

**UNIVERSITY OF DETROIT JESUIT
HIGH SCHOOL AND ACADEMY**

MOTHERS' CLUB

BY-LAWS

ADMENDMENTS

August 13, 2013

Article I- Name

The name of the organization shall be The University of Detroit Jesuit High School and Academy Mothers' Club.

Article II – Mission

The University of Detroit Jesuit Mothers' Club is a service and social organization. We sponsor activities and events that support the ideals of a Jesuit education. We strive to foster communication between parents/guardians and faculty/staff as we nurture the formation of our sons to be "Men for Others for the Greater Glory and Honor of God."

Article III – Membership

All mothers or female guardians of the students attending the University of Detroit Jesuit High School and Academy are members of the Mothers' Club.

Article IV – Dues

There are voluntary annual dues. The suggested dues shall be determined by the Officers of the Board prior to the commencement of the school year.

Article V – Executive Board

Section I – Members

Executive Board Members shall include eight (8) elected officers:

1. Co-Presidents
2. Co-Vice Presidents
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Financial Secretary
7. Mothers' Club Liaison (Ex-officio, non-voting)

Section II – Duties

The Executive Committee shall be voted into their positions. They shall have general charge and control of the affairs, funds, communication, and property of the Mothers' Club. They shall hold monthly Executive Board Meetings and Board of Director meetings from June to May; July is optional. They shall hold General Mothers' Club meetings from September to May to conduct the business of the Mothers' Club. All Executive Board members will conduct business of the Mothers' Club in conformity with the established policies.

- a. Approve the annual budget submitted by the Treasurer.
- b. Approve all expenditures of the Officers, Committees, or other expenditures not set forth in the approved budget.
- c. Receive and approve reports of Committees.
- d. Approve the Nominating Committee's proposed slate of the Executive Board.
- e. Choose persons to fill vacancies that may occur on the Board.

Co-Presidents

There shall be two (2) Co-Presidents who share the position and responsibilities. The Co-Presidents shall preside at all special and general meetings of the Mothers' Club. They shall be ex-officio members of all committees. They shall work in unity with the Co-Vice Presidents on all projects and activities. They shall keep a file of their own records and of Committee activity reports for their successors. They are authorized signors of checks in absence of the Treasurer and shall authorize payment of bills when necessary. They are responsible for the preparation of the Mothers' Club activity calendar in cooperation with school administration. They prepare the monthly meeting agenda. The Co-Presidents' term is to begin at the June Board meeting each year. The position of the President can be held by one (1) individual.

Co-Vice Presidents

There shall be two (2) Co-Vice Presidents who share the position and responsibilities. The Co-Vice Presidents shall provide oversight to Program Directors. They shall act as Chairs of the Nominations Committee. They shall appoint all Program Directors, Event Chairs, Class Sponsors and Mothers' Club Supply Closet Chair. They shall collect all event reports from past Event Chairs and distribute these reports to incoming Chairs. They shall work with the Co-Presidents to prepare for that role the following year. The position of Vice-President can be held by one (1) individual.

Corresponding Secretary

The Corresponding Secretary shall conduct all correspondence of the Mothers' Club as the Executive Board directs. She shall coordinate the preparation and distribution of the initial Mothers' Club information package sent out in August and other special mailings as determined by the Co-Presidents. She shall submit information to be posted in Cub Notes as required. She shall continually update the Mothers' Club portion of the UDJ website as required. She will notify Program Directors and Event Chairs of posting deadlines in advance of their events. She shall make all room reservations for the Mothers' Club Executive Board, Board of Director, and Monthly Mothers' Club meetings in addition to a bulk reservation for key event dates held in the school. She shall handle the purchase and delivery of any flowers, gifts or correspondence agreed upon by the Executive Board. She shall monitor and promptly handle Mothers' Club inquiries.

Recording Secretary

The Recording Secretary shall work with the Co-Presidents to set all meeting agendas and email meeting agendas in advance of the specific meeting. She shall work with the Program Directors and Executive Board to electronically gather information in advance of each meeting. The Recording Secretary shall take the minutes of every Mothers' Club Executive Board, Board of Directors and Monthly General meeting. Within five (5) days after each meeting, she shall have the minutes completed for review by the Co-Presidents and anyone else they deem appropriate. After review, she shall forward the minutes from the General Meetings to the Corresponding Secretary for posting on the Mothers' Club website. She shall place the Board of Director Meeting minutes in the consent agenda of the subsequent meeting for approval. She shall distribute the minutes from the Executive Board Meetings to only the Executive Board members. She shall be prepared to assume the position of Corresponding Secretary the following year.

Treasurer

The Treasurer shall manage the Mothers' Club relationship and communication with our selected bank. She shall pay all bills in a timely fashion. She shall present a report at all Executive Board meetings and as requested on other occasions. This report will include the monthly actual vs. budget spreadsheet, the monthly checking account balance spreadsheet and the current bank statement summary. She shall be responsible for maintaining the Mothers' Club account, with signature authority. She shall reconcile the account monthly and keep an itemized account of all disbursements by category. She shall, in conjunction with the Executive Board, prepare a proposed annual budget to present at the July or August Executive Board meeting. She shall train and mentor the Financial Secretary to ensure she is ready to assume her duties.

Financial Secretary

The Financial Secretary shall be responsible for receipt of all monies and shall deposit all monies for the Mothers' Club. Funds shall be deposited within one week of receipt. She shall keep a duplicate receipt of all deposits. She shall be a signor on the Mothers' Club account. She shall be responsible for checking the Mothers' Club mailbox on a timely basis to be determined as agreed upon by the Treasurer, Financial Secretary and Executive Board as necessary. She shall work with the Treasurer on any financial matters as the Treasurer requests. She shall be prepared to assume the position of Treasurer the following year.

Mothers' Club Liaison

The Mothers' Club Liaison shall be appointed by the President of University of Detroit Jesuit High School and Academy and is an ex-officio member of the Executive Board. The Mothers' Club Liaison provides guidance to the Co-Presidents, and shall act as a liaison between the Mothers' Club and the school and provide a periodic report on school activities.

Section III – Elections

Executive Board members/officers are voted into office as a single slate of officers. To run for a Co-Vice President position, one must have either served on the Executive Board, been an Event Chair, Program Director or Class Sponsor for one (1) year.

Section IV – Terms of Office

- a. Co-Presidents are elected to the named position for a one (1) year term.
- b. Co-Vice Presidents are elected to the named position for a one (1) year term and shall assume the office of Co-Presidents for a one-year term the following year.
- c. The Financial Secretary is elected to the named position for a one (1) year term and may assume the office of Treasurer for a one-year term the following year.
- d. The Recording Secretary is elected to the named position for a one (1) year term and may assume the office of the Corresponding Secretary for a one (1) year term the following year.
- e. Term of office begins at the June Executive Board meeting.

Section V – Election Procedures

- a. The Nominations Committee is chaired by the Co-Vice-Presidents and shall include at least another five (5) Mothers' Club members selected by the Co-Vice-Presidents. Notice of nominations for the Executive Board will begin in January.
- b. The Nominations Committee will solicit names of candidates to fill Executive Board offices from the membership of the Mothers' Club. Any Mothers' Club member with the qualifications may submit her own name to the Nominations Committee for consideration.
- c. The Nominations Committee will present a slate of qualified nominees consisting of one (1) nominee per position to the Executive Board for approval in March.
- d. The Nominations Committee will present the approved slate of nominees at the March general Mothers' Club Meeting to notify the membership of the upcoming vote of that slate in April.
- e. The slate of nominees will be voted on at the April general membership meeting. All Mothers' Club members present at the April meeting are eligible to vote.

Section VI – Financial Record Review

The Co-Presidents in cooperation with the Treasurer and Financial Secretary may oversee a review of the Mothers' Club financial records once every three years. This should be conducted during the summer months. Two independent people will be appointed by the Co-Presidents and Co-Vice Presidents to conduct the review, and their findings will be reviewed by the Executive Board.

Article VI – Board of Directors

Section I – Members

Board of Director Members shall include:

- A. Eight elected officers comprising the Executive Board:
 1. Co-Presidents
 2. Co-Vice Presidents
 3. Recording Secretary
 4. Corresponding Secretary
 5. Treasurer
 6. Financial Secretary
 7. Mothers' Club Liaison (Ex-officio, non-voting)
- B. Ex-officio (non-voting) Members of the Board of Directors including:
 1. Program Directors (7)
 2. Class Sponsors (6)
 3. Mothers' Club Supply Closet Chair (1)
 4. Hospitality Chair (1)
 5. Other Committee chairs, appointed by the Co-Presidents as necessary, and subject to approval by the Executive Board.

Section II – Duties

To assist the Executive Board with Mothers' Club business as required.

Program Directors

The Program Directors are appointed by the Co-Vice Presidents and are ex-officio members of the Board of Directors. Program Directors shall act as advisors to the Event Chairs within their area of responsibility. They shall contact their assigned Event Chairs by August 1 and train them in regards to Mothers' Club By-laws, policies and overall responsibilities. Program Directors will contact their Event Chairs monthly throughout the year to collect status updates and provide those to the Recording Secretary the weekend prior to each monthly Board Meeting. They shall attend monthly Board and General Mothers' Club Meetings. They shall collect event wrap-up reports from each Event Chair within one (1) month after the event and submit to the Vice Presidents.

Class Sponsors

The Class Sponsors are appointed by the Co-Vice Presidents and are ex-officio members of the Board of Directors. Class Sponsors shall act as communication coordinators for the mothers of their respective class years. They shall forward information contained in the weekly Mothers' Club email message from the Co-Presidents to the distribution list for their grade in a timely manner. They will not share their class email addresses or send emails not authorized by the Co-Presidents. They shall coordinate volunteers from their grade for meeting/event refreshments as needed.

Mothers' Club Supply Closet Chair(s)

The Mothers' Club Supply Closet Chair(s) is appointed by the Co-Vice Presidents and is an ex-officio member of the Board of Directors. The Mothers' Club Supply Closet Chair shall organize, maintain and supervise the use of the Mothers' Club closet; purchasing any necessary supplies for Mothers' Club functions as determined by the Executive Board.

Section III – Terms of Office

All appointed positions on the Board of Directors serve for one (1) year unless their specific position calls for a second year. Their term of office begins in conjunction with the installation of new officers at the June Executive Board meeting. Members may be appointed again to the same position.

Section IV – Voting

All members of the Executive Board may vote at meetings. Ties shall be broken by the Co-Presidents.

Article VII – Removal From Office

Section I - Resignation

A member of the Board of Directors may resign in written form or in person to the Co-Presidents.

Section II – Removal

A member of the Board of Directors may be removed from office for Financial Misconduct and/or Neglect of Duties. The Executive Board will try to handle any performance issues early to positively improve the situation, working with the individual to provide any additional mentoring or training needed prior to having to petition for removal. Any Board member may bring a petition for removal of another Board member to any member of the Executive Board who will engage at least four (4) other Executive Board members to assist in reviewing the facts. The petitioner must give reasons and evidence that removal is warranted. The member whose removal is sought shall be given at least two (2) weeks in which to collect evidence that removal is unwarranted. Such a member may be given an opportunity to present a defense before a quorum of the Executive Board. A member may be removed from the Executive Board on a three-fourths (3/4) vote of those present at an official meeting after having an opportunity to present reason(s) for not being removed.

Section III – Vacancies

The officers of the Executive Board shall vote to fill any vacancy in an elected position. A candidate winning a plurality shall be deemed elected. In case of a tie, a run-off election between the candidates will be conducted.

Article VIII – New Projects

All chairs of Standing and Special Committees shall come before the Board to present an outline of their project including a detailed budget for approval. All material pertinent to the project plus a written report of the project must be turned over to the Co-Vice-Presidents within one month of the completion of the project.

Article IX – Meetings

Section I – Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and By-laws of the organization. A Parliamentarian may be appointed at the discretion and approval of the Executive Board.

Section II - Quorum

A quorum is a simple majority of the Executive Board.

Section III – Annual Meeting for the Election of Executive Board

This general membership meeting shall be held in April of each year or at a date selected by the Executive Board.

Section IV – Monthly Meetings

Monthly general membership meetings shall take place between September and May. A joint meeting with the Dads' Club may count as a monthly meeting.

Section V – Board Meetings

The Executive Board shall meet before all Board of Director and General Membership meetings. The Board of Directors shall meet before all general membership meetings.

Section VI - Special Meetings

Special Meetings may be called by the Co-Presidents and/or by the written request of ten members of the Mothers' Club. The purpose of the Special Meeting shall be stated in the meeting notice. Except in cases of emergency, at least three (3) days' notice shall be given prior to such a meeting.

Section VII – Notification

For any Annual or Monthly Meeting, no fewer than ten (10) days notice shall be given. Notice is deemed given when mailed.

Article X – Amendments

The Constitution and By-Laws may be amended at any meeting of the Mothers' Club with a quorum present. A two-thirds (2/3) vote of all members present may approve amendments. The proposed amendments shall be submitted in writing to all Executive Board members at least ten (10) days in advance. Notice is deemed given when mailed or emailed.

Amendment I – Senior All Night Party

The Senior All-Night Party (SANP) fundraising, while performed by the University of Detroit Jesuit Mothers' Club (MC), shall be considered restricted funds, and may not be used for any other purpose. The SANP and MC Treasurers shall work together to develop the SANP self-funding budget. The MC shall maintain two SANP budget line items: start-up and emergency. The start-up budget shall be maintained at \$2,000 and may be used by the incoming committee with prior approval from the MC Treasurer for start-up expenses required before funds are collected. The emergency budget shall be maintained at \$1,000.00 and may be used only in case of unforeseen expenses with the prior approval of the MC Executive Board. If, at any time, either MC SANP balance is used, the MC Executive Board will work with the SANP committee to restore the balances to their maximums in a timely and fair manner. If there are SANP funds remaining at the conclusion of the school year, after all expenses are paid and the two MC SANP budget line items are replenished to their maximum amounts, the remaining funds shall be donated to the school's general fund on behalf of that specific class.

Amendment II –Mothers' Club Donations

All monies and donations raised by the University of Detroit Jesuit High School and Academy Mothers' Club through fundraising events or dues collection will be used exclusively in support of the University of Detroit Jesuit High School and Academy.

Amendment III – Fiscal Year

The Fiscal Year shall start on July 1 and end on June 30 of the succeeding year.

Amendment IV – Neutrality

The Mothers' Club shall strive to maintain neutrality and not endorse any specific business, organization or club. We may look for ways through our events to work with entities that support the school, our families and Alumni by always remaining open to new collaborations.

Amendment V - Significant Life Event Correspondence

The Mothers' Club Corresponding secretary with the approval of the Executive Board shall oversee the purchase of any gifts, flowers, and correspondence deemed appropriate to recognize and commemorate significant "life events" for current UDJ staff, teachers, students and their immediate families.