



# **ST. THERESE MOTHERS' CLUB**

**BY-LAWS**

**AND**

**CONSTITUTION**

**2009 - 2013**

**(Revised and Submitted October 2009 ~ Approved November 17, 2009)**

## CONSTITUTION

### Article I NAME

The name of the organization shall be the **St. Therese Mothers' Club**.

### Article II MISSION

The mission of the St. Therese Mothers' Club is to assist teachers with special events, organize fundraisers to provide funds and benefit the school, sponsor programs concerning the well being of the school children and provide information and fellowship to its members.

### Article III QUALIFICATION FOR MEMBERSHIP

Any parent or guardian who has a child attending St. Therese School can become an active member of the organization.

### Article IV OFFICERS AND ELECTIONS

1. The officers of the organization shall be President, Vice-President, Recording Secretary, Financial Secretary, Treasurer and two (2) or three (3) members to represent the Ways and Means Committee. These officers shall be known as the "Executive Committee".
2. There will be an election of President, Vice-President, Recording Secretary, Financial Secretary, Treasurer and two (2) or three (3) members for the Ways and Means Committee. All positions with the exception of the President and Vice President will be elected for two (2) year terms.
3. Officers and Board of Trustees shall be elected by majority vote of the members in good standing at the April meeting. Members must be present at this meeting to vote. No absentee ballots or proxies will be permitted.
4. Term of officers for the President, Vice President, shall be one (1) year, thereafter, the Vice-President will become President and an election will be held or current members may be re-elected. The term will begin with the new business of the August meeting and end at the close of new business of the May meeting at the end of the school year - effective August,2010
5. Term of Recording Secretary, Financial Secretary Treasurer and two (2) or three (3) members for the Ways and Means Committee, shall be two (2) years beginning with the new business of the August meeting and end at the close of new business of the second year of their term at the May meeting at the end of the school calendar year; effective August,2010
6. If a vacancy occurs, the President shall appoint a member to fill the office, with the approval of the club.
7. Nomination of officers will be accepted from the floor during the March and April meetings: effective March and April, 2010
8. Individuals nominated must be in good standing with the Club by meeting all criteria as set forth by the Club and have attended one (1) meeting during the nomination year prior to being nominated for office.
9. Outgoing President shall oversee the election of officers; to be held by written or hand count ballot during new business of the May meeting.

**Article V MEETINGS**

There shall be a regular meeting to be held on the fourth Tuesday of each month at 8:00PM except June, July, December, unless otherwise stated.

**Article VI DUES**

There shall be dues required of the members as stipulated in the By-Laws.

**Article VII AMENDMENTS**

This constitution may be amended by a two-thirds (2/3) majority vote of the members present at any regular meeting. This constitution should be reviewed every four (4) years by a committee consisting of at least five (5) officers and/or Mothers' Club members. This committee shall not exceed ten (10) members.

**BY-LAWS**

**Article I MEETINGS**

- A. All members are encouraged to attend the regular monthly meetings.
- B. Monthly reports shall be reviewed and approved. New officers installed at the annual May banquet.
- C. Any donation request must be presented at a regular meeting and voted on.
- D. Any donation request over \$500.00 must be presented at two (2) consecutive meetings before a final vote can be taken.

**Article II DUES**

Membership dues shall be \$10.00 per year, due by October meeting.

**Article III COMMITTEES**

**ROOM MOTHERS**

- A. Head room Mothers: Due to additional responsibilities, head room mothers must be paid Members of Mothers' Club and attend monthly meetings when possible, or designate another room mother to attend. Other duties include:
  - 1. Head room mothers will coordinate with their room mothers, job responsibilities, which include providing healthy snacks and drinks for classroom parties and activities on designated days by the principal; nutritional guidelines are to be followed. Teachers will be contacted for the type of healthy snack and drink.
  - 2. Help recruit drivers/volunteers for field trips.
    - Note: Any room mother or parent driving or chaperoning must be VIRTUS trained, have completed the background check, and received and signed a current acceptance form. The school office will keep a list of the chaperones that have been appropriately trained. When a field trip or an event is planned where a chaperone/driver is needed, please contact the teacher who has access to the list of approved chaperones before scheduling.
  - 3. Collect money for teacher's gift at Christmas. *\*refer to Home Room Folders*

- B. Each grade is responsible for providing refreshments at a regular meeting, along with set-up and clean-up. Head room Mothers are responsible for notifying the class mothers of their assigned month. **Food purchases for monthly meetings are not reimbursable expenses.**

