



## **STANDING RULES**

### **RULE I – OFFICERS**

#### **President**

The president shall:

1. Call meetings to order on time and proceed with the business.
2. Maintain a fair and impartial position at all times.
3. Prepare and send Agenda, Weekly/Monthly updates to Board via email.
4. Have a copy of the approved Bylaws available at every meeting.
5. Appoint chairs of committees and clubs in the event of a vacancy.
6. Coordinate the work of officers and committees so that the goals of NDP Mothers' Guild are realized.
7. Prepare a calendar for the year with the Executive Board.
8. Have calendar approved by NDP Advisor.
9. Vote when needed to break a tie vote.
10. Have final decision-making authority for any financial additions, disputes or overages in an effort to uphold the Mothers' Guild annual budget, which has been approved by NDP.
11. Represent Mothers' Guild at all NDP meetings, when invited (i.e., NDP Advisor/Liaison, Advisory Board, etc.)
12. Set tone for, provide input and approval, as needed, for Mothers' Guild communications that go to members.

#### **President-Elect**

The president-elect shall:

1. Assist, or fill in for, the president as needed.
2. Coordinate the work of the committees and clubs so that the goals of NDP Mothers' Guild are realized.
3. Appoint chairs of committees and clubs for the next school year based on interest, participation, and standing. Appointments must be approved by NDP.
4. Ensure that all committees and clubs work in accordance with the Bylaws, Standing Rules and NDP Policies and Procedures.
5. Provide the Volunteer Coordinator with Club and Committee SignUpGenius needs.
6. Receive updates from the Membership Coordinator.
7. Order name tags from Kim Haub for new board members for the new year.
8. Submit monthly board report to secretary (see Secretary rules).

## **Secretary**

The secretary shall:

1. Have minutes submitted to president within 10 days of previous meeting, via email, to assist in creating the next month's agenda.
2. Set timeframe for when monthly board reports shall be due from each board member.
3. Bring the following (written or electronic copies) to each meeting:
  - a. A copy of the current approved Bylaws and Standing Rules
  - b. A list of all members from the membership coordinator
  - c. A list of all board, committee, and club chairs
  - d. The agenda
  - e. The minutes from the previous meeting, including the Treasurer's report
4. Maintain an up-to-date file of all correspondence.
5. Maintain historical documentation (including photos) of all MG activities for the year.
6. Provide digital photos of members at activities for all MG member meetings to be shown on video screen.
7. Order Mothers' Guild Thank You's and Envelopes as needed and approved by President.
8. Send communication and gifts (thank you's, cards, flowers, etc.) to speakers, supporters and members of Mothers' Guild as needed and requested by President.

## **Treasurer/Treasurer-Elect**

The Treasurer/Treasurer-Elect shall:

1. Participate in the budget meeting to prepare the budget for the upcoming year.
2. Submit monthly board report to secretary (see Secretary rules).
3. Include the following information in the report given at all meetings:
  - a. Balance on hand in all accounts at the beginning of the period covered by the report.
  - b. Receipts and disbursements in all accounts.
  - c. Total balance on hand in all accounts at the end of the period covered by the report.
4. Alert the Executive Board to line items in the budget near depletion as well as those over budget.
5. Ensure Expense Reimbursement Guidelines and Forms are up to date prior to July 1.
6. Approve and sign off on all budgeted expenditures presented for reimbursement. In the event a given expenditure is not clearly within the approved annual budget, the Treasurer will refer such items to the President for investigation and final approval prior to processing any such reimbursement request.
7. Work with Advancement for approval signature on all reimbursement forms.
8. Follow up to ensure all bills are paid in a timely fashion.
9. Assist the Membership Coordinator in contacting members whose application payment did not go through or duplicated.

