

Marcus Garvey In Schools Foundation (MGISF) Constitution

Preamble:

We, the founders and members of the Marcus Garvey in Schools Foundation (MGISF), inspired by the philosophy and opinions of the Rt. Excellent Marcus Mosiah Garvey and committed to the betterment of Jamaican youth, hereby establish this constitution to guide our actions and decisions in achieving our noble objectives.

Article I: Name and Nature

Section 1: Name The name of this organization shall be the Marcus Garvey in Schools Foundation (MGISF), hereinafter referred to as "MGIS Foundation."

Section 2: Nature MGIS Foundation is a charitable organization dedicated to educating Jamaican youth between the ages of 5 and 25 about the teachings of Marcus Garvey, promoting financial literacy, and fostering self-reliance.

Article II: Decision-Making Structure

Section 1: Board of Directors

1. MGIS Foundation shall have a Board of Directors consisting of individuals committed to the foundation's objectives. The Board shall be the highest decision-making body.

Section 2: Composition 2.1 The Board of Directors shall comprise no less than seven (7) and no more than nine (9) members.

2.2 Directors shall be appointed through a nomination and approval process.

2.3 The process of appointing Directors shall include:

- a. Nominations from the existing Directors.
- b. Evaluation of nominees based on their commitment to the objectives of MGIS Foundation, their expertise, and their potential contributions.
- c. Approval of new Directors by a majority vote of the existing Directors.

Section 3: Roles and Responsibilities 3.1 Directors shall serve as stewards of MGIS Foundation, overseeing its operations and ensuring alignment with its objectives.

3.2 The Chair of the Board shall preside over meetings, set the agenda, and represent MGIS Foundation externally.

3.3 The Vice-Chair of the Board shall support the Chair and assume his/her duties in his/her absence.

Board Members: The Board of Directors within MGIS Foundation plays a pivotal role in guiding the organization toward the achievement of its objectives. Here are the roles and responsibilities envisioned for Board members:

1. **Stewardship:** Board members are responsible for safeguarding the organization's mission and values, ensuring that all activities align with the teachings and philosophy of Marcus Garvey. They are the ultimate stewards of the organization's objectives.
2. **Strategic Oversight:** Board members provide strategic direction and oversight to MGIS Foundation. They are tasked with setting the organization's long-term goals and ensuring that it remains on course to fulfill its mission.
3. **Decision-Making:** Board members participate in decision-making processes regarding major matters, such as financial approvals, programme initiatives, and partnerships. They exercise their collective judgment to make decisions that benefit the organization and its beneficiaries.
4. **Governance:** Board members ensure compliance with legal and ethical standards. They monitor the organization's activities to ensure transparency, accountability, and adherence to established policies and procedures.
5. **Resource Mobilization:** Board members may play an active role in fundraising efforts. They can use their networks and influence to secure resources, donations, and support for MGIS Foundation.
6. **Advocacy:** Board members may represent MGIS Foundation externally, advocating for its mission and objectives in relevant forums and with potential partners or donors.

Officers and Committees

Officers 1.1 MGIS Foundation may appoint officers, including but not limited to a President, Secretary, and Treasurer, to manage day-to-day operations. Officers shall be accountable to the Board.

Committees 2.1 MGIS Foundation may establish committees to support its initiatives, including programme committees, fundraising committees, and audit committees.

2.2 Committees shall be responsible for specific areas of operation and shall report to the Board on their activities and recommendation

Officers: Officers within MGIS Foundation are responsible for managing day-to-day operations and ensuring the organization runs smoothly. Here are the roles and responsibilities for key officers:

1. **Secretary:** The Secretary is responsible for maintaining accurate records of meetings, including minutes and official documents. They ensure that the organization's records are well-organized and accessible when needed.
2. **Treasurer:** The Treasurer oversees financial matters, including budgeting, financial reporting, and fund management. They work closely with the Board to ensure that financial resources are used effectively to achieve the organization's objectives.

