MISSION: SHARE, SERVE, PRESERVE

To share a mother's love of her own son with all sons of Catholic Central. To serve Catholic Central High School as we are needed. To preserve Catholic Central High School for future generations so that they too will experience the Catholic Central spirit.

PART I OF THE CONSTITUTION

ARTICLE I – NAME

This organization shall be known as the CATHOLIC CENTRAL MOTHERS' CLUB (CCMC).

ARTICLE II – OBJECT; WELCOME, PROVIDE, AID

This shall be a non-profit organization whose object shall be:

To welcome all members to come together in service in order to promote spiritual growth, a social atmosphere, true caring and friendship for all families of Catholic Central. To provide an atmosphere in which all members will be encouraged to watch their sons grow not only in size and strength but also in heart and soul, as they become sons of Catholic Central.

To aid and serve Catholic Central High School as we are able and whenever we are asked both financially and emotionally.

ARTICLE III – MEMBERSHIP

All mothers and mother-figures[1] who have a son currently enrolled in Catholic Central are members of The Catholic Central Mothers' Club. Only mothers and mother-figures of sons enrolled at Catholic Central in the current academic year (called "Active" in the constitution) will be eligible to vote, including on bylaws and for Executive Board positions at the May General Membership meeting.

There shall be three forms of membership:

- Honorary – Principal, Moderator and all past presidents. These are active, non-voting members.
- Active – Those with sons currently enrolled. These are active, voting members.
- Alumni – Those with sons who have graduated. These are non-voting volunteers.

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[1] **Mother-figure** is defined as a stepmother, adoptive parent, guardian, or primary caregiver (such as a grandparent, aunt, sibling, etc.), as listed in the school directory. This definition is intended to promote inclusivity and applies to Executive Board eligibility and voting. This list is not comprehensive and may be considered on a case-by-case basis.

ARTICLE IV – EXECUTIVE BOARD

Section 1. Officers

- Honorary President - Principal of Catholic Central High School
- Moderator - Principal appointed
- President
- Vice President
- Recording Secretary
- Marketing Representative
- Treasurer
- Past President

All mothers and mother-figures who have a son currently enrolled in Catholic Central are eligible to serve on the Executive Board. The Executive Board shall consist of the duly elected officers, the Past President, the Honorary President, and the Moderator. Terms of service conclude on June 1, with the exception of the Treasurer (see PART II BY-LAWS, ARTICLE I – DUTIES OF OFFICERS, Section 6). The CCMC fiscal year is July 1–June 30.

Section 2. Committee/Board Membership

- Board members represent committees that support the Mothers' Club mission to share, serve, and preserve by assisting with event planning, family support, and strengthening the school community.
- The chairpersons and co-chairpersons of committees will represent the governing body of the Board. Only mothers and mother-figures of sons currently or previously enrolled at Catholic Central are eligible to register for Board membership and to serve as a chair or co-chair.
- Committees fall into three categories: breakeven, fundraising, and budget.
- Chairs, co-chairs, and Board members shall be appointed by the President in consultation with the Past President and/or the Moderator. The President shall strive to appoint a Board that reflects a representative cross-section of the school community with balanced grade-level representation.
- Each Committee shall have a Chair and Vice Chair. It is highly recommended that each committee Vice Chair serve as the Committee Chair during the following school year.
- Each Committee Chair shall work collaboratively with an assigned Executive Liaison to provide updates, review financial matters, and discuss significant decisions.
- Committee registration opens at the conclusion of the school year in May and remains open until early September for Board assignments for the subsequent school term.
- Fashion Show Participation Requirements:
    - The annual Fashion Show honors senior mothers and their sons for exemplary service to CCMC. Eligibility requires a minimum of two years of active Board

service in good standing. Attendance shall be recorded at monthly Board meetings, with Committee Chairs monitoring participation, and the Executive Board shall conduct an annual review to verify eligibility and ensure compliance.

ARTICLE V – NOMINATIONS AND ELECTIONS

To be nominated to serve as an officer of the Mothers' Club, the mother or mother-figure must have a son in Catholic Central during the year she will serve in that capacity and currently be an active member of the Board in good standing.

