ARTICLE I

NAME, PURPOSE AND OFFICE

SECTION 1. NAME. The name of the Association is the Detroit Country Day School Alumni/ae Association.

SECTION 2. PURPOSE. The purpose for which the Association is organized includes, but are not limited to, the following:

a. Providing the graduates and former students of Detroit Country Day School “Country Day” with a means of maintaining contact with the school and facilitating alumni/ae awareness of growth and changes within the school;

b. Helping the school continue to maintain its high ideals;

c. Organizing and promoting events or services which members can utilize to meet, renew acquaintances and keep abreast of the school’s current programs to promote stronger relations between alumni;

d. Providing various services to alumni/ae including career and mentoring programs;

e. Promoting programs to encourage alumni to support all fundraising activities of Country Day, including but not limited to the Annual Giving Fund and Capital Campaigns;

f. Supporting the school in as many other ways as possible.
SECTION 3. PRINCIPAL OFFICE. The principal office of the Association will be located at 22305 West Thirteen Mile Road, Beverly Hills, Michigan 48025.

ARTICLE II
MEMBERS

Membership in the Association shall accrue without payment of any dues:

1. automatically to all graduates and former students of Country Day;

2. to any other person upon their election as honorary members at any regular or special meeting of the Association.

ARTICLE III
ALUMNI/AE COUNCIL

SECTION 1. GENERAL POWERS AND DUTIES. The property, duties and affairs of the Association shall be managed by the Alumni/ae Council. Without limiting the generality of the foregoing, the Alumni/ae Council may exercise all such powers of the Association as are provided by these By-Laws, as may be amended.

SECTION 2. NUMBER AND QUALIFICATION. The Council will consist of:

a. the Executive Committee of the Association

b. not less than ten or more than thirty other alumni/ae or former students, hereinafter referred to as “Members”; and

c. one current student to be selected, prior to the commencement of each academic year, in a manner approved by a majority of the previous year’s
Council. The student representative will be a member of the current year’s senior class.

d. not less than one or more than ten At-Large Members appointed and approved by a majority vote of the Council. At-Large Members shall not be bound by the annual participation requirements outlined in the Annual Plan of the Council and as set forth within these By-Laws and shall be non-voting members of the Council.

No graduating class will have more than three representatives on the Council at any one time, unless otherwise approved by a majority of the Council. The Headmaster and the Director of Alumni/ae Relations of Country Day, or their designees, shall serve as ex officio members of the Council and any of its committees.

SECTION 3. TERMS. Members of the Council who are alumni/ae or former students will serve for two-year terms. No such member will serve more than three consecutive two year terms; provided, however, that the Headmaster may reappoint such member to serve for additional terms as may be approved by a majority vote of the other members of the Council in attendance at a regular or special meeting of the Council. The member of the Council who is a current student will serve a one-year term. At-Large members shall have no term limitations. Membership terms shall begin July 1 and expire June 30.

SECTION 4. VACANCIES. Any vacancy that may occur on the Alumni /ae Council may be filled by a majority of the members then in office present and voting at a meeting of the Alumni/ae Council at which a quorum is present. A member appointed to fill a vacancy will be appointed for the unexpired terms of his or her predecessor in office.

SECTION 5. RESIGNATIONS. Any member may resign at any time by giving written notice to the President of the Association. Such resignation shall take effect at the
time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 6. REMOVAL OF MEMBERS. Any member may be removed at any time, with or without cause, by a vote of a majority of the members then in office present and voting at a meeting of the Alumni/ae Council at which quorum is present; provided, however, that if the meeting is a special meeting, a member may be so removed only if written notice of such meeting is delivered to all members not less than twenty (20) days prior to the date of such meeting stating that a purpose of such meeting is to vote upon the removal of such member of members named in the notice. A member shall be considered for removal if he/she does not meet the minimum annual participation requirements as set forth in the Annual Plan.

