

Department of Education
Mainit National High School
MAINIT NATIONAL HIGH SCHOOL ALUMNI ASSOCIATION
Mainit, Surigao del Norte

CONSTITUTION AND BY-LAWS

PREAMBLE

We, the Alumni of Mainit National High School, under the Bureau of Secondary Education of the Department of Education, in order to support the upliftment of the standard of the school and promote our interest and common welfare, aware of the need of organizing ourselves into an alumni body and imploring the aid of the Almighty God, do hereby promulgate this Constitution.

Article I – NAME

- Section 1. The organization shall be known as the Mainit National High School Alumni Association and herein referred to as <MNHSAA>
- Section 2. The official address of the Association shall be at Mainit National High School, Mainit, Surigao del Norte.

Article II – OBJECTIVES

- Section 1. The purpose of this Association shall be to advance the interest and general welfare of the school, the students, teachers, school officials and employees, and the alumni and promote the attainment of the members' needs, interest, plans and activities.
- Section 2. To act as partner of the school for progress and posterity.
- Section 3. To serve as a body that will project the voice sentiments, plans, and vision of the alumni to school administrative, supervisory and instructional personnel.

Article III – MEMBERSHIP

- Section 1. There shall be two groups of members of the Association, with equal status:
- a. Regular Members – all graduates of the secondary curriculum in the institution.
 - b. Special Members – students who might have dropped and did not finish schooling who manifest interest and concern for the school and the Association.
- Section 2. *The right of the members – a member shall have the following rights;*
- a. *To exercise the right to vote on a matters relating to the affairs of the association.*
 - b. *To be eligible to any elective or appointive position of the association.*
 - c. *To participate in all deliberation / meetings of the association.*

Article IV – DUES AND FEES

- Section 1. Every graduate shall pay P50.00 as membership fee.
- Section 2. Regular members shall pay an annual fee of P20.00.

Section 3. Lifetime membership pay shall be P300 with ID.

Section 3. Special members are exempted from payment of any dues, except on voluntary act by the party.

Article V – BOARD OF DIRECTORS AND OFFICERS

Section 1. A Board of Directors shall be composed to act as policy-making and governing body of the Association.

Section 2. The Board of Directors shall be composed of 14 members elected at large during the biennial general assembly.

Section 3. The duly elected Board of Directors shall choose from among themselves the following officers: a) a President; b) a Vice President; c) a Secretary; and d) a Treasurer; e) 2 Auditors and f) 2 Public Relations Officers.

Section 4. The President is vested the power to appoint an Executive Secretary to be confirmed by the Board.

Section 5. The School Principal, the Faculty President, the President of the Parents Teachers Association and President of the Student Body shall serve as Board of Advisers.

Section 6. *The Board of Adviser shall sit in on the BOD as non voting members*

Section 7. *The Board of Adviser shall have the following duties and responsibilities;*

- a. *Advise the BOD on the policies, rules and regulations of their respective agency/ organization.*
- b. *Coordinate with the BOD regarding the programs, plans and activities of their respective agency/ organization.*
- c. *Support the Alumni Homecoming activities every December of the year.*
- d. *Do other duties and responsibilities as deemed necessary to the development of the Alumni association.*

Section 8. *Qualifications –*

- a. *The Board of Directors to be elected must be of good moral standing and members of the association.*
- b. *The Board of Directors to be elected shall not hold elected public office beyond the level of Sangguniang Bayan.*

Section 9. *Disqualification of the Board of Directors – No member convicted by final judgment of an offense by imprisonment for a period exceeding six (6) years, or a violation of the Corporate Code of the Philippines committed within five (5) years prior to the date of his election or appointment are duly elected and qualified.*

Article VI – TERM OF OFFICE AND ELECTION

Section 1. The Officers and members of the Board of Directors shall serve for two (2) years until their successors shall have been elected, qualified and sworn into office.

Section 2. Election of officers and members of Board of Directors shall be held every two years which will coincide with the holding of the Homecoming/Reunion

Section 3. A Committee on Election composed of three (3) non-candidate members shall be appointed by the President during the assembly when election is called for.

Section 4. The method to be used in electing the officers shall be by secret balloting.

Article VII – POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. The Board of Directors shall have the general power to promulgate rules and regulations that will promote the welfare of the members of the Association. Such rules and regulations shall be within the scope and spirit of this Constitution.

