



# **XAVIER MOTHERS' GUILD BYLAWS**

Revised January, 19, 2020

## **Article I. Name**

The name of the organization shall be the Xavier Mothers' Guild (hereinafter "Guild").

## **Article II. Purpose**

The purpose of the Guild shall be:

1. Support the Xavier students and their families
2. Encourage and foster mother/daughter relationships of our Xavier students and their moms.
3. Provide friendship and fellowship to the members of the Mothers' Guild as we foster a community of women in support of women.
4. Assist with the fundraising projects approved by the Xavier College Preparatory (hereinafter "Xavier") administration.
5. Assist with the public relations between Xavier and the community as the Xavier administration and its Advisory Board may deem helpful.
6. Support the Xavier administration, faculty and staff.

## **Article III. Membership**

The membership of the Guild shall include any mother or legal guardian with a child enrolled at Xavier who desires to carry out the purpose and aims of the Guild.

**The Principal of Xavier will have authority over the Guild.**

**The members present at Guild meetings shall constitute a quorum, provided all members have been notified.**

## **Article IV. Executive Board Officers**

### **Section 1: Personnel**

**The Executive Board Officers of the Guild shall be the President, President- Elect, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Assistant-Treasurer, Parliamentarian, Volunteer Coordinator and Gator Gear Chair(s)**

**The members present at Executive Board meetings shall constitute a quorum, provided all members have been notified.**

**The President may, at her discretion, in lieu of a special meeting of the Executive Board, seek votes by the Executive Board via email or other electronic means. The communication should describe the action proposed to be taken by unanimous written consent in lieu of a special meeting. All Executive Board members must be notified of the vote and be included in any substantive communication relating to the issue that occurs between or among Executive Board members during the voting period.**

### **Section 2: Election**

**Election of the Executive Board officers shall take place at the April Guild meeting. Officers shall be elected for a term of one year. Each officer shall assume her duties upon installation at the May Guild meeting.**

**In the event of a vacancy among the officers, the vacancy shall be filled by nomination of the President, with the approval of the Principal of Xavier, followed by a minimum two-thirds approval of the Executive Board, notice of such election having been given to the Executive Board in advance of the meeting. The new officer shall assume her duties immediately and shall serve until the expiration of the term of office.**

**In the event of a vacancy in the office of President, the President-Elect, following approval by the Principal of Xavier, shall serve the unexpired term of the President. As soon as practicable, a candidate to serve as President- Elect shall be nominated by the Nominating Committee and elected under the procedures set forth in these bylaws.**

### **Section 3: Terms of Office**

**Officers are elected for one year and may serve no more than (2) consecutive**

terms on the Executive Board in the same office. Each person elected shall hold only one office at a time.

#### **Section 4: Removal**

Any officer failing to perform the duties of her office may be removed by a two-thirds vote of the Executive Board or by the Principal of Xavier.

#### **Section 5: Responsibilities**

##### **A. President**

The President shall be the executive officer of the Guild. She shall preside at the meetings of the Executive Board and of the Guild. She shall be chair of the Executive Committee. She shall serve as a member of the Xavier Advisory Board. She also serves as a member of the Nominating Committee.

The President's duties, which may be performed with the assistance of Xavier professional staff or other Executive Board members where appropriate, shall include, but are not limited to:

- 1. Serve as the representative of the Guild on the Advisory Board.**
- 2. Communicate with the Principal of Xavier regarding all pertinent activities of the Guild and serve as the primary contact between the Guild, the professional staff of Xavier and the Principal of Xavier.**
- 3. Provide the membership of the Guild with periodic reports concerning the activities of the Guild.**
- 4. Assist the administration with the annual open house for prospective students, as well as other activities involving recruitment and welcoming of incoming students.**
- 5. Assist in the administration of and attend significant events, including Xavier Graduation, the Freshwomen Get Acquainted Socials, the annual Holiday Auction, the Scholarship Fashion Show and the Dads' Club Barbecue.**
- 6. Appoint committee chairs when needed.**
- 7. Oversee the activities and serve as an ex-officio member of all committees.**
- 8. Plan and host a Freshwoman Open House for the mothers of the incoming Freshwomen, in the fall, as soon as possible to the**

beginning of the school year.

9. Be responsible for communicating with the Xavier administration and providing input regarding preparation of the Guild budget for the following school year with the assistance of the professional staff of Xavier, the President-Elect, the Treasurer and the Assistant-Treasurer.

10. Express sympathy or offer assistance as may be appropriate on behalf of the Guild to any member of the Xavier Community who is in need of help or moral support.

