

THE BYLAWS
OF
THE DELBARTON MOTHERS' GUILD

NAME

The name of this organization shall be the DELBARTON MOTHERS' GUILD.

OBJECT

The purpose of this organization is to encourage the cooperation of Delbarton mothers in promoting the educational, cultural, social, and spiritual aims of the school and to provide financial support for its material needs.

MEMBERSHIP

Any mother or female guardian whose son is a student at Delbarton School may become a member of the Delbarton Mothers' Guild.

DUES

Annual dues shall be established by the Executive Board. Notices concerning annual dues will be sent out before the first meeting of the school year.

OFFICERS

The elected officers shall be the President, the Vice President, the Recording Secretary, the Corresponding Secretary, the Treasurer, and the Assistant Treasurer.

DUTIES OF OFFICERS

President: The President shall preside at all meetings of the Guild and of its Executive Board and shall be an officio member of all committees.

At the beginning of her term, the President shall, with the advice of the other officers and the Moderator, appoint members to act as Chairpersons of the Standing and Special Committees.

Vice-President: The Vice-President shall support the President in the discharge of her duties and shall perform the duties of the President in her absence.

Recording Secretary: The Recording Secretary shall keep a record of the proceedings at meetings of the Guild and of the Executive Board and shall read such record at the next meeting.

Corresponding Secretary: The Corresponding Secretary shall send out the notices of the meetings of the Guild. She shall be responsible for all official correspondence of the Guild and for maintaining an inventory record of Guild supplies.

Treasurer: The Treasurer shall receive all monies of the Guild; shall deposit these monies

into accounts belonging to the Guild; shall keep a record of all receipts and expenditures; and shall give an account of the financial standing of the Guild at all meetings.

The Treasurer's books shall be submitted for auditing to the Abbot of St. Mary's Abbey or his designate at the end of each fiscal year. The fiscal year shall begin on July 1st and end on June 30th.

The Treasurer, along with the President and the Moderator, shall have the authority to sign all checks.

Assistant Treasurer: The Assistant Treasurer shall support the Treasurer in the discharge of her duties.

MODERATOR

The Moderator shall provide for the spiritual life of the Guild and shall assist in arranging the Masses prescribed herein. The Moderator shall participate in planning the activities of the Guild and shall provide guidance thereon.

The Moderator shall be appointed by the Abbot of St. Mary's Abbey or by his designate.

EXECUTIVE BOARD

The Executive Board shall be comprised of the elected officers and the Moderator.

The Executive Board shall have responsibility for the fiscal and other policy making business of the Guild.

A majority vote of Executive Board members present and voting at a Board meeting shall constitute approval of the Executive Board.

NOMINATIONS AND ELECTIONS

The Nominating Committee shall present its slate of officers at the Spring meeting of the Guild. Nominations may also be taken from the floor at this time.

The election will follow immediately thereafter.

TERMS OF OFFICE

The new officers shall begin their terms of office immediately following their installation at the Annual Meeting in May.

In the event of a vacancy in the office of President, the Vice President shall assume that office. For all other vacancies, the President, with the advice of the Moderator, shall appoint a member of the Guild to serve in that office until the next regular election.

No person shall hold the same office for two consecutive terms.

COMMITTEES

The **Standing Committees** shall be Membership, Ways and Means, Hospitality, Community Support, Constitution, and Nominating.

Membership: This committee shall collect dues, keep a list of the membership and volunteers therefrom, and make a copy of the Bylaws available to each member of the Guild.

Ways and Means: This committee shall advise on all money making projects.

Hospitality: This committee shall plan and prepare refreshments for meetings when requested. It shall make suitable arrangements for reception of new members and

guests.

Community Support: This committee shall offer support to members in times of joy and in times of need. It shall communicate with ailing members and with members in times of bereavement. In the event of the death of a Guild member, it shall arrange for a Mass to be offered for the deceased member and shall send a Spiritual Bouquet to her family.

Constitution: This committee shall review the Bylaws at least biannually and shall be responsible for any revisions or amendments thereto.

Nominating: This committee shall be responsible for presenting a slate of officers to the general membership for approval at the Spring meeting of the Guild. The Headmaster of Delbarton School and the Moderator shall be members ex officio of the Nominating Committee. The chairperson, with the advice of the Moderator, shall appoint three additional members of the Guild to this committee.

The **Special Committees** shall be those additional committees appointed by the President, with the approval of the Executive Board, the need for which shall arise from time to time for pursuing goals in keeping with the objectives of the Guild.

MEETINGS

Regular meetings of the Guild will be held in the Fall and Spring on dates to be determined annually by the Executive Board and announced to the membership at the beginning of the school year.

The **Annual Meeting** of the Guild shall be held in May.

Special meetings of the Guild or of its Executive Board may be called by the President whenever necessary.

