THE BYLAWS
OF
THE DELBARTON MOTHERS GUILD

Adopted February 2, 2026

Article 1: Name. The name of this Organization is the Delbarton Mothers Guild ("DMG").

Article 2: Purpose. The Organization is established to encourage the cooperation of Delbarton School mothers or female guardians in promoting the educational, cultural, social, and spiritual aims of the School and to provide financial support for its material needs.

Article 3: Membership. Any mother or female guardian whose son is a currently enrolled student at Delbarton School is a member of the DMG.

Article 4: Officers. The elected officers of the DMG Executive Board shall be the President, the President-Elect, the Recording Manager, the Corresponding Manager, the Treasurer, the Assistant Treasurer, the Delbarton Shop Chair, the Class Parent Coordinator, and the Design Director.[1]

Article 5: Duties of Officers of the DMG Executive Board.

Section 1: President. The President shall preside at all meetings of the DMG and of its DMG Executive Board and shall be an *ex 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.

Section 2: President-Elect. The President-Elect shall support the President in the discharge of her duties and shall perform the duties of the President in her absence.[2] The President-Elect 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.[3]

Section 3: Recording Manager. The Recording Manager shall keep a record of the proceedings at meetings of the DMG and of the DMG Executive Board.

Section 4: Corresponding Manager. The Corresponding Manager shall send out the notices of the meetings of the DMG. She shall be responsible for all official correspondence of the DMG and for maintaining an inventory record of DMG communications.

Section 5: Treasurer. The Treasurer shall receive all monies of the DMG; shall deposit these

[1] As amended, May 16, 2011 and February 3, 2025.
[2] *Ibid.*
[3] *Ibid.*

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

Section 6: Assistant Treasurer. The Assistant Treasurer supports the Treasurer, reports to the Treasurer, and learns the responsibilities of that office from the Treasurer. This position will be nominated by the DMG 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 DMG Executive Board as Treasurer.

Section 7: Delbarton Shop Chair: The Delbarton Shop Chair shall serve for one year. She shall give an account of the financial standing of the Delbarton Shop at DMG Executive Board meetings.

Section 8: Class Parent Coordinator: The Class Parent Coordinator shall oversee all Class related events; serve as a resource for all Class Parents; and shall give an account of Class related events at DMG Executive Board meetings.

Section 9: Design Director: The Design Director shall provide marketing and branding support to the DMG and all parent organizations, ensuring branding and messaging is clear, consistent and promotes inclusivity. She shall act as the liaison between the DMG and Delbarton School Marketing & Communications to ensure brand standards are maintained from concept to completion. She shall design or approve designs created for Delbarton branded items intended for auctions, events and presentations.

Article 6: The Moderator. The Moderator shall provide for the spiritual life of the DMG and shall assist in arranging the Masses prescribed herein. The Moderator shall participate in planning the activities of the DMG and shall provide guidance thereon in an advisory capacity only.

The Moderator shall be the Headmaster of Delbarton School or his designate.

Article 7: DMG Executive Board. The DMG Executive Board shall be comprised of the elected officers and the Moderator (as a non-voting member). The DMG Executive Board shall have responsibility for the fiscal and other policy making business of the DMG. A majority vote of DMG Executive Board members present and voting at a DMG Executive Board meeting shall constitute approval of the DMG Executive Board's actions.

Article 8: Nominations and Elections. Members of the DMG may nominate candidates to be considered for DMG Executive Board positions. The election will be conducted amongst the DMG Nominating Committee upon completion of the nominating period. The DMG Nominating Committee shall present its officers at the Spring meeting of the DMG.

Section 1: The Chair of the DMG Nominating Committee, the Moderator, the Director of Parent Engagement and Events, and the current President shall be *ex officio* members of the DMG

Nominating Committee. The Members of the DMG Nominating Committee shall not be nominated to be officers of the DMG, with the exception of the President-Elect;[4]

Section 2: The President shall name as the DMG 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.[5]

Article 9: 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 DMG to serve in that office until the next regular election. No person shall hold the same office for two consecutive terms.

Notwithstanding the foregoing, this restriction shall not apply in circumstances where no other eligible member possesses the specialized skills, credentials, or experience reasonably required to perform the duties of the office. In such cases, the incumbent may be nominated for an additional consecutive term upon a unanimous vote of the DMG Nominating Committee.

Article 10: Committees. The Standing Committees shall be Ways and Means, Delbarton Cares, Bylaws, and Nominating.

Section 1: Ways and Means. This committee shall advise on all money-making projects.

Section 2: Delbarton Cares. 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 DMG member, it shall arrange for a Mass to be offered for the deceased member and shall send a Spiritual Bouquet to her family.

Section 3: Bylaws. This committee shall review the Bylaws at least biannually and shall be responsible for any revisions or amendments thereto.

Section 4: Nominating. This committee shall be responsible for electing and presenting a slate of officers to the general membership for approval at the Spring meeting of the DMG. The Moderator shall be a non-voting member *ex officio* of the DMG Nominating Committee. The chairperson shall appoint three additional members of the DMG to this committee.

Section 5: Special Committees. Special Committees shall be those additional committees appointed by the President, with the approval of the DMG Executive Board, the need for which shall arise from time to time for pursuing goals in keeping with the objectives of the DMG.

Article 11: Meetings. Regular meetings of the DMG will be held in the Fall and Spring on dates to be determined annually by the DMG Executive Board and announced to the membership

[4] As amended, September 21, 2017.
[5] *Ibid.*

at the beginning of the school year.

Special meetings of the DMG or of its DMG Executive Board may be called by the President whenever necessary. A meeting of the DMG Executive Board shall be held in addition to the general DMG meetings. All meetings of the DMG shall be conducted in accordance with *Roberts Rules of Order, Revised* when not inconsistent with these Bylaws.

Article 12: Quorum. A quorum for DMG meetings shall consist of 5% of the membership. A quorum for meetings of the DMG Executive Board shall consist of the Moderator and a simple majority of the other members of the DMG Executive Board.

Article 13: 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 DMG members, past and present, living and deceased. The Moderator shall arrange for the offering of these Masses and the DMG Executive Board shall notify the membership of the place, time, and date of their celebration.

Article 14: Bylaw 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.