

# REGINA HIGH SCHOOL MOTHERS GUILD

## Article I - Name

The name of this organization shall be known as Regina High School Mothers Guild, organized in Harper Woods, Michigan, within the Archdiocese of Detroit as of May 1965, revised May 1977, June 1988, February 1996, October 2000, May 2001, January 2003, June 2007 and January 2013 at new location in Warren, Michigan. Revised May 2014. Revised May 2015. Revised October 2017. Revised April 2018.

## Article II - Objectives

The objectives of the Regina Mothers Guild (RMG) shall be to:

- A. Facilitate parental involvement to serve, promote and support the growth and development of Regina High School and the student body.
- B. Sponsor school-wide and individual class annual events to enhance the students' experience at Regina High School.
- C. Render services to Regina High School in areas mutually agreed upon by the Regina High School Board of Directors and the administration of the school.

## Article III - Membership

- A. Regular - Regular membership shall consist of all mothers or female guardians of girls attending Regina High School.
- B. Honorary - Honorary membership shall be accorded to all past presidents and women who have contributed outstanding services to the RMG and who have been approved by the Executive Officers.
- C. Alumnae - Alumnae membership shall be accorded to mothers or female guardians of all former students who have graduated.

## Article IV - Executive Officers, Standing Committee Chairpersons and Class Representatives

- A. The Executive Officers of the RMG shall be: Principal of the school, Moderator(s), President, Vice President, Secretary and Treasurer.
- B. Other defined positions within RMG shall be the Standing Committee Chairpersons, Class Representatives and Alumnae Representative(s).
- C. Standing Committees that are deemed necessary to carry on the work of the organization will be formed and agreed upon by the Executive Officers.
- D. Collectively the Executive Officers, Standing Committee Chairpersons and Class Representatives shall be known as the Executive Board.
- E. An alumna member may not hold any elected position but may be appointed to a Standing

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Committee.

- F. The Executive Officers shall be elected at the Annual Elections Meeting in May of each year. The Chairpersons of the Standing Committees will be appointed by the October meeting of the new school year.
- G. Rules governing Executive Officers and terms:
  - a. Vice President shall assume the office of President in case of a vacancy.
  - b. Vacancy of office, except that of President, shall be filled for the unexpired term by a majority vote of the Executive Officers.
  - c. The terms of office shall be one (1) school year. No Executive Officer may hold the same office for more than four (4) consecutive terms.
- H. The school Principal shall be an ex-officio member of all committees.

### Article V - Meetings

- A. The first Meeting of this organization shall be limited to Executive Officers and shall be held on a day agreed upon by them prior to the beginning of each school year.
- B. The regular Meetings of this organization shall be held on the third (3<sup>rd</sup>) Tuesday of the month from September to May of each school year with the exception of December and June. The dates of which will be determined by the Executive Officers.
- C. The Annual Elections Meeting of this organization shall be held on the third (3<sup>rd</sup>) Tuesday in May of each year.
- D. A Special Board Meeting may be called by four (4) members of the Executive Board.
- E. All Executive Board members are required to attend all meetings. Members in good standing will have no more than three (3) unexcused absences. More than three (3) unexcused absences will constitute an automatic dismissal. Absences will be excused due to illness, death in the family or other reasons as determined on a case by case basis by the Executive Officers.
- F. Non-election voting on policy, spending or other matters of decision shall be limited to the Executive Board members in good standing.

### Article VI - Amendment

The Bylaws may be amended when necessary. A Standing Committee including the President should be selected to do the preliminary work and then any amendment or revision is to be approved by the Principal and the Executive Officers.

### Article VII - Nominations

The Nominating Committee shall consist of three (3) members. The members of this Standing Committee shall be appointed by the President at the February meeting. The candidates for election may not serve on the nominating committee. Candidates for election must have attended a minimum of four (4) meetings during the current school year prior to the May meeting. The Moderator shall be

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consultant to the Nominating Committee and approve the nominating slate.

