall be the responsibility of the CMC EC. Teachers' representative shall be selected by the teachers. Once all the members are selected/elected, they shall elect the Chair and other office bearers.
- 5.3 In all cases, members of the GMIS School Board should satisfy themselves that the persons chosen to have perceived trustworthy qualities (fear and belief in Allah), a good Islamic character, and commitment to Islamic principles and efficiency to carry out the duties of the school.
- 5.4 If any member of the board is found to act inconsistent with section 5.2, the board may relieve the member of his/her role from the board and replace with another member by majority consensus. The matter will be resolved as per the section 10 of this constitution.
- 5.5 The Board is the body with the highest authority in deciding by majority the affairs of the GMIS.
- 5.6 The Board shall set up the main policies of the GMIS in consultation with its members.
- 5.7 In addition to section 5.3, the Board shall appoint new members only in case of the resignation or death of any of its members, board and must satisfying the above criteria mentioned in clause 5.2.
- 5.8 The Board shall appoint the GMIS Principal for a three-year period of time that may or may not be extended. If Principal for any reason disappears/leaves GMIS before the term, board will appoint a new principal within a reasonable timeframe (maximum one month).
- 5.9 The parents of the current enrolled students, current teachers and registered active volunteers are considered as member of the GMIS and have the voting right in any AGM.
- 5.10 Members of the board shall hold an Australian citizenship/permanent residency. The school board members cannot be more than nine under any circumstances.

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### 5.11. Role of Principal:

- Manage GMIS's Academic Affairs in consultation with Teachers, Chairperson and Secretary of the GMIS Board.
- Maintain liaison with Community Language School Association (CLSA)
- Maintain liaison with Teachers and Parents
- Day to day administration of the school including preparing teaching roster
- Manage students' enrolment affairs with help of Board members
- Maintain CLSA audit documents, collect CLSA Grants forms, process and submit

## 6 The MANAGEMENT:

6.1. The structure of the **nine-member board** will be as follows:

- 6.1.1 The Chair (from community/parents/Sunday School teacher)
- 6.1.2 The Secretary (from community/Sunday School teacher/Principal of the GMIS)
- 6.1.3 The Assistant Secretary (from community/parent)
- 6.1.4 The Treasurer (from community/parent)
- 6.1.5 Member (Principal of the GMIS)
- 6.1.6 Member: (Imam of the Mosque)
- 6.1.7 Member: (CMC EC Nominee)
- 6.4.1 Member: (GMIS teacher nominee)
- 6.1.9 Member: (Parent nominee)

## 7 OFFICE BEARERS:

- 7.1 The GMIS board members are elected at the AGM for a term of two years. The AGM will be held at least once a year or more as per 5.2.
- 7.2 In all cases, members of the Parents' body should satisfy themselves that the board members chosen to have perceived trustworthy quality (fear and belief in Allah), good Islamic character, and commitment to Islamic principles and efficiency to carry out the duties of the office.
- 7.3 The School Board decisions will be circulated to the parents if required and the AGM details should be circulated by the Secretary, at least three weeks before the meeting.
- 7.4 In case of any board member/office barrier resign or any position become vacant for any reason, office barrier (chairperson, Secretary, Assistance Secretary and Treasurer) position will be filled from existing board members and a new member will be co-op from the community/parents which comply the section 7.2 above.

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### 7.5 Responsibilities of the GMIS school board (General):

#### 7.5.1 managing the affairs of the GMIS.

#### 7.5.2 Duties of the school board include:

- Managing the affairs of the GMIS
- Planning and coordinating the implementation of the general plan
- Administration and financial affairs of the GMIS
- Appointing the GMIS teachers.
- Custodian of any books, documents or property of the school.
- Annual inspection of books, documents and inventories of the school and
- Any other tasks as required for the operation of the GMIS
- Help School Principal to run academic affairs i.e. enrolment process, attendance records, liaison with teachers, parents and CLSA
- Arrange school excursions for students
- Arrange school events
- Manage Canteen

## 8 RESPONSIBILITIES OF THE KEY OFFICE BEARERS:

8.1 The Chairperson shall preside at the board meetings, annual general meeting or special general meetings of the School. He/She will be the spokesperson of the GMIS. In the absence of the chairperson, the Secretary will carry out the role of the Chairperson. Chairperson should seek for all funding source/donation and grants form all Federal and State government departments with help of Treasurer and other members. He may take help from community members outside GMIS.

