

XAVIER MOTHERS' GUILD BYLAWS

REVISED MARCH 2026

Article I. Name

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

Article II. Purpose

The purpose of the Xavier Mothers' Guild shall be to:

1. Support the students of Xavier and their families in furtherance of the school's mission.
2. Encourage and foster strong and meaningful relationships between Xavier students and their mothers.
3. Promote friendship, fellowship, and mutual support among the members of the Mothers' Guild, cultivating a community of women dedicated to supporting one another.
4. Assist with fundraising initiatives approved by the Xavier College Preparatory administration (hereinafter referred to as "Xavier").
5. Support and enhance positive public relations between Xavier and the broader community, as the Xavier administration and its Advisory Board may deem appropriate.
6. Provide support to the Xavier administration, faculty, and staff in ways that advance the school's mission and community life.

Article III. Membership

1. Membership in the Xavier Mothers' Guild shall be open to any mother or legal guardian of a student enrolled at Xavier who desires to support and further the purposes and objectives of the Guild.
2. The Principal of Xavier, or the Principal's designee, shall retain authority over the activities and operations of the Guild.
3. Members present at any duly called meeting of the Guild shall constitute a quorum for the transaction of business, provided that all actions are conducted in accordance with these bylaws and with the approval of the Xavier administration, as required.

Article IV. Executive Board

Section 1. Composition and Authority

The Executive Board Officers of the Xavier Mothers' Guild (the "Guild") shall consist of the following positions: President, President-Elect, Vice President, Corresponding/Recording Secretary, Treasurer,

Treasurer-Elect, Parliamentarian, Volunteer Coordinator, Gator Gear Chair(s), and Director of Social Media. Members present at any duly called meeting of the Executive Board shall constitute a quorum for the transaction of business, provided that all members have received proper notice of the meeting.

The President may, at her discretion and in lieu of convening a special meeting of the Executive Board, request votes via email or other electronic means. Any such communication shall clearly describe the proposed action and shall require unanimous written consent. All Executive Board members must be notified of the vote and included in any substantive communications related to the matter during the voting period.

Section 2. Election and Vacancies

Election of Executive Board officers shall take place at the last annual Guilds' Executive meeting in April. Officers shall be elected for a term of one (1) year and shall assume their duties upon installation at the **May** general Mothers' Guild meeting. In the event of a vacancy in any office, the vacancy shall be filled by nomination of the President, subject to approval by the Principal of Xavier, followed by approval (51%) of the Executive Board. Notice of such election shall be provided to the Executive Board in advance of the meeting. The appointed officer shall assume duties immediately and serve for the remainder of the unexpired term. ***The first meeting of the new Executive Meeting will take place second week in May.*** In the event of a vacancy in the office of President, the President-Elect, upon approval of the Principal of Xavier, shall assume the office and serve the remainder of the unexpired term. As soon as practicable, a candidate for President-Elect shall be nominated by the Nominating Committee and elected in accordance with the procedures set forth in these bylaws.

Section 3. Terms of Office

Officers shall be elected for a term of one (1) year and may serve no more than two (2) consecutive terms in the same office. No individual shall hold more than one Executive Board office simultaneously.

Section 4. Removal

Any officer who fails to fulfill the duties of her office may be removed by a two-thirds ($\frac{2}{3}$) vote of the Executive Board or by the Principal of Xavier.

Section 5. Attendance

Attendance Expectations

Executive Board members are expected to attend all scheduled Executive Board meetings and Mothers' Guild meetings, except in the case of extenuating circumstances, including but not limited to family emergencies, illness, or unavoidable professional obligations.

Notification of Absence

In the event that a Board member is unable to attend a scheduled meeting or event, the member must notify the Secretary in advance, preferably no fewer than twenty-four (24) hours prior to the scheduled meeting.

Absences

If a Board member accumulates a specified number of consecutive absences within a calendar year, the member may be subject to review and possible removal from the Executive Board, in accordance with the procedures outlined in these Bylaws.

Article V : Standards of Conduct and Fiduciary Responsibility

1. Respectful Conduct

All members shall conduct themselves with respect, patience, integrity, courtesy, dignity, and consideration in all interactions related to the Mothers' Guild.

2. Confidentiality and Transparency

Members shall respect the confidentiality of organizational, school leadership, and individual matters. Confidentiality shall not be used as a justification to withhold information that is appropriately subject to transparency and open communication.