### Article VIII - Elections

- A. Elections shall be held in May and conducted by the Nominating Committee. All offices shall be filled by a single secret ballot. Provisions shall be made on the ballot for a write-in candidate for each office. The election shall be decided by a simple majority. In case of a tie, another vote will be taken. RMG members who attend a minimum of four (4) meetings during the current school year prior to the May meeting will be eligible to vote for officers.
- B. The Nominating Committee shall provide biographical information of all candidates.
- C. The Moderator shall preside over ballot counting with the Nominating Committee.

### Article IX - Budget

- A. An Annual Budget shall be developed and implemented by the Executive Board.
- B. The proposed Budget shall be presented at the May meeting and voted upon at the June meeting.
- C. The Budget can be amended by a vote of the Executive Officers.

### Article X - Rules of Order

- A. RMG Meetings shall be conducted on an informal basis, subject to the usual rules of courtesy. In the event of an honest difference of opinion, such differences shall be resolved by reference to ROBERTS RULES OF ORDER, 11th REVISED EDITION.
- B. It shall be the duty of the Moderator to advise the presiding officers on points of Parliamentary Law.

### Article XI - Quorum

The quorum of the RMG shall consist of 2/3rds of the members of the Executive Board present at a given meeting, provided proper notice has been given of the meeting.

### Article XII - Duties of Executive Officers

#### Moderator/Parliamentarian

- Acts as a liaison between the Executive Board and the Principal
- Assist the President and Executive Board with her counsel and advice
- Approve the nominating slate
- Approve media communications and prepare for distribution
- Approve all appointments made by the President
- Preside over ballot counting
- Advise the President and Executive Board on points of Parliamentary Law
- Notify President of life events of staff, student body and immediate family so that

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acknowledgements can be sent

### President

- Preside at all the meetings of this organization and Executive Board meetings with a prepared agenda
- Work closely with the Executive Board
- Develop and implement an Annual Budget in conjunction with the Treasurer
- Submit a monthly article for social media communications to keep membership informed of upcoming and current events
- Appoint the Chairperson of Standing Committees, Class and Alumnae Representatives, and the Nominating Committee
- Attend as many sponsored events as possible or send a representative in her absence
- Study the Bylaws
- Know the duties of all elective offices
- Know the duties of Chairpersons of Standing Committees and Class and Alumnae Representatives
- Receive any suggestions or criticisms from the General Assembly, discuss with the administration, and act upon same and also report action

### Vice President

- Work closely with the President in order to understand the duties of the President
- In the absence of the President, perform the duties of that office
- In the event the office of President becomes vacant, assume the presidency for the unexpired term
- In the event that an appointive position becomes vacant, the Vice President will find a replacement
- Represent the organization at outside meetings if asked by the President
- Ensure continuity of information by collecting committee reports and maintain official archive on school premises
- Approve and implement an Annual Budget in conjunction with the Executive Board
- Be responsible for coordinating adult volunteer needs of Standing Committees and Fashion Show Committees
- When necessary, use meetings and/or other social media communications to solicit volunteers
- Provide reports as per agenda at the monthly meetings

### Secretary

- Record and keep the minutes of the RMG meetings
- Keep a copy of the Bylaws in the front of the Book of Minutes
- Provide a copy of all minutes to the Executive Board and Moderator at least one week prior to upcoming meeting
- Submit the minutes from the previous meeting for approval at RMG meetings
- Format the minutes such that all business items specify responsible person and projected time frame
- Compile list of those eligible to vote in Annual Election by recording meeting attendees
- Approve and implement an Annual Budget in conjunction with the Executive Board
- Handle all correspondence and keep all pertinent correspondence on file
- Send "Thank You" notes or cards as deemed appropriate
- Send Mass cards for a deceased student, student's deceased parent or guardian, and all other

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offerings or gifts that the President deems necessary

- Send reminder to Executive Board for social media communications that promote upcoming and current events.
- Prepare submitted notifications for social media communications minimally on a monthly basis and submit to Moderator and Principal for approval
- Approve and implement an Annual Budget in conjunction with the Executive Board

### Treasurer

- Develop and implement an Annual Budget in conjunction with the President to be approved by the Executive Board
- Provide slips for reimbursement or request for funds to be authorized by Moderator
- Provide direction on how to submit slips for reimbursement and request for funds for transactions approved by the Executive Board to the school's Business Manager for payment
- Present a written and oral report at each meeting

### Article XIII - Duties of Chairpersons of Standing Committees

Listed below are the duties of each Standing Committee and Class Representatives. Appointment of positions is by the Executive Officers. Failure to fulfill the obligations listed may result in loss of future re-appointment as per the discretion of the Executive Officers.