Section 1. There shall be a Committee on Nominations consisting of twelve.
Members:

- Moderator
- Chairwoman of Nomination Committee
    - Past President
- Nomination Committee
    - Five members from the Board
    - Five members from the General Membership

Each one of the five officers of the Executive Board will select one board member to serve on the nomination committee, with the Moderator's approval. It shall be the duty of this committee to prepare a slate, and manage nominations of one or more candidates who are qualified and willing to serve in each of the elective offices. The chairwoman of this committee shall present the slate to the General Membership before the May General Meeting. Every effort should be made to provide at least two candidates for the office of President, Vice-President, Recording Secretary, and Marketing Representative. The candidates must have current Active status as defined in Article III, and continue to have Active status for the year of the potential term.

Section 2. The officers shall be elected by ballot at the May General Meeting and shall assume duties of office on June 1. A plurality of the votes cast shall be necessary for election. When the number of nominees for a single office does not exceed the number to be elected, the election may be made by oral vote of candidates running from the floor. A second ballot will be taken in case of a tie. Absentee ballots have been eliminated as voted on in favor of, at the January General Membership Meeting 2008. Only mothers and mother-figures of sons enrolled at Catholic Central in the current academic year (called "Active" in the constitution) will be eligible to vote for Executive Board positions at the May General Membership meeting.

Section 3. An officer's term shall be understood to mean one school year.

Section 4. The Treasurer position shall be an appointed position. The current President shall appoint the Treasurer for the following year. The appointee shall be vetted by the CCMC

Executive Board, and approved by the Moderator. The President shall make every attempt to appoint the individual for the following school year by December to allow sufficient opportunity to shadow the current Treasurer.

Section 5. An Executive Officer may not serve in the same position for two consecutive terms.

Section 6. Vacancies in any elective office shall be filled in an unexpired term by a nomination and plurality vote of the Board. The President shall appoint vacancies on the Board, other than officers, after consultation with the Moderator.

Section 7. After three absences, membership on the Board will be reviewed by the Executive Board and may include replacement.

Section 8. A formal financial review process shall be established in coordination with the Catholic Central Business Office and shall supersede all previously established CCMC financial committees. The financial review body shall consist of the President, Past President, and Treasurer, working in conjunction with the Catholic Central Finance Department and Moderator. The review body will convene each school year, typically in the fall and spring, to provide ongoing oversight of CCMC financial matters.

The purpose of the financial review process shall be to:

a. Monitor adherence to CCMC financial policies and overall budget performance.
b. The organization shall ensure compliance with all applicable laws and regulatory requirements established by relevant governing bodies, thereby upholding responsible internal oversight and operational integrity.
c. Approve an individual appointed by the President to serve as the CCMC Treasurer.

ARTICLE VI – MEETINGS

There shall be three General Meetings. One in the fall, a float date (January-March), and one in the spring.

Special General Meetings may be called at the discretion of the Executive Board. The Board meetings shall be an agreed upon day (preferably the second Wednesday) of each month, from August to May, at a time and location designated by the President with the approval of the Administration. The date of these meetings may be changed when deemed necessary upon agreement of the Moderator and the President.

ARTICLE VII – AMENDMENTS

The Constitution may be amended at a General Meeting by two-thirds vote of the Membership present. Any proposed amendment shall be provided to General Membership prior to said General Meeting.

PART II BY-LAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1. The Honorary President or the Moderator or their representative shall, whenever possible, be present at all meetings of the Mothers' Club Board and shall open and close the meeting with a prayer.

Section 2. The President shall preside at all meetings and shall act as Chairperson of the Board. She shall appoint the chairpersons of all committees. She shall be a member of all committees in an advisory capacity.

Section 3. The Vice President shall assist the President in all facets of the position and, in absence or at the request of the President, perform the duties of the office of President.

Section 4. The Recording Secretary shall keep records of attendance and the proceedings of the

meetings of the Mothers' Club Board and General Meetings. Copies of these records shall be given to the Principal, Moderator, President and all members of the Board at the following Board Meeting. The Recording Secretary shall also manage facility requests with Catholic Central Administration on behalf of the Board.

Section 5. The Marketing Representative shall handle all official correspondence, every monthly online newsletter (modified January 2008), issues notices of all meetings to the Board and General Membership as well as manage the website, social media platforms and eMarketing initiatives.

Section 6. The Treasurer shall accept all monies and issue receipts. The funds so received by the Treasurer shall promptly be deposited in a bank approved by the organization.

The Treasurer shall present an itemized statement of all receipts and disbursements at each meeting. She shall submit the books and Annual Report for audit by July 1.

