



SAINT MARY SCHOOL, GILROY
MOTHERS' GUILD BYLAWS
(10/8/08)

ARTICLE I: NAME

The name of this organization is Saint Mary School Mothers' Guild, a nonprofit, non-political, non-partisan fellowship of women who are committed to supporting the school and students, and in promoting Saint Mary School in Gilroy, California. This organization was established by and continues at the discretion of the Pastor and Principal.

ARTICLE II: PHILOSOPHY

With the encouragement of the Diocesan Department of Education and the Diocese of San Jose, Saint Mary School Mothers' Guild is based on and governed by the following principles:

- A. Facilitates activities for the betterment of the school
- B. Considers itself a chain, with each link important to the success of the group in achieving its goals
- C. Adheres to standard and generally accepted rules of meetings based on *Robert's Rules of Order*, where applicable and not inconsistent with these bylaws, and any special rules of order the Saint Mary School Mothers' Guild might adopt.

ARTICLE III: GOALS

In partnership with the Pastor, Principal and Saint Mary School Advisory Council (SAC), Mothers' Guild aims to:

- A. Encourage every member's commitment to participate in providing her skills and time for activities that benefit the school and quality of education for the students
- B. Provide an organized framework whereby the objectives of Mothers' Guild can be executed
- C. Promote and contribute to the Saint Mary School Endowment Fund on an annual basis

ARTICLE IV: OBJECTIVES

- A. To bring together in a functioning union Mothers' Guild members, Pastor, Principal, school administration, teachers and others who are interested in undertaking cooperative efforts on behalf of a Catholic education at Saint Mary School
- B. To generate financial support for the school with realistic goals determined on an annual basis
- C. To come together in a spirit of Christian friendship
- D. To provide a network of volunteers for the school

ARTICLE V: BASIC POLICIES

The basic policies as stated in the bylaws of Saint Mary School Mothers' Guild shall be binding and amendable only by a majority vote from Mothers' Guild with approval from the Principal and Pastor.

- Section 1. Member representatives of Mothers' Guild may work with other parish, school or community organizations for the betterment of the school but shall make no commitments that bind Mothers' Guild without previous approval by the Executive Board.
- Section 2. All funds raised by Mothers' Guild must be used for the support of educational programs, equipment, supplies and/or materials for the students of Saint Mary School; operational expenses of Mothers' Guild; and support of the Saint Mary School Endowment Fund.
- Section 3. Mothers' Guild shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. No candidate for election to political office may address the group during any campaign.

Section 4. No member of Saint Mary School Mothers' Guild may speak on behalf of or submit any information to the media unless approved by school administration.

ARTICLE VI: MEMBERSHIP

Section 1. Membership may be active or honorary.

Section 2. Active members are women who are parents, grandparents, guardians or other female adults of registered students at Saint Mary School. Active members are eligible to hold an office in Mothers' Guild.

Section 3. Honorary members may be women who were once members of Mothers' Guild and have shown exemplary commitment to and support of Saint Mary School. They may act as resources, speakers, volunteers or in an advisory capacity but have no voting rights and may not hold an office.

Section 4. No dues shall be collected.

ARTICLE VII: OFFICERS AND QUALIFICATIONS

Section 1. The officers of Mothers' Guild become the Executive Board:

- President
- President-elect/Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- New Family Liaison
- School Advisory Council Liaison
- Volunteer Coordinator

Section 2. The Pastor, by diocesan directive, is chaplain of Mothers' Guild.

Section 3. The Principal is an ex officio member.

Section 4. Nominees for officers shall have the following qualifications: a willingness and ability to commit time, effort and skills in fulfilling all duties of the nominated office; possess quality leadership and human-relation skills; practice teamwork and flexibility; show pride in representing Saint Mary School; and exercise discretion with information learned as a member of the Executive Board.

Section 5. Additional officers may be added to Mothers' Guild if Mothers' Guild deems there is a need. The Executive Board will determine the need and present it to the general membership for approval followed by notification of the change by the President or designee to the school administration.

Section 6. All officers of Mothers' Guild must be in good standing with the school financially and otherwise.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. **President:** The President shall be the chairperson of the Mothers' Guild Executive Board and shall preside at all Mothers' Guild meetings and call special meetings when necessary. She shall seek out and encourage others to be a part of Mothers' Guild. The President may appoint a designee, if the President-elect/Vice President is unavailable, to execute specific duties when she is unavailable to perform those duties. This position may be a two-year term.

Section 2. **President-elect/Vice President:** The President-elect/Vice President shall prepare herself to step into the President's position at the appointed time (see Article XI: Elections). She shall attend Mothers' Guild executive, general and special meetings, and serve as the aide to the President. In the absence of the President, she shall perform the duties of the President. The President-elect/Vice President may appoint a designee to

execute specific duties when she is unavailable to perform those duties. This position may be a two-year term.

