

Mayville High School Alumni Association - Mayville, Michigan
Mission Statement and By-Laws – Updated 2025

MISSION

ARTICLE I: NAME

The name of this organization shall be the Mayville High School Alumni Association (hereafter referred to as the Association).

ARTICLE II: PURPOSE OF THE ORGANIZATION

- A. To promote education through an active association of Alumni of Mayville Community Schools.
- B. To create and maintain a channel of communication through a newsletter and website with Mayville High School Alumni for class reunions, mailings and where otherwise needed.
- C. To maintain a scholarship fund from alumni donations to provide a scholarship to a graduating senior.
- D. It will assist all members in sharing a rich heritage of history and will continue to build and emphasize that history. It will also provide an opportunity for communication between alumni, participation in fundraising events and social interactions.

BY-LAWS of the Mayville High School Alumni Association

ARTICLE I: MEMBERSHIP Qualifications

- A. **Membership shall be open to any person who has graduated from Mayville High School.**
Or any person who finished their graduation through alternative education and can show proof of their diploma.

ARTICLE II: EXECUTIVE COMMITTEE – Board of Directors

Section I: Board Members

A Board of Directors will be named at an annual meeting and will consist of interested volunteer Board Members with one person serving as Secretary/Treasurer to the Board and Chairman chosen as needed.

Section II: Vacancies

In case of any vacancy on the Board of Directors, volunteers will be recruited as needed.

Section III: Board Meetings

Meetings will be held as needed with most business being conducted through emails and phone calls. All Board members will be expected to respond in a timely manner.

Section IV: Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE III: Secretary/Treasurer

- A. Shall keep a summary of all emails related to Board business and any records pertaining to such.
- B. Shall keep the financial records of the Association, pay bills on approval of Board members and have custody of funds and property of the Association.
- C. Shall provide a quarterly report to the Board members and for distribution to the Alumni by way of the website and monthly emailing.

ARTICLE IV: FINANCE

The funds are to be deposited in a financial institution approved by the Executive Committee and may be withdrawn on the signature of the Secretary/Treasurer. One additional Board member must be named on the accounts if the Secretary/Treasurer is unable to perform his/her duties.

All funds are currently deposited with the Mayville State Bank.

ARTICLE V: FISCAL YEAR

The fiscal year of the Association shall begin January 1st and end December 31.

ARTICLE VI: BASIC POLICIES OF OPERATION

- A. The name of the Association or the names of the Board members in their official capacities shall not be used in connection with commercial concerns or with any partisan interest or any purpose not appropriately related to the objectives of the Association.
- B. The Association shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- C. The Association shall be non-political and non-sectarian.
- D. Persons representing the Association shall make no commitments that bind the Association, unless authorized by the Board of Directors.
- E. In the event of the dissolution of the Association, its assets shall be distributed to the Mayville High School for an Alumni Scholarship fund and be used to give a senior a \$1000.00 scholarship until all funds are depleted.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the constitution and By-Laws.

ARTICLE VIII: FINANCES

- A. This Association is organized as a non-profit organization per section 501 {c} {3} of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Mayville High School as stated in Article VI Section E.
- B. The Treasurer of the Association shall pay by check all debts of the Association within thirty (30) days after receipt or on approval by the Executive Committee.
- C. Financial statements shall be provided on a quarterly basis to the Alumni public by way of the monthly emailing and the website.
- D. The Treasurer will be required to submit a detailed report at the end of each fiscal year.
- E. This report will be printed in Historian paper and on the website and included in the January email.

ARTICLE IX: ADMENDMENTS

These By-Laws may be amended at any meeting of the Association by the affirmative vote of two-thirds (%) of the members present, provided that any proposed change shall be presented for discussion and debate no later than 30 days prior to the meeting.

Alumni Scholarship

At the Alumni Banquet held June 10, 1989, it was proposed to the Alumni Association, voted on and approved that beginning with the Mayville High School Class of 1990 a scholarship would be made available from the Mayville High School Alumni Association to a graduating senior.

Amendment to Alumni Scholarship October 9, 2018

Amendments made to the Alumni Scholarship Criteria at the October 9, 2018 Alumni meeting are as follows:

1. The Alumni Scholarship Award will now be awarded to the graduating Senior who is the recipient of the Norman Duncan Award. ***These will remain as two separate awards.**
2. The Scholarship amount will be \$1,000, awarded according to the Scholarship Rules- which the student is given a copy of to sign and return.
3. The winner will be announced at the Senior Awards Night and presented with a complementary invitation to the Alumni Banquet. The student must be present at the banquet to receive the scholarship. If the student is not present, the scholarship funds will be used in the Cash for Class Program.