

Greater Oakland Mothers of Multiples (goMOMS) By-Laws

ARTICLE I – NAME

The name of the club shall be Greater Oakland Mothers of Multiples (goMOMS)

ARTICLE II – MISSION

Provide a forum to establish a community of mothers with the common experience of parenting multiples to promote a support network.

ARTICLE III – MEMBERSHIP

Section 1 **Eligibility:** Any woman who has multiple birth children or is legally responsible for multiples.

Section 2 **Classifications of Membership, Rights & Requirements:**

Full Member: Payment of full members' dues annually shall qualify a mother as a full member. She is requested to serve on at least one committee. She is entitled to: receive all club newsletters/communications, run for Board of Directors (Board), join the goMoms social media page, attend all social events, speak and vote at all meetings. She can participate in the clothing sale(s) and is required to work at all clothing sales that she sells at. She will be registered with Multiples of America (formally known as the National Organization of Mothers of Twins Club, NOMOTC.)

Prospective member: Not previously been a member of the club. Prospective members will receive a letter of introduction to the club. She may attend two general meetings as a guest of the club and receive two newsletters before paying dues.

Complimentary Members: Any woman the Board selects to receive a dues exempt one-year Full member status.

Alumni Members: Any woman with multiples whose multiples are 6-years-old by December 31 of year registering and was a full member for the entire previous year. Payment of alumni members' dues annually shall qualify the mother as an alumni member. She is entitled to: receive all club newsletters/communications, join the goMOMS social media page, attend social events and attend meetings each year. She can participate in the clothing sale(s) and is required to work at all clothing sales that she sells at.

Section 3 **Membership Dues:** Annual Dues (See Standing Rules Section 2).

ARTICLE IV – MEETINGS

Section 1 **General Meetings:** Refer to Standing Rules (Section 1 a)

Section 2 **Board Meetings:** Refer to Standing Rules (Section 1 b)

Section 3 **Special Meetings:** Special meetings can be called by the President, Board of Directors (Board), or upon request of five members in good standing. Only the business of which the meeting was called may be discussed and acted upon.

ARTICLE V – BOARD OF DIRECTORS (BOARD)

Section 1 **Board positions and hierarchy:** President, Vice-President, Treasurer, Membership Coordinator, Mom’s Chat Coordinator, Newsletter Editor, Committee Chair Coordinator, Secretary, Fundraising Chair, Website Administrator, Sale Coordinator, Alumni Representative.

Section 2 **Term:** Elected Board members serve for one year from installation (June).

Section 3 **Voting:** For transaction of business of the elected Board a quorum (two-thirds of board members) must be present. One vote over one-half of the total members present shall be necessary for motion to pass.

Section 4 **Qualifications:**
President: Nominee for President should have served actively on the Board for a full year within the last three years.

All other Board positions: A nominee for any office (other than President) should have attended at least three general meetings in the past year.

Section 5 **Vacancies:** The Vice-President(s) shall fill a vacancy in the office of the President. All other Board positions shall be filled by a majority vote of the members present at any general meeting (with no prior written notice).

Section 6 **Resignation:** If an officer is unable to perform the duties assigned to her, she should submit her resignation, in writing, to the President. In the case of the President, she will submit written resignation to the Board. Upon the return of all club property, the office will be declared vacant to be filled as stated above.

Section 7 **General Duties:** Attend all general, Board, and special meetings or ask another member to attend in her absence. Keep an up-to-date manual including her duties, activities, current by-laws (and attachments) and procedures, as well as keeping records for previous years as reference. Report to the membership periodically, both at meetings and in the newsletter. Prepare two copies of her annual report: one copy to be turned into the President by the May board meeting and one copy is to be placed in the procedure manual pertaining to her position. Submit itemized receipts of expenses to the treasurer (along with a “check Request” form) for reimbursement. Amounts of \$25 over the budgeted amounts shall be approved by a majority vote of board members present at any board meeting.

Section 8 **Specific Duties:**

All Board Positions: Must have email and Internet access, and an active social media account.

President: Provide general supervision of goMOMS in accordance with the directives of the members and presides at all Board meetings (according to the agenda she has prepared). Report regularly to the membership via the newsletter. Serve as ex-officio member of all committees. Coordinate the September welcome meeting and the June installation dinner. Contact the other members of the Board to make emergency decisions. The President and two people from the general membership will serve as the auditing committee at year's end and review the treasurer’s records. Also will make sure tax exemption forms are timely filed with Multiples of America as well as serves as Resident

Agent (see standing rules.) Maintains Gmail account:
gomomspresident@gmail.com.