Section 2. The President shall have the following powers, duties and responsibilities:

- a. Call and preside over all meetings of the Association.
- b. Exercise dynamic leadership and supervise over all the affairs of the Board and of the Association.
- c. Execute all lawful accounts and orders, resolutions and decisions of the Board and of the Association.
- d. Approve all lawful accounts and order all payments thereof as authorized by the Board and the Association.
- e. Sign legal documents, vouchers, checks and other pertinent papers in the name of the Association.
- f. Exercise general supervision over all officers in order that their respective duties and responsibilities are performed well.
- g. Preserve order and defend the rights of the members.
- h. Perform other duties that may be required by his/her position provided that it will benefit the association.

Section 3. The Vice President shall perform the following duties and responsibilities:

- a. Succeed the President in case of illness, absence and temporary disability to hold office
- b. Perform other duties which may be delegated by the President.

Section 4. The Secretary shall have the following duties and responsibilities:

- a. Act as Secretary of the Board of Directors and the Association in all meetings.
- b. Issue notices of meetings of the Board and the Association.
- c. Take minutes of all meetings of the Board and the Association and furnish every member of the Board with the minutes of its meetings.
- d. Keep custody of all records of the Association.

Section 5. The Treasurer shall have the following duties and responsibilities:

- a. Keep all funds of the association and all account books necessary for this purpose.
- b. Keep a register of book showing the names of all members of the Association with their respective payment and dues; and another book where all the collections and deposits made each day are entered in detail.

- c. Issue receipts for all collections and pay all authorized expenses or necessary cash vouchers to effect such payment provided that no payment bigger than P500.00 shall be made in cash.
- d. Keep his books and records open for examination at any reasonable time by any member of the Association or by any other duly authorized person.
- e. Submit to the Board of Directors during its first meeting a proposed budget for the school year.
- f. Render a financial report to the general assembly during its convention.

Section 6. The Auditor shall have the following duties and responsibilities:

- a. Examine, verify and audit the books and records of the Association.
- b. Certify to the Assembly of Delegates.

Section 7. The Public Relations Officer shall be responsible for giving the publicity it should have.

Section 8. The Executive Secretary shall have the following duties and responsibilities:

- a. Coordinate with the members of the Board regarding the activities of the Association.
- b. Send communication and notices to all its members.
- c. Do other duties that the president may assign or designate him to perform.

Article VIII – Committees of the Association

Section 1. The BOD shall established different committees in order to assist the officers of the association in the implementation and ensure that the programs, plans and activities of the association shall be delivered according to its scope and purpose.

Section 2. The Committees are the following;

1. *Committee on membership and Data Banking*
2. *Committee on Education and Legal Affairs*
3. *Committee on Finance & Projects*
4. *Committee on Information, Communication and Networking*
5. *Committee on Election and Alumni Homecoming.*
6. *Other committee as may deemed necessary*

Section 3. The committees of the association shall compose of two (2) standing board member and one non member provided by these By-laws and such other committee as maybe established in accordance to its rules. Members of the committee shall be elected/selected by the BOD. The composition shall be of 3 members with 1 chair and 2 members.

Section 4. The respective committee shall have the responsibility for the supervision and coordination of the committee of the association whose activities fall within their scope.

Section 5. The committee shall meet every quarter or as often as they can at the call of their chair.

Section 6. They shall report directly in writing to the BOD every quarter during the meeting of the BOD through the Chair. If the standing committees believe that there is reasonable cause to remove a member from the said body, a vote maybe taken by the BOD upon a written petition to the BOD to remove said member. If, with the exception of the individual in

question, two-thirds of all members vote to remove said member, then a petition requesting removal shall inform the Board of Directors of the basis for, and the evidence supporting, said removal. The Board of Directors shall give said member the opportunity to fully respond in writing to the petition. The Board of Directors, by a two-thirds vote of all members, may remove said member if it determines that there is reasonable cause for removal and that removal is in the best interest of the Association.

