

OFFICIAL BY-LAWS
TRINITY HIGH SCHOOL SHAMROCK MOMS
(Ver. 2021)

MISSION STATEMENT

We are Trinity High School Shamrock Moms who take care of ALL the sons of Trinity and support our sons in all endeavors — Academic, Athletic, Extracurricular, and most especially our Community of Faith. The Shamrock Moms award four in and out monetary scholarships annually and have established an endowment which allows us to disperse scholarship proceeds annually. We also give charitable donations, which may include projects identified by the Trinity Administration as approved by the Shamrock Moms membership. Through this organization, a member Mom can feel connectivity and support in an all-male student environment, while enjoying fellowship and fun.

MEMBERSHIP

Annual dues for membership are \$25 per school year. Membership is for one (1) school year at a time and shall be considered in effect once payment is received and throughout the entire school year until and unless the student/son leaves Trinity High School to attend high school elsewhere. Dues also entitle a member's son to be considered for one of the four (4) annual in and out, need-based scholarships awarded according to specific criteria.

OFFICERS

Shamrock Moms have four (4) elected positions — President, Vice-President, Treasurer, and Secretary. All positions have a one (1) year term with the ability to run for re-election for a subsequent school year. Attendance at the vast majority of Shamrock Mom sponsored events is expected. The following describes each elected position:

President: Elected to a one (1) year term and serves as primary liaison for the group to the Trinity Administration. The President also chairs/facilitates regular monthly business meetings. This position will be expected (but is not limited) to participate in most events/programs sponsored by the group and will promote the organization and its charitable endeavors. This individual may independently chair an event, if interested, while being mindful that the vitality of the organization depends upon growing the involvement of its membership.

Vice-President: Elected to a one (1) year term and serves as secondary contact for the group with Trinity Administration. The Vice-President runs regular monthly business meetings in the absence of the President. This position will be expected (but is not limited) to participate in most events/programs sponsored by the group and will promote the organization and its charitable endeavors. This individual may independently chair an event, if interested, while being mindful that the vitality of the organization depends upon growing the involvement of its membership.

Treasurer: Elected to a one (1) year term and serves as financial liaison between the Shamrock Moms organization and Trinity's CFO. The Treasurer receives, records, and deposits all annual dues submitted by its members and ensures that all expense receipts are processed in collaboration with best practices as approved by the office of the CFO for Trinity High School. It may be necessary for the Treasurer to photocopy all checks received, record individual checks on deposit slips, account for annual dues paid in cash, and the like. Ongoing monthly financial reports must be submitted at the regular monthly business meetings. Attendance at the

meetings is preferable, but the report may be e-mailed to the President and/or Vice-President, when an absence is unavoidable. This position will be expected (but is not limited) to participate in most events/programs sponsored by the group and will promote the organization and its charitable endeavors.

Secretary: Elected to a one (1) year term and serves as recording secretary of minutes for all regular monthly business meetings. The Secretary provides sign-in sheets at meetings and events, and e-mails and/or circulates a hard copy of meeting minutes prior to the meeting in the subsequent month. The Secretary also prepares a written reminder/calendar of upcoming events for inclusion in the monthly parent newsletter (T-blast). This is for informational purposes only — recapping recent events and promoting upcoming programs. The Secretary provides the year's calendar of events to Melanie Hughes for inclusion on the Trinity website. This position will be expected (but is not limited) to participate in most events/programs sponsored by the group and will promote the organization and its charitable endeavors.

ELECTIONS

At the February business meeting, membership will be reminded they have until month-end to nominate (or self-nominate) Shamrock Moms to be considered for any of the four officer positions. This slate of officers will be prepared for presentation to members attending the March business meeting. At the March meeting, those wanting to be considered for election will briefly describe why they are interested in the specific role with the organization. In the event only one (1) candidate per office is identified, those nominated will be approved by the membership in attendance. Transition of duties will occur at the April regular monthly business meeting.

COORDINATING COMMITTEES

In supporting all endeavors of the Trinity student body, whether Academic, Athletic, Extracurricular, or Spiritual in nature, Shamrock Moms programs and events shall fall under the scope of the following coordinating committees:

- I. Communications
- II. Formation & Education
- III. Hospitality
- IV. Policy
- V. Social Concerns

I. Communications

This coordinating committee promotes internal communication by means of the phone tree, various mailings, and publicity for scheduled events (e.g., Bunco, Teacher Appreciation Day). The President shall be an ex-officio member of this committee, which shall be chaired by the Secretary.

