

SS. Cyril & Methodius

# Mother's Club

By-Laws & Guidelines

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Working together in the development of our children's  
Mind, Body & Spirit.

## Yesterday...

In March of 1951, the Mothers of SS. Cyril and Methodius, under the direction of Father Nosal, formed an organization, which enabled them to take an active part in their children's education and spiritual welfare. Every Mother who had a child attending SS. Cyril and Methodius was eligible for membership. The dues were \$10.00 per year. The objectives they followed were to promote the welfare of the youth in home, school, church and community; to bring a closer relationship between parents, administration and teachers; to help secure financial aid for the School. Our by-laws were written with the above in mind.

In the first years, Mothers' Club provided a school picnic, movies and holiday parties for the children. They also appointed Room Mothers for each grade, held bazaars and bingo, and even helped organize bus pick-ups. Mothers gave of their time to clean the school twice a year. Later, through a lot of hard work and determination, a burglar alarm system and drapes for the entire school. Substantial donations were made to the School Debt Reduction Fund, and the Mothers' Club members provided lunchroom supervision and served as librarians. Financial aid was provided to the School through two main fund raising projects each year; one in the Fall and one in the Spring. Among the projects were Candy drives, Fashion Shows, House Walks, Luncheons and Auctions.

## Today...

Over the years, the list of Mothers' Club functions has grown, and yet we still provide many of the services of the earlier years. Special lunch days, originally instituted in order to offer the children hot lunches several times a month, were kept on as special treats even after a hot lunch program was implemented at St. Cyril's, and they continue to be popular lunchtime options.

Today, financial income comes through Market Day and other fundraisers. Market Day was started at St. Cyril's in January 1984. It is organized, staffed and run entirely by the Mothers' Club, and it serves the parish and community on a monthly basis year-round. The first Market Day sale took in \$5,000.00 which provided a profit of \$500.00. Today, several hundred orders are processed each month, and the Mothers' Club raises thousands of dollars a year through Market Day sales.

For the last 50 years Mothers' Club has continued to grow in membership. Every Mother or Guardian is eligible for membership. Along with the Parish and School we are working together in the development of our children's Mind, Body & Spirit.

Purpose:

1. To promote the welfare of the youth in home, school, church and community, and to raise the standards of Christian living.
  2. To attain a closer relationship between parents and teachers.
- To promote ways and means of securing equipment, material and resources necessary for the proper support of the educational facilities of the school.

You are cordially invited to become a member of the SS. Cyril & Methodius Mothers' Club. Our dues are \$10.00 per year and our meetings are held the second Tuesday of every month during the school year, except December and May. Business meetings are usually short, and there are guest speakers from time to time, as well as an annual Christmas Party.

## Article I

**Section 1.** The name of the organization shall be known as SS. Cyril & Methodius Mothers' Club, a member delegation of SS. Cyril & Methodius Parish Council.

## Article II

**Section 1. Its purpose is:**

1. to promote the welfare of youth in home, school, church community, and to raise the standards of Christian Living.
2. to bring a closer relationship between parents and teachers.
3. to promote ways and means of securing equipment, material, and resources necessary for the proper support of the educational facilities of the school.

## Article III

**Section 1.** Any mother or guardian who has a child enrolled in school is eligible for membership.

**Section 2.** Membership fee of \$10.00 will be payable with the registration packet or due by the September meeting.

## Article IV

**Section 1.** Each term a current signature card must be completed for the Club checking account. The President, the Treasurer, and the Pastor must sign this card.

## Article V

### **Section 1. President shall:**

- a. preside at all meetings.
- b. appoint members to special committees.
- c. be member ex-officio of all committees.
- d. prepare an agenda for every meeting.
- e. appoint a committee member to the Parish Council.
- f. have the option of appointing a delegate (in addition to the committee member) to the Parish Council.
- g. be required to give up the chair to the Vice-President in order to participate in deliberations and not return until issue is resolved.
- h. ask for specific annual financial reports from all committees.
- i. present yearly budget by October meeting.

### **Section 2. First Vice-President shall:**

- a. act as aide to the President.
- b. perform the duties of the President in her absence.
- c. organize the sign-up of volunteers and distribute a list of volunteers to each committee chair.
- d. oversee all committee chairs.
- e. chair Christmas Party.

