

The Mothers' Club of St. John's College High School

BYLAWS

Article I

Name

The name of this organization shall be the "Mothers' Club of St. John's College High School", hereinafter referred to as the "Mothers' Club".

Article II

Purpose

1. The purpose of the Mothers' Club shall be to assist the school, its administration and student body in promoting and attaining their academic, spiritual, ethical, charitable, artistic, and athletic objectives.
2. The Mothers' Club shall promote communication and understanding among parents and foster support and participation from parents.
3. The Mothers' Club shall be maintained as a separate organization from the Alumni Association of St. John's College High School.

Article III

Membership and Dues

1. Any mother or female guardian of a student or alumnus/alumna is eligible for membership.
2. Membership dues shall be paid annually in the amount set at the discretion of the Mothers' Club Executive Board.
3. Membership shall be limited to those eligible women who have paid their annual dues.
4. Complimentary lifetime membership shall be extended to all past presidents of the Mothers' Club.

Article IV

Officers and Their Duties

Section I: Executive Board

- 1a) The elected officers of the Executive Board shall be: President, Vice-President, Secretary and Treasurer.
- 1b) The ex-officio officers of the Executive Board shall be the Moderator and the Immediate Past President.

1c) Each elected officer shall have a child attending St. John's during tenure of office and shall be a member as defined in Article III at the time of her election or appointment and during her term of office.

2. The Moderator shall be the Principal of St. John's College High School or his/her assignee.

3. The nominees for the office of the President of the Mothers' Club shall have a minimum of two years of active participation in the Mothers' Club and be a member as defined in Article III. Active participation includes chairing or co-chairing an event committee or ad-hoc committee, serving on the executive board, regularly attending meetings, volunteering at an event, and serving on a committee. For the office of the President, a minimum of one of the two qualifying years must include chairing or co-chairing an event committee or ad-hoc committee, or serving on the executive board.

4. The nominees for the office of the Vice-President, Secretary and Treasurer of the Mothers' Club shall have a minimum of one year of active participation in the Mothers' Club, as defined in Article IV, Section 1.3 above.

5. The tenure of office shall be one year commencing with the fiscal year of the organization, which shall begin on the 1st day of July and end on June 30 each calendar year.

Section II: Duties

1. Officers: are responsible for attending Mothers' Club functions and Mothers' Club meetings.

2. Moderator: shall represent the President of St. John's College High School and shall act in an advisory capacity in the operations of the Mothers' Club. His/her sanction must be given for all activities held in the name of the Mothers' Club. He/she shall be a member ex-officio of all committees. The slate of officers and all committee chairwomen shall be approved by the Moderator before they are announced.

3. President: shall preside at all meetings of the Mothers' Club. She shall appoint committee chairwomen and form ad hoc committees with the recommendations of the Executive Board. She shall fill vacancies, as they occur, and perform other duties that pertain to her office. She shall be responsible for the organization and coordination of the summer mailing that reaches out to the new parents. She shall be a member ex-officio of all committees. The president shall represent the Mothers' Club at all St. John's official events as requested.

4. Vice-President: shall perform the duties of the President in the absence of that officer, or at the request of the President, and shall assist her as needed. In collaboration with the President, the Vice-President shall be responsible for the oversight of all Mothers' Club committees and events.

5. Secretary: shall record the minutes of all meetings, disseminate the minutes to the full membership and present them for approval by the Mothers' Club membership at the subsequent Mothers' Club meeting. The Secretary shall keep a record of attendance at all meetings. The Secretary shall notify the Mothers' Club membership of Mothers' Club meetings, disseminate all official Mothers' Club email messages, and shall be responsible for official correspondence such as 'thank-you' gifts and notes of the Mothers' Club. She has the option to select a designee to help serve her in technology. The technology designate can help with the data management of membership records, volunteer lists, timely distribution of the volunteer lists, or as needed.