## **Volunteer Coordinator**

The Volunteer Coordinator shall:

1. Oversee and coordinate, as needed, all volunteers for NDP through SignUpGenius.
2. Create, as needed, SignUpGenius invites for all club meetings and committee activities.
3. Review SignUpGenius invites created by other authorized individuals to ensure they are compliant.
4. Review completed SignUpGenius to ensure attendees are compliant (i.e., members, SET, etc.).
5. Work with membership coordinator to ensure that all lists for SignUpGenius groups are up to date.
6. Assist NDP Advancement Department, Dads' Club, Saint's Store, Scrip, and other activities where volunteers are needed, upon request.
7. Document volunteer requests for the purpose of gathering historical data.
8. Report status of volunteer projects at board meetings.
9. Work closely with Communications Coordinator, providing information about volunteer opportunities and SignUpGenius links for all activities open to all members (see Communications Coordinator rules).
10. Submit monthly board report to secretary (see Secretary rules).
11. Provide Directors of Events with SignUpGenius reports as needed for nametags, registration lists, counts, etc.
12. Provide club and committee chairs with SignUpGenius reports as needed for nametags, registration lists, counts, etc.

## **Membership Coordinator**

The Membership Coordinator shall:

1. Oversee and maintain the membership database and place it on a shared drive.
2. Provide membership counts to the President-Elect each month in time for monthly board report submission (see Secretary rules).
3. Maintain the groups on SignUpGenius and Google Contacts.
4. Provide a welcome letter, written by the President, to each new member.
5. Work with the Saints Store and Scrip to keep record of members have used Member Benefit Vouchers.
6. Work with Treasurer/Treasurer Elect on any member who has an application that is abandoned or duplicate in status.
7. Review SignUps for member meetings to ensure all attendees are members.
8. Work with membership committee volunteers to create and update family directory.

## **Communications Coordinator**

The Communications Coordinator shall:

1. Oversee and maintain Mothers' Guild newsletter and the Mothers' Guild social media.
2. Provide Secretary with upcoming due dates for newsletter before each board meeting (see Secretary rules).
3. Work closely with the Executive Board, Committee Chairs and NDP Staff to ensure content is updated, accurate and keeps with the Mothers' Guild brand and mission as well as NDP's communication policies.
4. Meet deadline NDP sets for newsletter submission.

## **Director of Events (2)**

The Director of Events (2) shall:

1. Make all arrangements for Mothers' Guild general meetings and social events (i.e., venue, decorations, food, nametags, volunteers, A/V, speakers, staging, seating, gifts, etc.) with input from the President and Executive Board.
2. Any speakers used must go through the NDP approval process.
3. Assist in the creation of a Speakers' Bureau.
4. Help with other events as requested by NDP administration.
5. Manage to stay within present budget limitations and submit expenses according to expense reimbursement guidelines.
6. Use event planning form for each event to create documentation for historical purposes.
7. Submit monthly board report to Secretary.
8. Work with Secretary to use member photos at all meetings.
9. Submit post event information to Communication Coordinator for newsletter.

## **Spiritual Coordinator**

The Spiritual Coordinator shall:

1. Be Catholic.
2. Ensure we welcome all faiths to join in our Faith Formation activities.
3. Serve as a spiritual advisor for the Executive Board.
4. Work in support of the Executive Board and along with the NDP Chaplin to ensure Mothers' Guild maintains its principles of Guiding, Giving and Grace:
  - a. Guiding our children, families, and community of NDP Saints by welcoming, mentoring, supporting, and leading.
  - b. Giving cheerfully and willingly to NDP with our time, talents, and treasures.
  - c. Serving and supplying the NDP family by our grace and, most importantly, with His grace.
5. Work closely with NDP Faith Formation staff to promote activities, such as Rosary, Adoration and Mass, to membership. Will also provide any assistance they may need.
6. Work closely with Prayer Group committee chairs.
7. Serve on the committee for the Senior Mom Retreat and be the liaison between Spirit of the Desert and NDP.
8. Ensure that every Mothers' Guild meeting is started with a prayer.
9. Submit monthly board report to secretary (see Secretary rules).
10. Submit information about the faith as appropriate (see Communication Coordinator Rules).

## **Staff Advisor**

The Staff Advisor shall:

1. Guide the Executive Board so they may work effectively with NDP support staff.
2. Communicating needs and priorities for requested efforts both to NDP and Mothers' Guild.
3. Provide Volunteer Coordinator with Volunteer Form for any volunteer needs NDP may have.
4. Work with Mothers' Guild committees as needed.
5. Work with the Communications Coordinator, and other Executive Board Members as needed, on the Mothers' Guild newsletter, web site, social media, and the Family Directory.
6. Assist Mothers' Guild with any administrative needs, as appropriate.
7. Ensure the Executive Board adheres to the policies and procedures outlined by NDP.
8. Provide, in a timely manner, Mothers' Guild Executive Board with calendar changes, class lists and other information necessary to know to operate effectively and with transparency.
9. Provide monthly updates at board meetings.

