

Constitution of the Mothers' Guild of Holy Ghost Preparatory School

Last updated May 2023

Article I

- A. The name of the organization shall be "The Mothers' Guild of Holy Ghost Preparatory School" Bensalem, Pennsylvania.
- B. The Mothers' Guild shall exist as a service organization to Holy Ghost Preparatory School. The school president and principal shall have general supervision over the Guild and the right to veto any and all programs, actions and activities.

Article II

The Guild is a service organization with a four-fold purpose. It is to provide social, cultural, material and spiritual benefits to its members and to the Holy Ghost Preparatory School.

1. Social - The Guild plans regular general monthly meetings during the academic year, as well as several social events and celebrations.
2. Cultural - Speakers and programs may include faculty members and may be scheduled at regular monthly meetings or at other designated times.
3. Material - All proceeds (less expenses for holding events) realized from any fundraising activities are to be given to Holy Ghost Preparatory School for the betterment and development of the school.
4. Spiritual - The celebration of the Mass is encouraged and held before regular monthly in-person meetings. Meetings always begin with a prayer.

Article III

Active Membership - Membership is open to mothers and guardians of students and alumni of the Holy Ghost Preparatory School.

Article IV

- A. Executive Board of the Guild (Officers)

President

Past President (prior year president if they choose to serve)

Senior Vice President

Junior Vice President

Treasurer

Recording Secretary

Corresponding Secretary (Website)

Corresponding Secretary (Other Communications)

Alumni Secretary

- B. Election of Officers

1. Elections shall be held annually in accordance with the By-Laws.

2. Installation of the Officers shall take place in accordance with the By-Laws.

Article V

This Constitution may be amended according to the following procedure: A member must submit in writing her proposed amendment, which shall be discussed at a regular board meeting. Upon approval of the proposed amendment by the Holy Ghost administration, a ratification vote will take place at an Executive Board meeting.

Bylaws of the Mothers' Guild of Holy Ghost Preparatory School

Article I – Duties of Officers

All Officers shall attend all regular monthly and Board meetings and activities of the Guild.

Executive Board

- The Executive Board shall be the governing body of the Guild. The Executive Board shall be responsible for carrying out the purpose of the Guild as stated in its Constitution. The Board shall hold meetings prior to all regular meetings of the Guild and may, from time to time, as a matter of policy, hold special meetings upon advance notice to all members of the Board. The Board shall be open to and elicit ideas and suggestions made by members of the Guild.
- The Executive Board shall consist of:
 - Elected Officers
 - The President of the preceding year may serve as Past President for one year with the power of voting.
- A member delinquent in attending meetings may be asked by the Board to resign.
- All decisions made by the Board shall be governed by a majority vote of all Executive Board Members in attendance.
- The Mothers' Guild Board shall consist of:
 - All members of the Executive Board
 - All Class Representatives
 - All Committee and Activity Chairpersons

President

- She shall preside at all meetings of the Guild and perform such duties as are customarily fulfilled by this office.
- She shall regularly inform the members in writing of the activities of the Guild.
- She shall coordinate the Chairpersons for the committees of the various activities of the Guild with the exception of the Nomination Committee.
- She shall be an ex-officio member of all committees, except for the Nominating Committee.
- She shall serve as Chairperson of the Welcome Tea along with the Hospitality Coordinators. The Guild Board helps host the Tea.
- She shall distribute to each of the Officers of the Guild a copy of their respective duties and functions as found in the Constitution and By-Laws.
- She shall have the authority to call special meetings of the Executive Board.
- She shall monitor and respond to all correspondence in the Mothers' Guild email account.
- At the expiration of her term, she shall ensure a smooth transition between the incoming and outgoing Officers. At this time, she ensures her successor has all organizational files and notes within her possession for the role of President.

Senior Vice President

- She shall act as President in the absence or disability of the President and shall carry out all the duties of the President.
- In the event of the resignation, disability or death of the President, she shall assume the Office of the President for the remainder of the term.
- She shall serve as an advisor, along with the Junior Vice President, to the Freshman Class Representatives while they host the Alumni meeting.
- She shall be responsible for obtaining reports from each Activity Chairperson and Executive Board member for the year. She shall then coordinate with the Recording Secretary to ensure a copy is saved on the Google Drive in the appropriate file.
- At the expiration of her term, she shall ensure that a report for the year summarizing her role is saved in the organizational files.

