



## **Constitution, Bylaws, and Standing Rules**

Version Date 3/01/2021

# Constitution

## Article I — **Name of Association**

The name of the organization shall be the Notre Dame Prep Mothers' Guild.

## Article II — **Mission and Purpose of Association**

The Mission of the Notre Dame Prep (NDP) Mothers' Guild is to build a community among the women of Notre Dame Prep built on the pillars of Giving, Guiding, and Grace.

The Purpose of the association is to serve and support NDP via school, spiritual and social activities as well as the promotion of fundraising efforts.

## Article III — **Relationship**

The activities and functions shall be consistent with the policies and philosophies of Notre Dame Preparatory High School. The Mothers' Guild is an entity under the corporation of Notre Dame Preparatory High School with the same identification number as NDP. The Mothers' Guild acknowledges that it is the school's responsibility for supervision of activities; hiring, dismissal, and evaluation of personnel; adherence to the State and AIA rules, and regulations; selection, use, cleaning, and storage of equipment; preparation of fields and facilities; scheduling of activities; and the disbursement of school funds. All monies raised and collected are assets of NDP.

## Article IV — **General Membership and Voting**

General members of this organization shall be any parent, grandparent or guardian of a current NDP student in good standing. All general members who have joined the organization in the current academic school year and are in good standing may vote on the Constitution, Bylaws and election of officers, except in the matter of vacancies. Unless otherwise required in the Bylaws, a majority vote shall decide all matters at membership meetings. The President shall vote only in the event of a tie vote. Decisions at the Mothers' Guild and Executive Board meetings are binding unless changed at the next meeting.

Annual Mothers' Guild membership will be conferred by the payment of an annual membership fee. In special cases of financial need, this fee may be waived with approval of the NDP Administration and the Executive Board. The membership fee must be voted on and set on an annual basis and is to be approved by the same process and timeline as the annual slate of Executive Board officers.

Membership rights include the right to attend General Membership meetings; volunteer for Mothers' Guild activities and events, and the right to vote where a vote is requested within these Bylaws and Constitution.

Membership, while always voluntary, should be entered into with a desire and intention to support the NDP Community, as well as, the Purpose, Mission Statement and the Standing Rules of the Association.

The membership fee amount and related specific benefits of membership are noted in the Mothers' Guild Standing Rules.

#### Article V — **Officers & Voting Rights**

The elected officers of the Mothers' Guild shall constitute the Executive Board. The officers of the Mothers' Guild shall include a President, President-elect, Secretary, Treasurer, Treasure-elect, Volunteer Coordinator, Communications Coordinator, Spiritual Coordinator and two Directors of Events. All elected officers are voting members of the Executive Board. The Immediate Past President may serve as a non-voting advisor as needed and requested by the President.

#### ARTICLE VI — **Meetings**

**Section 1:** There shall be at least three regular meetings of the full Mothers' Guild membership during the school year. A schedule of meetings shall be published in the school calendar as well announced in other school communications, such as monthly newsletters or on websites. Meeting minutes shall be published via the website after they are approved by the Executive Board.

**Section 2:** The time, place and date of meetings shall be determined by the Executive Board of the Mothers' Guild.

**Section 3:** The President or the majority of Mothers' Guild members may call a special meeting provided a minimum one week notification has been given to the membership.

**Section 4:** The members present at any meeting shall constitute a quorum provided proper notification of a meeting has been given.

#### Article VII — **Amending the Constitution, Bylaws, and Standing Rules**

**Section 1:** The Constitution and Bylaws will be reviewed annually by the incoming President. The NDP Administration will review any recommended changes made by the incoming President prior to being presented to the general membership for approval.

**Section 2:** The Constitution and Bylaws may be amended by a two-thirds vote of the general membership either at a general meeting or via online, where written notice of the proposed amendments have been distributed to the membership at least two weeks prior to the voting date.

**Section 3:** The Mothers' Guild Standing Rules can be amended with a majority vote from the Executive Board.

# Bylaws

## Article I — Duties of Officers

**President** — shall serve as the Chief Executive Officer of the Mothers' Guild. She shall be the Chairperson of the Executive Board and preside at all meetings of the general membership. She will appoint Chairperson(s) to head all Mothers' Guild committees/clubs and perform such other duties as directed by the Executive Board. She will serve on the Notre Dame School Board in an ex-officio capacity, and will communicate with the Notre Dame staff as needed. The President shall have served as President-elect prior to taking office.

**President-elect** — will perform the duties of President in her absence or inability to serve and will succeed to the Presidency following her one-year term as President-elect. She will be the primary point of contact for Committee Chairs throughout the year, helping to resolve issues and answer questions as well as ensuring a good recording of events and activities. She will take on special projects and perform other duties as requested by the Executive Board and/or President.