### **Section 3. Second Vice-President shall:**

- a. organize the sign-up of Room Mom Coordinators, volunteers, and distribute guidelines.
- b. serve as liaison between Room Mom Coordinators.
- c. notify room mom coordinators for hosting the upcoming meeting.

## Article V (continued)

### **Section 4. Secretary shall:**

- a. notify members of time and place of all meetings.
- b. prepare minutes of all meetings, to be completed within one week following the meeting.
- c. maintain custody of all official papers and correspondence of club; including keeping an up-to-date working copy of the by-laws.
- d. manage archive books.
- e. generate a brief monthly newsletter to school families.

### **Section 5. Treasurer shall:**

- a. be held accountable for all funds belonging to the club, included in this are funds dispersed to Room Moms during the course of the year, as designated by the Room Mom Coordinator.
- b. keep accurate records of receipts and expenditures. Pay out local funds only as authorized by membership and/or by receipt.
- c. will work with President to generate a proposed and actual budget to the membership.
- d. present a written statement of account at every meeting to the membership.
- e. maintain an updated roster of the membership.
- f. generate a final report at the end of the fiscal year and turn in complete financial records to be audited by the parish accountant by July 1st.

## Article VI: Meetings

- Section 1.** The Club will convene on the second Tuesday of during the school year, except December .
- Section 2.** Meetings will be conducted according to Parliamentary Procedure.
- Section 3.** Special meetings may be called at the direction of the President; however, no formal business may be conducted without a quorum present and notification of all current members. A quorum is defined as 15 people.

## Article VII: Elections

- Section 1.** Any member in good standing is eligible for office, however, to be nominated for President, you must be a current member of the Mothers' Club Board for a minimum of one year.
- Section 2.** Nominations for open offices will begin March 1<sup>st</sup> . No nominations will be accepted after the April meeting date. At that time, the President will contact the nominees to verify their acceptance of the nomination and an official ballot will be produced by the Secretary with all nominee names. Nominees for each office will be announced to the members-at-large via the Mother's Club April newsletter and meeting reminder note for the May meeting. It is expected that the nominees be present for voting at the May meeting.
- Section 3.** No absentee ballot will be permitted at the May meeting in which the officers are elected. All members desiring to vote must be in attendance.

## Article VII: Elections (continued)

- Section 4.** Only paid members are eligible to vote.
- Section 5.** Officers will be elected at the May meeting by a simple majority vote of members present via anonymous paper ballot. Ballots will be counted by the Principal and three board members. Current board members nominated for their current or another office will be excluded from the ballot counting procedure, at which point the Principal will appoint a member(s)-at-large to assist with the ballot counting. The results of the balloting will be announced at the May meeting. If it occurs that an office has a tie vote, a runoff will take place via anonymous paper vote and counted as per the guidelines above.
- Section 6.** Elections of new officers for the upcoming school year will take place at the May meeting of the current school year. The new officers will assume responsibilities as of the last day of the current school year.
- Section 7.** Five members sit on the board, each office serving a two-year term. The offices of Treasurer and 1<sup>st</sup> Vice President are open and voted upon in odd numbered years; the offices of President, Secretary and 2<sup>nd</sup> Vice President are open and voted upon in even numbered years.
- Section 8.** Any current member of the board may be re-elected to their current board position for an additional two-year term as long as there are no nominees for that office.
- Section 9.** Exceptions to the two-year term commitment will be honored only if a current officer is unable to fulfill their duties due to extraordinary circumstances or desires to seek another board position. If this occurs, a special election will be conducted to elect an officer by proxy to fulfill the remainder of the term of that particular office. Depending on

## Article VII: Elections (continued)

the remainder of the term served and upon completion of the remaining term, the officer by proxy may be nominated for another position on the board based on the above amendments contained in Article VII.

- Section 10.** If in the event no current board officer chooses to be nominated for the position of President, it will be left to the discretion of the Principal and/or Pastor to solicit and appoint a current Mother's Club member for President.

## Article VIII: Voting Procedures

- Section 1.** A quorum, defined as fifteen (15) people, must be present in order for a vote to be taken.
- Section 2.** Voting procedure will be conducted according to Parliamentary procedure.