## **RULE 2 – EXECUTIVE BOARD & ELECTIONS**

Executive Board members shall:

1. Be selected by a nominating committee (see Rule 5) by mid-February, approved by NDP and elected by general membership by mid-March.
2. Serve limited terms.
3. Attend all meetings.
4. Be current in membership dues and Safe Environment Training by the start of the school year.
5. Notify the president no later than 24 hours prior, when unable to attend meetings.
6. Adopt an annual budget and submit it for approval to the NDP Administration.
7. Be prepared to report at Executive Board meetings and general membership meetings when necessary.
8. Perform other assigned duties.
9. Attend NDP sanctioned events where volunteers are requested.
10. In the spirit of giving and supporting NDP, make an additional annual donation to NDP (no minimum requirement) to one of the following: Saint's Fund, Capital Campaign, Scholarship Fund, Arizona Tax Credit, or any desired special donation.
11. Refrain from involving NDP Mothers' Guild in ethical, political or publicity driven opinion issues on social media channels. Any and all communication involving or mentioning NDP Mothers' Guild must first be submitted to the annual Communications Coordinator for presentation to the Executive Board for discussion.
12. While attending school sponsored events, present themselves in a positive light with diplomacy, integrity and grace as a representative of Mothers' Guild.
13. Keep procedural documents containing materials and information needed for the job. These documents shall be passed to her successor when she leaves the position.

### **RULES 3 & 4 – COMMITTEES AND CLUBS/APPOINTED POSITIONS**

Committees and Clubs shall:

1. Be selected by members of the Executive Board and approved by NDP.
2. Serve 1 school year, unless determined otherwise by Executive Board.
3. Be current in membership and Safe Environment Training by the start of the school year.
4. Support the purpose of the Mothers' Guild.
5. Adhere to NDP and Mothers' Guild policies and procedures by acknowledging receipt and agreement to adhere to MG Code of Conduct and Standing Rules.
6. May be created or eliminated, based on the needs of NDP and the general membership, by a majority of the Executive Board.
7. Submit meeting dates and plans to the President-Elect for approval. Committees and Clubs shall not proceed without approval.
8. Submit any changes in meeting dates or plans to the President-Elect for approval.
9. Adhere to budget (if appropriate).
10. Submit receipts of all expenditures to the treasurer based on expense reimbursement guidelines (if appropriate).
11. Submit photos and newsletter articles to Communications Coordinator within one week of event occurrence.
12. Pass all records and books to successor at transition meeting.
13. Refrain from involving NDP Mothers' Guild in ethical, political or publicity driven opinion issues on social media channels. Any and all communication involving or mentioning NDP Mothers' Guild must first be submitted to the annual Communications Coordinator for presentation to the Executive Board for discussion.
14. While attending school sponsored events, present themselves in a positive light with diplomacy, integrity and grace as a representative of Mothers' Guild.

## **RULE 5 – NOMINATING COMMITTEE**

Nominating Committee shall:

1. Be composed of a minimum of three Mothers' Guild members who have previously served on the board in any year and in any position. The incoming president shall be one member of the nominating committee.
2. Be appointed by the current Executive Board no later than January 14, 2023.
3. Not be eligible to be nominated to the proposed slate of officers.
4. Meet as soon as possible following their election.
5. Follow criteria set forth by NDP to ensure diversity in opinions and representation of Mothers' Guild members.
6. Gather nominations for each office due for election.
7. Provide updates at monthly Executive Board Meetings.
8. Meet to select slate and submit slate to NDP and current president no later than mid-February.