Article IX – Power, Duties and Responsibilities of the Committees

Section 1. Committee of Membership and Data Banking

- a. *The committee shall have the general concern on the membership of the association and data banking of its documents.*
- b. *While It shall have the records of all the members of the association and maintain a database, **the committee shall also furnish the secretary important information regarding membership.***

Section 2. Committee on Education and Legal Affairs

- a. *The committee shall have general concern on Education, Capacity Building and Legal Affairs of the Association.*
- b. *It shall have the power to receive, initiate and investigate complaints and other related matters affecting the alumni association. To dismiss or recommend action and report to the BOD.*
- c. *It shall recommend policy and procedures during Alumni Homecoming and other activities.*
- d. *It shall be responsible for developing recommendation for and monitoring the implementation of policy, setting standard and guidelines, recognizing contribution through awards and enhancing the capacity of its members.*

Section 3. Committee on Finance and Projects

- a. *The committee shall consist of the treasurer and 2 members who are elected/selected by the BOD for the term of their tenure. The treasurer shall serve as the Chair.*
- b. *It shall be the custodian of all the financial documents of the association including the making of Official Receipts.*
- c. *It shall present the annual budget, review the financial statement and collects funds thereof.*
- d. *It shall implement and ensure the effective and efficient delivery of the projects of the association.*

Section 4. Committee on Information, Communication and Networking

- a. *The committee shall general concerned on the information, communication and networking affairs of the association.*
- b. *It shall be responsible in the planning, development and implementation on Information and other related materials.*
- c. *It shall develop and maintain a website/weblog or any related electronic means of relating information.*
- d. *It shall be responsible in maintaining good relationship with other organization, institution and groups appropriate to its mission.*

Section 5. *Committee on Election and Alumni Homecoming*

- a. *The committee shall have the general concerned on Election matters of the association.*
- b. *It shall be responsible in planning, coordination and implementation of the Homecoming Affairs and advice the BOD of its plans and recommendation.*

Article X – MEETINGS/ASSEMBLIES

- Section 1. There shall be a regular meeting of the Board of Directors once every three months.
- Section 2. Majority of all members of the Board shall constitute a quorum necessary to transact business.
- Section 3. There shall be an assembly of the Association every year, to call it Homecoming, every 26th day December of each year.
- Section 4. *Special Meetings – Special meetings of the members shall be called as the need thereof arises, by the Board of Directors or the President or upon petition of 20% of the general membership.*
- Section 5. *Notices – Notices of the time and place of annual and special meetings of the members shall be given personally or by posting at different conspicuous places or announcement, at least two weeks before the date of the said meeting. The notice of every special meeting shall state briefly the purpose or purposes of the meeting.*
- Section 6. *Order of Business – The order of business at the annual meeting of the members shall be as follows:*
- a. *Proof of service of the required notice of meeting.*
 - b. *Proof of the presence of quorum.*
 - c. *Reading and approval of the minutes of the previous annual meeting.*
 - d. *Unfinished business.*
 - e. *Report of the President*
 - f. *Election of the Board for the ensuing year.*
 - g. *Other Matters.*

Article XI – Suspension, Expulsion and Termination of Membership.

- Section 1. *Suspension, expulsion and termination of membership, shall be in accordance with the rules and regulations of the association.*
- Section 2. *Any member of the association may file charges against a member by filing a written complaint with the Secretary of the association. The Board of Directors shall call a special meeting to consider the charges. The affirmative vote of majority of all Directors shall be necessary to suspend a member. Provided that where penalty is expulsion, the affirmative vote of all majorities of all the members of the association shall be necessary.*

Article XII - Fund

- Section 1. *Funds – The funds of the association shall be derived from membership fees, annual dues, income generating projects and special assessment of members, gifts, or donation and grants.*

Section 2. *Disbursements – Withdrawal from the funds of the association, whether by cash, check or any other instruments shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Directors may designate other signatories. The withdrawal of funds shall be based on the approved work and financial plan or as the case arises approved by the Board.*

Section 3. *Fiscal Year – The fiscal year of the association shall be from January 1st to December 31st of each year.*

Article XIII - Corporate Seal

Section 1. *Form – The corporate seal of the association shall be in such form and design as may determined and agreed by the Board.*

Article XIV – Miscellaneous Provisions

Section 1. The President of the Association shall be the presiding officer of the assembly and shall have the power to designate pro-tempore presiding officers from time to time.

Section 2. The Immediate Past President shall serve as ex-officio member of the Board of Directors.

Section 3. Signatories of the Association's bank account shall be the President and the Treasurer.

Article XV – Amendments

Section 1. This constitution and By-Laws may be ratified every two (2) years and by two-thirds (2/3) votes of the members present during the General Assembly.

Article XVI – Effectivity

Section 1. This Constitution and By-Laws shall take effect immediately upon ratification by the members present during the 2011 General Assembly.

Adopted and ratified on December 26, 2011.