

# **MPOMC (Marin Parents of Multiples Club) Bylaws March, 2004**

## **Article I: Club Name**

The name of the organization shall be the Marin Parents of Multiples Club and can be referred to by the full name or MPOMC in all Club communications.

## **Article II: Purpose**

To provide educational, social and emotional support to the parents of multiples both before their children are born, as well as during the critical months and years that follow.

MPOMC provides guidance in the form of help, camaraderie and encouragement. This can be found in the literature the club offers, at the various monthly support, social and general meetings that take place, as well as through the Club's Big Sibling program and individual personal relationships formed throughout the organization.

MPOMC also provides philanthropic aid, monetary or otherwise, to families of multiples in need and other child focused organizations

## **Article III: Membership**

All parents or guardians of multiples are welcome to become MPOMC members. Membership is year round and prospects are welcome to join at any point during the year. MPOMC is a member-operated organization and is run completely by and for our members. MPOMC counts on members to volunteer to help manage and participate in all Club groups and events.

As an MPOMC member, members are entitled to:

- The Club's welcome packet, including a membership roster and a copy of the Club's Bylaws. Please note the membership roster is for personal and not for commercial use and therefore should not be used as a mailing list by any MPOMC member.
- A mailed copy of the MPOMC monthly newsletter (exception August)
- Participate in any or all Club meetings and social events
- Access the special members only e-mail forum, lending library and Club web site

Anyone interested in joining MPOMC is welcome to attend Club meetings and receive the newsletter for two months prior to joining, free of charge.

Any prospective or renewing members who are interested in joining MPOMC and are unable to afford dues during a particular year may still join, and contribute as much as they are able.

## **Article IV: Meetings**

General Club meetings and support groups are held monthly. Attendance at these meetings is desirable although not required of Club Members. It is asked that Club Officers or a representative attend all general meetings.

Meetings for the Club's Executive Board (effective June 22, 2004) are held quarterly with a schedule provided at the start of the new MPOMC year (June). And although not currently mandatory, Board Members are expected to attend. All Club officers should plan on attending a maximum of three meetings throughout the course of the MPOMC year.

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## **Article V: Dues**

Membership in MPOMC is:

- \$45 annually
- \$25 for members who have been with the Club for four years or more or have multiples, age 4+
- \$25 for members who have moved out of state but wish to retain their MPOMC membership
- \$5 one time new member fee

MPOMC dues are subject to increase with approval by the Executive Board.

MPOMC is a non-profit organization and part of the National Organization of Mothers of Twin Clubs (NOMOTC). Membership dues collected go towards:

- Participation in the national organization and receipt of their Club information and newsletter
- MPOMC operating expenses and insurance
- Club meetings and a portion of some Club social events

Membership renewals are sent out in July each year with all membership dues to be paid by September 30<sup>th</sup> of that same year. Membership privileges will be terminated should dues not be received by that date.

## **Article VI: Governing and Managing Bodies**

Effective June 22, 2004, MPOMC has two separate operating boards:

**Executive Board:** Consists of Club President(s), Treasurer, Membership Officer, Program Director, Newsletter Content Editor, Secretary and Communications/PR. An invitation to each meeting will also be issued to one (or more) other officer in the Club on a rotating basis. This invitation to be extended by the Club's Co-Presidents and may be determined by need based on meeting timing.

This board is responsible for establishing Club infrastructure, setting meeting content, changes in Club policy or practice, approving budgets and expenditures and overseeing all Club functions. Its creation was to help streamline meetings and expedite the Club's approval process. Goal is to have odd number of participants based on need to have a majority in voting situations. In situations where a majority is not received, the Club's President(s) may cast the deciding vote.

**Managing Board:** Consists of all of the above in addition to the following list of Club Officers; Sibling Coordinator, Birth Announcements, Congratulations and Bereavement, Community Outreach, Dad's Night Out, Mom's Night Out, Database Coordinator, Database Assistant, Family Event Director, Fundraising, Librarian, Meals for Moms, Mom's Night Out, New Moms I, New Moms II, Newsletter Graphic/Layout Editor, Northern California Representative, Advertising, Mailing, Premie Closet, Social Director, Toddler Play Date Coordinator, Toddler Resource Coordinator, Triplet Coordinator and Website Editor.