9. Mentor the President-Elect in preparing to assume the duties of President. This may include, but not be limited to:

- Invite the President-Elect to meetings with the Principal of Xavier and XCP Administration;
- Allow the President-Elect to “shadow” her as she plans and attends activities of the Guild;
- Prepare and update a Process and Procedure Manual to assist the President-Elect in managing the Guild during her year as President.

#### **B. President-Elect**

The President-Elect may assume the office of President the following year if she so desires and is: (i) nominated by the Nominating Committee; (ii) approved by the Principal of Xavier; (iii) voted on favorably by the Executive Board; and (iv) approved by the general membership after her name is placed on the nominating slate. The President-Elect, after approval by the Principal of Xavier, shall automatically assume the office of the President in the event of a vacancy in that office and shall serve as President throughout the remaining time of her term.

The President-Elect’s duties shall include, but are not limited to:

1. Assist the President when needed and, in the absence of the President, perform the duties of President.
2. Communicate with the Xavier administration and provide input regarding preparation of the Guild budget for the following school year, with the assistance of the professional staff of Xavier, the President, the Treasurer and the Assistant-Treasurer.
3. After her nomination for the office of President, and she has received approval by the Principal of Xavier, the President-Elect will

participate, along with the outgoing President, in the planning, administration and execution of events for new freshmen including, but not limited to, activities and events relating to recruitment and welcoming of incoming students. She also will participate and assist in the formation and oversight of committees that will serve during her upcoming term as President. The President-Elect will direct the formation of the Mothers' Guild Calendar for her upcoming year as President, including coordinating the dates for the Holiday Auction and the Scholarship Fashion Show.

4. Serve as a liaison between the Executive Board and all Guild committees and work to facilitate communication and gather feedback from committees to assist in the nominating process and the administration of future activities of the Guild. It will be the responsibility of the President-Elect to report the status of the committees to the President on a bi-monthly basis, or sooner if necessary.

5. Perform such other duties as directed by the President.

### **C. Vice-President**

The Vice-President's duties shall include, but are not limited to:

1. In the absence of the President and President-Elect, perform the duties of President.

2. Conduct any meeting in the absence of the President and President-Elect.

3. Coordinate with the Secretary on all communication and activities of the Guild.

4. Plan, direct and oversee the Social Media outlets for the Mothers' Guild, working closely with the Secretary. This will include the website, Facebook, Instagram, and/or any other Social Media sources that are used to promote and communicate the mission and activities of the Mothers' Guild. She may appoint committee members to assist her in the management of Social Media for the Guild. The committee members will be subject to approval by the President. The President may also appoint another Board Officer to perform these duties if there is one who is better qualified and trained in website and social media management.

5. Perform such other duties as directed by the President.

**D. Secretary  
(Recording/Corresponding)**

The Secretary's duties shall include, but are not limited to:

- 1. Notify the Executive Board members of the time and place of the Executive Board meetings.**
- 2. Be responsible, with the assistance of the Xavier staff, for all external communication to the Xavier community regarding Guild activities and events.**
- 3. Produce the Guild Gazette in conjunction with the President and the MG Director of Events and maintain the MG Website.**
- 4. Keep the minutes of all meetings of the Executive Board and the Guild. In her absence, the President shall appoint a temporary Secretary.**
- 5. Present the recorded minutes at succeeding meetings for approval and, within one week after approval, the minutes shall be posted by the Secretary on the Xavier website.**
- 6. Maintain a file of all essential records, which shall include a copy of the bylaws, the agendas and minutes of all meetings of the Executive Board and the Guild, any resolutions of the Executive Board and all necessary documentation relating to electronic voting by the Executive Committee.**
- 7. Conduct the general correspondence of the Guild under the direction and approval of the President.**
- 8. Advise the President on sympathy matters and critical situations or notify the President of assistance needed by members, as needed.**
- 9. Recognize important events on the Xavier calendar, as directed by the President.**
- 10. Perform such other duties as directed by the President.**

The duties of the Secretary may be performed by two people if deemed necessary by the President-Elect for her year as President. It will be at her discretion to determine, given the planned work of the Guild for the year, if it would be beneficial and practical to divide these responsibilities.