A meeting of the Executive Board shall be held prior to the Guild meetings.

A majority vote of members present and voting at a meeting of the Guild shall constitute approval of the membership.

All meetings of the Guild shall be conducted in accordance with *Roberts Rules of Order, Revised* when not inconsistent with these Bylaws.

QUORUM

A quorum for Guild meetings shall consist of 5% of the paid membership.

A quorum for meetings of the Executive Board shall consist of the Moderator and a simple majority of the other members of the Board.

SPIRITUAL BENEFITS

A Mass shall be offered annually at the beginning of the school year for all living members, past and present.

A Mass shall be offered for the mother of a current Delbarton student at the time of her death.

An annual Lenten gathering shall be held for all members and guests. This gathering shall include the offering of a Mass for all Guild members, past and present, living and deceased.

The Moderator shall arrange for the offering of these Masses and the Executive Board shall notify the membership of the place, time, and date of their celebration.

BYLAWS REVISION

These Bylaws may be revised or amended by a majority vote of the members present and voting at any regular or special meeting held at least two weeks after the proposed revision or amendment has been presented in writing to the general membership.

Approved in February 1996 and effective in May 1996

AMENDMENTS

AMENDMENT I to Officers and to Duties of Officers approved and effective on May 26, 2011

OFFICERS

The elected officers shall be the President, the Vice President, the Recording Secretary, the Corresponding Secretary, the Treasurer, the Treasurer of the Delbarton Shop, and the Assistant Treasurer of the Delbarton Shop.

DUTIES OF OFFICERS

Treasurer: The Treasurer shall serve for two years. She shall receive monies of the Guild; shall deposit these monies into accounts belonging to the Guild; shall keep a record of all receipts and expenditures; shall, with the President, produce a budget; shall include in the Delbarton Mothers' Guild financial record a net line item of the Delbarton Shop monthly and at the end of the fiscal year; and shall give an account of the financial standing of the Guild at all meetings.

The Treasurer's books shall be submitted for auditing to the Abbot of St. Mary's Abbey or his designate at the end of each fiscal year. The fiscal year shall begin on July 1st and end on June 30th.

The Treasurer, along with the President and the Moderator, shall have the authority to sign all checks.

Treasurer of the Delbarton Shop: The Treasurer of the Delbarton Shop shall serve for one year. She shall keep a record of all receipts and expenditures of the Delbarton Shop, make deposits into accounts belonging to the Delbarton Shop, and pay invoices; shall, with the President and the Chair of the Delbarton Shop, produce a budget that projects the donation of the Delbarton Shop to Delbarton School at the end of the fiscal year; shall report to the Treasurer monthly and at the end of the fiscal year the financial standing of the Delbarton Shop; and shall give an account of the financial standing of the Delbarton Shop at all meetings.

Assistant Treasurer of the Delbarton Shop: The Assistant Treasurer of the Delbarton Shop shall serve for one year and succeed to the office of Treasurer of the Delbarton Shop. She shall assist the Treasurer of the Delbarton Shop, report to her, and learn the responsibilities of that office.

AMENDMENT II to the Bylaws of The Delbarton Mothers' Guild**AMENDMENT TO THE BYLAWS OF THE DELBARTON MOTHERS' GUILD (DMG)**

effective of this twenty-first day of September, 2017.

WHEREAS, The DMG was formed in 1946 and the Bylaws were approved in February 1996 and became effective in May 1996; and

WHEREAS, the DMG amended the Bylaws on May 26, 2011 regarding an Amendment to Officers and to Duties of Officers; and

WHEREAS, the Members of the DMG have determined that an additional officer position is warranted known as the Assistant Treasurer of the DMG; and

WHEREAS, pursuant to the Bylaws of the DMG, the Bylaws can be amended by a majority vote of the DMG members present at a regular scheduled DMG meeting; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. An Assistant Treasurer position will be formed, and the duties will consist of assisting the Treasurer, reporting to the Treasurer, and learning the responsibilities of that office. This position will be nominated by the Nominating Committee and will serve for one year as Assistant Treasurer and will succeed to the Treasurer position for the following one year term and sit on the Executive Board as Treasurer.
2. The Assistant Treasurer of the Delbarton Shop will no longer be an Executive Board position, but rather a general Board position. This position will continue to be filled by the Nominating Committee and will serve for one year as Assistant Treasurer of the Delbarton Shop and will succeed to the Treasurer of the Delbarton Shop position for the following one year term and sit on the Executive Board as Treasurer.
3. This amendment will be effective commencing the school year 2018-2019 and thereafter.

