

Dexter High School Alumni Association

Dexter, Michigan

CONSTITUTION and BYLAWS

(Approved by Board of Directors, March 7, 2017)

Article I – NAME

The name of this organization shall be the Dexter High School Alumni Association. The Association may also be known as or do business as the DHS Alumni Association or DHSAA.

Article II – OBJECT

The object of this Association shall be to represent all graduates of Dexter High School in building relationships among classes and with the Dexter Schools, the City of Dexter and the local community.

Article III – MEMBERS

Section 1 - Types

Membership in this Association shall be of three types: Active, Associate and Honorary.

Section 2 – Active Members

All graduates of Dexter High School automatically become Active Members upon graduation. Active Member status is maintained on a year-to-year basis through payment of annual dues as set forth by the Board of Directors.

Section 3 – Associate Members

Any past or present DHS teacher or administrator who did not graduate from DHS may become an Associate Member. Associate Members pay the same dues as Active Members but are not eligible to serve on the Board of Directors.

Section 4 – Honorary Members

Honorary membership may be conferred on up to two people at each annual business meeting by a majority vote of Active Members present. Candidates for honorary membership are nominated by the Board of Directors. Honorary Members pay no dues and are not eligible to serve on the Board of Directors.

Section 5 – Dues

The annual dues of both Active and Associate Members are payable each year on or before the date of the annual business meeting.

Article IV – OFFICERS

Section 1 – Designated Officers

The designated Officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer.

Section 2 – President’s Duties

- Make assignments for the duties outlined in the Association’s Operations Manual.
- Oversee and assist all Officers/Directors in the expediting of Association business.
- Appoint any standing or special committees that are necessary, subject to the approval of the Board of Directors.

Section 3 – Vice-President’s Duties

- In the absence of the President, fulfill that role at meetings, events or other activities.
- Other duties as designated within the Association’s Operations Manual or assigned by the President.

Section 4 – Secretary’s Duties

- Record the minutes of the annual business meeting and any Board meetings called throughout the year and present the minutes to the Board for approval.
- Other duties as designated within the Association’s Operations Manual or assigned by the President.

Section 5 – Treasurer’s Duties

- Be responsible for the prompt deposit of cash, checks or money orders received into the Association’s primary checking account and entry of such deposits in the appropriate financial record.
- Two weeks following the end of the fiscal year, present all books to the Board of Directors for auditing along with an end-of-year financial report.
- Other duties as designated within the Association’s Operations Manual or assigned by the President.

Article V – BOARD OF DIRECTORS

Section 1 – Authority

The Board of Directors shall have general supervision of the business of the Association, make recommendations to the membership, and shall perform the duties as presented in the Association’s Operations Manual and by the parliamentary authority adopted by the Association.

Section 2 – Eligibility

Only Active Members are eligible to serve on the Board of Directors.

Section 3 – Members

The Board of Directors shall consist of a President and four to eight members elected as Directors. Three of the Directors will be selected, on recommendation by the President, to serve as Vice-President, Secretary and Treasurer.

Section 4 – Election

The Board of Directors, including the President, shall be elected at the annual business meeting for a one-year term and shall serve until their successors are duly elected. Their term shall begin on July 1 of the year in which they are elected. A majority of all votes cast by Active Members shall constitute an election.

Section 5 – Vacancies

The Directors shall have the power to fill Board vacancies by a majority vote of the remaining Directors.

Section 6 – Vacating Position

Any person who vacates his/her position as an Officer or a Director shall deliver to the President (or designated person) all money, record books, the Operational Manual, other documentation, computer files and media, and other property belonging to the Association.

Section 7 – Insurance

As guardians of the Association's monetary funds and other property, the Board shall take action to secure bonding insurance for all Directors.

Articles VI – MEETINGS

Section 1 – Annual Membership Meeting

The Alumni Banquet shall be held each year on the Saturday following the DHS Commencement. It shall consist of a social gathering plus the annual business meeting to be held immediately preceding or following the social gathering.

Section 2 – Board of Directors Meetings

Meetings of the Board of Directors may be called by the President or by any three members of the Board, the call stating the purpose of the meeting. A majority of the Board members shall constitute a quorum.

Article VII – FISCAL YEAR

The Fiscal Year shall be January 1 through December 31.

Article VIII – RULES OF ORDER

The rules of parliamentary procedure as comprised in "Robert's Rules of Order" shall govern the proceedings of this Association, subject to special rules that may be adopted.

Article IX – AMENDMENTS

This Constitution and Bylaws document may be amended during any annual business meeting by a two-thirds vote of all Active Members present provided that the membership was notified 45 days in advance of the intent to amend.

Version Record

Version ID	Recorded By	Record Date
Original – May 1905 Constitution & Bylaws as one	Flora E. Smith	May 6, 1905
Undated Constitution		
Undated Bylaws		
May 1988 Constitution		
May 1988 Bylaws		
May 1995 Bylaws		
June 2007 Constitution	James Smith	
June 2007 Bylaws	James Smith	
March 2010 Bylaws	James Smith	
May 2011 Bylaws	James Smith	
March 2017 Combined Constitution & Bylaws	Board approved March 7, 2017 to submit to membership for approval on June 17, 2017 during the annual meeting.	