### 8.2 The Secretary will:

- 8.2.1 Present all the correspondence before the meeting.
- 8.2.1 Prepare the Agenda for all meetings.
- 8.2.3 Keep the records of all the minutes.
- 8.2.4 Keep custody and use of the Common Seal of the GMIS.

### 8.3 The Treasurer will:

- 8.3.1 Maintain all account books and keep records of bills/receipts and vouchers.
- 8.3.2 Sign the cheques jointly with the Chairperson or the Principal.
- 8.3.3 Present all account statements before the school board, who will recommend their approval.
- 8.3.4 Issue receipts for any money received.
- 8.3.5 Keep up to \$200.00 as cash in hand at any one time.
- 8.3.6 Prepare the Annual Financial Report of the GMIS.

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- 8.3.7 Keep custody of all receipts, cheques, deposits and account books of the GMIS.
- 8.3.8 Help during enrolment process and manage money matters in consultation with Chairperson, Secretary and school Principal.
- 8.3.9. Help in all grant application and acquittals process.
- 8.3.10. Process and submit CLSA Forms which collected by the Principal from Students/Parent grants and help in CLSA audit process

## 9 MEETINGS:

- 9.1 The School Board shall meet at least once a month, or as often as necessary and minimum 5 members will make the board meeting quorum and the meeting must be re-schedule in case of not meeting the quorum.
- 9.2 The spirit and manner of conducting a meeting must be in conformity with the Islamic code of conduct and behavior. Such conduct must be practiced by all participants.
- 9.3 Every meeting should be started and ended by a short supplication (Du'a):
- 9.4 Once a decision is taken by the majority of members present in the meeting, it should be accepted and supported by every board member.
- 9.5 The Annual General Meeting (AGM) of the parents will be held at least once a year or more than once if requested by at least two third of parents whose children are studying in the GMIS.
- 9.6 Attendance by at least 20 parents will form a quorum for any AGM meeting. If the quorum is not achieved in the first meeting, a second meeting will be called for after 2 weeks. The meeting will be considered valid regardless of the number of attendees. A simple majority of the attendees would be required for the passage of any proposals and the election of office bearers.
- 9.7 Decisions taken at the AGM shall be binding upon the school board.
- 9.8 A Special Meeting: If the meeting called for by five members of the GMIS board or by at least 51% of the parents/member (5.9) to discuss on concern for School matters. The board will serve a notice of special meeting within 21 days of the meeting call received and special meeting should be held within 30 days of notification.

**10. Discipline:** In case of any appeal and review process of the GMIS Board member where the school board has received written complaint(s) against any member or willfully acted in a manner contrary to the interests of the GMIS:

- 10.1 The school board would seek to resolve such complaint(s) through mutual consultation in the spirit of Islamic brotherhood. School board may relieve the member from the GMIS school board.



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- 10.2 Member(s) expelled/suspended by the school board will have the right to lodge an appeal application against such decision in writing to the Chairperson of the GMIS within four weeks of the date of issue of the letter.
- 10.3 The GMIS Chairperson, shall, upon receipt of the application from an ousted member, form an independent committee (containing two independent parents and one community member) to review the expulsion/suspension decision of the board. The independent board will submit its recommendation in writing within six weeks to the GMIS Chairperson.
- 10.4 On receipt of the report from the independent committee, the school board by resolution will take a decision in light of the report. The decision will then be communicated in writing to the appellant within two weeks from the date of the resolution.

### 10 FINANCE:

- 10.1 In the event of dissolution of the GMIS, all the funds and assets of the GMIS will go to the CMC Inc.
- 10.2 Activities of the GMIS are financed by contributions from the Commonwealth Government, from the students' enrolment fees and donations from other approved sources or from revenues derived from Islamically approved investments, projects and services.
- 10.3 Contributions and donations from outside must be approved by the board to ensure the purity of its sources and motives.
- 10.4 The GMIS shall keep a non-interest-bearing account with a recognized financial institution.
- 10.5 Proper accounts should be kept of all financial transactions of the GMIS.
- 10.6 All accounts should be audited by a recognised auditor who will certify the annual financial report.

### 11 AMENDMENTS AND REGULATIONS:

- 11.1 Provisions of the Constitution and/or regulations may be amended. Proposals for amendments will be submitted to the Executive board of the GMIS in sufficient time to be included in the agenda and widely circulated to all members for comments at least three weeks before the AGM.
- 11.2 Amendments to the Constitution and/or regulations are to be approved by at least 75 percent of the members (**section 5.9**) present at the AGM.

*The last amendments to this Constitution were done on 19 July 2020.*

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