

The Constitution for The Muslim Teachers' Association (U.K.)

The MTA was established in 1979. This constitution was last updated in June 2013 and will be reviewed annually.

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ARTICLE 1: NAME

The name shall be:

'The Muslim Teachers Association' (U.K) will be referred to as the 'Association' and abbreviated to the MTA

ARTICLE 2: HEADQUARTERS

The Headquarters of the Association shall be:

Islamic Cultural Centre

146 Park Road

London NW8 7RG

Address for correspondence:

Plashet School Plashet Grove East Ham London E6 1DG

Email address: info@mta-uk.org

WEBSITE ADDRESS

<http://www.mta-uk.org>

ARTICLE 3: MOTTO

"Read in the name of your Lord and Sustainer who created you"

Al-Qur'an XCVI-I

ARTICLE 4: AIMS AND OBJECTIVES OF MTA

- a. To promote the development of Muslim *teachers and students in the United Kingdom in accordance with the guidance of Al-Qur'an Karim and the Sunnah of The Prophet (Peace be upon him).
- b. To promote the professional development of Muslim teachers by setting up appropriate training and support structures.
- c. To offer advice and support to schools to promote equality of opportunity for all pupils with a particular emphasis on supporting the achievement and self-esteem of Muslim pupils.
- d. To promote understanding in educational establishments so that the education and welfare of Muslim teachers and pupils is enhanced.
- e. To provide advice and guidance to support head teachers, government, local authorities, and other organisations, to support the needs of Muslim teachers and pupils.
- f. To represent the interests of Muslim teachers and pupils at all official levels within the United Kingdom.
- g. To promote greater knowledge and understanding of the needs of Muslim teachers and pupils, which, by virtue of their religious beliefs, are different from other teachers thereby supporting community cohesion.

* teachers means any of the following: Qualified teacher, FE Lecturers, Education Consultants, Ofsted Inspectors, Assessors, Verifiers, advisors, trainee teachers and similar.

ARTICLE 5: MEMBERS

- All qualified teachers will be eligible for full membership
- Any person who is not a qualified teacher will be eligible for Associate Membership

Regional Branches

Subject to the provisions of this constitution, the Executive Committee of the MTA shall have the authority to set up and regulate regional branches. The conditions of membership and all other relevant articles of the Constitution of the Association shall be binding on all approved Regional branches.

ARTICLE 6: SUBSCRIPTION

The subscription of members will be £10 per annum. The subscription for associate members and retired teachers will be £5. The membership fees will be reviewed annually.

ARTICLE 7: THE EXECUTIVE COMMITTEE

- a. The Executive Committee shall have 12 members of which seven posts are stated below.
 - The President
 - The Vice President
 - The Secretary
 - The Membership Secretary
 - The Treasurer
 - Public Relations Officer
 - Website Officer
- b. At least seven off the Executive committee members, including the President, Secretary and Treasurer, shall be UK qualified teachers, with a minimum of 5 years teaching experience currently working in the educational field.
- c. The Executive Committee shall have the right to co-opt up to three additional members on to the Executive committee as required, and to enlist the support of advisers and consultants as appropriate.
- d. For any member who sends three consecutive apologies to meetings, their continued membership of these committee will be reviewed by the executive committee and the individual informed of the decision.

- e. No member shall be aligned to any organisation, association, political party or otherwise which does not support principles of equality of opportunity of the MTA
- f. Where the MTA committee members work involves interacting with pupils they must have a current and clear Enhanced Disclosure (CRB).

The Term of office:

- The term of the Executive Committee shall be one year
- All Office Bearers shall be eligible for re-election for the same office consecutively for a maximum period of three years.
- Any member who fails to attend 3 consecutive meetings without prior notification will cease to remain a member of the Executive Committee.

ARTICLE 8: POWERS OF THE EXECUTIVE COMMITTEE

The Executive committee shall:

- Set out the strategic vision and direction of the MTA and ensure that plans and provisions are put in to place for this to occur.
- Be responsible for the management of the affairs of the Association except when the AGM is in session.
- Be responsible for implementing the recommendations, decisions and resolutions of the AGM or any other general meeting.
- Have the power to appoint specialists as appropriate
- Subject to any direction of the AGM, have control over all financial matters of the Association.
- Have the power to allocate additional duties to any member of the Executive Committee.
- Have the power to invite observers to any of its meetings or any other meetings of the Association.
- Have the power to appoint sub-committees.
- Have the power to appoint regional MTA sub-committees. Once established a secretary will be appointed for each region.

ARTICLE 9: THE DUTIES OF THE OFFICE BEARERS

See Appendix

ARTICLE 10: MEETINGS

- The Annual General Meeting. The Association shall hold an Annual General Meeting on a date specified by the Executive Committee.
- Notices of this meeting shall be giving at least three weeks before the date of each Annual General Meeting.

- The AGM quorum for a decision to be passed shall be 1/6th of the total membership.
- Emergency Meeting of the Association
- An Emergency Meeting of the Association shall be called at short notice by the Secretary at the written request of at least two thirds of the total membership of the Executive Committee, or one third of the total Membership.
- The Executive committee
- The Executive Committee shall meet at least once in two months, and agree a calendar of meetings for the year.
- The meeting shall be called by the President or the Secretary.
- The quorum for decisions to be made at the meeting shall be one third of the total number of the Executive Committee.

