

GUIDELINES and POLICIES for MOTHERS' CLUB BOARD 2019-2020

General

1. **Please attend Mothers' Club meetings.** Your participation and input are an integral part of our meetings and planning, even if a meeting falls outside the time frame of your event.

2. **Maintain your Committee Binder** so that the incoming chair will understand and be ready to assume the job next year. Please have the binder, with a copy of your report, ready one month following the event or by the end of the school year for an on-going committee. Include budget information and recommendations for the next chair.

3. **Please submit your final committee report by e-mail as soon as possible** after your event or when your year's work is complete.

Send to three people:

the Mother's Club President at mcpresident@strakejesuit.org,

the Mother's Club Vice President at mcvp@strakejesuit.org,

and the Mother's Club Treasurer at MCtreasurer@strakejesuit.org

The report format may be downloaded from the school website under: *Parents: Mothers' Club: Forms: Committee Report*

4. **Contact all volunteers early in the school year.** If they signed up for your committee, they need to hear from you asap, even if your event is later in the year.

5. **Thank your volunteers.** The Strake Jesuit Mothers' Club has note cards available in the cabinet by the receptionist's desk in Moran Hall, if you would like to use them.

6. **On-line registration forms.**

Please contact the Mother's Club President prior to e-mailing Mr. Lojo so that the details may be discussed.

Request for on-line registration forms should be coordinated with Mr. Lojo's administrative assistant, Sheri Jones. sjones@strakejesuit.org

Please include mcpresident@strakejesuit.org on all e-mails to Sheri Jones.

7. **Submit all school-wide announcements to the Communications chair,** Tracy Ruffeno at truffeno@aol.com.

Communications Guidelines are available on the school website under *Parents: Mothers' Club: Forms: Communications Guidelines*.

Please include the Mother's Club President at mcpresident@strakejesuit.org on all e-mails sent to Tracy.

8. **Mothers' Club group e-mail addresses should be used for Mothers' Club business only.** Members should refrain from using the group e-mail addresses for personal, political, soliciting or similar uses.

9. **All Sign Up Genius should be coordinated with the SUG/Database chair,** Elizabeth Garcia McLoughlin at eilish86@gmail.com.

Financial

1. Each committee chair will have an opportunity to review the committee budget at the first meeting. After the budget is adopted, chairs should adhere to the appropriated amount.

2. **Should you expect to exceed the budgeted amount, you must obtain the approval of the MC President and MC Treasurer prior to proceeding with the expenditure.**

3. Include the Mother's Club President, Treasurer and Assistant Treasurer, at mcpresident@strakejesuit.org, Mctreasurer@strakejesuit.org and Mcasstreasurer@strakejesuit.org on all e-mails discussing major expenditures, even if within budget.

4. Committee chairs and members should submit sales receipts and a request for reimbursement to the Treasurer within two weeks of the event.

5. Please report all donations and in-kind gifts on the committee reports; it is essential for budget planning purposes to have a record of all costs, those reimbursed and those donated.

6. Carefully consider the amount of money spent this year and include a budget recommendation for your committee for the following year.

7. **If you plan to ask for financial contributions for your event** (e.g. \$20 to cover sandwiches), the committee chair must email Amy Reaser, Director of Finance at areaser@strakejesuit.org.

You must also copy to Sheri Jones, Administrative Assistant to Mr. Lojo sjones@strakejesuit.org
MC President, MC Treasurer and MC Assistant Treasurer also need to be cc'd.

Ms. Reaser will create a link so that contributions can be made via the SJ website.

Do not collect cash or use Venmo for such contributions.

Physical

1. The committee chair (and only the committee chair) should contact Kathy Muras in Operations, asap to schedule any facilities or equipment needed for your event.

A "Facility Usage Request Form" must be filled out for any room request and submitted on-line, at Kathy Muras' desk.

Please contact her to coordinate a time to access the system known as "SchoolDude".

kmuras@strakejesuit.org

Please be specific about your needs. (Such as how many tables, the layout, etc.) Drawings or photos are helpful.

2. If any food items will be brought to school early for an evening event, contact Kathy Muras and/or the Mothers' Club Closet Committee for storage arrangements.

Due to health department regulations, no volunteers are allowed in the Sage Dining kitchen area.

3. Check with the Mothers' Club Closet Chairs for necessary supplies for your event. The Closet is in the Moran Dining Hall, upper level on the East side.

4. The Closet shall be locked at all times. Keys are in the control of the President, the Mothers' Club Closet Chairs and Kathy Muras.

5. You must adhere to all Mothers' Club Closet Guidelines, which are posted on-line, and in the closet.

6. Check with the Chairman of any event being held on a date close to your event to share supplies, food, etc. and insure the timely return of items to the Closet.

7. No alcoholic beverages are to be served at Mothers' Club sponsored events at which students are present.

Voting Between Scheduled Meetings

1. Voting by e-mail will be limited to critical items that require a formal vote before the next scheduled meeting in order to move forward.

2. E-mail voting by the Executive Board will be limited to items on which there is a consensus. A formal meeting will be scheduled if serious discussion is required. Votes need to be received from all eight members.

3. E-mail voting by the General Board should be avoided if possible. The General Board will not be asked to vote on any motion unless the Executive Board has first reached a consensus. A quorum consists of those who reply within 72 hours.

4. The procedure for taking an e-mail vote will be as follows:
 - a. The President will ask Mothers' Club officers for a motion and a second by phone or e-mail in advance.
 - b. The President will send all voting members an e-mail with the motion and the names of the officers making and seconding the motion.
 - c. All members should vote by prompt e-mail reply to the President, who will tabulate the votes.
 - d. The Recording Secretary will record the results of the e-mail vote as "Old Business in the minutes of the next Board meeting.

Other

1. This guideline and policy statement shall be reviewed, amended as necessary and adopted each year by the incoming Board of the Mothers' Club.
2. The members of the Mothers' Club Board are the eight officers and the committee chairs listed on the Board Roster found on the website under *Parents: Mothers' Club: Committees*.