ARTICLE II - COMMITTEES

Committees exist at the discretion of the current President. The President, in consultation with the Executive Board, reserves the right to establish, modify, or dissolve committees as deemed necessary to meet organizational needs.

Special attention should be given to maintaining the Catholic Central and Mothers' Club traditions; spirit and feeling that currently and formerly have existed since 1928. These Committees shall have a chairperson and co-chairperson, if necessary.

Each chairperson is responsible for completing a report on that function within 30 days following the event and submits it in triplicate to the vice-President, complete with pictures as possible.

The chairperson is also responsible for informing the President of all committee meetings and to seek her input as the event progresses. The chairperson will be responsible for the cleanup of the school and the Mothers' Club Room after her event.

There are certain "traditions" of the Mothers' Club that have added to each of the events. However, change is often needed and welcomed. Before the chairperson changes any of the traditions of the event, consultation should be made with the Executive Board for direction.

ARTICLE III – QUORUM

Section 1. The President, two other Executive Officers and one third of the current Board Members shall constitute a Quorum at a Board meeting.

Section 2. The President and twenty-five members shall constitute a Quorum for a General Meeting.

ARTICLE IV – ORDER OF BUSINESS

The order of business, unless modified by the Board, at all Board meetings shall be:

- Call to Order
- Prayer
- Approval of Previous Meeting Minutes
- Reports of officers
- Reports of standing committees
- Unfinished business
- Communication of the President
- New business
- Prayer
- Adjournment

The order of business of the General Membership Meetings shall be:

- Call to Order
- Prayer
- Approval of Previous Meeting Minutes
- Reports of Treasurer and other officers and chairpersons
- Annual report of Treasurer
- Annual report of President
- Unfinished business

- Election of Officers (Spring meeting only)
- Program Optional
- Prayer
- Adjournment

ARTICLE V – PARLIAMENTARY AUTHORITY

Meetings of the Mothers' Club shall be conducted informally, yet duly in accord with the general principles of "Robert's Rule of Order". Allowances should be made for any member of the board to invoke a rule when it is deemed advantageous for the smooth and timely operation of the meeting.

These constitutions and by-laws will serve as guidelines for the Mothers' Club in its continued service to Catholic Central High School.

This Constitution was adopted in 1959 and revised in 1962, 1963, 1970, 1972, 1973, 1975, 1977, 1981, 1985, 1993, 1998, 1999, 2002, 2006, 2008, 2009, 2023, and 2026.

Amendment History -

May 13, 2009 (amended 2026) – (ARTICLE V – Section 2) Established that only "Active" mothers are eligible to vote for Executive Board positions at the May General Membership Meeting; amended in 2026 to include "mother-figures".

May 10, 2023 – (ARTICLE IV – Section 2) Established that each Committee shall have a Chair and Vice Chair. Recommended that Committee Vice Chairs serve as Chair in the following year.

May 10, 2023 – (ARTICLE IV – Section 2) Approved the process by which the President appoints an individual to serve as CCMC Treasurer.

May 10, 2023 (amended 2026) – (ARTICLE V – Section 4) Directed the President to make every effort to appoint the incoming Treasurer by December to allow for shadowing; amended in 2026 to replace the Financial Advisory Board with the Exec. Board.

May 5, 2026 – (ARTICLE III – Membership) Clarified eligibility and definition of "mother-figure" and updated voting eligibility language to include bylaws; applies to voting and Executive Board participation.

May 5, 2026 – (ARTICLE IV – Executive Board) Updated language regarding term dates and alignment with the fiscal year.

May 5, 2026 – (ARTICLE IV – Section 2) Clarified Board mission, structure, roles, committee categories (breakeven, fundraising, and budget), and collaboration with Executive Liaisons; added membership registration timing. Added a two-year service requirement for Fashion Show participation; removed prior two-year Board service requirement language.

May 5, 2026 – (ARTICLE V – Section 5) Revised Executive Board term limit guidance to align with Basilian bylaws, replacing "one-year term limit."

May 5, 2026 – (ARTICLE V – Section 8) Removed Financial Advisory Board language due to lack of independent oversight; added language regarding the review body, timing for coordination with the Business Office, and compliance.

May 5, 2026 – (PART II BY-LAWS, ARTICLE II – Committees) Added that the President shall consult the Executive Board regarding committee changes.

May 5, 2026 – (PART II BY-LAWS, ARTICLE IV – Order of Business) Removed "Reading of Minutes" and replaced it with "Approval of Meeting Minutes."