## Article IX: Obligations

- Section 1.** Mothers' Club will provide \$7.00 per child, PK through 8th Grade.
- Section 2.** Mothers' Club will donate a yearly sum to each teacher at the beginning of the school year for classroom supplies. Not to exceed \$100.00 dollars per teacher.
- Section 3.** Mothers' Club will provide the funds for two (2) buses per classroom for field trips.
- Section 4.** Finances for special events for the school children will be provided during the course of the year, to be determined by the Principal.
- Section 5.** Provide funds for both the 2nd grade Communion Breakfast and the 8th grade Confirmation Reception hosted by Mothers' Club and the 7th grade respectively.

## Article IX: Obligations (continued)

- Section 6.** Mothers' Club will donate a yearly sum to the 8th grade to be used toward their graduation.
- Section 7.** A small token will be presented to the outgoing 8th grade Mothers' Club members at the May meeting.
- Section 8.** Mothers' Club provides financial assistance for the Barbara Waller Scholarship Fund.
- Section 9.** Mothers' Club will provide a treat and small token for each child in honor of their birthday.
- Section 10.** A small gift will be given to each faculty and staff member for their birthday.
- Section 11.** Mothers' Club will fund Teacher Appreciation Day providing a luncheon and allotting \$10.00 to purchase a small token for each teacher, aide and staff member.
- Section 12.** One Mass will be offered for the death of a member's immediate family.
- Section 13.** Each Special Lunch Committee Chair is responsible for having mothers on hand to help distribute the children's orders on the day of the event.
- Section 14.** Any suggestions and requests for financial support, assistance, gifts and donations will be discussed at the monthly meetings. The membership will evaluate each request with regard to availability of funds, degree of necessity, and any other information available. Funds will be provided based on approval by a majority of the members present.

## Article IX: Obligations (continued)

**Section 15.** Major Fundraiser allocations will be lined itemed for approval and anything under \$3,000 will be voted on once and items over \$3,000 will be voted on twice. Any request for funds greater than \$3,000.00 dollars will:

a. be presented at a Mothers' Club meeting for a first vote.

b. members will be notified of request via Mothers' Club Newsletter.

c. 2nd vote taken at the following Mothers' Club meeting.

**Section 16.** Mother's Club will provide 50% of the profits of it's major fundraiser, up to \$20,000, to the school's operational budget. The remaining 50% of the profit will be allocated by the Mother's Club on a line-item basis, via voting procedures as described in Article IX, section 15.

## Article X: Committees

**Section 1.** All committees, whether temporary or standing, are subject to the approval of the membership. The chairperson will submit a detailed written report to the Board within a month.

**Section 2.** The treasurer will handle disbursement of proceeds.

**Section 3.** All committee chairs will be recognized with a small token of appreciation at the May meeting.

## Article XI: Coordinator/Room Mother

- Section 1.** Shall abide by Coordinator/Room Mom Guidelines
- Section 2.** Coordinators shall decide on refreshments to be served at their months Mothers' Club meeting and shall enlist the cooperation of the Room Mothers in their class.
- Section 3.** Shall aid and assist at the annual school picnic in duties as designated by the Picnic Chairperson.
- Section 4.** In order to be a Room Mother, you must be a member in good standing. Room Mothers are strongly encouraged to attend all Mothers' Club meetings.

## Article XII: By-Laws

- Section 1.** The current by-laws will be posted on-line on the SSCM website (<http://stcyril.org/mothers>). As changes are made to the by-laws, the website will be updated. The Secretary shall be responsible for maintaining a special copy of the by-laws, and adding to it the documentation regarding any changes, additions and deletions in rules and procedures that are approved and incorporated by the Mothers' Club.
- Section 2.** See Article VIII Voting Procedures, Section 3.
1. Mothers' Club Mass
  2. Once a year, the membership and their families attend Mass and receive communion as a body. Mothers' Club reserves pews in the front of the church for members and their families.
  2. December Christmas Meeting This meeting will be a Christmas party. The Mothers' Club First Vice-President will Chair the party.

## Fund Raisers

Market Day is a monthly food co-op offering restaurant quality food at great savings, with a portion of the profits going directly to St. Cyril's. Market Day is held one Saturday a month, year-round. Orders are filled and picked up in the school gymnasium. The Market Day committee is led by a Chair and Co-Chair. Over 20 volunteers are needed each month to process orders. The key to Market Day's success are the volunteers who make it run smoothly, and since it is staffed and run exclusively by Mothers' Club, all members are strongly encouraged to help out. Workers may volunteer to serve as regular (every month) or rotator (occasional) workers on pick-up days, or to take phone orders.