3. Governance Responsibility

Members shall accept responsibility for ensuring that the Mothers' Guild is properly governed and operated. Concerns, issues, and questions shall be raised in a respectful, appropriate, and sensitive manner that promotes a positive, collaborative, and inclusive volunteer culture.

4. Duty to the School Community

Members shall act at all times in the best interests of Xavier College Preparatory as a whole, giving due consideration to the welfare of its present and future community members.

Article VI – Executive Officers

Section 1. President

The President shall be the Chief Executive Officer of the Mothers' Guild and shall exercise general supervision over the affairs and operations of the Guild. The President shall provide leadership and direction to the Executive Board and the membership and shall serve as the primary liaison between the Mothers' Guild and the Xavier school community.

Section 1.1 Duties of the President

The President shall:

1. Preside at all meetings of the Mothers' Guild and of the Executive Board.
2. Serve as the Chief Executive Officer of the Mothers' Guild and oversee the general operations of the Guild.
3. Provide guidance, support, and mentorship to members of the Executive Board, including the President-Elect.
4. Appoint chairs for Guild events and committees, including but not limited to
 - Mothers' Retreat
 - Auction
 - Scholarship Fashion Show
5. Oversee the Executive Committee and all Guild activities, including but not limited to:
 - Mother/Daughter Socials
 - Grade-Level Socials
 - Adventure activities
 - Faith-based activities
 - Teacher Appreciation events, ie: Holiday Luncheon and May Luncheon
6. Serve as a member of the Xavier Advisory Council/Board and the Nominating Committee.
7. Attend all Xavier Advisory Board meetings or appoint a designee when appropriate.
8. Act as the primary liaison between the Mothers' Guild and Xavier administration and maintain regular communication with the Principal.
9. Communicate with the Guild membership regarding community engagement and Guild activities through General Guild meetings, the Guild Gazette, and approved social media platforms.
10. Collaborate with Xavier administration, the President-Elect, and the Treasurer in the preparation of the annual Guild budget for the succeeding school year.
11. Assist Xavier administration with recruitment and welcoming efforts, including:
 - a. Planning and hosting the Freshwomen Open House for incoming parents in August
 - b. Assisting with the Xavier Open House in October.

12. Assist with and attend major Guild-sponsored events, including:
 - a. Freshwomen Get-Acquainted Socials
 - b. Auction "IMPACT FUND"
 - c. Fashion Show "Scholarship"
 - d. Dad's Club Barbecue
 - e. Xavier Graduation
13. Extend sympathy or offer assistance on behalf of the Mothers' Guild to members of the Xavier community when appropriate.

Section 2. President-Elect

The President-Elect shall assist the President in the performance of her duties and shall prepare to assume the office of President in the succeeding term. The President-Elect shall work closely with the President, Executive Board, committees, and Xavier administration to gain comprehensive knowledge of Guild operations and to ensure continuity of leadership and effective collaboration.

Section 2.1 Duties of the President-Elect

The President-Elect shall:

1. Assist and support the President and members of the Executive Board in the performance of their duties.
2. Perform the duties of the President in the absence or incapacity of the President.
3. Partner with the outgoing President in the planning, administration, execution of recruitment, and welcoming events for incoming freshwomen and their families, including related activities, following nomination and approval by the Principal.
4. Collaborate and communicate with Xavier administration, the Mothers' Guild President, Treasurer, and the Directors of Mothers' Guild regarding preparation of the Mothers' Guild budget for the succeeding school year.
5. Direct the development of the Mothers' Guild calendar for her presidential year, including coordinating dates for major events such as the Holiday Auction and the Scholarship Fashion Show.
6. Serve as a liaison between the Executive Board and all Guild committees by facilitating communication, gathering feedback, supporting future planning, and assisting with the nominating process.
7. Coordinate food and hospitality arrangements for General Guild meetings.
8. Develop and produce bi-weekly the Mothers' Guild Gazette in collaboration with the President and the Director of Mothers' Guild..
9. Perform such other duties as may be assigned by the President.

Section 3. Vice-President

The Vice-President shall serve as a principal officer of the Mothers' Guild and shall support the President and President-Elect in carrying out the mission and operations of the Guild. The Vice-President shall assist in ensuring effective communication, event coordination, member engagement, and continuity of leadership, and shall assume presidential duties when required.