Junior Vice President

- She shall serve as an advisor, along with the Senior Vice President, to the Freshman Class Representatives while they host the Alumni meeting.
- She shall keep an accurate membership attendance record at all regular monthly meetings with the assistance of the Class Representatives. At the end of the year, the attendance records should be scanned and saved in the organizational files.
- She shall coordinate the St. John's Hospice Shoebox collection at the December Guild meeting.
- She shall organize and handle all ordering and coordination with the school for the graduating senior gifts from the Guild that are distributed to the seniors during the Graduation practice.
- At the expiration of her term, she shall ensure that a report for the year summarizing her role is saved in the organizational files.

Treasurer

- She shall collect all monies and donations belonging to the Guild organization and is responsible for delivering said proceeds to the Holy Ghost Prep accounting office for deposit.
- She shall approve payment of expenses and check requests relating to the Guild.
- She shall maintain an accurate account of all receipts and disbursements. All treasury records and files are to be kept in her possession. Files should reside on the Google Drive in the Treasury folder.
- She shall render an itemized account of all receipts and disbursements as well as a financial report at each monthly Board Meeting.
- She shall provide a written financial report (by event) at the December and May regular monthly meeting of the Guild.
- She shall be present at all fundraising activities and shall, along with the assistants appointed by her, collect, count, record and deliver the money to the accounting office on the day of the event (or the first banking day).
- Each summer, she shall meet with the school financial representative to review all ledgers used and maintained in the functioning of the Guild. The budget is also set for the upcoming year each summer.
- At the December and May Mothers' Guild meetings, she shall provide a check to the Guild President, who shall in turn present this check to the President of Holy Ghost Preparatory School in the amount totaling the Guild's proceeds (less expenses) as voted on by the Executive Board.
- At the expiration of her term, she shall ensure that a report for the year summarizing her role is saved in the organizational files.
- She shall submit a financial statement for her term of office. Said statement shall be issued prior to the

beginning of the subsequent school year.

Corresponding Secretary (Website)

- She shall be responsible for maintaining the Mothers' Guild web pages on the Holy Ghost Preparatory School website. This includes the RSVP forms for the various events and meetings organized by the Mothers' Guild board.
- She shall keep current and update the Mothers' Guild Facebook page and Twitter account as it pertains to communication/events held by the Guild.
- At the expiration of their term, she shall ensure that a report for the year summarizing their roles is saved in the organizational files.

Corresponding Secretary (Other Communications)

- She shall be responsible for distributing all correspondence pertaining to the activities of the Guild via email to the appropriate lists.
- She will work with the Mothers' Guild President to put together the Guild information that will go out in Ghost Stories every two week.
- She shall order all supplies, including postage, get well and sympathy cards, necessary to fulfill the duties of her office.
- Upon notification of the death of a student's or alumnus' parent, guardian, or immediate family member, she shall send a sympathy card to the family.
- She shall be responsible for sending a "Get Well" card to a Guild member, upon notification of a member's serious illness.
- She will print name tags for each board member including their position and son(s) class year. To be distributed before first meeting in September/Tea.
- At the expiration of their term, she shall ensure that a report for the year summarizing their roles is saved in the organizational files.

Recording Secretary

- She shall maintain an electronic copy of the minutes from every Board meeting and Special meetings of the Guild.
- She shall forward a copy of the minutes to all Board members and the Administrative Liaison within ten days following a Board meeting or Special meeting of the Guild.
- She shall offer the minutes for inspection by members of the Guild upon their request.
- She shall keep the Google Drive (organizational file storage for the Board) up to date and organized.
- In collaboration with the Senior Vice President, she ensures all reports from Activity Chairpersons and Executive Board members are received and saved each year in the organization files.
- She shall ensure that the past president and board lists are updated and saved on the Google Drive for historical purposes.
- She shall assist the President with granting access to the correct folders on the Google Drive to each of the appropriate Board members prior to the start of the academic year.
- At the expiration of her term, she shall ensure that a report for the year summarizing her role is saved in the organizational files.

Alumni Secretary

- She shall act as Judge of Elections on the Nominating Committee. The Alumni Secretary should ideally not have a current son at HGP or not be planning to run for an Executive Board position the

year they are Judge of Elections.