## **F. Treasurer**

**The Treasurer shall work with Assistant-Treasurer and the professional staff of Xavier to fulfill her duties, which include, but are not limited to:**

- 1. Maintain custodial oversight of any funds of the Guild that are placed in her control in connection with Guild activities and events. She shall assist in record keeping and accounting activities relating to these funds.**
- 2. Keep full and accurate records and shall present the Treasurer's Report at the regular meetings of the Executive Board and of the Guild.**
- 3. Communicate with the Xavier administration and provide input regarding preparation of the Guild budget for the following school year with the assistance of the professional staff of Xavier, the President, the President-Elect and the Assistant- Treasurer.**
- 4. Serve as the liaison between the administration of Xavier and the Guild membership and committees concerning the budget and other financial matters of the Guild.**
- 5. Assist with the accounting and inventory functions required by various committees, including the Holiday Auction, the Scholarship Fashion Show and Gator Gear.**
- 6. Assist the Assistant-Treasurer in preparing to assume the duties of Treasurer.**
- 7. Perform such other duties as directed by the President.**

## **G. Assistant-Treasurer**

**The Assistant-Treasurer shall be Treasurer-Elect. She may assume the office of Treasurer the following year if she so desires and is: (i) nominated by the Nominating Committee; (ii) approved by the Principal of Xavier; (iii) voted on favorably by the Executive Board; and (iv) approved by the general membership after her name is placed on the nominating slate. The Assistant- Treasurer, after approval by the Principal of Xavier, shall automatically assume the office of the Treasurer in the event of a vacancy in that office and shall serve as Treasurer throughout the remaining time of her term.**

**The Assistant-Treasurer's duties shall include, but are not limited to:**

- 1. Work with the Treasurer to perform her duties.**
- 2. In the absence of the Treasurer, she shall have the powers and functions of the Treasurer.**

**3. Assist Director of Mothers' Guild Events and Director of Mothers' Guild Records with ticket sales and financing of special events.**

**4. Perform such other duties as directed by the President.**

#### **H. Parliamentarian**

**The Parliamentarian's duties shall include, but are not limited to:**

- 1. Advise the President on matters of parliamentary procedure.**
- 2. Maintain continuity at all Executive Board and Guild meetings and monitor the Guild's adherence to its bylaws.**
- 3. Serve as the Nominating chairperson and be responsible for selecting and convening the Nominating Committee.**
- 4. Solicit, collect and verify receipt of nominations for Executive Board and Committee positions and notify candidates of any action on their nomination.**
- 5. Draft proposed changes to the bylaws with the assistance of the Executive Board and the professional staff of Xavier.**
- 6. Perform such other duties as directed by the President.**

#### **I. Volunteer Coordinator**

**The volunteer coordinator plays a vital role in the Guild by driving the volunteer management program and providing ongoing support to volunteers. She also becomes the main point of contact for all Guild volunteers.**

**The Volunteer Coordinator's duties shall include, but are not limited to:**

- 1. Recruit volunteers at the May and September Guild meetings.**
- 2. Construct a volunteer database with volunteer names, contact information and interests.**
- 3. Work with committee chairs to understand committee volunteer needs and provide potential volunteer information to committee chairs.**
- 4. Communicate with volunteers on a periodic basis to welcome them, keep them excited about volunteering and provide information on upcoming**

**volunteering opportunities with the Guild.**

**5. Work closely with Auction and Scholarship Fashion Show volunteer coordinators to help them fulfill their volunteer needs.**

**6. Act as a first point of contact for all volunteers and anyone in the Xavier community wanting to volunteer.**

**7. Coordinate, working with professional Xavier staff, the required Safe Environment training for volunteers.**

**8. Advise the President on volunteer recognition programs and events.**

**9. Perform such other duties as directed by the President.**

#### **J. Gator Gear Chairwoman**

**The Gator Gear Chairwoman shall work with the professional staff of Xavier to fulfill her duties, which include, but are not limited to:**

**1. Provide the membership of the Guild with periodic reports concerning the activities of the Gator Gear.**

**2. Assist with the accounting functions required by Gator Gear, specifically, in accurately closing down the register after each shift and working with the Director of Records to be sure accurate deposits and financial records are made and kept.**

**3. Assist with inventory functions required by Gator Gear, including being present at all monthly inventories and assisting the professional staff of Xavier to keep accurate records of product inventory.**

**4. Maintain attractive displays in the store and create a welcoming atmosphere among the volunteers and the student and parent shoppers, remembering at all times that she is a representative of Xavier.**

**5. Coordinate volunteers scheduled for shifts in store, special events, including publishing and monitoring of sign-up calendar, as well as training new volunteers.**

**6. Mentor and train interested volunteers in preparing to assume duties of Gator Gear Chairwoman position, including updating process and procedure manual to assist incoming chairwoman and volunteers.**

#### **K. General Duties**

Each officer shall deliver to her successor and/or the incoming President, at the joint April Board meeting or within 3 days after her successor assumes her duties, materials relating to the performance of the outgoing officer's duties, such as a timeline of events and contact information, as well as all official materials.

