

WESTERN CINCINNATI MOTHERS OF TWINS CLUB BY LAWS & STANDING RULES

ARTICLE I - NAME

Section 1 This organization shall be called the Western Cincinnati Mothers of Twins Club (WCMOTC)

ARTICLE II - PURPOSE AND OBJECTIVES

Section 1 To provide a social network of support to Mothers, expectant Mothers and Guardians of Multiples from birth throughout all stages of development.

Section 2 To provide education and information to Mothers and/or Guardians of Multiples having an interest in the issues special aspect of caring for, raising, and developmental issues relating to multiples.

Section 3 To provide a wide range of activities to include Moms, Dads, twins and other children.

Section 4 To cooperate with and participate in research projects received from bona fide sources of research relating to multiples.

Section 5 This club shall be non-profit, non-sectarian, non-racial and non-commercial.

ARTICLE III - MEMBERSHIP/MEETINGS

Section 1 The membership shall consist of Mothers, Expectant Mothers and/or Guardians of Multiple birth children. Meetings will be open to members and prospective members only; the Board of Officers will designate exceptions. No children shall attend regular meetings with the exception of newborns.

Section 2 Members whose current dues are paid, except in certain circumstances voted upon by the board, shall be considered members in good standing and shall receive all rights, benefits and privileges of the organization,.

Section 3 Prospective members will be allowed to attend two meetings before deciding to join.

Section 4 A member shall be dropped from the active list if dues are not paid or waived by a date to be determined by the Board of Officers.

Section 5 Meetings will typically be held at 7pm on the second Thursday of the month year round unless otherwise voted on by the Board of Officers.

Section 6 A new moms meeting will typically be held at 6:30 PM prior to the regularly scheduled meetings-unless otherwise noted. New moms meetings are for expectant mothers and mothers of young multiples to share information and offer support.

ARTICLE IV- DUES AND ASSISTANCE

Section 1 Dues shall be assessed yearly at a rate set by vote of the membership and paid by the meeting prior to the month of the Fall/Winter Toy and Clothing Sale.

Section 2 Dues shall be reduced by an amount determined by the Executive Committee for new members joining after January 1. This shall only apply to New Members. Renewing members shall pay the yearly rate, no matter when they renew.

Section 3 Dues can be reduced or waived for members with financial need at the discretion of the Board of Officers.

Section 4 As the club's finances allow, the club will assist families in financial need at the holidays, such as Thanksgiving and Christmas/Hanukah, and at the biannual Toy and Clothing Sale. Families can contact the President or Treasurer; inquires shall remain confidential.

Section 5 In the case of death in the immediate family of a club member the following guidelines shall be followed: In the occurrence of death of a member, members spouse, or child the club will send a card and floral arrangement or memorial donations as club funds allow. All other family hardships the club will send cards only.

ARTICLE V - ELECTION OF OFFICERS

Section 1 Candidates for elected offices are to be gathered by way of nomination. Ballots shall be sent to all members in good standing during the month of February. Nominations shall be excepted until the regular April meeting or a date to be determined by the President. The President shall receive all nominating ballots and shall keep the information confidential.

The President will be responsible for contacting those members nominated to assess their interests and ability to fulfill the position's responsibilities.

Section 2 The President shall present a slate of nominees at the April meeting for discussion and shall open the floor for additional nominations. Permission of the nominees to add their name to the slate must be obtained.

Section 3 The President shall prepare the final slate of officers. The slate will be brought before all members by means of the May newsletter and will be voted upon at the May meeting.

Section 4 All members in good standing present at the May meeting may vote. Majority vote elects. Vote will be taken by individual written ballot. If only one nominee is presented for each elected position, the slate shall be voted upon as a whole.

Section 5 The elected officers shall be as follows: President, Vice President of Programs, Vice President of Membership, Vice President of Fund Raising, Vice President of Special Events, Secretary and Treasurer. The term of office shall be from June to May.

Section 6 After elections, if a position is open, then a member in good standing can later fill the position after a major vote by the current board members.

Section 7 The June meeting, just following elections can be used for transferring duties and information. The transfer should be done no later than the June meeting.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 President: The President presides over all meetings at which she is present and exercises general supervision of the affairs of the club and regularly reviews the President e-mail. She is also Chairwoman of the Board of Officers and the Executive Committee. The President also works closely with the Treasurer to keep track of club funds. The President has the authority to sign checks. Two members may share the position of President. A candidate for president must have been a Committee Chairperson or on the Board of Officers prior to running for office. The President will act as Member at Large in the year following her Presidency.