**Secretary** — shall keep minutes of all membership meetings and Executive Board meetings and distribute them in a timely manner. The Secretary shall serve as Historian to document accomplishments, events and news clippings that transpire during the school year for future Boards' reference and planning purposes. This position will also conduct correspondence on behalf of the Mothers' Guild (such as thank you notes, invitations, informational emails, etc.) and perform other duties as requested by the Executive Board and/or President.

**Treasurer and Treasurer-elect** — will maintain record of Mothers' Guild funds. They shall prepare an annual budget for approval by the Executive Board and school administration. They will notify all Chairperson(s) of their committee budgets prior to the beginning of the school year. They shall keep full and accurate accounts and shall present financial statements to the Executive Board at the monthly Board meetings.

**Volunteer Coordinator** — shall oversee and coordinate all volunteers. This person shall be responsible for organizing and providing parent lists to Board Officers and Committee Chairs. In addition, the Coordinator will assist the Advancement Department, Dads' Club, and Saints' Fund with fundraising, and other volunteer needs. This person shall also be responsible for reporting the status of volunteers for these projects to the Mothers' Guild. This position will work closely with the Communications Coordinator and will be responsible for initiating and maintaining event and volunteer sign-ups. The Volunteer Coordinator will manage and maintain the Mothers' Guild membership database and work with NDP administration to distribute annual school directory.

**Communications Coordinator** — shall have the responsibility of the Mothers' Guild newsletter and the Mothers' Guild portion of the NDP website. The Communications Coordinator will work closely with the Executive Board, Committee Chairs, and the NDP Staff to ensure content is updated, accurate, and keeps with the Mothers' Guild Brand and Mission. This position is responsible for creating and implementing the Mothers' Guild communication strategy in conjunction with NDP social media methods. It is recommended that the position be filled by a candidate with substantial writing skills, as well as marketing and technology knowledge.

**Director of Events** (2) — shall make all arrangements for Mothers' Guild general meetings and social events (venue, decorations, food, etc.) with input from the President and Executive Board. The events shall include, but not be limited to; two luncheons/breakfast general meetings, two evening social hours (working with Dads' Club), Freshman/New Moms' luncheon, Teacher & Staff Christmas Party (as requested by NDP administration) and end of year general meeting. Events shall be managed within preset budget limitations and focusing on the overarching principles of the Mothers' Guild. In addition to above, assistance will be required to prepare meeting agendas, organize audio/visual requirements, staging, speakers, seating and any special activities during the event.

**Spiritual Coordinator** – shall be Catholic and serve as a spiritual advisor. She will work in support of the Executive Board and along with the NDP Chaplin to ensure Catholic values are enhanced within all Mothers' Guild activities.

**Staff Advisor** — or an appointed representative from NDP, shall support the Executive Board in working effectively with NDP support staff by communicating needs and priorities for requested efforts. He/she will also work with Mothers' Guild committees as needed.

## Article II — **Mothers' Guild Board and Elections**

The Executive Board shall consist of the President, President-elect, Secretary, Treasurer, Treasurer-elect, Volunteer Coordinator, Communications Coordinator, **Spiritual Coordinator** and two Directors of Events. The duties of the Executive Board shall be to: adopt an annual budget and submit it for approval to the NDP Administration, present status reports at each meeting, and fill vacancies in elected and appointed offices for the remainder of an unexpired term with approval of the school administration. Meetings of the Executive Board shall be scheduled as needed by the President or upon written request of a majority of the Executive Board. A majority of Executive Board members shall constitute a quorum.

A Nominating Committee, see Article V, shall prepare and present a slate to be approved by Mothers' Guild membership. The slate shall consist of one name for each of the next Executive Board positions the upcoming school year. It is suggested that no more than three Executive Board Members (including the President-elect and Treasurer-elect) may

serve consecutive years on the Executive Board. The Nominating Committee will present the proposed Slate to the Principal for approval by February 15. Once the slate has been approved by the Principal, it will be presented to the general membership in the Mothers' Guild March newsletter. Acclamation must be completed by March 15.

### Article III — **Committees and Clubs**

Committees and Clubs to support the purpose of the Mothers' Guild will be established by the Executive Board. Committees and Clubs can be created or eliminated by a majority vote of the Executive Board.

### Article IV — **Appointed Positions**

The Executive Board will select individuals to chair the Committees and Clubs.

### Article V — **Nominating Committee**

The Nominating Committee shall be composed of a minimum of three Mothers' Guild members, appointed by the current Executive Board. The committee shall be selected by January 15<sup>th</sup>. Must be an ex-officio of the Executive Board, having served any year in any position. The incoming President shall be one member of the Nominating Committee. Nominating Committee members (other than the incoming President) are not eligible to be nominated to the proposed slate of officers.

### Article VI - **Finances**

A budget for the year shall be prepared and presented to the Notre Dame Administration for approval by the end of May. The fiscal year for the Notre Dame Prep Mothers' Guild will be July 1 through June 30 of the following year.

# Standing Rules

Standing Rules will be set and determined by the Mothers' Guild Executive Board.