ARTICLE 11: ELECTIONS

- Any paid member of the Association shall be eligible for election to the Executive Committee and shall be entitled to vote.
- All the candidates shall be elected by secret ballot on a simple majority.
- Each member shall be eligible to cast one vote at the Annual General Meetings.
- No Proxy vote shall be recorded at Executive Committee or Annual General Meeting.

ARTICLE 12: RESIGNATION AND VACANCIES OF OFFICER BEARERS

- Any member of the Executive Committee may tender his/her resignation by writing to the secretary.
- Vacancies shall be filled by nomination or appointment by Executive Committee.

ARTICLE 13: FINANCE

- There shall be a fund known as the Association Account.
- The fund shall be derived from subscriptions, donations, or from any other sources provided they do not contravene any part of the Islamic Shari'ah or the Constitution.
- The Executive Committee shall, unless otherwise instructed by the AGM, decide how the Account shall be used.
- All cheques above £100 drawn from the fund must be signed by the Treasurer and countersigned by the Secretary or the President.
- The Executive Committee shall have the authority to acquire assets and/or donations providing such acquisitions or appeals are in accordance with the aims and objectives of the Association.

- The Executive Committee shall have the authority to acquire assets and /or appeal for additional funds or donations providing such acquisitions or appeals are in accordance with the aims and objectives of the Association.
- A firm of accountants shall examine and audit the accounts of the Association presented by the Treasurer at each AGM.

ARTICLE 14: AUDITORS

- A firm of professional auditors shall be appointed annually by the Executive Committee.
- The firm shall examine and audit the accounts of the Association presented by the Treasurer

ARTICLE 15: AMENDMENTS TO THE CONSTITUTION

- Any member of the Association may propose an amendment to the Constitution. This amendment, which must be seconded, needs to be submitted in writing to reach the Secretary six weeks prior to the AGM.
- The Secretary shall circulate the amendment to all members at least three weeks before the AGM
- Amendments to the Constitution can be passed by the agreement of one-sixth of the total membership at the AGM. The amendment must not contravene the Al Qur'an and Sunnah or be contrary to U.K. law.

ARTICLE 16: DISCIPLINARY ACTION

- Disciplinary action may be taken against any member who is acting in a manner prejudice to the aims and objectives of the Association. This may result in members being barred from the organisation.
- The Executive Committee has the power to carry out disciplinary action. The Executive Committee will communicate the outcome to the Member concerned.

ARTICLE 17: INTERPRETATION

The Executive Committee shall have the power to interpret the Constitution whilst keeping within the parameters of the aims and objectives of the organisation and within the law.

ARTICLE 18: DISSOLUTION

If in the opinion of the Executive Committee, the MTA fails to serve a useful purpose, then dissolution will be recommended at the Annual General Meeting. If the dissolution is agreed, the Executive Committee will organise payment of all its liabilities and authorise the remaining assets to be donated for charitable purposes

Appendix 1 THE DUTIES OF THE OFFICE BEARERS

All office bearers should aim to:

- Commit to the aims and objectives of the MTA
- Commit to giving time to further the work of the MTA

1. The President

- Shall be the head and the spokesperson of the Association
- Shall Chair all Executive and General Meetings
- (In the absence of the President, the Vice President or the secretary will lead the meetings)
- Shall exercise his/her casting vote if and when required
- Shall have been a member of the executive committee for two years
- Shall motivate, lead, direct, delegate and ensure that the works of the sub offices are carried out effectively and efficiently

2. The Vice President

- Shall assist the President in carrying out the duties of his/her office.
- Shall deputise for the President in the latter's absence or when the President relinquishes the chair.

3. The Secretary

- Shall convene and issue information and notices of all Executive and General Meetings.
- Shall write and disseminate minutes of the Executive and General meetings which are to be sent to relevant parties within a week. Minutes should also be sent by e-mail to all members on request.
- Shall liaise/consult the President on matters of policy/correspondence that need his/her authorisation.
- Shall deal with correspondence on a weekly basis and report back at all meetings
- Shall keep all records. For example, minutes of all meetings, copies of treasurers reports, resources from courses held and AGM, etc. All of which will be available to members on request.
- Shall submit any annual reports of the activities of the Association and Meetings.
- Shall inform the Membership Secretary to deputise for him/her in his/her absence
- Shall produce a draft annual calendar for the year's meetings.

4. The Membership Secretary

- Shall be responsible for all matters relating to the membership of the Association, and will be responsible for keeping membership records up to date.
- The President will delegate targets for increasing membership or maintaining membership by a specific amount each year
- Shall deputise for the Secretary in his/her absence.
- Shall liaise closely with the Treasurer and pass all membership payments to him/her.

5. The Treasurer:

- Who will be free from criminal conviction for fraud will be responsible for all aspects of finances for the MTA
- Shall collect the Associations dues.
- Shall keep proper records and accounts of the Association's income, expenses and assets and pass copies to the Secretary.
- Shall pay all the expenses incurred by the Association out of its funds.
- Shall deposit monies of the Association in a bank designated by the Executive Committee.
- Shall submit an audited statement of the accounts of the Association to the Annual General Meeting.
- Shall liaise with the Membership Secretary and keep records of all membership payments.
- Shall produce, every three months an up-to date report for the Executive Committee.

6. Public Relations Officer

- To be responsible for all aspects of publicity relating to the MTA
- Producing and updating information for the MTA website and liaising with the person responsible for the website
- Working with the membership secretary to produce literature for promoting the image and membership of the MTA.

7. Website Officer

- To be responsible for all aspects of the MTA website
- To regularly update the website
- To liaise with the public relations officer and membership secretary as appropriate