## **RULE 6 – FINANCES**

The Mothers' Guild annual budget shall:

1. Be prepared and presented to the Notre Dame Administration for approval by the end of May.
2. Cover the fiscal year period of July 1, 2022 through June 30, 2023

## **RULE 7 – GENERAL MEMBERSHIP**

1. Membership status shall be any current NDP parent, grandparent or guardian who are in good standing.  
Good Standing requirements:
  - a. Payment of annual dues of \$95.00 or satisfy scholarship during the 2022/2023 school year.
  - b. Be current in Safe Environment Training by the start of the school year (renews annually on July 1).
  - c. Desires and intention in alignment with Mothers' Guild Bylaws and Purpose.
2. Upon Membership, member shall receive:
  - a. Admission to General Membership Meetings  
*Members will be included on event registration lists on a first-come, first-served basis.*
  1. *Please note that some events may have a waitlist due to venue limitations, state/government imposed limitations, etc. In these cases, once the registration limit is met, members will be placed on a waitlist in order of sign up. A member will be moved off the waitlist if/when an opening occurs. Members who cannot attend an event, after registering, should remove themselves from the SignUpGenius or contact the event lead (or [mothersquild@ndpsaints.org](mailto:mothersquild@ndpsaints.org)) for assistance with the removal process.*

- b. Invitation to all Mothers' Guild events through SignUpGenius. These events include club meetings. Club participation is free with the exception of fee-based activities (i.e., greens fees, restaurant outings, etc.).
  - c. Regular communication from MG Executive Board through email, electronic newsletter, web site, MG Facebook page and MG Instagram page.
  - d. NDP Volunteer Opportunities through SignUpGenius.
  - e. Access to the NDP Digital Family Directory. The directory is intended to provide helpful information and strengthen the community. The directory is not meant to be used for any purpose of solicitation.
  - f. The right to vote where a vote is requested.
  - g. Welcome gift (Saints Store Voucher and Bonus Starbucks Gift Card upon first Scrip purchase).
  - h. Friendships and memories to last a lifetime.
3. Individual financial delinquency will be enforced starting October 31, 2022 and attendance and/or involvement in Mothers' Guild will be suspended until financial responsibility is up to date. No partial payments nor prorated dues will be allowed. Financial assistance is available. Please contact the President of Mothers' Guild for more information.
4. Regarding communications:
  - a. Any suggested newsletter or social media content must be submitted to the Communication Coordinator for consideration.
  - b. Refrain from involving NDP Mothers' Guild in ethical, political or publicity driven opinion issues on social media channels. Any and all communication involving or mentioning NDP Mothers' Guild must first be submitted to the annual Communications Coordinator for presentation to the Executive Board for discussion.
  - c. While attending school sponsored events, present themselves in a positive light with diplomacy, integrity and grace as a representative of Mothers' Guild.
  - d. While attending school sponsored events, Mothers' Guild members are asked by NDP to dress in business casual attire. Maintaining a professional appearance provides a good example to the NDP student body.
  - e. While volunteering on campus, Mothers' Guild members are asked by NDP to dress appropriately: no athletic clothing, ripped jeans or anything too short or revealing. Again, maintaining a professional appearance provides a good example to the NDP student body.
  - f. General membership meetings and events require a tremendous amount of planning and preparation. All members are asked to respect the requests for RSVP to any event as a courtesy to the committee involved and the financial budget surrounding the event. They are also asked to provide notification, ASAP, if they have RSVP'd and are unable to attend. Consistent cancellation without notification may result in the inability to register for future events.
5. Regarding meeting and event/attendance:
  - a. In addition to the time it takes to plan events and activities, hosts and venues typically plan for a guaranteed number of people for food, drink, staffing, etc. We understand that sometimes life happens. When it does, please let Mothers' Guild ([mothersguild@ndpsaints.org](mailto:mothersguild@ndpsaints.org)) or the host know. Members who RSVP for an event, but do not show will be tracked. Three (3) unexcused no-shows may result in the inability to sign up for club events until further notice.



## **RULE 8 – AMENDING PROCESS**

1. A special committee shall review these standing rules at least once during each academic school year.
2. Standing rules may be adopted without previous notice by a majority vote at any business meeting of the Executive Board. These standing rules may be suspended by a majority vote, or they may be amended or rescinded by a  $2/3$  vote at any meeting, or by a majority vote with previous notice.
3. Approved standing rules shall be shared with all membership.