- She shall be responsible for preparing and asking the Development office to distribute correspondence to the Alumni Mothers.
- She shall be responsible for soliciting alumni volunteers for Back to School Night, Yearbook Party and the Mother-Son Event.
- At the expiration of her term, she shall ensure that a report for the year summarizing her role is saved in the organizational files.

Administrative Liaison

- He/she shall be appointed by the Principal of Holy Ghost Preparatory School as a representative of the school Administration to act as Advisor to the Guild and Liaison with the school.
- He/she shall secure locations for all meetings/events to be held at the school.
- If necessary, he/she shall help coordinate guest speakers for the regular monthly meetings.

Article II – Term of Office

- Officers shall serve a term of one year commencing in May and continuing until installation of new officers for the following year.
- Term shall begin in May; however, installation shall be held in September.
- An office may be held for a period not to exceed the term of two consecutive years.
- If a vacancy occurs among the officers during their term, it shall be filled by appointment of the Guild's Executive Board.
- It is common, but not required, for the Treasurer and Corresponding Secretary (Website) roles to serve two consecutive years. If the person in these roles is willing to serve for a second year, the other Executive Board members could vote to appoint them to a second term and not solicit for new nominations for an election.

Article III – Membership

- Membership in the Guild shall be open to all mothers and/or guardians of current students and alumni of the Holy Ghost Preparatory School.
- The Guild does solicit voluntary dues each year to help offset the cost of our events.

Article IV – Committees

Class Representatives

- She shall be responsible for collecting attendance records for her class at general monthly meetings.
- Responsible for drafting and requesting email communications with your specific class. Examples include welcome emails, volunteer requests, etc.
- In the unfortunate event that there is a death in the immediate family of a student in your class, she shall coordinate a gift card collection and make a basket for the family. This is coordinated with the Administrative Liaison.
- She shall serve as chairman of her class activity.

- Freshman – Alumni Event
- Sophomore – Junior Ring Mass Reception
- Junior – Senior Mother Farewell Event
- Senior – Christmas Event
- Alumni –Back to School Night, Mother-Son Event, and the Yearbook Party
- She shall serve as host of the Welcome Tea with the entire board.
- At the expiration of their term (or within one month after a single event), they shall ensure that a report for the year summarizing their role and event notes is saved in the organizational files.
- If during their term a class representative is elected to an Executive Board position and there are others interested in being involved, they may be asked to step down from the class representative role to allow someone else to join the Board.

Activity Chairpersons

- The President shall appoint chairpersons for each Activity sponsored by the Guild and they shall be responsible for organizing and conducting the Activity. They shall keep the President updated on the status of the Activity and shall present an itemized report to the Senior Vice-President at its conclusion to be stored on the Google Drive.
- Activity Chairpersons include but are not limited to Craft Show, Mother-Son Event, Hospitality Coordinators, Ways and Means, Suit Swap, School Store, and Liturgy Coordinators.
- At all events, she/they shall appoint a clean-up committee and shall oversee and direct its activities.
- At the expiration of their term (or within one month after a single event), they shall ensure that a report for the year summarizing the event and their role is saved in the organizational files.

Article V – Meetings

- Monthly meetings of the Board shall be held at a time determined by the President.
- Regular monthly meetings of the Guild members shall be conducted each month commencing in October and concluding with the final meeting in May.
- In lieu of a regular monthly meeting, the Welcome Tea will be held in September.
- There is no January meeting.
- Special Meetings - At a regular monthly meeting, a special general meeting may be called provided adequate notification to all members can be made.
- Quorum – Decisions dictated by the president to require a vote, will be voted on by the Executive Board (max of 9 votes). A quorum would be defined as 6 of 9 (or 5 of 8 if there is not a past president serving). All decisions shall be decided by a majority vote unless otherwise indicated in the Constitution or By-Laws.
- The order of business at all regular and special meetings of the Guild shall be:
 1. Opening Prayer
 2. Report of Treasurer
 3. Report of the Executive Board (as applicable)
 4. Committee Reports (as applicable)
 5. Administrative Liaison Report
 6. Guest Speaker(s)
 7. Raffles
 8. Adjournment

- The procedure for conducting all Board meetings of the Guild shall be governed by Robert's Rules of Order. The Administrative Liaison shall resolve any disputes regarding questions of procedure to be used.