SECTION 7. MEETINGS. The President of the Association shall convene meetings of the Alumni/ae Council not less than two times during the school year. A designee of the Alumni Office shall record the minutes at each meeting of the Council and maintain such records at the Principal Office of the Association. The Secretary shall prepare a summary of the Council’s activities periodically and report the same to the Country Day alumni/ae by means of the Beehive or any other appropriate medium. The schedule of meetings of the Council shall be as follows:

a. a fall meeting to be held in conjunction with Homecoming;
b. a winter meeting which shall be held on a date determined by the Executive Committee of the Council;
c. a spring meeting which shall be a mandatory meeting for all voting members of the Council.

SECTION 8. QUORUM. A majority of the voting Council members then in office shall be necessary to constitute a quorum for the transaction of business at any meeting of the Council. The Executive Committee may permit voting by absentee ballot on particular issues from time to time.
SECTION 9. COMMITTEES. The Council, by resolution adopted by a majority of the members in office, may designate one or more committees, each of which will consist of two (2) or more members. Each committee shall be evaluated annually as set forth in the Annual Plan of the Council. Each member will serve on a minimum of one (1) committee. Any member of a committee may be removed upon the majority vote of the Alumni/ae Council whenever, in the judgment of the Council, the best interests of the Association would be served by such removal.

SECTION 10. ANNUAL PLAN. The Executive Committee shall develop an Annual Plan each year to outline the specific objectives and goals of the Council and its committees for the upcoming year. Each member must abide by the participation requirements as set forth in the Annual Plan in addition to any requirements outlined within these By-Laws. The Annual Plan shall be adopted upon the affirmative vote of a majority of the members in attendance at the spring meeting. The Annual Plan must be placed on the agenda prior to the meeting of the Council at which such action will be taken, and delivered to all Council members no more than 60 and no less than 30 days prior to such meeting. The Annual Plan shall be voted on at the spring meeting of the Council for the upcoming year.

ARTICLE IV
EXECUTIVE COMMITTEE

SECTION 1. OFFICERS. The Executive Committee of the Alumni/ae Association will consist of a President, Vice President and Secretary.

a. The President shall, in general, supervise and control all of the business and affairs of the Association and the Council, including but not limited to: taking the chair of meetings of the Council and calling the members to order; announcing the business before the Council in the order in which it is to be acted upon, stating
and putting to vote all questions that are regularly moved or arise in the course of the proceedings; conducting debate on motions and subjects brought before the Council; deciding all questions of order; authenticating by signature, when necessary, all acts, orders and proceedings of the Association or Council; and appointing special committees.

b. The Vice President will have all the powers and performs all of the duties of the President in the absence or incapacity of the President and will perform such other duties as may be prescribed by the Alumni/ae Council or these By-Laws.

c. The Secretary will keep full minutes of the meetings of the Council; keep records of the Association and the Council; keep charge of these By-Laws; keep a list of committees and a record of their work; and maintain a current membership list; shall serve at the Chairperson for the Nominating Committee.

SECTION 2. ELECTION OF OFFICERS. Nominations for officer positions will be made by members of the Council at its winter meeting of each school year or as soon thereafter as is reasonably practicable. Upon their election by a majority of the members of the Council at a meeting, which a quorum exists, officers shall serve for two-year terms and may stand for re-election without limitation, except as otherwise stated in these By-Laws. Vacancies on the Executive Committee will be filled by the Alumni/ae Council as soon as practicable, but no later than the next regularly scheduled meeting after the vacancy arises.

ARTICLE V
RULES AND ORDER

The rules contained in Robert’s Rules of Order, Revised will govern the meetings of the Council in all cases in which they are not inconsistent with these By-Laws or special rules of the Council.
ARTICLE VI
BY-LAW AMENDMENTS

These By-Laws may be amended, altered or repealed, and new By-Laws may be adopted, upon the affirmative vote of two-thirds of the members then in office. Any motion or motions to change these By-Laws must be placed on the agenda prior to the meeting of the Council at which such action will be taken, and delivered to all Council members no more than 60 and no less than 30 days prior to such meeting.

Revised June 11, 2001