- Section 3. **Treasurer:** The Treasurer shall have charge of all funds of Mothers' Guild; pay bills at the direction of the Executive Board; and shall make monthly reports to Mothers' Guild, the Principal and Pastor of all monies received, disbursed and in the bank. The Treasurer may be called to sit on the Saint Mary School Finance Committee, which advises the school administration on the budget for Saint Mary School. She shall attend Mothers' Guild executive, general and special meetings. This position is a two-year term.
- Section 4. **Recording Secretary:** The Recording Secretary shall keep, distribute and report minutes of all meetings and notices ordered by the Executive Board. Distribution of minutes shall be via e-mail or hard copy to the Executive Board, Principal and school administration within one (1) week of a meeting. She shall attend Mothers' Guild executive, general and special meetings. The Recording Secretary may appoint a designee to execute specific duties when she is unavailable to perform those duties. This position may be a two-year term.
- Section 5. **Corresponding Secretary:** The Corresponding Secretary shall handle internal and external correspondence for Mothers' Guild and coordinate closely with the President, Principal and/or school administration for all communications. She shall attend Mothers' Guild executive, general and special meetings. The Corresponding Secretary may appoint a designee to execute specific duties when she is unavailable to perform those duties. This position may be a two-year term.
- Section 6. **New Family Liaison:** The New Family Liaison shall act as the liaison between Mothers' Guild and families new to Saint Mary School. She shall communicate with new families about upcoming school events, meetings and other activities with the goal of getting them involved in school functions. She shall attend Mothers' Guild executive, general and special meetings. The New Family Liaison may appoint a designee to execute specific duties when she is unavailable to perform those duties. This position may be a two-year term.
- Section 7. **School Advisory Council Liaison:** The School Advisory Council (SAC) Liaison shall be the liaison between Mothers' Guild and SAC, attending meetings for both organizations while reporting the results of each to the other. The SAC Liaison may appoint a designee to execute specific duties when she is unavailable to perform those duties. This position is a three-year term.
- Section 8. **Volunteer Coordinator:** Working closely with the President and event chairpersons, the Volunteer Coordinator shall recruit and organize volunteers for all Mothers' Guild events and events for Saint Mary School as requested by the school administration. She shall attend Mothers' Guild executive, general and special meetings. The Volunteer Coordinator may appoint a designee to execute specific duties when she is unavailable to perform those duties. This position may be a two-year term.

ARTICLE IX: EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of all elected officers plus the Principal, or designee, and Pastor.
- Section 2. The Executive Board shall transact necessary business as agreed on by Mothers' Guild. The Executive Board may authorize the payment of expenses as incurred by Mothers' Guild-sponsored activities and programs.
- Section 3. A simple majority of the Executive Board shall constitute a quorum.
- Section 4. The Executive Board shall meet and/or communicate at least once prior to any general membership meeting unless otherwise ordered by the school administration. Special meetings of the Executive Board may be called by the President, or designee, at any time at least three (3) business days in advance of the meeting.
- Section 5. A current copy of the bylaws shall be made available to all members of Mothers' Guild in a hardcopy and/or electronic format.

Section 6. A meeting of the newly elected officers may be called by the incoming President, or designee, to ratify by simple majority, the appointment of chairpersons and make plans for the coming year's work. A calendar-planning meeting for the next school year is to be held prior to July 1 with the newly elected President, President-elect/Vice President and the Principal or designee.

ARTICLE X: CHAIRPERSONS

Section 1. The Executive Board shall designate chairpersons, contingent on their agreement, for specific activities. The chairpersons shall be appointed by the President with a two-thirds ratification by the Executive Board.

Section 2. Chairpersons shall present plans of work for Mothers' Guild events/activities to the Executive Board for approval and shall present summary reports to the general membership as requested by the President or designee at the next general membership meeting after an event/activity concludes.

Section 3. The Volunteer Coordinator will work with the President, or designee, and event chairperson to arrange for volunteers to execute Mothers' Guild activities or other school activities as requested by the Principal or designee.

Section 4. Each chairperson, upon expiration of term, resignation of position or conclusion of an event, shall transfer to the President, or designee, within thirty (30) days, all records, books, funds and other materials pertaining to the position.

ARTICLE XI: ELECTIONS

Section 1. Before the March general membership meeting, a notice shall be included in the weekly newsletter and posted on the Saint Mary School website announcing the open Mothers' Guild positions for the upcoming year.

Section 2. Nominations are accepted from interested members and from those nominating candidates from the floor. All nominations are subject to qualification as outlined in Article VI: Membership.

Section 3. The consent of each candidate must be obtained before her name is placed in the nomination.

Section 4. Nominations shall be completed by March 31 of each school year at which time the Executive Board will review the candidates' qualifications.

Section 5. The President or designee shall present the slate of candidates to the Principal or designee within one week of the conclusion of the Executive Board's review. The Principal shall review the candidates and must approve them prior to the election at the April general meeting.

Section 6. The President or designee shall present to the membership the approved, consenting nominees during the April general meeting at which time the election for the following year's officers will be held by written ballot.

Section 7. All members present at the general meeting in April shall constitute a quorum. A simple majority of all votes cast by the quorum shall be necessary for an election.