Through Market Day, the Mothers' Club has provided the school with equipment and services such as cafeteria curtains, a photocopier, desks, a new phone system, a new PA system, computers, bus service for field trips, a sizable pledge to the building fund, and fine arts assemblies.

PLEASE NOTE: That Archdiocesan School Board Manual, Article 5222 states: "The Parish and Parish School are strictly enjoined from using grade school children as salesmen in fund raising activities." Our own School Board policy states: "Students are not to be used as salesmen in fundraising activities unless authorized by the School Board."

## Chairpersons/Committee Duties

Committee chairs are to handle all necessary arrangements in connection with a project, including selection and contacting a company (considering best profits, quality and merchandise, etc.). The committee is to set a designated time and date (not to conflict with other Parish functions) for these projects. The Committee is responsible for sending home a detailed letter to the parents informing them of any pertinent information.

The Committee must report to the membership the gross and net profits in a report form (which will be filed for future sales information) and to turn over all profits to the Treasurer within 30 days. Files on past projects are available, outlining profits, dates, etc.

# Room Mom Coordinator Guidelines

## **JOB DESCRIPTION**

The Coordinator is the liaison between the Teacher and the Room Moms. There is only one Coordinator per class unless explicitly requested by the Teacher. If more than one person wants to be Coordinator, the Second Vice President or Teacher will draw a name. Once you have been a Coordinator for a particular class, please give others a chance. It is the job of all Room Moms to help the Coordinator by volunteering for various jobs or classroom activities. It is the Coordinator's responsibility to meet with the Teacher to discuss his/her needs for each party, field trip, etc. This information should be relayed to the Room Moms scheduled for that event, so that the Teacher's requests may be fulfilled. It is also the Coordinator's responsibility to seek the approval of the Teacher for any activities the Room Moms plan.

## **DUTIES**

1. The Coordinator will meet with the Classroom Teacher in the fall to get a list of the year's parties, field trips, and classroom events for which Room Moms will be needed. The Coordinator will distribute a form listing all activities/field trips for the year to each family. Parents will complete the form indicating 1st, 2nd, and 3rd choice of activities/field trips. After receiving the forms back from the classroom parents, the Coordinator will assign the class events and activities keeping in mind all parents requests and special needs. The Coordinator will distribute back to each parent a schedule of activities for the year. If a Room Mom is unable to attend an event/function, he/she must contact the Coordinator so a replacement can be found.

Each Room Mom will be allowed at least one activity or field trip. Additional activities will be assigned once all Room Moms have had a turn. Coordinators are not to be in attendance for every function unless the Teacher makes the request.

2. Money is held by the Mothers' Club and dispersed throughout the year upon presentation of a receipt to the Treasurer. It is the Coordinator's responsibility to appropriate the allotted money among the year's activities. Unused monies remain in the Mothers' Club Treasury. If extra money is needed, Room Moms may request a small amount per child from parents.

## Room Mom Coordinator Guidelines (cont'd)

3. Money should not be spent from the "classroom party fund" for Classroom/Faculty gifts. Classroom/Faculty Birthday: a small treat cupcakes, cookies, etc., and soda/juice can be donated by parents for your classroom. Mothers' Club will provide a monetary gift. Teacher Appreciation Day: Each class should be encouraged to make their own cards for their classrooms' Teacher/Aide. The Mothers' Club will provide a small token for each Teacher/Aide. The Coordinator will assign two Room Moms per class to supervise during the Teacher Appreciation Day Luncheon.
4. The Coordinator collects the money for Field Trips. The Teacher may request the Coordinator to make additional arrangements for organizing a field trip (i.e., bus, lunch, reservations, etc.).
5. The Coordinator needs to let all potential Room Moms be aware that they should also be willing to participate in classroom events not previously assigned. This may take the form of supplying paper goods, juice, craft, game ideas, etc. as the school year progresses.
6. The Coordinator may be asked to extend an invitation to active classroom volunteers to attend the Volunteer Brunch at the end of the school year. This is a good way to ensure that all volunteers have been invited, as well as, a way of personally thanking them for all their help.
7. Each grade level will host one Mothers' Club meeting. The Coordinator will contact and organize the Room Moms for their designated Mothers' Club Meeting. Duties include: Purchase of a door prize (~\$5.00 which will be reimbursed from the Mothers' Club treasury), refreshments, set-up/clean-up and table decorations. Please have the designated Room Moms arrive by 6:30 p.m.
8. Mothers' Club sponsors the School Picnic for grades 1 through 7 (Kindergarten and 8th Grade organize their own picnics). The Coordinator may also be asked to organize Room Moms to help with games, chaperone, and set-up/clean-up.

