



BYLAWS

of the

BROPHY MOTHERS' GUILD

ARTICLE I- NAME

The name of the organization shall be the Brophy Mothers' Guild (hereinafter referred to as the "Guild").

ARTICLE II – PURPOSE

The Guild shall have five goals:

1. To serve Brophy College Preparatory ("Brophy") students and their families.
2. To serve the Brophy faculty, administration and staff.
3. To assist with public relations between Brophy and the community.
4. To assist in fundraising projects approved by the Brophy administration.
5. To provide fellowship opportunities for Brophy parents.

ARTICLE III – PATRON AND PATRONESS

The patron of the Guild shall be St. Francis Xavier and the patroness shall be St. Francis Cabrini.

ARTICLE IV – MEMBERSHIP

Section 1. Any woman who is the parent or guardian of a Brophy student, or who has a similar relationship with a Brophy student and who desires to carry out the purposes of the Guild, may become a member. A member may be a lifetime member or an active member.

Section 2. Lifetime members have paid dues to the Guild to carry out the purposes of the Guild. The Guild's dues shall be determined by the Guild Executive Board and approved by the Brophy administration and a simple majority of a quorum of the Guild. Lifetime members shall receive benefits determined by the Brophy Administration and the Guild Executive Board.

Section 3. Active members have a student currently enrolled at Brophy and wish to participate in the Guild, but have not paid dues.

ARTICLE V – EXECUTIVE BOARD AND NOMINATING COMMITTEE

Section 1. The Executive Board shall oversee and implement the business of the Guild. Membership on the Executive Board shall include the following Guild officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and Advisor. The Brophy Guild Moderator shall be an ex-officio member of the Executive Board.

Section 2. The Principal of Brophy or his delegate shall be the Moderator of the Guild.

Section 3. All the Guild officers must have a student currently enrolled at Brophy, except that the Advisor may have had a student enrolled in the preceding year. The qualifications and duties of the Guild officers shall be as follows:

The **President** shall have served on the Executive Board as the First Vice President for the previous year. She shall be chief executive officer of the Guild and the chair of the Executive Board. She shall officiate at meetings of the Executive Board and the Guild, except for the Nominating Committee. She or her delegate shall provide the membership of the Guild with periodic reports concerning the activities of the Guild. The form and medium of these reports will be the choice of the President. She shall form committees of Guild members and appoint committee chairs as she deems necessary to carry out the purposes of the Guild.

The **First Vice President** shall be President-Elect. She shall be in charge of recruiting members and keeping records of memberships and dues. In the absence of the President, she shall perform the duties of the President.

The **Second Vice President** shall act as social liaison with the Brophy administration. She shall work with the administration on hospitality for the annual Brophy Open House for prospective students and the Baccalaureate mass for graduating seniors and their families. She shall perform additional duties delegated to her by the President or by the Executive Board. In the absence of the President and First Vice President, she shall perform the duties of the President.

The **Recording Secretary** shall record minutes of all meetings of the Executive Board and the Guild and oversee proper distribution of such minutes. She shall keep a copy of the bylaws on hand at all meetings. In her absence, the President shall appoint a temporary secretary.

The **Corresponding Secretary** shall send such correspondence as the President or the Executive Board shall direct.

The **Treasurer** shall be the custodian of the funds of the Guild, which shall be kept in a depository approved by the Executive Board. In addition:

- (1) She shall receive and account for all monies and make payments for authorized bills.

(2) She shall keep full and accurate records and present a treasurer's report for approval at the Executive Board meetings. She shall provide copies of this report to the Guild, the Brophy President and the Brophy Controller.

(3) She shall be responsible for preparing a budget for the year with the assistance of the Executive Board. Approval of the budget shall be in accordance with Article VII of these bylaws. After the budget is approved, she shall provide a copy to the Brophy President and the Brophy Controller

The **Assistant Treasurer** shall work with the Treasurer to manage the funds of the Guild. She shall also assist the Treasurer in the budget process.

The **Advisor** shall have served as President for the preceding year and shall act as an advisor to the Executive Board and perform other duties requested by the President.

