

BYLAWS The Mothers' Club of STRAKE JESUIT COLLEGE
PREPARATORY OF HOUSTON

2018-2019

ARTICLE I: NAME

The name of this organization shall be The Mothers' Club of Strake Jesuit College Preparatory of Houston.

ARTICLE II: PURPOSE

The purpose of this organization shall be to serve and support the faculty, parents, and students of Strake Jesuit College Preparatory.

ARTICLE III: MEMBERSHIP

Any parent, or guardian of a student attending Strake Jesuit College Preparatory shall be a member of this organization. Only parents or legal guardians will be allowed to vote. Only one vote will be allowed per family. Families with more than one student will have one vote.

ARTICLE IV: EXECUTIVE BOARD/OFFICERS

Sec 1: ENUMERATION AND ELECTION. The officers of this organization shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Historian and Parliamentarian. Officers shall be elected by ballot by the general membership to serve for a one-year term. These officers along with the Principal shall comprise the Executive Board.

Sec 2: INSTALLATION AND ASSUMPTION OF DUTIES. The new officers will be installed at the May General Meeting. New Officers will assume their official duties on July 1. A combined Executive Board meeting of Outgoing and Incoming board members shall be held as close to this date as possible.

Sec 3: THE PRESIDENT. The President shall be the Executive Officer of the Mothers' Club. She shall preside at all meetings of the Mothers' Club, General Board, and Executive Board. She shall be an ex-officio member of all committees. The President shall, with the approval of the Executive Board, appoint other committees and members of the General Board, as she deems necessary.

Sec 4: THE VICE-PRESIDENT. The Vice-President shall assume the duties of the president in the event of her absence and shall render such assistance as the President shall require. If for any reason the office of president shall become vacant before the term has expired, the Vice-President will automatically assume the office of President. The Vice-President shall be responsible for the distribution and collection of all Mothers' Club committee notebooks.

She shall also be responsible for maintaining a list of all restaurants and businesses used for Mothers' Club events.

- Sec 5: THE RECORDING SECRETARY. The Recording Secretary shall keep the minutes of the Executive and General Board meetings as well as any special meetings of the Mothers' Club.
- Sec 6: THE CORRESPONDING SECRETARY. The Corresponding Secretary shall conduct the general correspondence of the Mothers' Club including, but not limited to, the creation of sign-in sheets for all Mothers' Club General Board and Executive Board meetings. She shall handle the students' 16th birthday cards and the birthday cards to Strake Jesuit Faculty and Staff. She will also handle condolence cards and oversee the Strake Jesuit Remembrance Book.
- Sec 7: THE TREASURER. The Treasurer shall be custodian of the funds of the Mothers' Club. She shall keep full and accurate account of receipts and expenditures and shall prepare financial statements and an updated budget for all executive and regular meetings of the Mothers' Club.
- Sec 8: THE ASSISTANT TREASURER. The Assistant Treasurer will assist the Treasurer with all her duties. She will take office as the Treasurer for the following year.
- Sec 9: THE HISTORIAN. The Historian shall keep a scrapbook of the Mothers' Club's activities for the year. She will also be responsible for taking and sending pictures to the Communications Chair for each Mothers' Club Newsletter.
- Sec 10: THE PARLIAMENTARIAN. The Parliamentarian shall see to it that the bylaws are carried out. She shall advise the presiding officer on points of parliamentary law. She shall be responsible for creating and distributing nametags for the Executive and General Board members. She shall install the officers at the May General Meeting.

ARTICLE V: GENERAL BOARD

- Sec 1: COMPOSITION, MANNER OF SELECTION, AND TERM OF OFFICE. The General Board shall consist of the officers and the chairpersons of all committees. Chairpersons are appointed by the President. The term of office shall begin and end on July 1 of the following year; excluding the treasurer, which follows the school fiscal year.
- Sec 2: MEETINGS. The General Board shall meet a minimum of four times a year. It shall hold special meetings when requested to do so by the school Principal or the Mothers' Club President.
- Sec 3: POLICY. Each year the Executive Board shall review established guidelines and policies and propose any necessary changes. The guidelines and policies will define the operational procedures for the General Board. The incoming Board of the Mothers' Club shall adopt the reviewed Guidelines and Policies statement each year.

ARTICLE VI: FINANCIAL ADMINISTRATION

- Sec 1: FISCAL YEAR. The fiscal year of the Mothers' Club of Strake Jesuit College Preparatory shall commence on the first day of July of each year.
- Sec 2: BUDGET. The budget will be established by the outgoing and incoming President and Treasurer and adopted by the General Board.
- Sec 3: FISCAL RESPONSIBILITY. The President may endorse checks, drafts, or notes in the absence of the Treasurer.
- Sec 4: DISSOLUTION. In the event of the dissolution, for any cause, of the Mothers' Club of Strake Jesuit College Preparatory, all monies, securities and real property or monies gained from the sale thereof shall revert back to the school.

ARTICLE VII: MEETINGS

- Sec 1: GENERAL BOARD MEETINGS. General Board meetings of the Mothers' Club shall be held at least four times a year.
- Sec 2: EXECUTIVE BOARD MEETINGS. Executive Board meetings will be held before select General Board Meetings or as called by the Principal or Mothers' Club President.
- Sec 3: SPECIAL MEETINGS. The Executive Board Principal or Mothers' Club President may call special meetings at any time.
- Sec 4: QUORUM. Voting members present shall constitute a quorum for the conduct of business of the Mothers' Club of Strake Jesuit College Preparatory.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- Sec 1: NOMINATING COMMITTEE. There shall be a Nominating Committee of eight members approved by the Principal and Executive Board. The Nominating Committee shall consist of the Mothers' Club President, the Principal, five representatives from equitable geographical locations, and the immediate past president of the Mothers' Club.
- Sec 2: NOMINATION OF THE PRESIDENT. No member shall be eligible to be nominated as President for more than one term.
- Sec 3: ELECTIONS. A voting ballot containing the slate of candidates who have consented to be nominated for office shall be sent to the membership. The ballot will include a section for write-in candidates, provided such candidates have agreed to the candidacy.
- Sec 4: VACANCY OF AN OFFICE. Should the office of any officer, except that of President, become vacant, the remaining Executive Board members may, by vote, choose a successor to hold the office for the remainder of the term.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Sec 1: PARLIAMENTARY AUTHORITY. The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

Sec 2: POWER OF THE PRINCIPAL OF STRAKE JESUIT COLLEGE PREPARATORY.

- a) The Principal of Strake Jesuit College Preparatory shall be the final interpreter of the Bylaws.
- b) The Principal shall be an ex-officio member of all committees.
- c) The Principal shall be vested with the power of veto.

ARTICLE X: AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the voting members present at any regular meeting, provided notice of such amendments shall be sent to the membership prior to the meeting at which the vote will take place.