

THE MOTHERS' CLUB of ST. THOMAS HIGH SCHOOL
4500 Memorial Drive Houston, Texas 77007

BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Mothers' Club of St. Thomas High School.

ARTICLE II

PURPOSE

The purpose of the Mothers' Club is to provide a vehicle through which mothers or guardians of the students may be able to assist the Basilian Fathers and faculty in furthering the students' spiritual, academic, cultural and athletic development. All activities of the Club must meet with the approval of its moderator who shall be appointed by the Principal of the school.

ARTICLE III

MEMBERSHIP

The membership of the Club shall consist of mothers or guardians of boys who are registered for that school year in St. Thomas High School.

ARTICLE IV

THE BOARD

The Board shall consist of the Executive Board, the Immediate Past President, Chairpersons of Round-Up, Style Show and Auction, and the Club Moderator.

The Executive Board shall consist of five officers: President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

Only the Executive Board has voting rights; three members of the Executive Board present and voting constitutes a quorum for the purpose of voting.

In the event one of the five officers is unable to complete her term as an officer, the Club Moderator shall call a special meeting. The Club Moderator, the Executive Board and Principal will appoint a person to fill the vacancy. This appointee will be announced at the next Mothers' Club Meeting.

ARTICLE V

DUTIES

Section 1. Executive Board: The duty of the executive board members is to develop the Mothers' Club Annual Budget, establish and oversee committees to conduct the work of the Mothers' Club, establish fundraising programs and approve unbudgeted expenditures of more than \$100.

Section 2. President: It shall be the duty of the President to preside at all the meetings and perform all other duties pertaining to the office.

The President shall serve as the official representative of the Mothers' Club.

The President shall serve on the Nominating Committee.

The President shall appoint all committee chairpersons, with the assistance of the Vice President.

The chairpersons of Auction, Style Show and Round-Up, shall be appointed by the current President in collaboration with the Principal, the immediate Past President, and the current chairs. This process will be conducted at a time that would allow for the committees to begin their work in a timely fashion related to their event. The newly appointed chairpersons shall be responsible for appointing the chairpersons of their respective sub-committees.

The President may also appoint chairpersons from time to time to coordinate unscheduled events and/or newly established programs or functions.

Section 3. Vice-President: It shall be the duty of the Vice President to preside in the absence of the President. The Vice President will assist the President in the performance of the President's duties. The Vice President shall assist the President regarding committee chair appointments. The Vice President is responsible for updating, distributing and collecting the various event/committee binders and will be responsible for facilitating the check-in at each Mothers' Club meeting. It is highly suggested that the binders be scanned and distributed electronically with no printed binders given out. The Vice President is responsible for the organization of the Maintenance Staff Appreciation Luncheon in the spring.

Section 4. Corresponding Secretary: It shall be the duty of the Corresponding Secretary to conduct all general correspondence as directed by the President. The Corresponding Secretary shall also be responsible for collecting, organizing and reporting news from Mothers' Club to the Director of Communication in the Office of Advancement. This is done at least once per week or on an "as needed basis" throughout the school calendar year.

Section 5. Recording Secretary: It shall be the duty of Recording Secretary to keep true and accurate minutes of all monthly Mothers' Club meetings, Board meetings and Executive Board Meetings. The Recording Secretary shall also be responsible for posting and updating Mothers' Club documents to the Mothers' Club website as approved by the President, and obtaining volunteers to serve as Liturgical assistants at the Mothers' Club Masses.

Section 6. Treasurer: The Treasurer shall act the liaison with the schools business office to assure proper stewardship of Mothers' Club funds and approve all income and expenses associated with all Mothers' Club events. She shall keep accurate copies of all receipts and disbursements. A treasurer's report shall be received from the Business Office once a month and reported to the Executive Board at the monthly meeting.

Section 7. Past President: The immediate Past President shall be a member of the Board and the Facilitator of the Nominating Committee. The immediate Past President shall serve as a general consultant and resource person to the Mothers' Club.

