

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

BYLAWS

Last revised: March 2025

**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, faculty, and staff in furthering the students' spiritual, academic, cultural and athletic development. All activities of the Club must meet with the approval of the Club Moderator who shall be appointed by the President of the school.

**ARTICLE III
MEMBERSHIP**

The membership of the Club shall consist of mothers or guardians of students 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 General 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, (Current Big 3 chairs), shall be appointed by the current school President in collaboration with the Mothers' Club President, Staff Liaison, the Club Moderator, the Immediate Past President, and the current Big 3 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.
- The President shall communicate with the Principal and 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 and Executive Board Meetings and events of the Mothers' Club.
- The President shall facilitate the Christmas Gift Fund in coordination with the Club Moderator.
- The President shall collaborate with the Communications Secretary on the weekly newsletters and other communications as needed.
- The President shall serve as an Administrator and Moderator of social media accounts.
- The President shall serve on the Board of the Mothers' Club as the Immediate Past President in the school year following her term as President.

Section 3. Vice President: It shall be the duty of the Vice President to preside in the absence of the President and to perform all duties pertaining to the office, including but not limited to the following:

- 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 maintaining the Mothers' Club Volunteer Spreadsheet which should include contact information for all Chair positions.
- The Vice President shall create electronic sign ups for all Mothers' Club volunteer opportunities. All sign ups for Mothers' Club events must be administered through the Mothers' Club administrative account, not personal accounts.
- The Vice President is responsible for maintaining the electronic storage (Google Drive) of all pertinent information regarding Mothers' Club meetings and events. The Vice President shall update, distribute and collect all documents and photos for every event chaired by the Mothers' Club.
- The Vice President shall work with the Christmas Decorations Chair and oversee the Christmas decorating, removal, and storage around the school in conjunction with the Principal, the Maintenance staff, and volunteers.
- 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.

Section 4. Communications Secretary: It shall be the duty of the Communications Secretary to conduct all general correspondence as directed by the President and Club Moderator, and to perform all duties pertaining to the office, including but not limited to the following:

- The Communications Secretary shall send grade-level communications including email blasts 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 on an as needed basis throughout the school's calendar, generally weekly in the form of an electronic newsletter.
- The Communications Secretary is responsible for maintaining the Mothers' Club distribution list(s) and social media account members, including adding families that have enrolled and removing families that have withdrawn.
- The Communications Secretary shall serve as an Administrator and Moderator of social media accounts.

5. Recording Secretary: It shall be the duty of the Recording Secretary to keep true and accurate minutes of all monthly General Meetings, Board Meetings and Executive Board Meetings, and to perform all duties pertaining to the office, including but not limited to the following:

- 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 may assist the President in scheduling meeting space with the school for all General Meetings, Board Meetings and Executive Board Meetings of the Mothers' Club.
- The Recording Secretary shall confirm all guest speakers for General Meetings.

- The Recording Secretary shall be responsible for providing Mothers' Club documents to the Advancement Office staff to be posted on the Mothers' Club website as approved by the President.
- The Recording Secretary will oversee the Welcome Tea and First Day of School Breakfast Chairs..
- The Recording 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.

Section 6. Treasurer: It shall be the duty of the Treasurer to act as the liaison with the school's Business Office to assure proper stewardship of Mothers' Club funds, and to perform all duties pertaining to the office, including but not limited to the following:

- 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 budget information to the Vice President and to all Special Event Chairpersons.
- The Treasurer is responsible for approving all income and expenses associated with all Mothers' Club events.
- The Treasurer 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 Executive Board Meeting.
- The Treasurer, along with the Hospitality Committee, is responsible for coordinating refreshments for all General Meetings, Board Meetings, and Executive Board Meetings.
- The Treasurer shall serve as the Zoom Liaison at General Meetings. Both the President and the Zoom Liaison will have access to the credentials.
- The Treasurer is responsible for coordinating with the Front Office to provide a New Teacher Luncheon.

Section 7. Past President: The Immediate Past President shall be a member of the Board, and perform all duties pertaining to the office, including but not limited to the following:

- The Immediate Past President shall serve as a general consultant and resource person to the Mothers' Club.
- The Immediate Past President shall serve as an Administrator and Moderator of social media accounts.
- The Immediate Past President shall serve as the Facilitator of the Selection Committee.
- The Immediate Past President shall act as the liaison with Tom's Moms.

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

- 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 working with the STH Communications department to produce written information and publications to promote the event. The Chairs are responsible for ordering all printed materials for this event. They shall submit all written information promoting the Auction/Gala to the Advancement Office for inclusion in school publications. This information should also be sent to the Communications Secretary for inclusion in the Mothers' Club communications

- Plan and host kick off for Auction/Gala in the spring to generate enthusiasm and participation of the greater St. Thomas community.
- Assemble a committee to help with the Auction/Gala and hold regular meetings throughout the year.
- 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.
- Solicit items, along with Live, Big Board and Silent Auction Chairs, for auction and raffle. These items may be solicited directly from donors or purchased using donated funds, with the approval of the Staff Liaison. They may be raffled individually or combined as part of a gift basket.
- Plan, prepare, decorate, and host the Auction/Gala to benefit the overall St. Thomas Community.
- During the event season and immediately following, at least one representative shall attend all Executive Board Meetings and General Meetings, and events to promote the Auction/Gala and update the Mothers' Club on the status of the event.