#### **Section 6: Immediate Past President**

1. The immediate Past President shall serve and be available as an advisor and source of information to the President and President-Elect as may be requested.

### **Article V. Board of Directors Members/Committees.**

#### **Chairpersons and Role of President**

The Board of Directors members shall consist of Chairwomen of the Committees. Each committee shall have a chairperson(s) selected by the President. The Chairwomen for the upcoming year will be announced at the May meeting of the Mothers' Guild.

1. Quorum – a majority of the voting members of the Board and Executive Officers shall be considered a quorum.
2. Voting – Voting on matters before the Board may take place at a meeting or via teleconference or e-mail.

Each chairperson shall report to the President.

The President shall have the authority to direct the duties of any committee as deemed necessary.

The President shall have the authority to add or delete any committee from the Guild as deemed necessary.

#### **B. Nominating Committee**

The Nominating Committee shall be convened as soon as possible after the start of the school year and is responsible for selecting, for the following year: (i) an Executive Board slate; and (ii) chairpersons for the Holiday Auction, the Scholarship Fashion Show. The Nominating Committee shall consist of the Principal of Xavier, the Nominating Chairperson (the Parliamentarian), the President, the President-Elect, the immediate Past President, the Director of Mothers' Guild Records, the Director of Mothers' Guild Events, the Director of Gator Gear, as well as two members of the Guild at large. If the immediate Past President is not available, an additional member at large shall be selected.

Only the Parliamentarian shall know the identity of the members at large until the Nominating Committee is convened. Once the Nominating Committee is convened, the identity of the members at large, the specifics of nominations received and the deliberations of the Nominating Committee shall remain unknown to anyone outside the Nominating Committee to preserve the fairness of the process, unless disclosure is requested by the Principal of Xavier.

The Nominating Committee shall solicit and review nominations and select candidates that will best serve the mission and needs of Xavier and the Guild.

Following review and deliberation, the Nominating Committee shall prepare a slate of nominees for positions on the Executive Board. The slate will be presented to the Principal of Xavier, who may approve or disapprove any candidate. If the Principal of Xavier disapproves any candidate, the Nominating Committee shall fill the vacancy with a new candidate and submit a new nomination for approval by the Principal of Xavier.

Following approval by the Principal of Xavier, the Parliamentarian shall present the slate to the current Executive Board for approval. If any member of the Executive Board knows of any reason why a candidate on the slate would be harmful to Xavier in any way, she shall indicate only that such a reason exists and present the reason to the Principal of Xavier in private.

After the Executive Board has approved the slate of candidates for Executive Board offices for the following year, it shall be presented to the membership via electronic communication at least two weeks prior to the April Guild meeting. The slate shall be posted on the Mothers' Guild website, as determined by the Principal, prior to the April Guild meeting. The Executive Board Officers will be voted upon by the general membership at the April Guild meeting.

The Nominating Committee also shall select chairpersons for the Holiday Auction Committee and the Scholarship Fashion Show Committee. After approval by the Principal of Xavier, these nominations for chair shall be presented to the outgoing Executive Board for approval before the April Guild meeting. In addition, the Nominating Committee shall, to the best of its abilities, fill the Chair positions of all other committees prior to the April Guild meeting. If there are any Chair positions still vacant after the April Guild meeting, the newly elected President may fill any vacant positions.

## **Article VI. Meetings**

The Guild President, with the approval of the Principal of Xavier, shall determine the time and place of any general membership meeting. The general membership meetings will be scheduled prior to the academic school year and published in the school calendar and/or the Xavier website. The Executive Board may cancel a meeting or change the meeting schedule due to calendar conflicts.

## **Article VII. Amendments and Rules of Order**

**The bylaws may be amended by a two-thirds vote of the members present at any meeting of the Guild, provided that the proposed amendment shall have been made available to the entire membership two weeks prior to the meeting at which the amendment is to be presented for a vote. The changes shall be presented to the Principal of Xavier and the Executive Board for approval before the Parliamentarian or her designee submits them to the general membership.**

**The Executive Board shall review the bylaws of the Guild prior to the February meeting.**

**Notices or voting required by these bylaws may be done by electronic means, in whole or in part, under terms approved by the President, so long as the procedure ensures the right of all to vote.**

**The procedure followed at business meetings of the Guild shall be as set forth in Robert's Rules of Order (Revised).**