Article VI – Elections

Nomination of Officers

- A. The Alumni Secretary shall serve as Judge of Elections to oversee and direct the nominations and election process. The Alumni Secretary should ideally not have a current son at HGP or not be planning to run for an Executive Board position the year they are Judge of Elections. However, if the Alumni Secretary does end up running for an office, they should recuse themselves from the election process and the President of the Guild can appoint a new Judge of Elections.
- B. The Judge of Elections shall, at the February meeting, read to the membership the duties of each office as defined in the Constitution and By-Laws and shall notify the membership of the requirements for nominations as set forth in the By-Laws. She shall solicit nominees for the next school year by ballot from the membership. It should be stressed that nominators should ask those they are nominating first to see if they are interested in the position.
- C. She shall appoint a Nominating Committee in October. The Nominating Committee shall consist of at least one Freshman Rep, Sophomore Reps, Junior Reps, Senior Reps and all the Alumni Reps. The Nominating Committee ideally would not include anyone that is planning to run for an Executive Board position due to conflict of interest.
- D. The Nominating Committee should start their work informally in the fall.
- E. The Nominating Committee shall consult with the attendance file prior to contacting nominees to ensure they meet criteria. If the nominee is interested in running for a position and a ballot will be necessary, they should provide a brief bio that includes their interest, prior involvement with the Guild, and qualifications for the role (template will be provided).
- F. If a candidate is nominated for more than one position, they have the option to select one or run for multiple. However, if they win more than one, they will have to select which they want to fill and the person with the next most votes will get the other(s).
- G. The Judge of Elections shall compile a list (including bios) of all candidates nominated and meeting the qualifications, and then present the list to the Administrative Liaison for approval by the Principal. If a position does not have a nominee by the April meeting, it shall be announced at the meeting that the position is still vacant and solicit nominations. A special vote could be taken in May if more than one candidate comes forward. If there is a tie after the vote in April, a special second vote will be taken in May.
- H. Nominations may be taken from the floor at the regular meetings held in February and March. Nominations are also solicited via a web form and announced through electronic communications in the weeks leading up to the April meeting.

Qualification of Officers

- A. No Person shall be nominated or hold any office, with the exception of the Administrative Liaison, unless that person is a member and has attended a minimum of three meetings during the year in which she is nominated.
- B. A person is ineligible for nomination, and may not hold the same office, if that person has served two consecutive terms in that office.
- C. The following criteria are for the position of President:
 1. Must be a senior mother/guardian while serving as President. If in a given year there is

not a senior mother/guardian that is qualified and willing to hold this office, nominations could be solicited for junior mothers/guardians if they meet #2. Note, that if a junior did serve as president, then they could only serve the one year in a row, not two consecutive years.

2. Must have previously held an Executive Board position, been a Class Representative, or served as Chairperson of an activity/committee for the Guild.
- D. The Junior Vice President must be a Junior mom/guardian the year they are serving in this role.
- E. The Senior Vice President must be a Senior mom/guardian the year they are serving in this role.
- F. The Alumni Secretary will ideally not have a current student at HGP or not be planning to run for an Executive Board position the year they will serve as Judge of Elections.

Election of Officers

- A. Elections are held annually, by ballot, at the regular monthly meeting in April.
- B. The approved ballot should be shared with the full Guild via email approximately one week before the April meeting.
- C. If a Board Member must miss the April meeting, they should have an opportunity to vote prior to the meeting date. This can be coordinated by the Alumni Secretary to ensure confidentiality of vote and that it is counted accordingly.
- D. The ballots shall be tallied privately by the Nominating Committee and/or Alumni Secretary after the April meeting. If a member of the Nominating Committee does run for office, they should not participate in the election process any further after accepting the nomination.
- E. Any candidate receiving a majority of votes as tallied by the Nominating Committee shall become the new officer, effective at the end of the school year. The total number of votes shall not be disclosed.
- F. Those on the ballot should be privately notified if they won or not prior to any announcement being made. The announcement of winners and new Executive Board should be made at the May general meeting. If there were no elections because there was only one nominee for each position, the new Executive Board can be announced at the April meeting.
- G. In the event of a tie vote, a special second vote will be taken at the beginning of the May meeting so that the new Executive Board can still be announced that night.
- H. Installation of newly elected officers shall occur in the Chapel at the September General Membership meeting, which is the Mothers' Tea.
- I. The newly elected Executive Board will host the Graduation Day reception.