Events/responsibilities under this committee include (but are not limited to) — Monthly meeting minutes, parent newsletter (T-Blast), web page updates, event signage, phone tree, Facebook Group maintenance.

Facebook Group

All Shamrock Moms who have paid their annual dues shall be granted access to the official Facebook Group named "*Shamrock Moms @ Trinity High School.*"

An incoming freshman parent will be allowed to join the Group in June of the year their son will begin attending Trinity High School. Upon requesting Group membership, individuals will be required to answer the following questions:

1. Have you paid your annual \$25 Shamrock Mom dues?
NOTE: Payment is a requirement of joining this Group. Please visit:
<https://www.trinityrocks.com/news/shamrock-moms-online-registration>
2. Please reply with your Trinity student name(s) & graduation year(s).
3. Do you agree to abide by the rules of the page?

Facebook Group Rules

All Shamrock Moms granted membership in the official Facebook Group will adhere to the following rules. Failure to do so may result in being removed or blocked from the Group, as agreed upon by Shamrock Moms officers and Trinity administration.

1. Be Kind and Courteous.

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

2. No Hate Speech or Bullying.

Make sure everyone feels safe. Bullying of any kind is NOT allowed, and degrading comments about Trinity, race, religion, culture, sexual orientation, gender or identity will NOT be tolerated.

3. No Promotions or Spam.

Offering or suggesting items for others to purchase, self-promotion, spam and irrelevant links are not allowed on this page with the exception of textbooks at the beginning of each school year.

4. Respect Everyone's Privacy.

Being part of this Group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What is shared in the Group should stay in the Group.

5. No promotional Items

Anyone wishing to sell or promote items should post information on the "Trinity Momma Swap" Facebook page.

II. Formation & Education

This coordinating committee has responsibility for continuing education and promotion of the Catholic/Christian faith tradition. Opportunities will be provided for speakers, events or programs, on a regular or annual basis to meet the needs of Trinity parents and their sons. The President shall be an ex-officio member of this committee, which will be chaired by the Vice-President. Events/programs under

this committee include (but are not limited to) — Prayer Group, before school prayer services, Pride Week prayer service, annual Shamrock Moms retreat.

III. Hospitality

This coordinating committee provides resources to ensure fellowship, art and environment, and the social aspects of an event. Duties would include decorating, baking desserts, serving refreshments, manning a coat-check, etc. The President shall be an ex-officio member of this committee, which will be chaired by the Vice-President. Events/programs under this committee include (but are not limited to) — Welcome “T”, bunco, open house, mixers/dances, senior prom.

IV. Policy

This coordinating committee maintains the by-laws of the organization and reviews them for continued relevancy and appropriateness. Prospective revisions to policies and/or by-laws shall be presented to the members-at-large during a regular business meeting. The committee will achieve consensus and will implement these changes to maintain a working copy. All four (4) elected officers shall be ex-officio members of this committee.

V. Social Concerns

This coordinating committee provides guidance and leadership to the organization regarding projects and events that heighten social consciousness, in addition to promoting charitable endeavors and philanthropic works. The President shall be an ex-officio member of this committee, which shall be jointly chaired by _____ and _____ (to be determined on a yearly basis). Events/programs under this committee may include (but are not limited to) — annual breast cancer walk, Catholic Charities, Center for Women & Families, St. Vincent DePaul, Dare to Care, Angel Tree donation, Principal’s school wish list.

FREQUENCY OF MEETINGS

With the start of a new school year, the Shamrock Moms will hold its first meeting as a “welcome” event. This event, though generally attended by Freshman Moms, is open to all Shamrock Moms, new and returning. The Shamrock Moms have a standing meeting night on the third (3rd) Tuesday of each month in the Faculty Dining Room. The meeting shall begin promptly at 7 p.m. and will run one (1) to one and a half (1.5) hours with the first hour being the business portion of the meeting and the final half hour for fellowship. Some months, there may be an event or program in lieu of the regular monthly business meeting which may be held at an outside location.

REPORTING RELATIONSHIPS

Shamrock Moms serve in collaboration with the Trinity Administration to foster goodwill, promote open lines of communication, and to lend financial assistance in the form of scholarships or charitable donations to mutually agreed upon projects in tandem with the Trinity Administration. There shall be a dual reporting relationship. For communications and development purposes, the Shamrock Moms will report to and coordinate with the Advancement Office and for financial matters, disbursements, or expenditures the Shamrock Moms will report to the Business Office.

