

CONSTITUTION
OF
THE MOTHERS' GUILD
OF
BELLARMINE COLLEGE PREPARATORY

Article I

Name

The name of the organization existing under this constitution shall be the Mothers' Guild of Bellarmine College Preparatory, herein referred to as the Bellarmine Mothers' Guild ("BMG").

Article II

Purposes and Objectives

The Bellarmine Mothers' Guild will:

- A. Foster a spirit of Christian friendship among and within Bellarmine families in support of the activities of the Bellarmine community.
- B. Promote the principles of Jesuit Education in the traditions of the Ignatian Philosophy in collaboration with the administration of Bellarmine College Preparatory and foster the spirit of men and women for others.
- C. Support projects that encompass the needs and goals of Bellarmine College Preparatory.

Article III

Membership

All mothers of Bellarmine students and alumni are members of the Bellarmine Mothers' Guild.

- A. Mothers' of current Bellarmine students have voting privileges.

B. Mothers' of current Bellarmine students and the designated representative of the Alumni Mothers' Extended Network (AMEN) are eligible to serve on the BMG Board.

Article IV

Officers and Government

Section 1 Officers

The offices of the Bellarmine Mothers' Guild shall be those held by the Elected Officers, the Appointed Committee Chairs, the Father President and the Father Moderator.

A. Elected Officers

The Elected Officers of the Bellarmine Mothers' Guild shall be:

President, Vice-President (President-Elect), Treasurer, Recording Secretary, Corresponding Secretary, Fashion Show Chair and Fashion Show Chair-Elect.

1. Elected Officers shall serve a one-year term.
2. The Mothers' Guild President shall not succeed herself in office.
3. The duties of the Officers shall be as their title implies, acting at the direction of the President of the Mothers' Guild.

B. Appointed Chairs

The Appointed Chairs of the Board shall be:

1. Alumni Advisor and Liaison (AMEN)
2. Appreciation Chair for Faculty and Staff
3. Area Representative-Overall
4. Area Representatives (specific geographic areas of the Bellarmine population as deemed necessary by the Executive Board)
5. Baccalaureate
6. Christian Service Chair
7. Decorations and BMG Storage Closet

8. Development Liaison
9. Family Directory
10. Editor Family Newsletter
11. Education Chair/Speakers
12. Fashion Show Co-Chairs
13. Grandparents' Day
14. Helping Hands/Confirmation
15. Historian
16. Hospitality
17. Junior Prom Coordinator
18. Liaison For Diversity
19. May Installation Dinner
20. Mother Son Mass
21. Mother Son Event
22. Parliamentarian (immediate Past President if currently on the BMG)
23. Presentation Coordinator
24. Reception
25. Reservation Chair
26. Senior Ball Coordinator
27. Senior Picnic
28. Special Projects
29. Special Event
30. Volunteer Coordinator
31. Webmaster
32. Women's Retreat

C. The Mothers' Guild President with the approval of the Father Moderator, may appoint representatives to the Board to fulfill specific needs.

D. The Father President of Bellarmine College Preparatory shall sit on the Mothers' Guild Board as a non-voting member unless the position of Father Moderator is vacant.

E. The Father Moderator will serve as Spiritual Director and Jesuit Advisor and be a voting member.

Article V

Nominations

Section 1 Nominating Committee

A. The President of the Mothers' Guild shall appoint a Nominating committee consisting of the Vice-President (President-Elect), Fashion Show Chair (or Co-Chair in Fashion Show Chair's absence), Fashion Show Chair-Elect, six (6) area Representatives appropriately exemplifying the geographic make-up of the Bellarmine population, two (2) Members at Large (not currently on the Board), Father President, Father Moderator, Representative from Development, Mothers' Guild President, Parliamentarian and three (3) alternates (two Area Representative and one Member at Large) and the Mothers' Guild Liaison.

1. All sixteen (16) members of the Nominating Committee, as well as the three (3) alternates, shall be approved by the Mothers' Guild Board at the November meeting.
- ~~2.~~ Parliamentarian will request nominations from the general membership via the November and December Family Newsletter, and the Bellarmine Website.
3. All Nominations for the Executive Board must be in writing and have the expressed consent of each nominee.
4. The members of the Nominating committee may not submit nominations and may not be a candidate for any position being elected.

- B. The Parliamentarian, assisted by the Mothers' Guild President, shall convene the Nominating Committee meeting in January.
- C. The voting members of the Nominating committee include:
1. Five (5) of the six (6) area representatives
 2. Mothers' Guild President
 3. Vice-President
 4. Fashion Show Chair
 5. Fashion Show Chair-Elect
 6. Two (2) Members at Large
 7. The Father Moderator
- D. The non-voting members of the Nominating Committee include:
1. The Parliamentarian
 2. The Father President
 3. Representative from Development
 4. The Mothers' Guild Liaison
- E. The Nominating Committee will reconvene should a vacancy arise in an Elected Office.
- F. A majority vote will constitute nomination of a candidate.