Section 8. Auction Chairs: The Auction/Gala Chairs shall coordinate the annual event usually held the first Saturday evening in November with their duties including but not be limited to the following:

- a. Choose a theme for the Auction/Gala with proper approval by the President and Vice-President of Advancement, which will be incorporated into all aspects of the event, including printed and written materials and publications, centerpieces and other decorations. Auction/Gala chairs are responsible for ordering all printed materials for this event and for submitting all written information promoting the Auction/Gala in school publications.
- b. Plan and host kick off for Auction/Gala in the spring to generate enthusiasm and participation of the greater St. Thomas community.
- c. Assemble a committee to help with the Auction/Gala and hold regular meetings throughout the year.
- d. Work hand and hand with the Director of Communications to inform not only current parents but also alumni and previous donors of the Auction/Gala event and possible underwriting opportunities.
- e. Attend all Mothers' Club meetings and events to promote the Auction/Gala and update the Mothers' Club on status of the event.
- f. Solicit items, along with Live, Big Board and Silent Auction Chairmen, for auction and raffle. These items may be purchased using donated funds or solicited directly from donors. They may be raffled individually or combined as part of a gift basket. Chairs may also choose to sell grab bags including smaller items, or any other vehicle to raise money to benefit the St. Thomas Community.
- g. Plan, prepare, decorate, and host the Auction/Gala to benefit the overall St. Thomas Community.

Section 9. Round-Up Chairs: The Round-Up Chairs shall coordinate with the St. Thomas Staff to plan and execute the annual school festival called Round Up. Round up is a time for the St. Thomas family to come together and celebrate the culmination of the raffle ticket sales that raise funds for tuition assistance and scholarships. Round Up is usually held on the first Sunday in March. The chairs' duties include but are not limited to the following:

- a. Recruit an executive board and assist in the recruitment of individual booth chairs to plan, organize, and execute Round Up.
- b. Coordinate logistical needs with the Director of Operations and staff.
- c. Coordinate with the Student Activities Director to choose a student designed t-shirt for Round-Up
- d. Provide good financial stewardship of Round Up. Work closely with the Vice-President of Finance to plan and execute the Round-Up. Provide expense reducing and revenue increasing strategies while insuring a fun, community building event. Solicitation of donations for all aspect of Round Up is encouraged to increase the profit made for scholarships. This includes soliciting sponsorships for Round Up.

- e. Work with the Director of Communications to publicize Round Up to students, parents, alumni, middle schools, parishes, and other STH donors.
- f. Coordinate all Round Up volunteers by planning and executing 4 planning meetings (with meals) and providing written materials needed to organize Round Up. These materials include checklists, instructions, supply lists, volunteer lists, and wrap up.
- g. Provide leadership to plan, organize, and execute three main areas at Round Up: Food and Beverage Booths (located in Cemo), Eagle's Court (shopping and fun activities in the gym), and Carnival Games/Kid's Games (located outside)
- h. Attend all Mothers' Club meetings and events to promote Round-Up and update the Mothers' Club board members and general members on the status of the event.

Section 10. Style Show Chairs: The Style Show Chairs shall coordinate the annual St. Thomas Style Show event each spring with their duties including but not be limited to the following:

- a. Coordinate a fashion show featuring the senior men and their moms and/or guardians. Chairs may choose to work with consultants and/or local retail establishments and vendors to help secure clothing, makeup, and hair styling for the fashion show. This may include several meetings with the model moms to discuss expectations and choose appropriate clothing for the show.
- b. Choose a theme for the Style Show with proper approval by the President and Principal, which will be incorporated into all aspects of the event, including printed and written materials and publications, centerpieces and other decorations. Style Show chairs are responsible for ordering all printed materials for this event and for submitting all written information promoting the Style Show in school publications.
- c. Plan and host kick off for Style Show in the fall to generate enthusiasm and participation of senior students.
- d. Secure a venue for this event which can accommodate up to 500+ persons for a seated lunch, has an area for check-in, the reception and silent auction, and has room for a runway, along with dressing areas for all of the models. Work closely with the venue representative to select food and drink menu, and to plan seating layout and other details for the event.
- e. Assemble a committee to help with the Style Show and hold regular meetings throughout the year.
- f. Attend all Mothers' Club meetings and events to promote the Style Show.
- g. Solicit items, along with Silent Auction Chairmen, for silent auction and raffle. These items may be purchased using donated funds or solicited directly from donors. They may be raffled individually or combined as part of a gift basket. Chairs may also choose to sell grab bags including smaller items, or any other vehicle to raise money to benefit the St. Thomas Scholarship Fund.

