RESURRECTION COLLEGE PREP HIGH SCHOOL
WOMENS' CLUB BY-LAWS

ARTICLE I – NAME

This organization shall be known as the Resurrection High School Women's Club.

The Resurrection High School Women's Club shall be located at Resurrection High School, 7500 W. Talcott, Chicago, IL 60631

The Resurrection High School Women's Club is a subsidiary of Resurrection High School.

ARTICLE II - MISSION

The mission of the Club is to fully ascribe to, support, and promote the ministry of Resurrection College Prep High School. We hope to improve the school community in the following ways:

1. To foster camaraderie, build stronger connections with our students, strengthen relationships with other parents and guardians, and deepen our ties to the school community.
2. To plan approved parent/guardian and student events, and volunteer at various school-related events.
3. To support school administration and staff by assisting in their ministerial role through collaboration, encouragement, and active involvement in initiatives that enhance the spiritual and educational mission of the school.

ARTICLE III- MEMBERSHIP

Section 1. The Club shall consist of only current parents and guardians affiliated with the Resurrection College Prep High School community, including mothers, aunts, grandmothers and other significant female figures in our students life as well as any faculty and staff members who may want to join.

ARTICLE IV – OFFICERS

The Officers of the Club shall consist of a Chairwoman, a Vice-Chairwoman, a Treasurer, and a Secretary. The officers shall be elected from among the members of the Club and, in the normal course of business, shall be elected at the Annual Meeting in May by a two-thirds (2/3) vote of

the members. Once elected by a two-thirds vote at the Annual Meeting, all officers' terms will begin at the conclusion of the Annual meeting.
Each Officer will serve a two (2) year term, starting July 1 of elected year and terminating June 30 of 2nd year thereafter.

"Committee leaders" may be elected by a majority vote from time to time as needed.
In the event of an Officer submitting resignation or otherwise unable to fulfill her duties, the remaining Board members may take the following action to replace the Officer: 1) if more than one candidate is available, hold special election to fill the open position through remainder of original Officer's term 2) If only one candidate is available, the Board may appoint said candidate. 3) Remaining Board members may divide open responsibilities between themselves through completion of their terms.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. Chairwoman – Shall prepare meeting agendas and preside at all meetings of the Club; drive membership and meeting attendance; assist other officers and members as needed in any activity.

Section 2. Vice Chairwoman – Shall assist the Chairwoman in fulfilling her role; work closely with other officers and members in any activity as needed.

Section 3. Treasurer - Shall have general responsibility for tracking and maintaining records of the Club's income derived from annual dues and fundraising events. Upon request, the Treasurer will report on the Club's finances at Club meetings.

Section 4. Secretary – Shall record the minutes of each meeting and distribute to all members via email; maintain updated contact information of members; and communicate upcoming events and notices to members.

ARTICLE VI – MEETINGS

Section 1. Club meetings will be held each month of the academic year. Additional committee meetings will be added to the schedule as needed. Each member of the Club will receive notice of the date, time and place of all regular meetings.

Section 2. QUORUM – A simple majority (more than 50%) of current members attending the meeting shall constitute a quorum for any regular business requiring a vote.

ARTICLE VIII – COMMITTEES

Special events or ad hoc committees may be established at any time by members of the Club.

ARTICLE VIII – AMENDMENTS

Any of these by-laws may be amended, altered, or repealed by a simple majority vote of membership in attendance or by email, whichever is most appropriate and by approval of school leadership.

ARTICLE IX - DONATIONS/ BENEFITS / CHARITY

The Resurrection College Prep High School Womens' Club may raise funds for special donations or hardships for Resurrection Families as long as they are approved by Resurrection College Prep High School leadership and administration.

ARTICLE X - FUNDS

The fiscal year of the Club shall begin on the first day of July and end on the last day of June of the following year.

All revenues collected shall be assigned to the Women's Club Fund. The club liaison will work with the Resurrection College Prep Business Office to plan event budgets, submit invoices, receipts and other documents and provide data to the club. It will be the goal of the Women's Club that all sponsored events be minimally self-supporting if not fund-raising.

ARTICLE XI - APPEALS

Any dispute or grievance involving Resurrection High School policies are determined through the administrative channels of the school.

The Resurrection College Prep High School Womens' Club Fund Policy

The Resurrection College Prep High School Womens' Club may be engaged in fundraising activities and events as agreed by the majority of the Womens' Club members. Funds raised from these activities and events during the school year will go towards the Women's Club Fund which will benefit the students and staff of Resurrection College Prep. All of the club's actions, events, and initiatives are designed to benefit the students and the broader school community. The Women's Club is an organization within Resurrection College Prep dedicated to support activities, events, and initiatives that benefit the students, staff, and community of Resurrection College Prep High School. To ensure alignment with the school's values and objectives, all activities require approval from the club liaison, administration, or the school President. Through their efforts, the Women's Club fosters a sense of community while enhancing the educational and spiritual experience for all.

Approved: 1/7/2025