Section 3.1 Duties of the Vice-President

The Vice-President shall:

1. Perform the duties of the President in the absence or incapacity of both the President and the President-Elect.
2. Serve as the lead Mothers' Guild liaison for the Xavier Open House held in October.
3. Lead "Mothers' Connect" ice-breaker activities at General Guild meetings.
4. Report to the President regarding "Mothers' Connect" activities in coordination with the Activities Chair.
5. Support the President in the performance of all duties as directed.
6. Advise the President regarding sympathy matters, critical incidents, or sensitive situations involving members of the Xavier community.
7. Provide oversight and support to the Rosary Chair, Advent Chair, Lenten Reflection Chair,
8. Coordinate with the Secretary regarding Guild communications and activities.
9. Assist with the marketing and promotion of Mothers' Guild events in collaboration with the President, the Director of Social Media, and Xavier administration.
10. Perform such other duties as may be assigned by the President.

Section 4. Secretary

The Secretary shall be responsible for maintaining the official records of the Mothers' Guild, facilitating communication, and supporting the President and Executive Board in the effective operation of the Guild.

Section 4.1 Duties of the Secretary

The Secretary shall:

1. Attend all Executive Board meetings.
2. Record attendance and prepare accurate minutes of all executive meetings.
3. Present meeting minutes for approval at the subsequent meeting and, upon approval, post such minutes to the Xavier website or the Mothers' Guild drive within one (1) week.
4. Notify Executive Board members of the time, date, and location of all meetings.

5. Prepare and send correspondence on behalf of the Mothers' Guild, including thank-you notes and sympathy communications, under the direction and approval of the President.
6. Advise the President regarding sympathy matters, critical situations, or circumstances requiring assistance for members of the Xavier community.
7. Maintain and safeguard essential records of the Guild, including bylaws, agendas, meeting minutes, Executive Board resolutions, and documentation related to electronic voting.
8. Recognize and communicate significant events on the Xavier calendar as directed by the President.
9. Perform such other duties as may be assigned by the President.

Section 5. Treasurer

The Treasurer shall serve as the chief financial officer of the Mothers' Guild and shall be responsible for the management, oversight, and reporting of all Guild financial matters. The Treasurer shall work closely with the President, President-Elect, Executive Board, and Xavier administration to ensure transparency, accuracy, and fiscal responsibility.

Section 5.1 Duties and Responsibilities of Treasurer

The Treasurer shall:

1. Prepare and present regular financial reports to the Executive Board meetings including income, expenditures, and budget status.
2. Collaborate with the President, President-Elect, Mothers' Guild Director, and Xavier administration in preparing the annual budget for the upcoming school year.
3. Monitor compliance with approved budget allocations and report variances to the Executive Board.
4. Work with the Guild's accountant or auditing committee, if applicable, to ensure proper financial review or audit procedures are followed.
5. Assist with fundraising events by providing guidance on financial planning, reporting, and oversight.
6. Will attend event fundraising meeting(s), as requested by the Mothers' Guild Director, to provide an update on fundraising initiatives.
7. Perform other duties as assigned by the President.

Section 6. Parliamentarian

The Parliamentarian shall serve as the expert on governance and parliamentary procedure for the Mothers' Guild, ensuring adherence to bylaws, continuity of operations, and proper parliamentary

practices. The Parliamentarian shall advise the President and Executive Board and oversee the nomination process and bylaw revisions.

Section 6.1 Duties and Responsibilities of Parliamentarian

The Parliamentarian shall:

1. Advise the President on matters of parliamentary procedure.
2. Ensure continuity and proper conduct at all Executive Board and General Board meetings and monitor adherence to the Guild's bylaws.
3. Serve as chairperson of the Nominating Committee, including convening the committee and overseeing its activities.
4. Solicit, collect, and verify nominations for Executive Board and Committee positions, notifying candidates of their status.
5. Draft proposed changes to the bylaws in consultation with the Executive Board and Xavier professional staff.
6. Report directly to the President.
7. Perform other duties as assigned by the President.

Section 7. Director of Social Media

The Director of Social Media shall plan, direct, and oversee the social media outlets of the Mothers' Guild, promoting and communicating the mission, programs, and activities of the Guild. The Director shall work closely with the Secretary to ensure coordinated communication.

