

**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 or via electronic communications as needed.

**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 and the Executive Board.
- 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 for 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.
- The President, in conjunction with the recording secretary, shall schedule a meeting space with the school for all general meetings and events of the Mother's Club.
- The President shall facilitate the Christmas Gift Fund in coordination with Club Moderator.

**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 Communications Secretary to conduct all general correspondence as directed by the President, including coordinating email blasts by the grade level parents and social media outlets. The Communications Secretary shall also be responsible for collecting, organizing and reporting news from the Mothers' Club to the Director of Communication in the Office for 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 events and standing committee chairs, guest speakers and others on an as needed basis. The Communications Secretary shall create an electronic volunteer sign up for all Mothers' Club volunteer opportunities.

**Section 5. Recording Secretary:** It shall be the duty of the 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. The Recording Secretary will work with Campus Ministry to arrange the Mass and schedule volunteers to serve as Liturgical assistants. The Recording Secretary shall be responsible for creating and modifying the agenda for all general meetings and events with the approval of the President. The Recording Secretary shall assist the President in scheduling 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. The Treasurer will relay that budget information to the Vice President and to all Special Event Chairpersons. The Treasurer shall keep accurate copies of all receipts and disbursements. The Treasurer, along with the hospitality committee, is responsible for coordinating refreshments for all Mothers' Club meetings, Board Meetings, and Executive Board Meetings. A Treasurer's Report shall be received from the Business Office once a month and reported to the Executive Board at the monthly Board 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. The Past President shall act as the liaison with Toms Moms.

**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 for Advancement, which will be incorporated into all aspects of the event, including printed, written, and electronic materials and publications, and decorations. Auction/Gala chairs are responsible for ordering coordinating with STH staff written information to promote 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. At least one representative shall 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 solicited directly from donors or purchased using donated funds. They may be raffled individually or combined as part of a gift basket.
- 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 for 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. 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 for Advancement.
- c. May coordinate with the Student Activities Director to choose a student designed t-shirt for Round Up.
- d. 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 tuition assistance. This includes soliciting sponsorships for Round Up.
- e. Work with the Vice President for Advancement to publicize Round Up to students, parents, alumni, middle schools, parishes, other St. Thomas donors and media contacts.
- f. Coordinate all Round Up volunteers by planning and executing at least 3 planning meetings (with meals) and providing written or electronic 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, Eagle's Court, and Carnival Games/Kids' Games.
- h. At least one representative shall 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 with the Vice President for Advancement, 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, written, and electronic materials, publications and 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 and families.
- d. Secure a venue for this event which can accommodate 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 the 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. At least one representative shall 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 solicited directly from donors or purchased using donated funds. Chairs may also choose to sell grab bags including smaller items, or any other vehicle to raise money to benefit the overall St. Thomas community.

## **ARTICLE VI SELECTION COMMITTEE AND RATIFICATION PROCESS**

**Section 1.** The Selection Committee will be made up of five graduating senior mothers, with preference given to the current Mothers' Club officers, 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 make an announcement 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 Candidates of current juniors 2) Mothers Candidates of current sophomores who have an older son who attended St. Thomas 3) All other St. Thomas Mothers' Club members' mothers. The strong preference for Executive Board membership is the selection of applicants from the first category with St. Thomas leadership experience, committed to the mission of St. Thomas High School..

**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 member may not serve consecutive terms as President, but may serve two consecutive terms in other officer positions. Any member serving on the Executive Board may not serve on the Selection Committee if the member nominates themselves 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 Board 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.

Admissions Liaison	Grade Chair-Freshman
Booster Club Liaison	Hospitality Chair/Treasurer
Cookie Chair	Mentor Moms Chair
Dad's Club Liaison	"Moms in Prayer" Chair
Dance Chaperone Chair	Music Guild Liaison
Drama Guild Liaison	Properties Chair
Eagles Angels Chair	Social Events Chair
Eagles Basket Chair	Social Media Chair-Senior
Eagles Treats Chair	Social Media Chair-Junior
Grade Chair-Senior	Social Media Chair-Sophomore
Grade Chair-Junior	Social Media Chair-Freshman
Grade Chair-Sophomore	Speech Guild Liaison
	Tom's Moms Liaison/Past President

## **ARTICLE VIII MEETINGS**

**Section 1.** The Mothers' Club board meetings time and frequency shall be determined by the Executive Board.

**Section 2.** The Mothers' Club general meetings shall occur nine times during the school term on dates designated by the President in conjunction with the Executive Board and Club Moderator.

**Section 3.** 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 4.** Twelve members, in addition to a majority of the Executive Board, shall constitute a quorum for any general meeting of the Club.

**ARTICLE IX  
BUDGET**

The St. Thomas Business Office will allocate a budget based on student population, 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 Board meeting of the Mothers' Club, then presented and approved at the next general membership meeting by a majority vote, provided that such changes were proposed at the previous meeting of the Club.

*Revision 04/13/2023*