

# PROVIDENCE CATHOLIC HIGH SCHOOL WOMEN'S CLUB CONSTITUTION

## **Preamble:**

The Providence Catholic High School (PCHS) Women's Club provides support and assistance to the religious mission and educational programs of Providence Catholic High School, as Providence Catholic High School works toward the goal of providing quality Catholic education to all its young men and women. Assistance to Providence Catholic High School is provided through service, projects and fund raising.

The Club also has as its purpose the building of a sense of community, greater understanding, and positive relationships among the members, students, faculty and staff.

## **Article I - Aims**

The name of the organization shall be The Providence Catholic High School Women's Club. Its aims are:

1. To promote for the spiritual and social growth of all Providence Catholic High School women and all members of the extended Providence Catholic High School family.
2. To provide support and assistance to Providence Catholic High School; to aid the faculty, staff and student body in fostering Catholic ideals in education and social conduct.
3. To promote a closer bond and greater understanding among parents, teachers, and students.
4. To promote and assist in fund raising activities for the specific needs of Providence Catholic High School.

## **Article II - Membership**

Membership is extended to any person of good character associated with Providence Catholic High School who is interested in promoting the aims stated above. All women whose children attend Providence Catholic High School, whose children have graduated from Providence Catholic High School, and other interested women may be members if they wish to take an active part in the activities of the PCHS Women's Club.

Honorary membership shall be conferred upon the Moderator of the PCHS Women's Club, staff members of the school, former students who are members of religious orders, and past presidents and officers of the PCHS Women's Club.

## **Article III – The Executive Board**

### **Section I - Officers**

The elected officers of the Providence Catholic High School Women's Club shall be:

President

Vice President

Secretary

Treasurer

## **Section II – Committee Chairpersons**

In addition, chairpersons of the following committees shall be part of the Executive Board of the Women's Club.

Public Relations

Social

## **Article IV –Duties**

### **Section I – Officer Duties**

1. **PRESIDENT:** The President of the Providence Catholic High School Women's Club shall be responsible for the organization and coordination of all general and Executive Board meetings, and of all officers and board members as they fulfill their specific duties. The President shall set dates for all Women's Club events and activities and she shall coordinate the Women's Club calendar with the Registrar of the school. The President shall be Liaison with the Men's Club and shall hold and organize Executive Board meetings at her discretion and with the advice of the other officers.
2. **VICE PRESIDENT:** The Vice President of the Women's Club shall succeed and represent the President in the event that the President is unable to perform her duties or attend a specific function which requires her presence.
3. **SECRETARY:** The Secretary of the Women's Club shall take minutes at all Women's Club general meetings and Women's Club Board meetings. The Secretary shall distribute minutes to all members of the Executive Board and Officers. She will also furnish a copy of the minutes to the President of Providence Catholic High School, the Principal, and the Director of Development. The Secretary shall also be responsible for sending notices of condolence and sympathy, congratulations and thank you to all those who have helped the Women's Club. She shall keep a copy of the minutes in a binder or book provided for this purpose. She shall keep a systematic file of all papers belonging to the organization and conduct the correspondence of the Club.
4. **TREASURER:** The Treasurer shall be responsible for keeping all accounts and paying all bills which have been approved by the President. The Treasurer shall receive all income from each Women's Club event. She shall keep an account of all receipts and expenditures and make a report to the general membership and to the Executive Board on a monthly basis. She shall submit her accounts for review to the Providence Catholic High School bookkeeper periodically during the year and the conclusion of her term. She will work with every Chairperson closely regarding finances. All expenses must be reported to the Treasurer. Bills must be submitted within thirty days of the event to which they pertain. The Treasurer will pay all bills and make all deposits. Checks must be approved by the Treasurer and the event Chairperson before they are paid.
5. **PAST PRESIDENT:** The Past President functions as an advisor to the Women's Club Board and the President directly.

## **Section II – Committee Chairperson Duties**

1. CHAIRPERSON-PUBLIC RELATIONS: The Public Relations Chairperson will concentrate his efforts with Providence Catholic High School and the area media regarding meetings and social events of the Club.
2. CHAIRPERSON – SOCIAL: The Social Chairperson will work with other members of the Club on the planning and executing of the social events of the Club.

## **Article V – Order of Succession**

The office of President should be filled by a person nominated from among the active members of the existing Executive Board, if possible. The offices of Vice President, Secretary and Treasurer should be filled by a person nominated from among the active members of the Women’s Club. (Active members of the Women’s Club are defined as Board members, Chairpersons and those attending Women’s Club meetings.) All elected officers shall take office following their installation at the Mother’s Day Mass. Any of the above offices may be filled by the same person for a maximum of two consecutive years and anyone wishing to remain on the Board for a longer period of time may do so in any of the remaining open positions. Each year the existing Women’s Club Executive Board is responsible for selecting new members if positions become available on the Board. Each year the Women’s Club must be fully staffed by volunteer mothers or other members of the Providence Catholic High School Women’s Club.

## **Article VI – Meetings**

Women’s Club general meetings are held on the third Tuesday of the following months: September, November, January and March. The May meeting shall be the Mothers’ Day Mass and Installation of Officers followed by a reception at the school. The Executive Board shall meet regularly throughout the school year in preparation for the general meetings. Women’s Club Executive Board meetings are held on a regular basis at the discretion of the President and as needed. All officers and Board members are expected to attend Women’s Club general meetings and major events.

## **Article VII – Nominations**

At the January meeting, nominations for vacant offices for the next school year will be presented and solicited from the membership at large. The Women’s Club Executive Board shall function as a nominating committee and will receive nominations from the floor. Those members of the Women’s Club who are nominated and are willing to accept nominations shall be considered for a position on the Executive Board. All candidates nominated for office shall be subject to approval by the Women’s Club Moderator. The election shall generally follow Roberts Rules of Order. No one shall be nominated whose consent to serve has not been obtained.

## **Article VIII – Elections**

Annually at the March meeting, the election of the officers shall be held in conjunction with the Night of Reconciliation.

Nominees receiving a majority vote of those present are elected to their office. The term of office for President, Vice President, and Secretary are one year. In the event that any other office becomes vacant

during the year, the unexpired term shall be filled through designation by the Executive Board. Filling a vacancy for part of a year shall not prevent a member from serving a full term thereafter in that or any other position.

#### **Article IX – Amendments**

The Constitution may be amended by a two-third vote of the members present at any meeting of the club upon recommendation of the Executive Board. Amendments shall be put in writing for review by members and Executive Board members and shall be read at least one meeting in advance of the time upon which they are voted.

The Constitution shall be reviewed periodically or whenever there is sufficient cause.

#### **Article X – Mass**

Mass shall be offered for the membership prior to each general meeting.