#### A. Class Representatives

Plan and host an event for each class as follows:

- Senior Class Representative(s) hosts the Freshman Mother Daughter Breakfast
- Junior Class Representative(s) hosts the Sophomore Social
- Sophomore Class Representative(s) hosts the Junior Ring Reception
- Freshmen Class Representative(s) hosts the Senior Baccalaureate Mass Reception

Traditionally, Class Representatives move up with the class and host the corresponding event.

This Committee shall consist of 1-2 members for each class whose duties shall be to:

- Work within the Budget approved by the Executive Board
- Report at monthly meetings as per agenda
- Submit a written expense report to the general assembly at the first meeting following the event
- Must document event details with pictures, itemized expenses and procedures in a written report to be placed in the event binder by the next monthly meeting
- All expenses must be documented, and reimbursement requested within 3 weeks of any sponsored event
- Responsible for coordinating with Moderator to obtain student volunteers for their event

Failure to comply with listed duties could result in removal from the position.

#### B. Hospitality Chairperson

- Receive new members and guests at the monthly meetings and any appropriate RMG program or event

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- Record attendance and submit names to Recording Secretary
- Prepare name tents for Executive Board
- Be responsible for arrangements of refreshments to be served at the meetings or other events requested by the Executive Board or the School Administration, i.e. Follow Your Daughter Schedule, Open House, and occasional monthly meetings
- Plan and host Faculty/Staff Holiday Breakfast and Staff End of Year Luncheon
- Work within a Budget approved by the Executive Board
- Maintain all supplies and possessions related to Hospitality in the RMG closet/storage area
- All expenses must be documented, and reimbursement requested within 3 weeks of any sponsored event
- Responsible for coordinating with Moderator to obtain student volunteers if necessary

### C. Fashion Show Chairperson/Co-Chairperson

- Be responsible for all aspects of the Fashion Show
- Works closely with the school's Business Manager/RMG Treasurer in matters of financial procedures for the event
- Provide reports as per agenda at the monthly meetings
- Maintain attendance records at Fashion Show Committee meetings
- Enforce Fashion Show Model Guidelines (see Appendix I)
- All expenses must be documented, and reimbursement requested within 3 weeks of the fashion show.
- Responsible for coordinating with Moderator to obtain student volunteers

### D. Directory Chairperson

- Be responsible for all aspects of the publication and distribution of the Directory
- Provide reports as per agenda at the monthly meetings
- All expenses must be documented, and reimbursement requested within 3 weeks of distribution
- Responsible for coordinating with Moderator to obtain student volunteers

### E. Christmas Trim Sale Chairperson

- Be responsible for all aspects of the sale and distribution of the product
- Provide reports as per agenda at the monthly meetings
- All expenses must be documented, and reimbursement requested within 3 weeks of distribution
- Responsible for coordinating with Moderator to obtain student volunteers for their event

### F. Teachers' Supply Closet Coordinator

- Be responsible for maintaining product availability and organization of items
- Coordinate product inventory for Teachers' Supply Closet from Moderator's input
- Work within a Budget approved by the Executive Board
- All expenses must be documented, and reimbursement requested within 3 weeks of any purchases
- Responsible for coordinating with Moderator to obtain student volunteers if necessary

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### G. Social Media Chairperson/Co-Chairperson

- Obtain Mothers Guild event information from the Executive Board and Committee Chairpersons to disseminate Mothers Guild event information in the Mothers Guild section of the Regina school's website and the Regina Mothers Guild Facebook page. Content must be approved by RMG VP prior to publishing
- Recruit parent volunteers if necessary
- Responsible for coordinating with Moderator to obtain student volunteers if necessary
- Work closely with the school's Director of Marketing if posting anything on Regina High School's website
- Maintain all supplies and possessions related to Social Media in the RMG closet/storage area  
All expenses must be documented, and reimbursement requested within 3 weeks of any sponsored event
- Provide a report at the next monthly meeting

