

**ZAINABIYA MADRASAH COMMITTEE (ZMC)
MILTON KEYNES - GOVERNING DOCUMENT**

1. AIMS AND OBJECTS

- a) To oversee the promotion of Islam according to the teachings of Shia Itna-asheri Ja'fari Fiqh through the Madrasah.
- b) To serve and further the religious, educational and socio-economics interests of the community.
- c) Specified terms of offices.
- d) Financial independence of the Madrasah, under the umbrella of the Jamaat.

2. MEMBERSHIP

The Zainabiya Madrasah Committee, hereby referred to as ZMC shall consist of:

- a) Principal of Madrasah
- b) Spiritual Guide /Alim for the Madrasah
- c) 2 Parent representative of children in Madrasah (father and 1 mother)
- d) 2 teachers of Madrasah (1 male and 1 female)
- e) 1 representative form the Jamaat Managing Committee
- f) The Madrasah Treasurer (to be appointed by the principal)

3. TENURE

The term on the ZMC will be two years to 31 March or earlier depending on when Jamaat convenes the AGM.

The date of 31 March or earlier has been specifically selected to ensure the smooth hand-over to the new Principal (simultaneously in line with the new Jamaat elections)

New Madrasah term to start on 1 January.

4. SELECTION

a) Principal

The Principal shall be chosen for his/her administrative and/or educational/religious abilities. He/She shall be elected by the teachers of the Madrasah with consultation of the Jamaat Managing Committee. At meeting where the Principal is chosen, 50% of the teacher entitled to vote shall constitute a quorum.

In case of the Principal resigning during the midst of his/her term, ZMC will immediately appoint an Acting Principal (after consulting with the Jamaat Managing Committee) until such time as an election is possible.

b) Spiritual Guide / Alim of the Madrasah

The guide is to Serving Resident Alim of the Jamaat. In the absence of a resident alim, the EC & Principal can nominate any 'spiritual guide' or 'mubaligh' to take up this role, and to be then ratified at the AGM.

c) Parents – 2 representatives.

These representatives shall be proposed by the parents and elected (by a secret ballot if necessary) by the parents. The Parents representatives must have their children studying in the Madrasah.

d) Teachers – 2 representatives.

These representatives shall be proposed by the teachers and elected (by a secret ballot if necessary) by the teachers in the Madrasah. The teachers should be current teachers at the Madrasah. At meeting where the Teacher representatives are chosen, 50% of the teacher entitled to vote shall constitute a quorum.

e) Jamaat representative.

1 representative to be nominated by the Jamaat Managing Committee.

f) Madressa Treasurer.

Appointed by ZMC or Principal

5. CONDUCT OF THE ZAINABIYA MADRASAH COMMITTEE

- a) The ZMC shall hold meetings bi-monthly or sooner as required by either the teachers or parents.
- b) Any member absent for 2 consecutive meetings, unless excused by the ZMC shall automatically cease to be a member.
- c) The ZMC shall receive a report of the financial situation of the Madrasah from the Treasurer at every meeting,
- d) The ZMC would form any sub committee, as required to help the principal in organising functions in Madrasah as and when required.
- e) Change in category and status of a member will mean an automatic resignation as a member of the ZMC.
(A teacher will be on Zainabiya Madrasah Committee as long as he/she is a teacher in the Madrasah and similarly the parent is a ZMC member as long as his/her child is a student in the Madrasah)
- f) Any vacancy in either teacher or parent category would be filled as soon as possible by the bodies concerned and notice of the same would be given to

the teachers or parents by the Zainabiya Madrasah Committee within 60 days, and the election to take place soon after.

- g) In matters of dispute raised by the Alim, the ZMC will be directly answerable to the EC.

6. POWERS OF THE ZAINABIYA MADRASAH COMMITTEE

a) Finance

To raise funds on the behalf of the Madrasah, subject to the ratification by the Jamaat Managing Committee. The Madressa shall have its own separate bank account.

b) Accounts

The Madressa Treasurer will provide the Jamaat Treasurer with all accounts for verification and presentation at the Annual General Meeting (A.G.M). The Madressa Treasurer will be requested to attend the Annual General Meeting to answer any queries on the Madressa Accounts.

c) Expenses

Expenses and cheques less than £200 can be authorised by the Principal and Madressa Treasurer

All expenses over £200 must be approved by the Zainabiya Madrasah Committee.

7. DUTIES OF THE PRINCIPAL

a) The Principal will be overall in charge of running the Madressa

b) The Principal shall organise and chair all staff meetings.

c) The Principal, in liaison with Zainabiya Madrasah Committee, will ensure that accepted codes of conduct (discipline) are in operation and being followed throughout the Madressa.

d) The Principal will assist and ensure that all the relevant administration is in order.

e) The Principal will work be ultimately responsible for the Sunday Madrasah as well as the Thursday Qur'an Classes.

f) The ZMC will appoint the Thursday Qur'an Class coordinator who in turn will be responsible for running the Thursday Qura'n Classes.

8. SPIRITUAL GUIDE / ALIM FOR THE MADRASAH

A spiritual guide primary role is to ensure that the Madrasah is run according to the rules of Shariah. The guide will be responsible to check the content of the Syllabus and will have a final say in matters of dispute regarding the spiritual or religious aspects of the Madrasah.

In case of any disputes raised by the Alim, the Alim will refer back to the EC.

9. MADRESSA LIASON WITH JAMAAT MANAGING COMMITTEE

- a) The Jamaat Managing Committee will extend its maximum co-operation to the Madrasah management for it smooth running.
- b) Whenever possible, Madrasah sessions will be given priority in Jamaat Function programming.
- c) The Principal, with assistance, will liaise with the respective Jamaat Managing Committee in organising the role of Madressa during the periods of Mahe Muharram, Mahe Ramadhan and other relevant Jamaat function.

10. CONFIDENTIALITY

Members of the Zainabiya Madrasah Committee may be informed of personal problems of parents, teachers and students. It is imperative that such information shall be treated with the utmost confidentiality.