August:	Mothers' Club newly elected and out-going Officers
September:	8 <sup>th</sup> grade host/1 <sup>st</sup> grade and kindergarten honored
October:	5 <sup>th</sup> grade host - Halloween Dinner/2 <sup>nd</sup> grade honored
November:	6 <sup>th</sup> grade host/ 3 <sup>rd</sup> grade honored
December:	No meeting
January:	7 <sup>th</sup> grade host/4 <sup>th</sup> grade honored
February:	4 <sup>th</sup> grade host/5 <sup>th</sup> grade honored
March:	3 <sup>rd</sup> grade host/6 <sup>th</sup> grade honored
April:	1 <sup>st</sup> grade host/7 <sup>th</sup> & 8 <sup>th</sup> honored
May:	Annual Mothers' Club Banquet

- C. Special Events assigned to each grade. A “**Special Events**” folder is provided to the Head room Mother with dates, instructions and guidelines to follow for the event. A budgeted amount for event expenditures is provided and instructions on how to process reimbursements.

- 1) **First (1<sup>st</sup>) grade** room mothers and class parents set up and serve Kindergarten graduation. *This folder should be updated yearly upon completion of event(s) and turned in to the Ways and Means Committee within one (1) month.*
- 2) **Second (2<sup>nd</sup>) grade** head room mother(s) collect money from each child in the second grade to purchase gift (s) for the teacher(s) and present at First Communion. *This folder should be updated yearly upon completion of event(s) and turned in to the Ways and Means Committee within one (1) month.*
- 3) **Third (3<sup>rd</sup>) grade** room mothers and class mothers set up and serve the First Reconciliation reception. They also obtain gifts for each First Communicant, set up and serve the First Communion party and other duties outlined in the First Reconciliation/First Communion (Special Event) folder. *This folder should be updated yearly upon completion of event(s) and turned in to the Ways and Means Committee within one (1) month.*
- 4) **Fourth (4<sup>th</sup>) grade** room mothers and class parents coordinate the Closing of Forty (40) Hours Priest Dinner. *This folder will be updated annually upon completion of event and turned into the Ways & Means Committee within one (1) month.*
- 5) **Fifth (5<sup>th</sup>) grade** room mother and class parents coordinate the Mothers' Club Halloween Pot Luck Dinner. *This folder will be updated annually upon completion of event and turned into the Ways & Means Committee within one (1) month.*
- 6) **Sixth (6<sup>th</sup>) grade** room mothers and class parents serve Confirmation reception and obtain a small gift (such as a holy card) for each Confirmed as outlined in the Confirmation folder. *This folder should be updated yearly upon completion of event(s) and turned in to the Ways and Means Committee within one (1) month.*

- 7) **Seventh (7<sup>th</sup>) grade** room mothers and class parents set up for the 8<sup>th</sup> grade graduation lunch, obtain gifts for graduates and serve graduation reception as outlined in the graduation folder(s). *This folder will be updated annually upon completion of event and turned in to the Ways and Means Committee within one (1) month of event.*
  - 8) **Eighth (8<sup>th</sup>) grade** head room mothers collect money from each child in the eighth grade to purchase gift(s) for teacher(s) at the time of graduation. Organize optional and approved fundraisers for class trip and purchase gift for school at the time of graduation. *The eighth grade folders need to be updated and returned to a member of the Ways & Means Committee by August 1st.*
- D. Any gifts or items that need to be purchased for First Reconciliation, First Communion {except for class gift(s) for teacher(s)—see (2)} Confirmation, and Graduation {except for class gift(s) for teacher(s)—see (8)} should be obtained from the Treasurer. Refer to Special Event folders.

### **SPECIAL COMMITTEES**

If the President so wishes, she/he may ask for a chairperson and a committee for any one particular circumstance.

## **Article IV CLASSROOM AND EDUCATIONAL SUPPLEMENTS**

- A. Mothers' Club provides a check to the principal; equivalent to 50% of the profit of the Walk-A-Thon, Spring Social, and Market Day program (with the exception of January, June, July and August), within 30 days of completion of the fundraiser. This money is to be spent on school activities, supplies and equipment.
- B. The profits received from the January Market Day program are held in the account to help cover the cost of the eighth (8<sup>th</sup>) grade trip and/or class gift.
- C. The principal will provide a spending report to the Mothers' Club for review at the April meeting for the current school year expenditures and provide a list of needs for the next school year. All spending items below \$1,000.00 will be approved by the principal and reported, after the money is spent. All spending items over \$1,000.00 will be approved by the Mothers' Club before the money is spent and will also be reported in the annual report at the April meeting.
- D. To promote learning:
  - a. Mothers' Club provides two (2) semi-annual checks to faculty. Full time faculty receives a check in the amount of \$150.00, issued the first week of the first and third quarters. Part time faculty receives a check in the amount of \$75.00, issued the first week of the first and third quarters. The money is to be used to help cover classroom expenses.
  - b. Mothers' Club provides funds to cover the cost of CPR certification for the 7<sup>th</sup> and 8<sup>th</sup> grade, every other year.