Vice-President and/or Co-Vice President: Coordinate necessary arrangements for all general meetings (except the September welcome meeting, the April spa night, and the June instillation dinner). This includes speakers and locations. The vice president(s) must attend and run these meetings. Provide a monthly article to the newsletter regarding meetings' events. Compile a calendar of events for the upcoming year based on direction of all Board members. Serve as chairwoman/women of the nominating committee. Assume all duties of the President in her absence or resignation. Maintains Gmail account:
gomomsvicepresident@gmail.com.

Treasurer: Conduct all banking transactions (deposits and check-writing) on behalf of the club and keeps current records of all receipts and expenditures. Provide a Treasurer's report in the newsletter each month and report at each Board meeting on the current financial status. Prepare a proposed budget for her year of service. File incorporation and banking papers for the year. Provide the financial records for audit before the close of the fiscal year (June Board meeting). Clothing sale responsibilities include: Prepare for and attend the two clothing sales. Also responsible for: obtaining petty cash and the night deposit bags, all monetary compilations and deposits, and the preparation of sellers' checks. *Special Skills* – The treasurer should have a working knowledge of Excel & MS Money (or comparable programs). Maintains Gmail account:
gomomstreasurer@gmail.com.

Membership Coordinator: Perform all administrative functions of membership and explore ways of increasing and strengthening club membership. Maintain a database of all members (and pertinent information) both present and past. Compile current Member & Resource Directories and keep them updated monthly (available upon request). Collect membership dues and forward to Treasurer. Provide the newsletter editor with all names and email/addresses of members and provide an article of information regarding member statistics. Also required to provide the newsletter editor with information regarding prospective members. Required to attend September's general meeting. Required to bring membership forms to all general membership meetings. Clothing sale responsibilities include: providing a current member list to the Clothing Sale Chairwoman before each sale. Work with resident agent to make sure Incorporation Papers are filed. *Special Skills* – The Membership coordinator should have a working knowledge of Excel (or comparable program) and/or database experience. Maintains Gmail account:
gomomsmembership@gmail.com. See also National Representative.

Mom's Chat Coordinator(s): Focus on the needs of prospective moms and moms with multiples under age one. Contact all prospective members with a letter of introduction to goMOMS and provide information about our club and multiple births. Host MOM's chat one-hour before general meetings. Contact new mothers and assess their need of resources. Keep track of the birth of new mom's babies and send congratulations. Provide newsletter editor/webmaster with birth announcements. Coordinate the April spa night. Required to attend September's general meeting. Assist coordinating meals requested by new moms with the goMoms Meal Coordinator (if applicable.) Maintains Gmail account: gomomsnewmoms@gmail.com.

Newsletter Editor: Compile newsletter reports from all members, board and chairwomen, monthly. Email all members a copy of the newsletter at the

beginning of each month. Maintain a copy of each newsletter in a permanent file. *Special Skills* – Working knowledge of a publishing program (e.g. Publisher) and FTP access. Maintains Gmail account: gomomsnewsletter@gmail.com.

Committee Chair Coordinator(s): Solicit committee volunteers from the club. Contact all committee members. Explain the following: duties, budget, expense reimbursement, deadlines, and newsletter article submission. Assist and answer their questions throughout the year. Track all club property related to committees (e.g. meeting supplies, disposable meal ware, etc.) and makes certain that it is transferred properly. Compile a list of proposed committees with proposed budget amounts and present to the Board for consideration by the May Board Meeting. Maintains Gmail account: gomomscommittee@gmail.com.

Secretary: Record all decisions discussed at board meetings. Email the meeting minutes to board members in a timely manner. Keep one copy of all minutes in the permanent minute's book, and send a condensed version to the newsletter Editor. Bring minutes from the previous two years for reference to all general and board meetings. Handle all correspondence for the club, including thank you notes to guest speakers and others that assist goMOMS. Keep and maintain the original copy of goMOMS Standing Rules/By-laws noting changes throughout term. Maintain list of club advertising and update as needed. Create and distribute event invitations through electronic invitation service for all meetings, parties, MNO, playgroups, etc. Maintains Gmail account: gomomssecretary@gmail.com.

Fundraising Coordinator(s): Coordinate all fundraising activities of the club – including the November Auction, Kroger Community Rewards, etc. Work with the Treasurer to determine the level of fund raising needed. Chair the annual auction which includes soliciting donations from outside sources. Conduct a 50/50 raffle at each meeting (when allowed at the venue). Compile a list of possible fundraisers for the club and present at the September board meeting. Maintain a listing of previous donors including contacts and addresses. Maintains Gmail account: gomomsfundraising@gmail.com.