Section 2 Vice President of Programs: This VP assumes the duties of the President in her absence. She coordinates and plans all aspects of the monthly meeting. She oversees the responsibilities of the following committees: Refreshments, New Moms Meeting, Library, Out. Two members may share this position.

Section 3 Vice President of Membership: This VP shall be responsible for overseeing all aspects involving the club membership. These responsibilities include distribution and collection of new and renewing membership forms, updating and distributing the membership roster and the new member handbooks, regular reviewing of the Membership e-mail, compiling a quarterly addendum to the membership roster and making them available at the meetings and giving birthday information for members and their children to the Newsletter Editor. She is also responsible for seeing that nametags are available for all members. She is responsible for overseeing the New Mom Meeting Coordinator and the New Buddy System Coordinator. Two members may share this position.

Section 4 Vice President of Fund Raising: This VP shall be responsible for coordinating all fund raising activities for the club. She is responsible for overseeing the Clothing Sale Coordinator, the Publicity Chair and the Webmaster. This VP should remain in close contact with the treasurer. Two members may share this position.

Section 5 Vice President of Special Events: This VP shall be responsible for the planning and carrying out all events not part of the regular meetings and as determined by the Executive Committee. These events include Holiday Party, Spring/Easter Event, Fall/Halloween Event, Summer Picnic and Family Event. The VP may plan these events herself or enlist other members to plan and carry out individual events. She will oversee the Playgroups, Daytime Activities, and Adult Night Out Coordinator. Two members may share this position.

Section 6 Secretary: The Secretary keeps minutes of all monthly meetings, Board Meetings and Executive Committee Meetings. She is responsible for submitting monthly meeting minutes to the Newsletter Editor, write Thank You notes and other correspondence for the club. She is also responsible for enlisting a member to take minutes in her absence. She is responsible for sending cards or flowers to members who have suffered loss or hardship and coordinating other assistance such as meals as the situation deems necessary.

Section 7 Treasurer: The Treasurer is responsible for collecting, depositing and dispersing funds. She collects annual dues from the members and provides a summary of the budget to the Newsletter quarterly. She coordinates counting of monies at large affairs and has the authority to sign checks. The Treasurer must bring the books to all meetings in which she is

attending and make the books available for member viewing. She shall keep the President informed of the club's financial status.

Section 8 Member at Large: This position will be filled by the outgoing President/Presidents unless she chooses to remain in a position on the Board of Officers. If the outgoing President does not fill the Member at Large position, a member will be elected at the April meeting. The Member at Large shall serve on the Board of Officers as the voice of the club membership and keep the club's best interest in mind. She will assist the VP of Membership with the updating of the new member handbook. Two members may share this position.

ARTICLE VII - GOVERNING BODIES

Section 1 The Board of Officers consists of: President, VP of Programming, VP of Membership, VP of Fund Raising, VP of Special Events, Secretary, Treasurer, Member at Large and Newsletter Editor.

Section 2 The affairs of the club shall be conducted by the Executive Committee, consisting of the Board of Officers and all other Committee Chairs. The Executive Committee shall meet once prior to the July meeting and at least one other time during the year.

Section 3 The incoming and outgoing Board of Officers shall meet after the Executive Board meeting and before the August meeting to draw up a budget for the upcoming year and to plan for a smooth transition.

Section 4 The Executive Committee shall be responsible for the following duties: determining general policies, developing the calendar of meetings and special events, nominating replacements for all offices which become vacant during the year

Section 5 The Board of Officers shall be responsible for monitoring the expenditures of the club committees, approving any expenditures not included in the budget, approving all fund raising activities and acting on matters requiring special consideration. If funds budgeted for charity/assistance are not distributed to Club members, the Club may decide to donate funds to outside charities. Suggestions will be taken from members, and the final decision will be made by the Club's Board.

ARTICLE VIII - COMMITTEE CHAIRPERSONS AND DUTIES

Section 1 All Committee Chairpersons are volunteer. Any volunteer positions not filled shall become the responsibility of the VP overseeing that committee. If that VP feels she can not fulfill these responsibilities, she shall report this to the Board of Officers who shall decide to eliminate or reassign the responsibilities.