Section 2 Nominations

The Nominating Committee will prepare a slate of nominees for the following: Vice-President (President-Elect), Treasurer, Recording Secretary, Corresponding Secretary, and the Fashion Show Chair-Elect for the presentation to the Mothers' Guild Board and to the general membership in the Family Newsletter, and the Bellarmine Website, in a timely fashion.

Section 3 Requirements for the President-Elect

A candidate for President-Elect shall have served on the Mothers' Guild Board at least one year prior to her nomination, preferably the immediate year prior to her nomination.

Section 4 Selection of Fashion Show Co-Chairs

The Fashion Show Chair-Elect shall select her own Co-Chairs in a timely manner.

- A. The Executive Board may offer suggestions/recommendations for the prospective Co-Chairs.
- B. The Fashion Show Chair-Elect shall select her committee in consultation with the Mothers' Guild President and the Mothers' Guild President-Elect.

Section 5 Vacancy

- A. If a vacancy occurs in an Elected Office, the Nominating Committee will convene to appoint a new candidate for the open office. All other vacancies on the board will be filled by appointment of the Mothers' Guild President.
- B. Vacancy in the office of Fashion Show Co-Chair will be appointed by the Fashion Show Chair in consultation with the Mothers' Guild President and President-Elect.
- C. In the event the office of Mothers' Guild President is vacated, the Vice-President will immediately assume the duties of Mothers' Guild President until the Nominating Committee convenes.
 - 1. If the Vice President fills the office of the Mothers' Guild President, the Vice President shall have the option to also

complete the year of Presidency for which she was elected. In this case the Corresponding Secretary will assume the duties of the Vice-President until a new Vice-President is selected.

2. The Nominating Committee will convene as soon as possible after a vacancy in the office of President and:
 - a. Nominate the Vice-President of the Mothers' Guild or;
 - b. Nominate a new Mothers' Guild President

- D. In the event the office of the Fashion Show Chair is vacated, the Fashion Show Co-chairs will share the duties of Fashion Show Chair.

Article VI

Elections

Section 1 Designated Time

The election of officers will be held at the February general meeting of the Bellarmine Mothers' Guild membership.

Section 2 Voting

A plurality vote will constitute election of the slate of officers.

Section 3 Term of Elected Officers

Elected Officers will serve for a term of one year until their successors have been elected and installed.

Article VII

Mothers' Guild Board

Section 1 Commencement of Duties

- A. The Elected Officers of the Board, hereby known as the Executive Board, will assume the duties of their office on the day following the Installations.
- B. The Appointed Chairs will assume the duties of their position on the day following the Installation, or as the schedule of the particular position demands.

Section 2 Duties

- A. The Mothers' Guild Board will manage the business and affairs of the BMG.
- B. The Mothers' Guild President will specify the individual duties of each officer and chair in writing.

Section 3 Board Meetings

- A. The Mothers' Guild President and the Father Moderator shall determine the schedule of Board Meetings.
- B. Special meetings of the Executive Board may be called by or at the request of the Mothers' Guild President.

Section 4 General Meetings

The schedule of general meetings will be determined by the Mothers' Guild President and the Administration of the school.

Section 5 Calendar of Meetings

Board meetings will be held monthly, excluding July and December. These monthly meetings may be changed or excluded according to the decision of the Mothers' Guild President and her Board.

Section 6 Quorum

A quorum for transaction of business, excluding By-law Amendments, will constitute a simple majority of those members present at the Board Meeting.

Section 7 Responsibilities

- A. Regular attendance at meetings and participation in the activities of the Bellarmine Mothers' Guild are requirements for all Board Members.
- B. It is incumbent upon each Board Member to apprise herself of the specific duties of her position.

- C. A written report must be presented in triplicate and electronically by each board member to the Mothers' Guild President, upon completion of her event or position.
- D. Failure to fulfill the general responsibilities of the Mothers' Guild Board may result in ineligibility for future Board Membership.

Article VIII

Amendments and Review

Section 1 Amendments

- A. The authority to amend these by-laws outside the two year review cycle (see article VIII, Section 2) shall be accompanied by a majority vote of the board members at a regularly scheduled board meeting
- B. The proposed amendment must be presented in writing at the Board Meeting one month prior to the meeting at which the vote is taken.
- C. A Board Member unable to attend the voting meeting may submit an absentee vote to the Mothers' Guild President or Parliamentarian. Submission of said vote must be made one week prior to the meeting.

Section 2 Review

An Ad Hoc Committee, chaired by the Parliamentarian, every two years commencing from the school year 2000-2001, must review these stated By-laws.

Article IX

Parliamentary Authority

Roberts Rules of Order will govern all parliamentary procedure not stipulated by the By-laws of the Bellarmine Mothers' Guild.

Final Draft – April 26, 2007
Respectfully submitted by Susan Tuttle
Parliamentarian 2006-2007