DECISION MAKING

It is presumed that all Shamrock Moms members in good standing will be considered vital to the livelihood of the organization. All are expected and encouraged to attend monthly business meetings when possible. Decisions will be presented to those in attendance for a vote. Consensus is the preferred method for arriving at a decision. In some cases, an individual or individuals may be designated as fact gatherers for the purpose of bringing options back to the assembled general membership to discuss and arrive at a decision.

FINANCIAL MATTERS

Cash-on-hand is accumulated through the payment of annual dues by Shamrock Moms members and funds carried forward from the previous year(s). The minimum cash-on-hand balance amount will be no less than \$10,000 as of July 1, which is the start of Trinity's fiscal year. This amount is to minimally provide for (4) annual \$1,000 scholarships, event/program expenses, mailing costs, and/or miscellaneous start-up costs related to the transition of Officers, Class Representatives, and Coordinators for the new school year. Although a significant influx of cash is anticipated each August, when new members join and remit their dues, there is no reliable predictor for the total membership expected from year-to-year.

Disbursements

- a. **Discretionary** – 50% of cash-on-hand as of August 30 can be allocated as determined by Shamrock Moms officers, including the (4) \$1,000 scholarships.
- b. **Charitable** – 40% of cash-on-hand as of August 30 can be allocated as determined by Shamrock Moms officers with the approval of the CFO, including (but not limited to) recommendations made by the Trinity Principal.
- c. **Operational** – 10% of cash-on-hand as of August 30 can be allocated as determined by Shamrock Moms officers, including (but not limited to) mailing and hospitality costs.

Signing Authority: All invoices and receipts will be approved by either the Shamrock Moms President or Vice-President and Treasurer prior to submission to the Business Office for processing and payment.

SCHOLARSHIPS

The Shamrock Moms shall award four (4) \$1,000 scholarships per year, with one per grade level — rising freshman, rising sophomore, rising junior (awarded in the fall of each school year), and graduating senior (awarded in the spring of each school year).

Criteria for Consideration: This need-based scholarship was created by the Shamrock Moms for a student who is willing to build upon the Rock; the chosen recipient will have earned at least a 2.5 GPA, is loyal to Trinity High School, shows strong leadership qualities, and has performed his required service hours. His mother (or father) must be a paid member of the Shamrock Moms. He is a student who makes Trinity High School stronger.

Selection Process: Shamrock Moms members and the Shamrock Moms President, with input from the board, will nominate students from each grade level who they think might fit the criteria for need and submit these names to the Trinity Foundation. Members of the Trinity

Foundation, taking into consideration said candidates, will then choose recipients based upon demonstrated financial need. The President will then be informed of the recipient for each grade level. This information is to be kept confidential.

Distribution Policy: Proceeds from the four (4) \$1,000 scholarships are a one-time only gift. Recipients will be recognized by a certificate, presented during Pride Week at the 1953 Society Dinner. Awarded funds will be applied as cash credit to recipients' outstanding tuition balances. The scholarship award to the graduating senior will be presented by the Shamrock Moms President at the end of the school year during the Senior Awards Ceremony and will be provided in the form of a check.

ENDOWMENT FUNDS

The Shamrock Moms have established a \$25,000 endowment scholarship fund. Proceeds earned from the fund shall be divided annually among students. As the endowment grows, the hope is that we will be able to award at least one monetary scholarship per grade level — freshman, sophomore, junior, and senior. The amount of the scholarships will be determined by the amount of proceeds earned during the respective year.

Criteria for Consideration: The endowment fund was created by the Shamrock Moms for a student who is willing to build upon the Rock; the chosen recipient will have earned at least a 2.5 GPA, is loyal to Trinity High School, shows strong leadership qualities, and has performed his required service hours. He is a student who makes Trinity High School stronger.

Selection Process: Members of the Trinity Foundation will nominate eligible candidates and will then choose recipients based upon demonstrated financial need.

Distribution Policy: Proceeds from the endowment fund are a one-time only gift but can be renewed annually assuming the candidate still meets the requirements previously listed. Recipients will be recognized by a certificate, presented during Pride Week at the 1953 Society Dinner. Awarded funds will be applied as cash credit to recipients' outstanding tuition balances.