Section 7 Duties and Responsibilities of Director of Social Media

The Director of Social Media shall:

1. Manage all official Mothers' Guild social media platforms, including but not limited to Facebook, Instagram, and other approved outlets.
2. Develop and implement strategies to promote the mission and activities of the Guild through social media.
3. Appoint committee members to assist with social media management, subject to approval by the President.
4. Coordinate all communications and activities with the Secretary to ensure consistency and accuracy.
5. Perform other duties as assigned by the President.
6. The President may appoint another Board Officer to perform these duties if deemed more qualified and trained in social media management.

Section 8. Volunteer Coordinator

The Volunteer Coordinator shall manage the Mothers' Guild volunteer program, support volunteers, and serve as the primary point of contact for all Guild volunteers. This position ensures that volunteer needs are met for all Guild events and activities, fostering engagement and participation within the community.

Section 8.1 Duties and Responsibilities of Volunteer Coordinator

The Volunteer Coordinator shall:

1. Serve as the primary point of contact for all Mothers' Guild volunteers.
2. Coordinate with Community Event Chairs to assess and address volunteer requirements for all events, including but not limited to the Auction, Fashion Show, XMR, and Faculty Luncheons, no later than twelve (12) weeks prior to each event.
3. Develop and manage SignUp Genius forms for each event in accordance with the needs of Event Chairs and the Mothers' Guild.
4. Develop Google interest forms for social and community activities, including Book Club, Hiking Club, XMR, and other initiatives.
5. Recruit volunteers at the May and September Guild meetings.
6. Maintain a volunteer database including names, contact information, and areas of interest.
7. Work with all committee chairs to understand volunteer requirements and assist in fulfilling them.
8. Report directly to the Mothers' Guild President and to the Director of Mothers' Guild Marketing.

SECTION 9. Gator Gear Chairs

The Gator Gear Chairs shall:

1. Reporting: Provide the Guild membership with periodic reports regarding the operations and activities of Gator Gear.
2. Financial Oversight: Assist with accounting functions related to Gator Gear, including the accurate reconciliation and closing of the cash register after each shift. Work in coordination with the Director of Records to ensure all deposits are accurate and that complete and accurate financial records are maintained.
3. Inventory Management: Assist with inventory functions, including attendance at all scheduled monthly inventories, and work with the professional staff of Xavier to ensure accurate tracking and documentation of all product inventory.
4. Merchandising and Customer Experience: Maintain attractive and well-organized merchandise displays and foster a welcoming and professional atmosphere for volunteers, students, parents, and other shoppers, recognizing at all times her role as a representative of Xavier.
5. Report to Gator Gear Director.

6. Volunteer Coordination: Coordinate and oversee volunteers for store shifts and special events, including publishing, managing, and monitoring the volunteer sign-up calendar, as well as training new volunteers.
7. Succession and Training: Mentor and train interested volunteers in preparation for assuming the role of Gator Gear Chairwoman, including updating and maintaining the process and procedure manual to support incoming leadership and volunteers.

Section 10. Past President

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. The Past President is not to be considered a voting member of the executive board.

Article VII. 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 general meeting of the Mothers' Guild.

1. Quorum – 51% 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 by the Director of Mothers' Guild

Article VIII: 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 Auction, Mothers' Retreat, Holiday Luncheon, the Scholarship Fashion Show.

The Nominating Committee shall consist of the Nominating Chairperson (the Parliamentarian), the President, the President-Elect, the Director of Mothers' Guild, as well as two members of the Guild at large.

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 Mothers' Retreat, Auction and the Scholarship Fashion Show Chairs.. After approval by the Principal of Xavier, these nominations for chair shall be presented to the outgoing Executive Board for approval before the May 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 IX: 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 X: 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).

Article XI: Acknowledgement of Agreement

I hereby acknowledge that I have received a copy of the Bylaws of the Mothers' Guild of Xavier College Preparatory.

By signing this acknowledgment, I agree to adhere to the rules, guidelines, and policies set forth therein. I understand that my volunteer relationship with the Mothers' Guild is entirely voluntary and may be terminated by either party, with or without notice, and for any reason.

I further acknowledge that these Bylaws are not intended to be exhaustive and are provided solely as a summary of certain organizational guidelines. I understand that the Mothers' Guild reserves the right to interpret, amend, or modify these Bylaws and any associated policies at any time, with or without prior notice. These Bylaws shall be reviewed and reevaluated every two (2) years.

By signing below, I affirm that I have received, read, and understand the Bylaws of the Mothers' Guild and agree to comply with the guidelines and procedures described therein.

Acknowledgement of Agreement -

Print Name: _____

Signature: _____

Date: _____