ARTICLE XII: LENGTH OF TERMS

Section 1. The length of terms for officers of Mothers' Guild may be two (2) years, except for the office of Treasurer, which shall be two (2) years.

Section 2. No officer shall hold the same office for more than two (2) consecutive terms, excluding the office of Treasurer that can be held for only one (1) term. No member shall hold more than one (1) office at the same time.

Section 3. A vacancy caused by a resignation or inability to accept a newly elected position of any officer other than President shall be followed by an appointment by the Executive Board with approval of the membership by a simple majority at the next general meeting.

- A. In the event of a resignation from the President, the President-elect/Vice President shall succeed to the office to serve as President for the remainder of the term.
 - B. If the President-elect/Vice President is unable to perform this function, the Executive Board will fill the office by ballot vote at the next Mothers' Guild general meeting with the Principal having final approval of the selection.
- Section 4. When an officer fails to attend three (3) consecutive Executive Board meetings or participate in the monthly executive communication (see Article XIII: Meetings, Section 1) in lieu of a meeting without adequate reason, the Executive Board may declare that office vacant.
- Section 5. The membership of Mothers' Guild may petition to remove an officer through a two-thirds majority vote of present members at a general meeting provided a petition is presented at the general meeting thirty (30) days prior to the vote.

ARTICLE XIII: MEETINGS

- Section 1. Saint Mary School Mothers' Guild shall hold its Executive Board meeting or communication one (1) time per month and before the general membership meeting.
- Section 2. A minimum of four (4) and a maximum of nine (9) general membership meetings shall be held on the second Tuesday of each month during the school year excluding August and June. Changes to this schedule can be made with a simple majority vote by the Executive Board.
- Section 3. Special general membership meetings may be called by the President and Executive Board at any time at least three (3) business days in advance.
- Section 4. All active members present at any general meeting shall constitute a quorum.
- Section 5. The ability to make motions, create debates and cast votes shall be limited to active members (see Article VI: Membership).
- Section 6. Except as otherwise noted, all votes shall be decided by a simple majority (51% or greater) of votes cast by active members who are present.

ARTICLE XIV: BYLAWS AMENDMENT

- Section 1. Proposed amendment(s) of the Saint Mary School Mothers' Guild bylaws must be presented by the President or designee at a general membership meeting; approved by a simple majority; and presented to the Principal for review and approval.
- Section 2. The Principal reviews the proposed amendment(s) and either approves it or returns it to the President outlining the reason(s) for rejecting it. If the proposed amendment(s) is rejected, the President will present it to the membership at the next general meeting for discussion and a possible revision. The process for review and approval shall be repeated as outlined in this Article.
- Section 3. After the Principal has approved the proposed amendment(s), the SAC Liaison shall present it to SAC at the next general meeting for review and approval. If the amendment is not approved, the process as outlined in this Article shall be repeated.
- Section 4. After SAC has approved the proposed amendment(s), the President will present it to the Mothers' Guild membership at the next general meeting where it shall be ratified by a two-thirds vote and become effective on that date.
- Section 5. The President or designee is responsible for revising the Mothers' Guild bylaws and submitting them to the school administration to be kept on file.

ARTICLE XV: REPORTS

- Section 1. The Executive Board shall assign to event owners the development of task checklists, including timelines, to ensure maximum efficiency for volunteers who manage and execute Mothers' Guild activities each year. The chairpersons or designees shall create

these checklists and review them annually for accuracy. The checklists shall be submitted to the President or designee prior to an event.

- Section 2. The chairperson for each event shall prepare a report within 30 days after the conclusion of an event and submit it to the President or designee for inclusion in the year's Mothers' Guild binder. Data to be included in the event report: procedures, timeline, budget, volunteers and summary/analysis.
- Section 3. Hard and electronic copies of the annual reports shall be kept by the school for seven (7) years for audit purposes.

ARTICLE XVI: FINANCES

- Section 1. The Executive Board shall ensure that adequate operating funds for the current and following year be maintained in the Mothers' Guild bank account.
- Section 2. The annual financial commitment from Mothers' Guild to Saint Mary School shall be determined at the first general membership meeting of the school year and conveyed by the President or designee to the Principal.
- Section 3. All funds raised by Mothers' Guild activities shall be turned over to the Treasurer and deposited in the Mothers' Guild checking account.
- Section 4. All expenses incurred by Mothers' Guild are to be paid from the Mothers' Guild checking account.
- Section 5. Funds over two thousand dollars (\$2,000) remaining in the Mothers' Guild bank account shall be presented by the Treasurer to the Principal. The recommended disbursement, approved by the general membership, is kept on file in the Mothers' Guild binder.
- Section 6. The fiscal year for Mothers' Guild is July 1 to June 30.
- Section 7. Further details about the management of Mothers' Guild finances can be found in the Saint Mary School Mothers' Guild Policies and Procedures manual.

Submitted to Saint Mary School Mothers' Guild for ratification by:
Denise Garibaldi
Corresponding Secretary
April 21, 2008

Submitted to Saint Mary School Advisory Council:
May 15, 2008

Ratified on:
MONTH, DATE, 2008