## Room Mom Coordinator Guidelines (cont'd)

9. The Coordinator must submit an End of the Year Report listing all events, parties, field trips, and other activities that the Room Moms participated in during the school year. Please return your Coordinator Binder with all forms filled out by the last day of school. Throughout the year, the Coordinator should take notes on all classroom events. This form will be included in the Coordinator Binder and will supply helpful hints and suggestions for future Coordinators and Room Moms especially "first timers".

### **ROOM MOM GUIDELINES**

1. Under the direction of the individual classroom teachers, the Coordinator will assign Room Moms to help implement the plan for all parties, field trips, and special classroom activities.
2. Each Room Mom will be assigned to attend at least one event. The Coordinator will assign additional activities, parties, and field trips once all Room Moms have had a turn.
3. Rules for Classroom parties, events, and field trips.

Please do not attend unassigned, parties, activities or field trips unless directed by the Coordinator.

If you are unable to attend an assigned activity, party or field trip, please contact your Coordinator A.S.A.P. so that a substitute can be found. Please do not make these arrangements on your own.

Treats for the school children should be healthy, nutritious snacks.

- a. Halloween – Room Moms shall provide treats, games and/or crafts as previously discussed with the teacher. Children in designated grades may bring a costume to the party (as designated by school policy).
- b. Christmas – Room Moms shall provide treats, games and/or crafts as previously discussed with the teacher.
- c. Other various functions and events as designated by your classroom teacher throughout the year.

## Room Mom Coordinator Guidelines (cont'd)

### 4. Reimbursement of Funds

Each class is given an allotment from the Mothers' Club treasury. This is based on the number of students in the respective classroom. Please keep expenditures within the budget that the Coordinator has given you.

- a. Notify the Coordinator of the exact amount spent.
- b. Send receipt with your Name, grade and items circled, to the Coordinator.
- c. A reimbursement check, from the Mothers' Club Treasurer, will be sent home in your youngest child's Family Brown Envelope.

### 5. Mothers' Club Meeting

The Room Moms, beginning with Kindergarten in September and ending with 7th Grade in May, will host each monthly meeting of the Mothers' Club. A special committee, chaired by the First Vice-President, will arrange and host the December meeting/Christmas Party. Coordinators may ask the class teacher if she/he would like to have the children make decorations for the meeting. Coordinators will decide on the refreshments to be served, and will enlist the cooperation of the Room Moms in their class to assist with baking and other necessary tasks. Room Moms will need to purchase plates, napkins, cups, and additional decorations as desired. Coordinators are responsible for obtaining a \$5.00 door prize, which will be reimbursed by the Mothers' Club Treasurer. Coordinators and Room Moms are responsible for set-up, serving and clean up at the meetings. All members are encouraged to attend their month's meeting. Doors open at 6:30 p.m. and the meeting begins at 7:00 p.m.

### 6. Conflict Resolution

If someone is unhappy with the manner in which something is being handled, please try to communicate with the individual involved. If unresolved, please contact the Second Vice-President. It is unproductive to gossip or tell everyone but the person involved. Thank you for volunteering your time and talents to your child(ren)'s class(es). Your involvement helps ensure a positive classroom experience for both the children and the teacher.

As years go by and the needs of school children change, there are always new challenges to be met and new problems to solve. From time to time, new programs and classes must be developed in order to help our children learn the things they need to know in this changing world. Members of the Mothers' Club of SS. Cyril and Methodius are always ready to assist the faculty and staff in every way possible, volunteering and donating the time, talents, and financial resources necessary to help reach that most important of goals: To teach our children.

**"Reflections of Motherhood"  
Closing Prayer**

Loving Father, Son of the Holy Spirit, be with us on our  
journey of Motherhood.

Bless our teachers that mother our children in our absence.  
Guide us, comfort us, give us words, thoughts and actions  
to set a good example for our children.

Help us do our very best as mothers and women, that we  
may always see you in our children and others, and that  
they may see you in us.

Give us your grace and shine on us so we may set the right  
example for our children and that above all else is You,  
our loving Father. Amen

– As written by a Mothers' Club Member