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:

- Recruit individual booth chairs and administrative chairs to plan, organize, and execute Round Up.
- Coordinate logistical needs with the Vice President for Advancement.
- May coordinate with the Student Activities Director to choose a student designed t-shirt for Round Up.
- 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 and donations for Round Up.
- 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.
- Coordinate all Round Up volunteers by scheduling and executing at least 2 planning meetings (with refreshments) and providing written or electronic materials needed to

organize Round Up. These materials include checklists, instructions, supply lists, volunteer lists, and wrap up.

- Provide leadership to plan, organize, and execute the main areas at Round Up: Food and Beverage Booths, Eagle's Court, Carnival Games/Kids' Games, and Big Red Market.
- Chairs are responsible for working with the STH Communications department to produce written information and publications to promote the event. They shall submit all written information promoting Round Up to the Advancement Office for inclusion in school publications. This information should also be sent to the Communications Secretary for inclusion in the Mothers' Club communications.
- During the event season and immediately following, at least one representative shall attend all Executive Board Meetings and General Meetings and events to promote Round Up and update the Mothers' Club 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:

- Coordinate with the Vice President for Advancement and Staff Liaison, 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 or guardians to discuss expectations and choose appropriate clothing for the show.
- Choose a theme for the Style Show 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, publications and decorations. Style Show chairs are responsible for ordering all printed materials for this event. They shall submit all written information promoting the Style Show to the Advancement Office for inclusion in school publications. This information should also be sent to the Communications Secretary for inclusion in the Mothers' Club communications.
- Plan and host kick off for Style Show to generate enthusiasm and participation of senior students and families.
- Secure a venue for this event with the approval of the Vice President for Advancement 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.
- Assemble a committee to help with the Style Show and hold regular meetings throughout the year.
- Solicit items, along with Silent Auction Chairs, for silent auction and mystery bags. These items may be solicited directly from donors or purchased using donated funds, with approval from the Staff Liaison. Chairs shall circulate the Big Red Market at Round Up to solicit donations from vendors. Chairs may also choose to sell mystery bags

including smaller items, or any other vehicle to raise money to benefit the overall St. Thomas community.

- During the event season and immediately following, at least one representative shall attend all Executive Board Meetings and General Meetings and events to promote the Style Show and update the Mothers' Club on the status of the event.

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 Immediate Past President, in cooperation with the current Executive Board, shall appoint the Selection Committee. Members of the Selection Committee must maintain strict confidentiality.

Section 3. Nomination candidates shall be entertained from the following individuals: any St. Thomas Mothers' Club member willing to self nominate. The Immediate Past President shall announce self nominations and application deadline, no later than the February General Meeting. 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, two letters of recommendation, and a photo. Applications will be considered in the following preferential order: 1) Mothers' Club Candidates of current juniors 2) Mothers' Club Candidates of current sophomores who have an older son who attended St. Thomas 3) All other St. Thomas Mothers' Club members. 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. Any discussions within the selection committee must be kept confidential both during the selection timeframe and afterwards.

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, and kept confidential until ratification.

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 herself for consideration on the Executive Board for the following year.

Section 8. Ratification of the Slate of Officers of the Incoming Executive Board will take place within the Selection Committee and the announcement of the slate will take place at the April General 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	Hospitality/Properties Chair
Booster Club Liaison	Mentor Moms Chair
Cookie Break Chair	"Moms in Prayer" Chair
Dance Chaperone Chair	Music Guild Liaison
Drama Guild Liaison	Social Events Chair
Eagle Angels Chair	Forensics Guild Liaison
Eagle Elves	Tom's Moms Liaison (Immediate Past President)
Eagles Basket Chair	
Teacher Treats Chair	

ARTICLE VIII EVENT CHAIR POSITIONS

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

Welcome Tea	Christmas Decorations
First Day of School Breakfast	Mother/Son Mass
Back to School Night	Christmas Luncheon
National Honor Society Induction	Academic Awards
College Fair	Spring Luncheon
National Merit Recognition	Junior Ring Ceremony
Father/Son Mass	Baccalaureate Bash

ARTICLE IX MEETINGS

Section 1. The Mothers' Club Executive 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 person and/or virtually, in addition to a majority of the Executive Board, shall constitute a quorum for any General Meeting of the Club.

ARTICLE X 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's Business Office and the Club Moderator. The Mothers' Club budget shall be managed to ensure a break-even profit and loss statement at each school year's end.

ARTICLE XI 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 Meeting by a majority vote, provided that such changes were proposed at the previous meeting of the Club.

Revision 3/4/2025