



Constitution and Bylaws



September, 2007

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Section I

1.0 Constitution

Our Mission:

To enable current students of Mackenzie High School to reach their fullest potential through advocacy and sustained improvements of the entire learning environment.

1. The name of this alumni association is Mackenzie High School Alumni Association (“MHSAA”).
2. The purposes of this alumni association includes, but are not limited to:
 - Providing financial assistance and support to Mackenzie High School (“MHS”) and its students through, for example, the granting of scholarships, bursaries, supporting the academic, arts, athletic and vocational activities of MHS. Additionally, the maintenance and support of the Mackenzie High School building and surroundings in order to provide a safe and healthy learning environment for students of Mackenzie High School.
 - Undertaking and supporting projects that enhances and preserves Mackenzie High School’s high standards.
 - Communicating with Mackenzie High School Alumni for the purposes of keeping them informed about the current activities of the school and providing a means for them to communicate with each other.
 - Collecting monies by way of fees, donations, fund-raising activities or otherwise, accepting gifts, legacies, devises and bequests and to hold, invest expend or deal with these funds to further the purposes of the Association.
 - Supporting and undertaking class and school reunions and other similar events celebrating the school, its students and its alumni;
3. The activities of MHSAA shall be carried on without the purpose of gain for any of its members and any profits or other accretions to the association shall be used in promoting its objectives.
4. The Board of Directors shall consist of a President, one Vice-President, a Secretary, a Treasurer, a Secretary-Treasurer and Three Directors.
5. In the event of dissolution or winding-up of MHSAA all remaining assets, after payment of liabilities, shall be distributed to trustees of Mackenzie High School.
6. The Constitution shall become effective on the day it is signed by the Board of MHSAA.
7. The provisions of paragraphs 3, 4, 5 are unalterable.

Section II

2.0 The Board*

The Board

The President

The President provides overall leadership to the association and leads the group in meeting the needs and requirements of this association so that it can meet its objectives. Acts as a liaison when necessary between the community, Mackenzie High School Staff, school board and the Ministry of Education of Guyana and the MHSAA other board members. His or her role also includes but is not limited to:

- Developing an Annual Plan for the Mackenzie High School Alumni Association
 - Scheduling and chairing all meetings and works with Secretary to set agendas
 - Participates in hosting an annual meeting between the head of Mackenzie High School and the board of MHSAA to layout the association's plans and identify the needs of the school
 - Monitoring the implementation of the planned calendar of events, delegating
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Treasurer

The treasurer is responsible for the collecting, safe keeping and disbursement of all association monies. This role includes but is not limited to;

- The preparation, in collaboration with the President and possibly the Vice Presidents, the year's annual budget to be presented to the Board.
- Reviewing and summarizing for the Board, all monies collected from fundraisers, events, donations, etc.
- Reviewing association's bank accounts and monthly statements and updating board of discrepancies
- Maintaining superior records of all receipts and disbursements, with enough supporting detail to meet audit requirements
- Act as primary signing officer along with President or Director

Assistant Secretary/Treasurer also functions as a Special Events Representative

The Assistant Secretary Treasurer leads or takes an active role in planning a specific event with support and direction from the Alumni Board. This role includes but is not limited to:

- Identifying event theme
- Along with the Board, selecting event date, time and venue
- Coordinating with the treasurer to create an financial viable budget for event
- Working with vendors to create invitations, notices, etc. for event.
- Assisting in identifying new opportunities for event promotions including, online promotions, newspapers, television, flyers etc.
- Coordinating day-of-event volunteer needs.
- Conducting a post-event evaluation to better produce future events, create attendee list for thank-you notes etc.
 - Perform the Secretarial or Treasurer's function, in the absence of either party.

*Choosing the board members to be further discussed.

Section III

3.0 Bylaw

Article 1 – Name & Purpose

The name of this Alumni Association is Mackenzie High School Alumni Association (“MHSAA”).

The purposes of the Alumni Association include, but are not limited to:

Providing financial assistance and support to Mackenzie High School (“MHS”) and its students through, for example, granting scholarships, bursaries, and supporting the academic, arts, athletic and vocational activities of MHS. Additionally, providing for the maintenance and support of the Mackenzie High School building and surroundings in order to provide a safe and healthy learning environment for students of MHS.

Article 2 – General

The Association’s address is 2154 Ralph Avenue, Suite344, Brooklyn, NY, 11234. The website is www.mhsoldstudents.com. The Association shall have as its fiscal year the period from January 1 to December 31. All moneys of the Association shall be deposited at or invested with financial institutions accredited by and located in the United States. An account maintained outside of the United States falls under the MHSAA umbrella and is subjected to US IRS requirements. There shall be kept at the organization of the Association, correct books of account of the activities and transactions of the Association including a minute book which shall contain a copy of these Bylaws plus all minutes of meetings of the members and of the Board and its committees, as well as all other records of the Association.

Article 3 – Non-Discrimination

The Association shall not discriminate against any of the board or committees or membership because of race, color, religion, sex, sexual preference, age, physical or mental disability.

Article 4 – Membership

Membership is open to Alumni, Teachers and Friends of the Mackenzie High School. Members can be either paying or non-paying, with the annual membership fee currently set at US\$30.00. Only paying members will participate in the election process and are eligible to hold office.

Article 5 – General Meetings

During the initial start up phase, MHSAA will meet as often as the members deem necessary to accomplish a smooth and expeditious launch. An Annual General Meeting of the members of the Association shall be held during the first calendar quarter of each year at such date, time and place as the Board shall determine. Written notice of such meeting shall be given. The purpose of the meeting shall be for elections of Board members, discussion of projects and to review previously launched projects and to discuss upcoming events and projects.

Article 6 – Special Committee

The Board may, from time to time, create special committees as may be deemed necessary. The members of any such committee shall be appointed by the President with the advice of the Board. Special committees shall have only such powers as are specifically delegated to them by the Board.

Article 7 – Removal

Any member of this Association may be removed or suspended for cause adversely impacting the Association or the School after a motion made and carried by a simple majority vote at a duly noticed Board meeting, followed by two weeks written notice of intent to take such action, and a vote carried at a subsequent Board meeting by a two-thirds majority of the Board then in office.

Article 8 – Allocations

The Board shall review all requests for Association funds from the School, student groups, and other groups associated with the School. The Board shall have the power to approve or disapprove requests that are at or beneath the statutory limit that shall be set by the Board from time to time. The Board shall ensure that all allocations are made and spent consistent with the stated purposes of the Association.

Article 9 – Amendments

These Bylaws may be amended by a motion made and carried by a simple majority vote at a duly noticed Board meeting, followed by two weeks written notice of intent to take such action, and a vote carried at a subsequent Board meeting by a two-thirds majority of the Board then in office, or by a simple majority vote.

Article 10 – Dissolution of the Association

In the event of the dissolution or liquidation of the Association, the Board shall donate any assets then owned by the Association to the School or an organization which supports the School.

Projects

Furniture Repair and Purchase

Digital Monitor

School Gardener

Restoration of the Home Economics Department

Guidance Counsellor

Intercom and Security System

Computers

Library Books and Periodicals

Miscellaneous Assistance