



AHMADIYYA EDUCATORS ASSOCIATION (AEA) MEMBERS' HANDBOOK

Standard Operating Procedures (SOPs)

Effective Date

(October 1, 2024)

Responsible Party

AEA Executive Committee

Scope and Audience

For the AEA membership

Table of Contents

AHMADIYYA EDUCATORS ASSOCIATION.....	2
PURPOSE.....	2
VISION.....	2
MISSION	2
CORE VALUES.....	2
OBJECTIVES	2
5-YEAR STRATEGIC PLAN.....	3
1. INTRODUCTION	4
1.1 PURPOSE OF THE DOCUMENT.....	4
1.2 SCOPE	4
1.3 DEFINITIONS	4
1.4 EXECUTIVE COMMITTEE	4
2. POLICIES	5
2.1 MEMBERSHIP POLICY	5
2.2 MEMBERSHIP RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT POLICY	5
2.3 FINANCIAL POLICIES	5
2.4 RECORD KEEPING AND FUNDS MANAGEMENT POLICIES	7
3. PROCEDURES.....	7
3.1 MEMBERSHIP DUES PROCEDURES	7
3.2 MEMBERSHIP RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT PROCEDURES	8
3.3 FINANCIAL PROCEDURES	8
3.4 RECORD KEEPING AND FUNDS MANAGEMENT PROCEDURES	9

Ahmadiyya Educators Association

Purpose

In accordance with the Holy Prophet's (pbuh) saying: "It is the duty of every Muslim man and every Muslim woman to acquire knowledge," our organization's purpose is to support every US Ahmadi Muslim to acquire knowledge.

Vision

Our vision is to empower educators, inspire students, and shape futures.

Mission

Our mission is to foster a vibrant educational community within the US Ahmadi Muslim Community by providing innovative programming for students, supporting educators' professional growth, and promoting collaborative learning. We are dedicated to enhancing educational excellence through research-based practices, empowering educators and students alike, and ensuring equitable access to lifelong learning opportunities

Core Values

Teamwork
Access to Education
Lifelong Learning
Equity
Empowerment
Mentorship

Objectives

- Develop programming for students to promote educational innovation and excellence.
- Promote intellectual leadership among educators through robust sharing of research-based practices in education.

- Support the professional development of educators through various workshops, seminars, and conferences.
- Establish opportunities for networking and collaboration among Ahmadi members from the field of education.

5-Year Strategic Plan

Objective	Goals by July 2025	Goals by July 2030
Programming	Establish an internal, operational platform for member tracking, mentorship reach, financial tracking	Establish a Virtual School.
Intellectual Leadership	Publish regular newsletters; Have social media presence;	Create a Journal / Magazine for publication Publish Annual Reports Recognize Talented Educators for their excellency
Professional Development	Develop a 3-hour Workshop	Host 3 National Conferences and serve more than 300 mentees (students and educators).
Membership	100 members	All Ahmadiyya educator practitioners become members plus 100 new recruits.
Networking	Create a directory of professionals in the education field.	Establish interdisciplinary collaborative framework with other associations such as AWSA, AMMA, AMSA etc. Inspire other countries to establish AEA.
Reputation and/or Marketing	Have a logo/brand Publish a website Create AEA Swag	Have an “app” or another technologically advanced platform for a greater impact.

1. Introduction

1.1 Purpose of the Document

The purpose of this document is to outline the policies and procedures that govern the Ahmadiyya Educators Association. These guidelines are designed to ensure consistency, fairness, and compliance in our operations.

1.2 Scope

This document applies to all members, affiliates, and executive committee members of the Ahmadiyya Educators Association.

1.3 Definitions

- **Member:** Any individual with an academic background and/or working in the field of education who is also a member of the Ahmadiyya Muslim Community, USA. The field of education includes but is not limited to the following:
 - Educational Leadership
 - Early Childhood Education
 - K-12 Education
 - Higher Education
 - Education Consultant
 - Non-Profit Education Organization
 - Former Educators
- **Policy:** A guideline set by the Ahmadiyya Educators Association.
- **Procedure:** Step-by-step instructions on how to implement the policy.