Alumni Representative: The Alumni Representative should hold current alumni membership status and serves as a liaison between goMOMS alumni members and the board. She will work with the Membership Coordinator to maintain and strengthen alumni membership. She will also plan any alumni only events. Maintains Gmail account: gomomsalumni@gmail.com.

National Representative: The National Representative serves as a liaison between goMoms members and Multiples of America. She should share important communications from Multiples of America, be available to answer questions about the benefits of national membership and help members solve problems related to their multiples through Multiples of America's many resources. Specifically, she should send in the club roster and dues once a year, adding new members as they join; make sure tax exemption forms are timely filed; and, update the member club manuals as new documents are received. The National Representative should make sure she receives the national online newsletter so the club can stay well informed of developments. (Not currently a board position. Handled by Membership Coordinator.)

Webmaster: The Webmaster maintains and updates the official goMoms webpage at www.gomoms.org and generates new pages when needed. Oversees and maintains social media accounts. Creates new e-mail accounts when needed and changes the passwords for goMoms email accounts on a

yearly basis. Provides support to other board members by creating items such as forms, spreadsheets, flyers, etc. Maintains Gmail account: gomomswebmaster@gmail.com.

Sale Coordinator (s): The Sale Coordinator secures the location and sets the dates for the for the fall and spring sales. Her responsibilities include: soliciting and communicating with member sellers, advertising for the sale, update registration form and sales flyers, obtain permits for signs, assign jobs and notify other MOM clubs of the sale. She reports to board meetings to give updates, request assistance, and report outcome of sale profits/success. Maintains Gmail account: gomomssalecoordinator@gmail.com

ARTICLE VI – COMMITTEES/CHAIRWOMEN

Section 1 General Duties: Keep an up-to-date committee folder including: duties, procedures, activities, and expenses. Report to members via the meetings and the newsletter. Submit itemized expenses with proper forms and receipts to the Treasurer within one month. Plan and organize their event and/or position responsibilities.

Section 2 Committee Descriptions: See attachment to Standing Rules

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1 Nominating Committee: The Vice-president will serve as chairwoman of the nominating committee (or secure an alternate) with two other members: one from the current Board, and one from the general membership. The President is an ex-officio member.

Section 2 Nominating Procedures: The Vice-president will submit a volunteer form for the March/April newsletter. The committee will meet in March/April to consider nominees from the completed volunteer forms and solicit volunteers (for positions not represented) to present at least one name for each office to be filled. The slate will be presented at the April board meeting and printed in the May newsletter. Nominations may also be made from the floor at the May general meeting, if consent has been obtained from the nominee.

Section 3 Elections: A ballot will be conducted at the May general meeting. The Vice-president will appoint two tellers (neither of whom may be nominees), to secretly count the ballots, with the secretary. A majority vote will elect, if a minimum of 25 Full members cast a vote (including absentee ballots).

Section 4 Installation: A dinner will be held in June for the installation of new officers.

ARTICLE VIII – AMENDMENTS

Section 1 Amendments to the By-laws: These By-laws may be amended at **any general meeting if ALL** of the following rules are adhered to:

- *Amendment was submitted in writing to all members one-month prior
- *A minimum of twenty-five Full Members (including absentee ballots) cast a vote
- *Two-thirds (2/3 or 67%) of all votes cast pass the change

Section 2 Amendments to the Standing Rules: Changes to the standing rules may be made (without prior notice) at any meeting. Majority vote (51%) of Full Members present passes the change.

ARTICLE IX – DISSOLUTION

Section 1 Requirements: Written notice will be sent to all members thirty days prior to a meeting to consider dissolution. Dissolution of goMOMS will be effected by a two-thirds (2/3) vote of the Full Members in attendance (including absentee ballots) after said notice.

Section 2 Liquidation and Distribution: All assets of goMOMS will be immediately converted to cash. Following the satisfaction of any outstanding debts, all remaining moneys will be donated to a charitable institution recommended by the Board. Distribution and/or destruction of all official records of goMOMS will be left to the discretion of the Board.

Modification Log

Date	Name	Description of Changes
1-31-2004	Kasey McGrath	Updated Job Descriptions based on board discussions. Corrected grammatical errors and typos.
7-30-2007	Lynnette Mueller	Spell/Grammar checked document. 2 minor changes
8-22-2007	Lynnette Mueller	Updated hierarchy in Article V, section to remove National Rep and add Fundraising Chair and Website Admin. Added note to National rep duties that Membership Coordinator is currently handling it.
7-1-08	Lynnette Mueller	Added alumni group information.
8-13-12	Heidi Baker	Added voting section in Article V. Updated board position descriptions to include higher level details.
2-16-17	Andrea DeBuschere	Massive changes made to whole document. A full list of changes are maintained in the Secretary files.