Section 4. The Nominating Committee shall consist of the President, the First Vice President, one member from the previous Nominating Committee, a chair of a major Guild committee, and two members at large. The hold-over member from the previous Nominating Committee shall serve as chair.

Section 5. The nominations process shall work as follows:

(1) The Nominating Committee shall prepare a single slate of nominees for the Executive Board of the Guild and the Nominating Committee for the coming year. The nominee for President shall be the First Vice President of the Executive Board during the year in which the nominations are made, and the nominee for Treasurer shall be the Assistant Treasurer of the Executive Board during the year in which the nominations are made. In the event either is unable to serve as such, the Nominating Committee may nominate another member from the Executive Board in her place.

(2) The President shall first present the Nominating Committee's recommended slate to the Brophy Moderator for approval. Once approved, the slate shall be presented to the Executive Board and subsequently to the Guild at its next upcoming meeting, at which time additional nominations from the floor may be added to the slate, subject to approval of the additional nominations by the Moderator. The slate will be voted on by the general membership of the Guild at its next upcoming meeting, and a majority vote of the Guild members in attendance at that meeting shall be final for all positions on the slate.

(3) The Nominating Committee shall function during the year to nominate candidates for vacancies in the Executive Board. A majority vote of the Executive Board shall be final to fill any unanticipated vacancies on the Nominating Committee or Executive Board that arise after the Guild membership has approved a slate of officers for the school year.

ARTICLE VI – MEETINGS OF THE GUILD

Section 1. There shall be at least six regular meetings of the general membership of the Guild. A schedule of the meeting dates shall be printed in the Brophy calendar and publicized in a manner deemed appropriate by the President.

Section 2. The President shall designate the time and place of the meetings.

Section 3. The President or a majority of the Executive Board may call a special meeting.

Section 4. Those members present at any meeting shall constitute a quorum provided notice of the meeting has been given.

ARTICLE VII – FUNDS

Section 1. The Treasurer shall present a budget for the year at the first meeting of the Guild, and such budget shall be voted on by the Guild members in attendance at that meeting. Once the budget has been approved by a majority of Guild members in attendance, a copy shall be provided to the Brophy President and the Brophy Controller. The Executive Board shall have the discretion to approve increases in budget expenditures, including gifts to Brophy, as warranted by net operating funds available. All gifts to Brophy from funds of the Guild shall be subject to approval by the Brophy President, the Brophy Principal and the Executive Board of the Guild.

Section 2. Dues received from incoming freshman parents in the spring of the school year shall be held in reserve for the following school year. In addition, the Guild may leave such additional reserves as the Executive Board deems appropriate in the Guild account at the end of the fiscal year. The Executive Board may, in its discretion, prepay expenses for the succeeding year. Funds in excess of these reserves shall be gifted to Brophy to cover items approved by both the Executive Board and the Brophy Administration.

Section 3. All bank accounts held in the Mothers' Guild's name will be maintained by the Brophy Controller's office. This includes making all deposits and reconciling all bank accounts on behalf of the Mothers' Guild.

Section 4. The Treasurer shall be responsible for preparing and submitting all check requests to the Controller of Brophy. All checks written to cover Mothers' Guild expenses will be written by the Controller of Brophy.

Section 5. The Mothers' Guild Treasurer shall have online access to all Mothers' Guild bank accounts and be responsible for reconciling said accounts. The Treasurer shall also be responsible for reconciling all ledger entries with the Brophy Controllers' Office.

ARTICLE VIII – EXECUTION OF PAPERS

Section 1. All documents made, accepted, or executed by the Guild shall be approved by the President or her representative.

ARTICLE IX – FISCAL YEAR

The fiscal year of the Guild shall be from July 1 to June 30.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised) shall be the parliamentary authority for all matters of the Guild not specifically covered in the bylaws.

ARTICLE XI – AMENDMENTS

These bylaws may be amended or rewritten by the affirmative vote of a simple majority of the members present and voting at any meeting of the Guild, provided that the proposed amendments shall have been made available to the members at the prior meeting. The bylaws shall become effective immediately following their approval by the members.

Revised-October 1989

Revised-October 2001

Revised –January 2003

Revised-January 2005

Revised-March 2007

Revised-February 2009

Revised-February 2012