ARTICLE VI

SELECTION COMMITTEE AND RATIFICATION PROCESS

Section 1. The Selection Committee will be made up of five graduating senior mothers not currently Board members, with the exception of the President, the current President, the immediate Past President, the Club Moderator, and the school Principal, for a total of nine voting members.

Section 2. The current Executive Board in cooperation with the past Mothers' Club President shall appoint five active senior mothers and announce them at the February general meeting. These senior mothers will have no sons entering or attending St. Thomas the following year.

Section 3. Nomination candidates should be entertained from the following individuals: current Junior mothers with no other students currently enrolled in the school for the following calendar year. Current Junior mothers who are willing to self-nominate will provide the Selection Committee a completed application form along with a full resume of accomplishments both in the school and in the greater community. Other nominations from the greater St. Thomas Mothers' Club community will be accepted within the given time period that is conveyed. These nominations must include a letter of recommendation stating the qualifications of the candidate from the nominator. In the later case, the Selection Committee would contact the candidate and request that if the individual has interest in serving on the Mothers' Club Executive Board she submit a completed application along with her resume of accomplishments both in the school and in the greater community.

Section 4. The Selection Committee will slate one candidate for each of the five officer positions of the Executive Board.

Section 5. The immediate Past President shall be the facilitator of the Selection Committee.

Section 6. All final selections must be by unanimous vote of the Selection Committee.

Section 7. No officer shall serve in the same capacity for more than two consecutive years.

Section 8. Ratification of the Slate of Officers of the Executive Board will take place at the April meeting and installation of these officers shall take place at the May luncheon.

ARTICLE VII

STANDING COMMITTEES/POSITIONS

Standing committees and positions are as follows and may be updated as needed by the Executive Board. Descriptions are found on the Mothers' Club website.

Booster Club Liaison	Campus Directory Chair	Campus Ministry Guild
Christmas Fund Chairs	Community of Concern	Drama Guild Liaison
Cookie Brigade Chairs	Dance Chaperones Chairs	Head Room Parent
Eagle Baskets Chairs	Eagles Treats Chairs	Sophomore Class Parent
Senior Class Parent	Junior Class Parent	Hospitality Co-Chairs
Freshman Class Parent	Historian	"Moms in Prayer"
Library Liaison	Mentor Mom Co-Chairs	Properties Chairs
Music Guild Liaison	Priest Hospitality Chairs	Speech Guild Liaison
Social Events Chairs		

ARTICLE VIII

MEETINGS

Section 1. The Mothers' Club shall meet nine times during the school term on dates designated by the President in conjunction with the Executive Board and Club Moderator.

Section 2. The President may call special meetings of the Board as needed. A special meeting may also be called by the majority vote of board members present at any regular meeting.

Section 3. Twelve members in addition to a majority of the Executive Board shall constitute a quorum for any meeting of the Club.

ARTICLE IX

DUES

Dues are part of each student's registration fee, which is set by the Administration. The St. Thomas Business Office will collect the registration fee however; the Mothers' Club will be run as an expense of the school versus its own separate entity. The Mothers' Club Treasurer will then submit ALL recommendations for deposit or disbursement to the school business office.

ARTICLE X

AMENDMENT

These by-laws may be altered, amended, or replaced by a majority vote at any meeting of the Mothers' Club, provided that such changes were proposed at the previous meeting of the Club.