Job descriptions for all positions are available through the Club's President(s) and/or the officers currently holding those positions. Club officers should update all job descriptions annually, as needed. All Board Members/officers are also responsible for maintaining/updating a binder on their position. This binder is passed on at the annual Board/Officer meeting in June.

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Expectations of each Club Officer are as follows:

- Understand your own individual job description and do the best you can to fulfill the responsibilities associated with that position
- Plan ahead and be proactive with your position. Don't wait for club members (or potential members) to contact you - reach out to them!
- Feel free to take initiative and be creative in how you approach your position
- Be cognizant of and stick to Club and internal officer deadlines (i.e. Newsletter)
- Check (and respond to) Club e-mail several times weekly if not more frequently
- Attend appropriate board meetings whenever possible, notifying the President(s) when unable to attend, and providing them or co-officer with anything that should be shared with the group
- Read Minutes (if available) following each Officers' Meeting and make sure any actionable items are taken care of per the appropriate schedule
- Don't be afraid to ask for support/help from other Club Members. Committees Work! Try to involve both new and existing club members where appropriate and feasible
- Have fun with your position and use it to make a difference!
- Remember that all officer positions are volunteer. While it can be helpful to provide constructive criticism to other officers, be kind and considerate to all members! After all, we are all busy mothers of multiples (and sometimes more)!

MPOMC Club President(s) are responsible for providing agendas prior to each Executive Board, Managing Board and General Meetings and calling these meetings to order.

### **Article VII: Nominations, Elections and Voting**

1. All members are eligible to volunteer for an officer position. Open positions will be posted in April of each year on the Club's Web Site, Topica E-mail Forum and in the newsletter (Must be done by March 12 in order to appear in April newsletter)
2. All Executive Board positions must be voted on by the Club membership at the general meeting held in May of each year. Elections for Managing Board officer positions will take place only if there is more than one person vying for a particular position. All ballots are secret and confidential.
3. Should someone be unable to attend the May general meeting but want to cast a vote, they may do so via e-mail to the Club's Presidents.
4. No more than two members may share all Managing Board officer positions. It is asked that in order to keep the total number of officers manageable, that positions not requiring assistance be kept to one person. Assistance on any position or function can also be obtained through recruitment of other members and the formation of a committee. Each position in the Club receives only one seat and vote at Executive Board Meetings. The exception to all of the above is the job of Co-President.
5. All Executive and Managing board positions are for a term of one year; with it suggested that all officers consider continuing for a second year if possible. An officer can continue beyond the two-year term if there are not others interested in that officer function.
6. Attendance at all Executive Board Meetings is strongly recommended. Should absences be excessive, officers may be asked by the Club's Co-Presidents to resign their positions.
7. Any officer can be terminated with cause by a vote from the Executive Board.
8. Any officer wishing to resign may do so in writing to the Club's President(s).
9. Any positions left vacant by resignation or termination during the year are to be filled by volunteers as approved by the Executive Board.

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## **Article VIII: Volunteer Policy**

Volunteers are called upon for each event based on members last names (i.e. for a specific event, people with last names beginning with the letters A-D may be called upon). The event Director is responsible for recruiting volunteers. This policy is not a requirement of membership, but rather a request for assistance. The Co-Presidents are responsible for dividing up the alphabet at the beginning of the year, based on the number of events planned.

## **Article IX: Finances**

The MPOMC Treasurer, with the assistance of all MPOMC officers, is responsible for creating and maintaining a budget for each fiscal year. Club Officers are responsible for adhering to Club budgetary restrictions and for having all expenditures approved either as a part of the initial Club

budget or on an ongoing basis by the MPOMC Executive Board. If no board meetings are scheduled, the Club's Presidents' and Treasurer may also approve these "extraordinary" costs.

Checks may be written only by the Club Treasurer and authorized President. All reimbursable expenses should be accompanied by a dated receipt and have received prior approval.

The MPOMC Budget is to be approved at the first Executive Board Meeting of the fiscal year (August/September). It should also be published in at least one newsletter annually.

## **Article X: Club Dissolution**

Dissolution, if necessary, should be by a 2/3 vote of the Club's Executive Board. Once payment of any outstanding debts is made, distribution of assets to a charitable organization should also be by a similar vote.

## **Article XI: Amendments**

Proposed changes to the MPOMC Bylaws should be submitted in writing to the Executive Board for voting purposes. Votes are to take place at the next scheduled meeting with any decisions communicated afterwards.