### H. Powderpuff Chairperson/Co-Chairperson

- Oversee and coordinate the 50/50 raffle at the Annual Powderpuff game, the net proceeds of which are to be donated to the Senior Class for their All-Night Party
- Recruit volunteers for 50/50 raffle ticket sales
- Responsible for coordinating with Moderator to obtain student volunteers if necessary
- Work Closely with the school's Advancement Department in matters of the Michigan State gambling license guidelines
- Develop and submit a proposed budget to the Executive Board prior to the event
- Maintain all supplies and possessions related to Powderpuff in the RMG closet/storage area
- All expenses must be documented, and reimbursement requested within 3 weeks of any sponsored event
- Provide a report at the next monthly meeting
- Document event details with pictures, itemized expenses and procedures in a written report to be placed in the event binder by the next monthly meeting
- Adhere to the Michigan State gambling license guidelines regarding license application, ticket sales, ticket documentation and ticket/information retention in case of an audit

### I. Alumnae Representative

Add perspective and opinion to discussion of topics at monthly meetings and choose to help with events when available; shall be exempt from monthly meeting attendance requirements.

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### J. Optional Committees Chairperson

- Arrange any special programs/events, i.e. Euchre Night, Guest Speakers, etc.
- Meet and assume all responsibilities for any program that is engaged
- Provide reports as per agenda at the monthly meetings
- Work within a Budget approved by the Executive Board
- All expenses must be documented, and reimbursement requested within 3 weeks of any special event
- Responsible for coordinating with Moderator to obtain student volunteers if necessary



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## Appendix – I – Fashion Show Model Guidelines

It should be duly noted that the Fashion Show is a **Regina Mothers Guild (RMG)** sponsored event. The invitation for senior students to model in the RMG Fashion Show should be reflected as an **honor** recognizing the mother's service to the RMG. The guidelines below will begin with the Class of 2021.

### Model Criteria:

1. The model's mother must be an active member of the RMG. This includes performing any of the following duties (or any combination of) for a minimum of three (3) years. This time frame can include the daughter's senior year.
  - a. **Participate on or Chair a Fashion Show Subcommittee.** This includes attending a minimum of five (5) Fashion Show meetings and performing subcommittee responsibilities, accordingly, each year.
  - b. **Be a RMG Executive Officer or Class Representative.** This includes attending RMG monthly meetings and performing the position's responsibilities.
  - c. **Chair a RMG Fundraiser event and/or an ongoing RMG Standing Committee** (Hospitality, Directories, Christmas Trim Sale, Teachers' Supply Closet, etc.) and attend a minimum of four (4) monthly RMG meetings each year.

If the three year requirement of service has been met before the senior year and the mother chooses to take a less active role in the RMG; it will be expected that she will volunteer to help with either the Fashion Show hall set-up (usually the day before the event) or volunteer to help the night of the event.

2. **The model's family must purchase at least one table of ten (10) tickets for the Fashion Show.** Please note – this does not mean the model's family must personally purchase ten tickets, but that they are responsible for filling a table of ten. The Fashion Show Committee will not fit the table with random reservations that are sent in.
3. **The model's family must provide a donation for the Fashion Show.** The donation can be material, monetary or by placing an ad in the Fashion Show Program.
4. **The senior models are expected to help with appropriate tasks for the Fashion Show.** These tasks include participation in the mailing, assembly of decorations/favors, phone fan outs, promotion of Grand Raffle pre-sale etc.
5. **All models must be approved by the Principal.** All models must be excellent representatives of Regina High School and must demonstrate this through their conduct. The administration of Regina High School will make this determination.

**It is strongly encouraged that RMG meetings be attended.** The Fashion Show is a RMG sponsored event. The Fashion Show is a **subcommittee** of the RMG. It is enriching to also participate in the RMG monthly meetings to get to know the other attendees.