- c. Mothers' Club will provide financial assistance to classroom field trips. A request for financial assistance to attend a school sponsored field trip will be made by the homeroom teacher(s) and approved by a majority vote of members at the month following the request. All requests are to be submitted one (1) month in advance prior to the event date. Each grade will be allowed to make one (1) request per year up to \$100.00.
- E. To promote Catholic Secondary Education, the Mothers' Club will give four (4) students from the eighth (8<sup>th</sup>) grade graduating class, \$350 each toward their tuition to a Catholic High School. The names of those students who have not received a scholarship/monetary award (with the exception of the Liza Costigan Award) from St. Therese and are registered at Catholic High Schools will be put in and picked at random by the Principal if the following criteria have been met:
- 1. The family must be a paid member of Mothers' Club (dues of \$10.00 due by October meeting) and attend a total average of 75% of meetings during the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade year; with the exception of new students entering during their 7<sup>th</sup> and 8<sup>th</sup> grade year.
  - 2. All cafeteria fees must be paid according to the handbook.
  - 3. At least one Mothers' Club sponsored event must be worked each year such as Spring Social, Market Day or Walk a Thon or any other Mothers' Club sponsored event. An attendance sheet will be provided at the meeting following the event to record and track attendance.
- A check will be sent directly to the respective Catholic High School.
- F. The Liza Costigan Award is given to an eighth (8<sup>th</sup>) grade student who best exemplifies the Christian way of life. The principal and the teachers will vote for the student. This award is presented by a Mothers' Club representative during the last all school mass of the year. The monetary value of this award is \$400; paid directly to the individual winner (s).
- G. Mothers' Club will sponsor the Girl Scouts, Brownie and/or Daisies by paying the amount of the registration fee, or its monetary equivalent for supplies for each new troop, upon request.

## **Article V**

### **AMENDMENTS**

- A. These By-Laws may be amended at any regular meeting by a two-thirds (2/3) majority vote of the members at the regular meeting.
- B. These By-Laws should be reviewed by a committee every four (4) years - (*\*next scheduled review date – Fall 2013/effective Spring 2014*). The committee shall consist of at least five (5) officers and/or members, not to exceed 10.
- C. Amendments will be submitted to the club for approval.
- D. A copy of the St. Therese By-Laws will be given to the Board of Education, Parish Council and the Principal. The above will be notified of any revisions.

## **DUTIES OF OFFICERS**

### **A. PRESIDENT**

1. The President(s) shall preside at all meetings.
2. Provide incoming officers (new and present) with folders to include: by-laws, duties and responsibilities.
3. Display all correspondence that pertains to Mothers' Club.
4. The President(s) has the option to plan the entertainment/speaker for the monthly meetings.
5. Gives presentation at Open House, if necessary.
6. Responsible for making sure the building is secure at the end of meetings.
7. Responsible for participating in the review of the By Laws with committee; making recommended changes and submitting to members for approval. Also responsible for submitting copies to Board of Education, Parish Council and Principal and posted changes to St. Therese website.

### **B. VICE PRESIDENT**

1. The Vice-President(s) conducts meetings in the absence of the President.
2. Leads prayer before and after meeting in the absence of the Priest/Principal.
3. Contact all new parents to St. Therese at the beginning of new school year to invite to the August opening meeting.
4. Will be the point of contact for communication and needs from the cafeteria.
5. Act as liaison with other groups of the Parish to represent Mothers' Club (i.e. Board of Education, Parish Council, etc.).
6. Coordinator to ensure bar is stocked and equipment is working properly.
7. Responsible for contacting members who are in charge of an event/fund raising activity (i.e. box tops) to confirm they will coordinate the activity for the next year.
8. Responsible for obtaining volunteers to organize the Feast of St. Therese Ice Cream Social.

### **C. SECRETARY**

1. The Secretary shall take minutes at the meeting and provide a copy of the previous month's minutes for review and approval by vote. Responsible for posting minutes via the St. Therese website.
2. Compose any letters relating to Mothers' Club business. With permission of the School Principal or secretary, they can be distributed through the school.
3. Compose information from each meeting to be put in the *Communications* publication for the Parish.