1.4 Executive Committee

- The following are the committee members for the first term (July 2023- June 2026).

Office	Name of Executive Member	Email Address
President	Dr. Safeer Bhatti	aea.president@ahmadiyya.us
Vice President	Taniya Qureshi	aea.vp@ahmadiyya.us
General Secretary	Dr. Faiza Zafar	aea.gs@ahmadiyya.us
Director of Finance	Dr. Nayyar Ahmed	aea.finance@ahmadiyya.us
Director of Membership	Taniya Qureshi	aea.membership@ahmadiyya.us
Director of Programs	Rizwan Alladin	aea.programs@ahmadiyya.us
Director of Professional Development	Huma Bukhari	aea.professional.development@ahmadiyya.us
Director of Publications	Dr. Ata ul Karim	aea.publications@ahmadiyya.us

2. Policies

2.1 Membership Policy

- All members are required to complete and update their registration form to include the following information:
 - Name of the member
 - Jamaat Member Code
 - Jamaat Affiliation
 - Correspondence address
 - Telephone number
 - E-mail address
 - Educational and professional qualifications (Resume/CV)
 - Field of interest
 - Distinctions (if any) and/or specialized skills
- All members are required to pay annual dues to maintain their status in the association. The rate of membership dues as of October 2024 is **\$20** (minimum).
 - Lifetime membership - \$700
- The financial year of the association is from July 1st to June 30th of the following year.

2.2 Membership Rights, Responsibilities, and Code of Conduct Policy

- Membership Rights:
 - All members have the right to participate in AEA meetings, nominate and vote for AEA officers every 3 years, and receive benefits from all the events organized by the AEA.
- Membership Responsibilities:
 - Members are responsible for upholding the AEA's values and participating in activities regularly.
- Code of Conduct:
 - All members are expected to behave respectfully and professionally at all AEA events and interactions.
 - All members must remember the values of the Ahmadiyya Muslim Community (AMC) in all their interactions.
 - In case of non-compliance with the values of AMC, disciplinary action may be taken, where a member may be suspended or expelled from the association for at least 3 years.
- Refer to Section 3.2 for detailed procedures.

2.3 Financial Policies

- The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) a uniform and consistent approach for the reimbursement of authorized expenses incurred by a member is provided.
- Fundraising
 - All fundraising activities and financial management by AEA must be conducted and communicated to uphold and reinforce high standards of fiscal integrity, accountability, and transparency.
 - Funds raised using the name of the AEA must go to support programs, activities, and services. These programs, activities, and services must be directly related to the AEA's mission and vision.
- Spending
 - AEA is required to ensure that funds support efforts to improve the quality of the Association and its goals.
 - All expenditures are subject to review by internal and/or external auditors.
 - Expenditures should be made so that they benefit the members of the Association in line with professional development.
 - All requisitions utilizing AEA funds that go over departmental yearly budgets must be approved by the Executive Committee. Upon approval, AEA must share the approval with the General Membership at the Annual Membership Meeting.
- Reimbursements
 - The Director of Finance is required to review, approve, and ascertain that the expenses incurred by their respective members are in compliance with the policies and procedures delineated below.
 - Expenses incurred on behalf of AEA should be billed directly to the Director of Finance whenever possible.
 - Reimbursements are only for expenses that comply with AEA policies and procedures.
 - The AEA will not reimburse expenses for spouses, children/dependents, or personal guests. Examples of additional expenses that will not be reimbursed include, but are not limited to:
 - *Personal credit, debit and charge card interest and annual fees*
 - *Motor vehicle violations*
 - *Childcare*
 - *Damage to personal vehicles*
 - *Spa and health/fitness clubs*
 - *Clothes*

- *Computer equipment purchases*
 - *Tourist attractions*
 - *Personal shopping*
- Requests for reimbursement should be submitted within 30 days after incurred.