AMENDMENT III to the Bylaws of The Delbarton Mothers' Guild.**AMENDMENT TO THE BYLAWS OF THE DELBARTON MOTHERS' GUILD (DMG)**

effective of this twenty-first day of March, 2019, by, between and among the undersigned confirms the understanding as to the matters contained herein

WITNESSETH

WHEREAS, the DMG was formed in September 1946 and the Bylaws were approved in February 1996 and became effective in May 1996; and **WHEREAS**, the DMG amended the Bylaws on May 26, 2011 regarding an Amendment to Officers and to Duties of Officers; and amended on September 21, 2017 regarding officers of the DMG;

WHEREAS, the Members of the DMG have determined that additional changes to the Bylaws are mandated;

WHEREAS, pursuant to the Bylaws of the DMG, the Bylaws can be amended by a majority vote of the DMG members present at a regular scheduled DMG meeting; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. (a) The Chair of the Nominating Committee, the Moderator, and the current President shall be ex officio members of the Nominating Committee. The Members of the Nominating Committee shall not be nominated to be officers of the DMG; (b) The incoming President shall name as the

Nominating Committee chair a past president if she is member of the DMG and she accepts the appointment or an experienced member of the DMG.

2. The bylaws referring to annual dues to be established by the Executive Board are hereby repealed. No annual dues will be charged by the DMG.

3. The Vice-President will serve for one (1) year and will succeed to the presidency the following year.

4. All newly elected officers shall begin their terms of office immediately after their installation at the meeting in May.

5. The Annual Meeting of the DMG is hereby repealed.

6. The Membership Committee of the DMG is hereby repealed.

7. A quorum for the DMG shall consist of five (5) percent of the membership.

8. All members or female guardians whose sons are students at Delbarton School are members of the DMG.

9. The Recording Secretary shall keep a written record of the proceedings of meetings of the DMG and of the Executive Board.

10. The Vice-President shall, with the advice of the other officers and the Moderator, appoint members to act as Chairpersons of the Standing and Special Committees for her year as President.

11. The Treasurer, along with the President, Vice-President, and Assistant Treasurer shall have the authority to execute all checks in the name of the DMG.

12. The Moderator of the DMG shall be appointed by the Headmaster of Delbarton School.

AMENDMENT IV to the Bylaws of the Delbarton Mothers' Guild.

AMENDMENT TO THE BYLAWS OF THE DELBARTON MOTHERS' GUILD (DMG)

effective this twenty-fourth day of February, 2022, by, between and among the undersigned confirms the understanding as to the matters contained herein

WITNESSETH

WHEREAS, the DMG was formed in September 1946 and the Bylaws were approved in February 1996 and became effective in May 1996; and WHEREAS, the DMG amended the Bylaws on May 26, 2011 regarding an Amendment to Officers and to Duties of Officers; and amended on September 21, 2017 regarding officers of the DMG;

WHEREAS, the Members of the DMG have determined that the additional changes to the Bylaws are mandated;

WHEREAS, pursuant to the Bylaws of the DMG, the Bylaws can be amended by a majority vote of the DMG members present at a regular scheduled DMG meeting; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. The Chair of the Delbarton Shop will become an Executive Board position and will be nominated by the Nominating Committee and will serve for one year.
2. The Treasurer of the Delbarton Shop will no longer be an Executive Board position, but rather a general Board position.
3. The Director of Equality and Engagement will become an Executive Board position, and will be nominated by the Nominating Committee and will serve for one year.

AMENDMENT V to the Bylaws of the Delbarton Mothers' Guild.

AMENDMENT TO THE BYLAWS OF THE DELBARTON MOTHERS' GUILD (DMG)

effective this ___ of June, 2022, by, between and among the undersigned confirms the understanding as to the matters contained herein

WITNESSETH

WHEREAS, the DMG was formed in September 1946 and the Bylaws were approved in February 1996 and became effective in May 1996; and WHEREAS, the DMG amended the Bylaws on May 26, 2011 regarding an Amendment to Officers and to Duties of Officers; and amended on September 21, 2017 regarding officers of the DMG; and WHEREAS, the DMG amended the Bylaws on March 21, 2019 regarding changes for the officers, committees, and membership of the DMG; and WHEREAS, the DMG emended the Bylaws on March 31, 2022 regarding changes for Officers and Board members;

WHEREAS, the Members of the DMG have determined that the additional changes to the Bylaws are mandated;

WHEREAS, pursuant to the Bylaws of the DMG, the Bylaws can be amended by a majority vote of the DMG members present at a special DMG meeting; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. In the event of the dissolution of the DMG, any and all remaining monies and/or assets shall be donated and/or transferred to Order of St. Benedict of New Jersey for the Benefit of Financial Aid at Delbarton School.

Sissy Hurley, President

Rennae Pelayo, Vice President

Amanda Lobosco, Treasurer

Lisa Conte, Assistant Treasurer

Luz Johnson, Corresponding Secretary

Lisa Checchio, Recording Secretary

Anita Bobba, Director of Equality and
Engagement

Mary Ann Smith, Delbarton Shop Chair