6. Treasurer: shall maintain records of all monies received and disbursed by the Mothers' Club. The Treasurer shall prepare a monthly report of the financial activities and position of the Mothers' Club and shall provide additional reporting at the request of the President and/or Moderator, which may include a separate accounting of all monies pertaining to each Mothers' Club activity. The Mothers' Club President and/or the Moderator shall be the co-signatories on the account. At the end of the fiscal year, the Treasurer will prepare a final report and turn over the books (receipts, disbursements, supporting documentation and bank statements) for annual audit by the St. John's Business Office. All checks, disbursements, or bank account withdrawals shall require approval and signatures of the Treasurer, President and/or Moderator of the Mothers' Club of St. John's College High School.

7. Immediate Past President: shall be chairwoman of the Nominating Committee. She shall coordinate volunteers for the upper class Back-to-School Night and other duties as assigned by the President. She is responsible for greeting members and guests at the monthly meetings, giving out nametags, making sure that the roster is signed and distributing any materials for the meetings.

Article V Committees

Section I: Ad Hoc Committees shall be formed by the President of the Mothers' Club with the advice and recommendations of the Moderator and the Executive Board.

Section II: Event Committees shall be formed by the President of the Mothers' Club for each event sponsored or coordinated by the Mothers' Club.

Section III: Committee Chairwomen

1. The Chairwoman or Co-chairwomen of each committee shall be selected by the President of the Mothers' Club with the advice and recommendations of the Moderator and the Executive Board. Each Chairwoman must be a member of the Mothers' Club as defined in Article III.

2. Chairwomen of the committees are responsible for attending Mothers' Club functions as well as Mothers' Club meetings and reporting on the activities of the assigned committee no less than annually.

Article VI Elections

Section I. Nominating Committee

Members of the Nominating Committee shall be the President of the Mothers' Club, the Immediate Past President, the Moderator and two members of the Mothers' Club selected by the Chairwoman of the Committee. The Chairwoman shall be the Immediate Past President.

Section II. Procedures

1. In April, a Nominating Committee shall be formed for the annual elections.

2. The Nominating Committee shall solicit and accept names of candidates for the elected officer positions. They shall present the proposed slate of officers to the Mothers' Club for approval at the May meeting.

Article VII
Meetings

1. Executive Board meetings shall be held at the discretion of the President and the Moderator of the Mothers' Club.
2. Mothers' Club meetings shall be held monthly on dates determined by the Executive Board and shall be attended by members, as defined in Article III. At least once per semester, usually December and April, the Mothers' Club shall open its meetings to mothers and female guardians of the general student population who are not members, as defined in Article III, for the purpose of providing them insight into the goals and objectives of the Mothers' Club.
3. The purpose of the Mothers' Club meetings is to cover the respective meeting agenda.

Article VIII
Voting

Only Mothers' Club members as defined in Article III are eligible to cast votes or make motions.

Article IX
Disbursement of Funds

Monies in excess of \$10,000 in the Mothers' Club treasury at the end of the fiscal year can be presented to the Moderator of the Mothers' Club to fund a project beneficial to the students of St. John's College High School.

Article X
Bylaws

1. The Bylaws shall be reviewed by an Ad Hoc Committee at least every three years.
2. Bylaws changes must be submitted in writing to the Mothers' Club at any scheduled Mothers' Club meeting. Following notification of all members of the Mothers' Club, proposed changes may be approved at a subsequent Mothers' Club meeting with a two-thirds majority vote of those members present.

Revision History:

Bylaws revision approved at the May 7, 1997 Mothers' Club Board meeting.
Bylaws changes approved at the October 1, 1997 Mothers' Club Board meeting.
Bylaws revision approved at the May 3, 2000 Mothers' Club Board meeting.
Bylaws changes approved at the May 7, 2003 Mothers' Club meeting.
Bylaws changes approved at the April 16, 2006 Mothers' Club meeting.
Bylaws changes approved at the May 6, 2009 Mothers' Club meeting.
Bylaws revision approved at the March 5, 2014 Mothers' Club meeting.

###