

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 President 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, Staff Liaison, and the Club Moderator.

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

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

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 Staff Liaison, and the Executive Board 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, approve all expenditures, and establish and oversee committees to conduct the work of the Mothers' Club.

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, including but not limited to the following:

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

The President shall serve on the Selection 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 school President in collaboration with the Mothers' Club President, Staff Liaison, the Vice President of Advancement, 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.

Communicate with the Principal and Mothers' Club Moderator on a regular or as needed basis regarding issues that impact or directly relate to the Mothers' Club.

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 for maintaining a Master Binder containing pertinent information regarding every event chaired by the Mothers' Club. The Master Binder will reside in the office of the Staff Liaison. The Vice President shall coordinate Christmas tree decorations around the school in conjunction with the Principal and the Maintenance staff. The Vice President is responsible for organizing a Maintenance Staff Appreciation Luncheon in the early spring. The Vice President shall review and maintain the Bylaws and shall confirm all special guest speakers for general meetings.

Section 4. Communications Secretary: It shall be the duty of the Corresponding Secretary to conduct all general correspondence as directed by the President, including coordinating email blasts by the grade level parents. The Corresponding Secretary shall also be responsible for collecting, organizing and reporting news from the Mothers' Club to the Director of Communication in the Office of Advancement. This is done every other week or on an "as needed basis" throughout the school calendar year. The Communications Secretary is responsible for writing all Thank You notes for special event and standing committee chairs, guest speakers and others on an as needed basis.

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. If the school changes its schedule from the modified block schedule and the Mothers' Club has its own private Mass prior to its meetings, the Recording Secretary will work with Campus Ministry to arrange the Mass and schedule volunteers to serve as Liturgical assistants. The Recording Secretary shall schedule meeting space with the school for all general meetings of the Mothers' Club.

Section 6. Treasurer: The Treasurer shall act as the liaison with the school's business office to assure proper stewardship of Mothers' Club funds and approve all income and expenses associated with all Mothers' Club events. The Treasurer is responsible for working with the President prior to the start of the school year to create a budget for all Mothers' Club activities. She will relay that budget information to the Vice President and to all Special Event Chairpersons. 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 Selection 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 limited to the following:

- a. Choose a theme for the Auction/Gala with proper approval by the school 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 in hand with the Advancement Office 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 Vice President of Advancement 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 Vice President of Advancement.
- c. Provide good financial stewardship of Round Up. Provide expense reducing and revenue increasing strategies while ensuring a fun, community building event. Solicitation of donations for all aspects of Round Up is encouraged so as to increase the funds raised for scholarships. This includes soliciting sponsorships for Round Up.
- d. Work with the Vice President of Advancement to publicize Round Up to students, parents, alumni, middle schools, parishes, and other STH donors.
- e. Coordinate all Round Up volunteers by planning and executing at least 3 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.
- f. 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/Kids' Games (located outside)
- g. 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 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 school President and Vice President of Advancement, which will be incorporated into all aspects of the event, including printed and written materials, 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 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, a reception, silent auction, and has room for a runway, along with dressing areas for all 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 plus the current Mothers' Club President, the immediate Past President, the Club Moderator, the Staff Liaison, the school Principal and school President, for a total of eleven voting members.

Section 2. The current Executive Board, in cooperation with the past Mothers' Club President, shall appoint the Selection Committee and announce them at the February general meeting.

Section 3. Nomination candidates shall be entertained from the following individuals: any St. Thomas Mothers' Club member willing to self-nominate. Such candidate shall provide to the Selection Committee a completed application form along with a full resume of accomplishments both in the school and in the greater community. Applications will be considered in the following preferential order: 1) Mothers of current juniors who have no other sons who will enroll at St. Thomas during her term on the Executive Board; 2) Mothers of current juniors who have younger sons enrolled at St. Thomas; 3) Mothers of current sophomores who have an older son who attended St. Thomas for all four years of high school and graduated from St. Thomas; 4) All other St. Thomas mothers. The strong preference for Executive Board membership is the selection of applicants from the first category. In the event the Selection Committee must consider applicants from the other categories, the decision must be unanimous.

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. A woman may not serve consecutive terms as President, but may serve two consecutive terms in other officer positions. Any woman serving on the Executive Board may not serve on the Selection Committee if she nominates herself for consideration on the Executive Board for the following year.

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	Cookie Chair	Christmas Fund Chair
Dance Chaperone Chair	Hospitality Co-Chairs	Properties Chair
Eagle Basket Chair	Drama Guild Liaison	Music Guild Liaison
Senior Grade Chair	Eagle Angels Chair	Speech Guild Liaison
Junior Grade Chair	"Moms in Prayer" Chair	Dads' Club Liaison
Sophomore Grade Chair	Mentor Moms Chair	Tom's Moms Liaison
Freshman Grade Chair	Eagles Treats Chair	Social Events Chair

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, not as its own separate entity. The Mothers' Club Treasurer will submit ALL recommendations for deposit or disbursement to the school business office. The Mothers' Club budget shall be managed to ensure a break-even profit and loss statement at each school year's end.

ARTICLE X

AMENDMENT

These Bylaws shall be reviewed every January and 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.