### **D. TREASURER**

1. The Treasurer handles all payments of bills and other financial matters requested by members.
2. Gives monthly report on the books at each meeting. Presents copy to Parish Council.
3. Makes proper provisions for fundraisers (gives change and makes deposits), or appoints a designee.

4. Provides a check equivalent to 50% of the profit of the Walk-A-Thon, Spring Social, and Market Day program for the months of September, October, November, December, February, March, April and May, within 30 days of completion of the fundraiser, to the principal.
5. Issue a check to each full time teacher in the amount of \$150 in the first week of the first and third quarters. Issue a check to each part time teacher in the amount of \$75 in the first week of the first and third quarters. The money is to be used to help cover classroom expenses.
6. Provide a financial report at the end of the year. Present copies to the President(s) of Mothers' Club, Parish Council and the Principal.
7. Issue a check to the school every other year to cover the cost of the 7<sup>th</sup> and 8<sup>th</sup> grade CPR certification cards.
8. The profits received from the January Market Day program are held in the account to help cover the cost of the eighth grade trip and/or class gift.
9. The profits received from the June, July and August Market Day program are held in the account to help cover requested expenses from the cafeteria.
10. Other obligations to be met are broken down by month on the Treasurer's Obligation sheet.

#### **E. FINANCIAL SECRETARY**

1. The Financial Secretary accepts and deposits the dues into the checking account established for the Financial Secretary. Gives monthly report on the books at each meeting. Keeps an active file as to paid members.
2. Keeps perfect attendance record for Mothers' Club meetings.
3. Totals the numbers of mothers present for the grade being honored that night and the grade hosting. Announces new members at meetings.
4. Keeps money for Pot of Gold, with half of the split going to Mothers' Club and the other half given to the person whose name is pulled at the previous meeting and must be present at the following meeting to win. If that person is not present, the money will be carried over to the next month's meeting.
5. Keeps track of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade parent workers and memberships, to determine eligibility for Mothers' Club awards - \*Refer to Article IV ~ Classroom and Educational Supplements ~ Section E.

#### **F. WAYS AND MEANS**

1. Request members to volunteer as room mothers and head room mothers each year for all homeroom classes. Split grade homerooms will have two (2) head room mothers—one (1) for each grade. A Ways and Means representative will confirm the appointment of each head room mother. They will contact each head room mother(s) prior to the September meeting, with folders that include class lists, room mothers, etc. This should also include a complete list of all room mothers from other classes.
2. Informs or notifies room mothers of duties for their particular month. Provides head room mothers with Special Event Folders (ex: Reconciliation, First Communion, Confirmation, Graduation) that pertain to their grade. A copy of prior year reports should be kept by Ways & Means at all times.
3. Sells chances at the door at each meeting and conducts the drawing. A \$20.00 prize and two (2) \$10.00 prizes, or the equivalent, are to be bought and donated. Obtain money from the Financial Secretary. Also sell tickets for the Pot of Gold raffle.

4. Makes arrangements for end of year banquet. Purchases meal at banquet for incoming officers, faculty and staff. Recognize/honor eighth grade mothers who attend the Banquet, as outlined in the Ways & Means folder. Conduct three (3) \$75.00 random drawings, for parents with perfect attendance; to be applied to school fees for the next school year. The list of winners will be submitted to the Treasurer for payment.
5. Keeps a supply of paper goods, tickets, etc., for meetings and other Mothers' Club functions; available in the Mothers' Club cabinet (*undercroft bar/storage area*).
6. Responsible for collecting all updated information from head room mothers by the end of the school year.
7. Responsible for moderating e-mail communication for Mothers' Club. All emails originating from Mothers' Club will be for the communication of official Mothers' Club business only, and not of a personal nature.

## **G. ALL OFFICERS**

1. All officers should assist at all fundraising activities of the Mothers' Club.
2. Before the new school year, the outgoing officers will meet with the incoming officers to explain duties.

## **H. SPIRITUAL DIRECTOR**

The Spiritual Director shall be the Pastor of St. Therese Church or his representative.

Revised By-Laws and Constitution were submitted November 2009 by:

**COMMITTEE:** Carla Bartels(*officer*), Jessica Brockman(*officer*), Loretta Buchanan, Marilyn Goldstein, Joy Huber(*officer*), Kara Leberecht(*officer*), Debbie Paolucci, Ann Schultz(*officer*), Kimberly Wood(*officer*), Phyllis Yeager(*officer*)