2.4 Record Keeping and Funds Management Policies

- Record-Keeping
 - AEA meeting records should be accessible to all Executive Committee Members and all members.
 - All documents, including official AEA documents, will be stored online in the folder labeled “Ahmadiyya Educators Association” and its subfolders on Google Drive owned by the AEA president.
 - Documents will be managed and organized by the General Secretary.
- Recording Minutes
 - The AEA’s General Secretary will record the minutes of the meetings of the Executive Committee and General Body. The Secretary will present the recorded minutes at the next meeting.
- Records of the Funds
 - The AEA Director of Finance is responsible for maintaining proper records of income and expenditure.
 - The account must be audited every year before the Annual General Meeting by the AEA Audit Committee chaired by the AEA Vice President. Once complete, the report will be provided to the AEA President for final approval.
 - The Executive Committee will ensure that funds are used solely for promoting the purpose and objectives of the Association.

3. Procedures

3.1 Membership Dues Procedures

- Dues Payment:
 - All returning members must pay their annual dues by the end of the first quarter, October 30th of each year.
 - Any new member must pay their annual dues within the first 3 months of completing the registration; thereafter, they will follow the schedule of “returning members.”
- Payment Methods: Dues can be paid via check, online payment, or Ahmadiyya Chanda Portal
 - The check can be mailed to the Director of Finance.

- Online payment can be made through Zelle, Square, or other methods.
Please contact the Director of Finance to receive more information.
- Tracking: The AEA Director of Finance will maintain records of all dues payments and send reminders for overdue payments.
- Renewal: Membership renewals can be processed annually if a member wishes to enroll in automatic payments. Otherwise, he/she will be required to renew their membership every year by paying their annual dues.

3.2 Membership Rights, Responsibilities, and Code of Conduct Procedures

- All members may attend and engage in meetings and events sponsored by AEA.
- Members will receive updates and information through email. Members may wish to join a WhatsApp Community for easy communication; however, all official notifications will be sent via email.
- Members can provide feedback or raise concerns to the AEA President and Vice President at any time via email.
- Members should report any violations of the Code of Conduct to the AEA President and Vice President, who will then take action or intervene as needed.

3.3 Financial Procedures

- Fundraising
 - All fundraising activities must be documented and communicated to ensure transparency.
 - Funds raised must be allocated to programs, activities, and services in alignment with AEA's mission and vision.
- Spending
 - All expenditures must be reviewed by internal or external auditors to ensure compliance with policy.
 - Any requisitions exceeding departmental yearly budgets require approval from the Executive Committee.
 - Upon approval, the Executive Committee must share the details with the General Membership at the Annual Membership Meeting.
- Reimbursements
 - The Director of Finance reviews and approves expense reports, ensuring compliance with the policies.
 - Reimbursement requests must be submitted within 30 days after the expense is incurred.
 - Expenses should be billed directly to the Director of Finance whenever possible.
 - Members must submit expense reports with detailed receipts and descriptions (including who, what, when, where, and why).

- In cases of lost receipts, the expense must be explicitly approved by designated Executive Committee Members with "lost receipt" noted on the report.
- In case of accidental double refunds or additional credits, members must report and repay any additional refunds or credits.

3.4 Record Keeping and Funds Management Procedures

- Record-Keeping:
 - The AEA General Secretary will keep records of all the meetings, Executive Committee, and General Body meetings in the appropriate Google Folders and provide access to relevant stakeholders at appropriate times.
 - The AEA Director of Finance will keep records of spending and expenditures and keep them accurate and up-to-date on a monthly basis.
- Audit and Applications of Funds:
 - All AEA spending and expenditures will be audited by the AEA Audit Committee chaired by the AEA Vice President annually before the close of the fiscal year. This audited report will be presented to the AEA President for verification.
 - The Director of Finance and Vice President will present an audited financial report at the Annual General Meeting for review by members.
 - The Executive Committee will regularly review financial reports to ensure funds are being used appropriately and effectively.