Committees: MGIS Foundation may establish committees to support its various initiatives. These committees play specialized roles in achieving specific goals. The roles and responsibilities of committee members include:

1. **Programme Committees:** These committees are responsible for designing, implementing, and evaluating educational programs related to Marcus Garvey's teachings. They ensure that programme content is engaging and aligned with the foundation's objectives.
2. **Fundraising Committee:** Fundraising committees focus on resource mobilization. They plan and execute fundraising activities, including events, campaigns, and donor relations, to secure financial support for the organization.
3. **Audit Committee:** Audit committees oversee financial accountability and transparency. They review financial records, internal controls, and compliance with financial regulations to ensure the organization's fiscal responsibility.
4. **Research Committee:** The Research Committee is responsible for conducting studies and analyses that further our mission.
5. **Ad Hoc Committees:** MGIS Foundation may establish ad hoc committees as needed to address specific challenges or opportunities. These committees are temporary and have specific mandates.

Section 4: Decision-Making Process 4.1 Major decisions within MGIS Foundation, including financial approvals, programme initiatives, and partnerships, shall be made by a majority vote of the Directors present at a Board meeting.

4.2 Meetings of the Board shall be held at least four (4) times per year. Additional meetings may be called by the Chair or upon request by three (3) Directors.

4.3 Decisions regarding financial approvals, including budget approvals, shall be made collectively by the Board. Any Director with a potential conflict of interest shall abstain from voting on matters related to that conflict.

Section 5: Transparency and Accountability

Financial Management

Financial Oversight Committee 5.1 MGIS Foundation shall establish a Financial Oversight Committee (hereinafter referred to as the "Committee"), composed of Board members and

financial experts, to provide ongoing review and guidance on financial matters. The Committee shall ensure compliance with the foundation's charter documents and oversee financial operations.

Annual Budget 5.2 MGIS Foundation shall prepare and approve an annual budget outlining expected income and expenses for the fiscal year. The budget shall be developed with input from relevant committees and officers and presented to the Board for approval.

Financial Reporting 5.3 MGIS Foundation shall implement a regular financial reporting system, providing quarterly reports to the Board. These reports shall include detailed income statements, balance sheets, and cash flow statements. Any significant deviations from the approved budget shall be explained.

Audited Financial Statements 5.4 An annual financial audit conducted by an independent auditor shall be mandated. The audit report shall be shared with the Board and made available to stakeholders. Any recommendations from the auditor shall be addressed promptly.

Expense Approval Process 5.5 MGIS Foundation shall establish a clear process for approving expenses, including obtaining multiple quotes for significant expenditures. Any expenditure beyond a predefined threshold shall require Board approval.

Income Sources 5.6 MGIS Foundation shall diversify income sources to reduce reliance on a single funding stream. Opportunities for grants, donations, partnerships, and income-generating projects shall be explored in line with the Foundation's charter powers.

Financial Policies 5.7 MGIS Foundation shall develop and adopt financial policies outlining procedures for financial management, including procurement, asset management, and investment guidelines. These policies shall be reviewed periodically and updated as needed.

Banking and Signatory Authority 5.8 The organization's bank accounts shall specify individuals with signatory authority. At least two authorized individuals shall be required to authorize financial transactions. Board members shall oversee banking activities.

Conflict of Interest Policy 5.9 A conflict of interest policy shall be implemented, requiring Board members, officers, and employees to disclose potential conflicts and recuse themselves from related financial decisions.

Transparency Measures 5.10 a. MGIS Foundation shall maintain transparent financial records and provide regular financial reports to the Board. **3.10 b.** The Foundation shall prepare an annual report summarizing its activities, achievements, and financial status. This report shall be made available to the public.

Section 6: Amendments

Amendment Procedure 6.1 This constitution may be amended by a two-thirds majority vote of the Directors present at a Board meeting. 6.2 Proposed amendments shall be circulated to all Directors at least twenty-one (21) days before the meeting at which the vote will be taken.

This constitution is hereby ratified on October 29, 2023 and shall come into effect immediately.

Signature of Chair: **Date:**

Signature of Secretary: **Date:**

Article V: Amendments

Section 1: Amendment Procedure 1.1 This constitution may be amended by a two-thirds majority vote of the Directors present at a Board meeting.

1.2 Proposed amendments shall be circulated to all Directors at least seven (7) days before the meeting at which the vote will be taken.

This constitution is hereby ratified on October 29, 2023 and shall come into effect immediately.

Signature of Chair: Date:

Signature of Secretary: Date: