



# *St. Pius X Mothers' Club*

## *By-Laws*

*Voted and Approved 8/3/2022*

### **Article I—Name**

The name of the organization shall be: **St. Pius X Mothers' Club (Mothers' Club).**

### **Article II— Objectives**

Section 1. To provide an opportunity for mothers of St. Pius X Catholic High School (St. Pius X) students to meet in friendship and to share in faith, goals, concerns, joys, work and fun.

Section 2. To provide assistance to St. Pius X students, families and faculty in need whether it be financial, physical or spiritual.

Section 3. To provide a network of prayer support for the St. Pius X community.

Section 4. To support the St. Pius X faculty and staff by providing assistance at school functions as well as by holding events to show appreciation for their dedication in educating and guiding our children.

Section 5. To serve the community surrounding St. Pius X.

### **Article III— Members**

Section 1. Membership: The membership shall be open to all mothers or legal guardians of students who are currently attending or have graduated from St. Pius X.

Section 2. Dues: The amount of annual dues shall be determined by the Board of Directors on an annual basis with the approval of the President of St. Pius X.

### **Article IV— Officers**

Section 1. Officers: The officers of the Mothers' Club shall be the President, President Elect, (further described as the Co-Presidents) Membership Chairman, Communications Coordinator, Two Committee Representatives, Treasurer and Secretary.

Section 2. Succession: In order to provide continuity of leadership from year to year:

- (a) One new President Elect shall be selected each year,
- (b) The President shall be the incumbent.

Section 3. Appointment: The officers of the organization shall be appointed by the Mothers' Club Board of Directors at the final board meeting of the school year with approval by the President of St. Pius X, or his/her designee.

Section 4. Term of Office:

- (a) The Co-Presidents shall serve a term of at least two years,
- (b) Every other officer except the Co-Presidents shall serve for a term of at least one year.

Section 5. Removal: Any officer may be removed by the Mothers' Club Board of Directors whenever, in its judgment, the best interests of the organization would be served thereby. Such removal shall be by majority vote of a quorum of the Directors and the approval of the President of St Pius X

Section 6. Vacancy: Any vacancy in any office may be filled for the unexpired portion of the term by appointment of the Mothers' Club Board of Directors and approval by the President of St. Pius X.

## **Article V—Duties of Officers**

Section 1. Co-Presidents: The Co-Presidents shall:

- (a) Preside at all meetings of the Mothers' Club and of the Board of Directors,
- (b) Be responsible for the execution of all decisions of the Board of Directors,
- (c) Conduct all affairs in accordance with the Mission Statement of St. Pius X and the Mission Statement and By-Laws of the Mothers' Club,
- (d) Appoint committee chairmen as required by the By-Laws; and, oversee, as needed, the activities of all committees,
- (e) Maintain fiduciary responsibility for the budget and finances of the Mothers' Club,
- (f) Coordinate and communicate with the school administration regarding Mothers' Club activities,
- (g) Represent or assure representation of the Mothers' Club at school-related activities as requested by the faculty and/or administration,
- (h) Be responsible for yearly review of the Bylaws of the organization. Section 2.

Section 2. Membership Chairman: The Membership Chairman shall:

- (i) Maintain records of the membership of the Mothers' Club and report on such at the Board meetings,
- (j) Update the online Membership form as needed,
- (k) Collect and record membership dues and coordinate with the SPX Business Office to insure appropriate charge to the member's FACTS account,
- (l) Set up email distribution lists on the Mothers' Club Gmail system for Board access to their committee volunteers,
- (m) Send a welcome email to members upon joining,
- (n) Promote membership in the organization by making membership sign up available at St. Pius X functions, the Mothers' Club General Meeting and on the St. Pius X website,
- (o) Promote membership in the organization through communications in school publications and any other available publications.

Section 3. Communications Coordinator: The Communications Coordinator shall facilitate communication among the Board of Directors, Mothers' Club members and the St. Pius X community by:

- (a) Maintaining the Mothers' Club portion of the St. Pius X website,
- (b) Writing, distributing or assisting with periodic summaries of the organization's activities to the members at large via the internal emailed Newsletter,
- (c) Providing timely notices of upcoming activities to the St. Pius X Communications Coordinator for publication in the weekly eSpiritus and articles for the Between the Lions publication,
- (d) Assisting any committee chairmen or member in making use of the St. Pius X Digital Board and school hosted Social Media.

Section 4. Treasurer: The Treasurer shall:

- (a) Have responsibility for the custody and control of all the funds of the organization,
- (b) Keep detailed financial records and present periodic financial reports to the Board of Directors,
- (c) Authorize payment of all fees and bills designated by the Board of Directors in accordance with the Mothers' Club budget,
- (d) Deposit any funds collected by the Board of Directors,
- (e) Be responsible for providing contribution confirmation to donors,
- (f) Perform other duties as may, from time to time, be assigned by the Co-Presidents or the Board of Directors.

Section 5. Secretary: The Secretary shall:

- (a) Record and distribute the minutes of all Board of Directors meetings,
- (b) Coordinate with all committee chairs to maintain the Plans of Work for each

- committee,
- (c) Ensure proper documentation for all Mothers' Club committees and that all documentation is properly archived.

Section 6. – Committee Representatives: The Committee Representatives will:

- (a) Be selected by the President on an annual basis
- (b) Attend and participate in Executive Board meetings
- (c) Report to Executive Board status of events for their respective areas

## **Article VI— Board of Directors**

Section 1. Composition: The Board of Directors shall be comprised of the Officers of the Mothers' Club, the Faculty Advisor(s) and Committee Chairmen.

Section 2. Powers: The Board of Directors shall be the administrative body of the Mothers' Club authorized to transact all business and supervise all activities subject to these By-Laws.

Section 3. Quorum: A quorum of the Board of Directors shall consist of persons representing seven Board positions.

## **Article VII— Executive Board**

Section 1. Composition: The Executive Board shall be comprised of the Officers of the Mothers' Club and the Faculty Advisor(s).

Section 2. Powers: The Executive Board shall convene for the following purposes:

- (a) Prepare the budget for submission to the Board of Directors,
- (b) Prepare the calendar for submission to the Board of Directors,
- (c) Prepare the slate of new officers and chairmen for submission to the Board of Directors,
- (d) Review the plans of work submitted by the committee chairmen and authorize implementation of the plans,
- (e) Planning and organizing other minor business of the Mothers' Club.

## **Article VIII— Meetings**

Section 1. Board Meetings: There will be a minimum of two regular meetings of the Board of Directors of the organization per year.

Section 2. General Meetings: There will be a minimum of one general meeting of the Mothers' Club per year.

Section 3. Action by Written Consent: Any action requiring a vote of the Board of Directors may be taken without a face-to-face meeting and without an in-person vote if written consent is given by the number of Directors necessary to take the action if a meeting had been held.

- (a) E-mail communication is a valid form of written consent,
- (b) Prompt notice of the action taken without a meeting shall be given to those Directors who did not consent in writing to the action.

## **Article IX— Committees**

Section 1. Creation and Dissolution: The Executive Board may create and dissolve committees as necessary to carry out the particular objectives of the Mothers' Club.

Section 2. Committee Chairmen:

- (a) Shall be appointed by the Co-Presidents and approved by the Board of Directors,
- (b) May recruit committee members to assist in the work of the committee,
- (c) Shall submit plans of work to the Executive Board for review prior to implementation of the committee's work,
- (d) May be removed by the Executive Board whenever, in its judgment, the best interests of the organization would be served thereby. Such removal shall be by majority vote of the Executive Board and shall constitute removal from the Board of Directors.

Section 3. Limitations:

- (e) No committee member, including the chairmen, shall enter into a contract, incur any expense chargeable to the organization or commit any resources of the organization except as authorized by the Board of Directors and the approved budget.
- (f) Budgeted expenses over \$100.00 must have advanced written approval from the Treasurer or Co-Presidents, prior to incurring the expense.
- (g) Budgeted expenses over \$1,000.00 must have advanced written approval from the Mothers' Club President and the St Pius X Business Manager.

Section 4. Ex-Officio Members: The officers of the organization and the Faculty Advisor(s) are ex-officio members of all committees.

## **Article X— Contracts, Checks, Deposits and Gifts**

Section 1. Contracts: The Executive Board may authorize any officer or committee chairman to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or confined to specific instances and will be in writing.

Section 2. Checks: All checks, reimbursements, or other orders for the payment of money issued in the name of the organization shall be requested via a Check Request Form (with appropriate documentation and original receipts) which has been validated and approved by the organization's Treasurer.

Section 3. Deposits: All funds of the organization shall be deposited to the credit of the organization with the St. Pius X Operations Account via the Business Office.

Section 4. Gifts: The Board of Directors may accept on behalf of the Mothers' Club any gifts, bequests, or devises for general purposes or for any special purpose of the organization.

#### **Article XI— Books and Records**

Section 1. Accounts: The organization shall keep a correct and complete record of its accounts. Any Director or Faculty Advisor shall have the right to inspect the organization's records.

Section 2. By-Laws: Copies of the By-Laws of the St. Pius X Mothers' Club shall be available to all members of the Mothers' Club.

Section 3. Minutes: The minutes of all meetings of the Board of Directors shall be kept by the Co-Presidents as provided by the Secretary.

#### **Article XII— Indemnity**

The organization shall defend and indemnify the Directors and Officers from all claims arising from the performance of their duties, except those involving willful misconduct or bad faith. The organization shall indemnify each person who serves or has served as an officer or director for any and all costs and expenses incurred for the defense, settlement or disposition of any suit, action or proceeding.

#### **Article XIII—Limitation on Liability**

The Directors and Officers of the organization shall not be liable for the debts, liabilities or obligations of this organization and the private property of such persons shall not be subject to the payment of Mothers' Club debts.

#### **Article XIV—Amendments**

Section 1. Amendments: These By-Laws may be amended and new By-Laws may be adopted at any regular or special meeting by a majority vote of the Board of Directors. Proposed amendments to the Bylaws shall be sent in writing to all Directors not less than 15 (fifteen) days prior to the meeting at which such amendments are to be considered.

Section 2. Revised By-Laws: The Board of Directors may appoint a committee to submit a revised set of By-Laws as a substitute of these By-Laws. Revised By-Laws must be approved by a majority vote of the Board of Directors when a quorum is present.