Section 2 Refreshments Chairperson is responsible for enlisting members to bring refreshments to the monthly meetings. She also retains the club's refreshments supplies, cooler and provides ice unless otherwise assigned. Reports to VP of Programs

Section 3 New Moms Meeting Chairperson is responsible for arriving in time for the New Moms Meeting and to assist in leading and guiding conversation. Reports to VP of Membership.

Section 4 The Librarian is responsible for updating and tracking library materials and making them available at every monthly meeting. Reports to VP of Programs.

Section 5 Playgroup Coordinator is responsible for contacting interested members and linking them up with other members interested in forming playgroups. She is not responsible for planning playgroup times or events. Reports to VP of Special Events

Section 6 Daytime Activity Coordinator is responsible for planning daytime outings where moms and children can meet on an informal basis, i.e. zoo, indoor/outdoor parks. She should notify the Newsletter Editor of dates, times and locations. Reports to VP of Special Events.

Section 7 Adult Night Out Coordinator is responsible for planning evening events for Moms, couples and or singles on a regular basis. Reports to VP of Special Events.

Section 8 Section 8 is combined with section 7

Section 9 New Mom Meeting Coordinator is responsible for enlisting members to be at the door to greet members and to ensure new members or guests are welcomed prior to monthly meetings. Reports to VP of Membership.

Section 10 New Buddy System Coordinator is responsible for assigning an Active Member Buddy to Pregnant Members and New Members whose twins are under six months of an age. She is in charge of supplying the Buddies with a gift to present to

the Moms and seeing that a meal is delivered when appropriate. She is responsible for gathering these gifts whether by donations or approved budget. She is also in charge of seeing that buddies are in contact with the new moms. She is responsible for getting new birth information from the Buddy and giving that information to the VP of Membership and the Newsletter Editor in a timely fashion. Reports to VP of Membership and must work with her to keep membership and new member needs up to date.

Section 11 Clothing Sale Coordinator is responsible for overseeing all aspects of the semi-annual Toy and Clothing Sales. She will be responsible for coordinating all activities on the days of the sales and for heading the Clothing Sale Committee. She will also regularly review the Sale Coordinator e-mail. She will oversee the Clothing Sale Rules document and submit it to the Newsletter Editor two months prior to the sale. Reports to the VP of Fundraising.

Section 12 Publicity Chairperson is responsible for overseeing the submitting of announcements of meetings, Toy & Clothing sales and other events to the local media and/or through other forms of public communication and for keeping a record of all information submitted. Reports to VP of Fundraising.

Section 13 Newsletter Editor is responsible for compiling and publishing information she has received into a monthly newsletter to be distributed in a timely fashion for arrival prior to monthly meetings. Reports to the Secretary.

Section 14 Section 14 has been removed and the responsibilities have been added to Article VI Section 5

Section 15 Webmaster is responsible for overseeing the Club web site, including maintenance of web site content, yearly renewal of the domain name and regular reviews of Webmaster e-mail. Reports to VP of Fundraising.

ARTICLE IX - AMENDMENTS

Section 1 These Bylaws may be amended or revised at any regular meeting by two-thirds majority vote of those members present if notice of the suggested change or changes has been given in that month's newsletter.

ARTICLE X - DISSOLUTION

Section 1 The decision to dissolve to club shall be made known in writing to all members in good standing. A meeting shall be held for discussion and vote on this decision. A two-thirds majority vote by those present at the meeting shall be necessary for dissolution. Vote shall also be held at this time to decide on the distribution of any remaining funds and assets to another organization with like or associated purposes. Recommendation of such organization shall be made by the Executive Committee and approved by majority vote of those present.

President

VP <u>Programs</u> Refreshments Library	VP <u>Membership</u> New Mom Meeting Coordinator New Buddy System Coordinator	VP <u>Fundraising</u> Clothing Sale Coordinator Publicity Webmaster	VP <u>Special Events</u> Playgroup Coordinator Daytime Activity Coordinator Adult Night Out Coordinator	<u>Secretary</u> Newsletter	<u>Treasurer</u>	<u>Member At Large</u>
--	--	--	--	--------------------------------	------------------	----------------------------

By-laws for the Western Cincinnati Mothers of Twins Club Approved by all members of the board on August 16, 2009 and voted on by the club members at the November 12th, 2009 club meeting. By-laws are posted in each New Member's Membership packet.

Approval/Signatures of at least two board members: President & Secretary:

Signature on File

President Date

Signature on File

Secretary Date