

**Tulsa Mothers of Multiples**  
A Support Group for Parents of Twins and  
Higher Order Multiples

**BY-LAWS**

Amended 03/11, 10/11

ARTICLE I     NAME

Section I       The name of this Organization is Tulsa Mothers of Multiples, herein after referred to as "TMOMs".

Section II       Founded: TMOMs was founded in 1983; updates will be made as more information is found.

ARTICLE II     Purpose

Section I       TMOMs Mission is to provide education and support for Mothers of Multiples through positive volunteer activities, community involvement, and individual friendships.

Section II       Dissolution, if necessary, of the TMOMs Organization shall be by two-thirds (2/3) vote of its members. In the event of dissolution, any funds and assets remaining in its possession shall be distributed to a Charity of the Board's choosing, by a two-thirds (2/3) vote of its members.

ARTICLE III    Membership

Section I       Club Membership Requirements  
Conduct to be appropriate and compliant with the purpose of TMOMs Mission Statement.

Section II       Dues

- a) The fiscal year is August 1 through July 31.
- b) Annual dues payments are to be received on or before July 31.
- c) Individual dues shall be \$25.00 annually, of which \$10.00 is for TMOMs operations, \$5.00 is paid to OMOMs for state dues and \$10.00 is paid to the National Organization of Mothers of Twins Clubs (NOMOTC) for national dues.
- d) For first-time members, dues will be prorated to \$15 on April 1.
- e) Payment of dues is to be paid by cash, personal check, or reduction of spring garage sale proceeds, if selected.
- f) There will be 5 complimentary (comped) memberships available each fiscal year in accordance with Philanthropic Fund Guidelines (See Policies and Procedures).

Section III      Benefits

- a) Receive subscription to TMOMs electronic newsletter and electronic membership directory. A mailed newsletter or membership directory will be made available for a fee. The amount determined annually by the board.
- b) Receive NOMOTC membership and newsletter subscription.

- c) Receive 1 copy of the New Member Packet from TMOMs.
- d) Have access to all support services provided by TMOMs, including garage sale privileges, as outlined in the Garage Sale Rules and Regulations (Garage Sale Gazette).
- e) May volunteer to serve as any TMOM officer, subject to Articles IV.

ARTICLE IV Officers

Section I Executive Board and Chairmom Positions.

- a) Positions shall be filled voluntarily by election. See article VI for voting procedures.
- b) President and Treasurer positions must be filled by members who have been in the club at least one year.
- c) Candidates for President and Treasurer must have previously held an Executive Board or Chairmom position and fulfilled the duties.
- d) Officers and Chairmoms shall be installed at the August meeting.
- e) Detailed duties and procedures shall be outlined in a handbook specific to each Executive Board and Chairmom office.
- f) As procedures change, the current officer shall update the handbook before turning it over to the new officer. A copy shall also be provided to the library.

Section II Vacancy

- a) The office of President shall be filled by the First Vice-President as soon as feasible.
- b) Vacancy of other executive board shall be filled by appointment by the Executive Board as soon as feasible for the remainder of the term.
- c) Vacancy of Chairmom shall be appointed by President.

Section III Removal

- a) In the event of misconduct or failure to perform duties, an officer may be removed; refer to Article IV, Sec. 2 of the NOMOTC by-laws.

Section IV Executive Board shall consist of the President, 1st Vice-President in charge of programs, 2nd Vice-President in charge of Fundraising, Treasurer, Secretary, Membership, and Advisor.

Section V Duties of Executive Board Officers

- a) President: Official Representative of TMOMs on all levels and has general supervision of the affairs of TMOMs; shall preside at all TMOM meetings. Shall have a maximum of two consecutive years in which she can serve this position.
- b) 1st Vice-President: In the absence or inability of the President to serve, the Vice-President shall assume the duties of the President; shall be officer in charge of monthly programs, and shall assist the President as required.
- c) 2nd Vice-President: Shall be responsible for all fundraising efforts, including the semi-annual club garage sales. Shall be the officer in charge of the fundraising and garage sale committees. The mission of the Fundraising Committee is to raise funds which allow TMOM's to accomplish its stated mission and goals and support by material and financial gains to assist in the rearing of multiples and their families.
- d) Treasurer: Shall keep a true account of all receipts and disbursements, and be

responsible for collection and disbursement of all TMOM funds in accordance with TMOMs regulations; shall be officer in charge of all financial committees. Shall have a maximum of two consecutive years and may not simultaneously serve as tag tabulator at our semiannual TMOMs sales.

e) Secretary: Shall maintain a record of the proceedings of all meetings of TMOMs; shall conduct the correspondence of TMOMs as requested by the President; shall perform such duties as usually pertain to the office or that are delegated by the President. Shall act as Parliamentarian at meetings according to Article VII and shall maintain the by-laws according to Article X.

f) Membership: Shall maintain current membership data on TMOMs members in good standing through Big Tent. Shall collect dues and submit it to the Treasurer in a timely manner. Shall provide new member packets. Shall provide required membership information to officers of the club as needed.

g) Advisor: Shall be a Previous TMOMs President in good standing, and serve to advise the current President.

## Section VI

Chairmom Positions shall consist of:

A. Club Contact: Has the mission of receiving and returning all calls concerning TMOM's.

B. Historian: The Mission of the Historian is to maintain the club's scrapbook and records showing TMOM's development from past to present.

C. Librarian: The mission of the Librarian is to obtain current and new information in the form of books, magazines, videos etc. that will pertain to multiples and their families, and make the information available to members at each monthly meeting.

D. National Representative: Shall be TMOMs liaison between the National Organization of Mothers of Twins Clubs (NOMOTC), and OMOMs; will keep TMOMs advised of pertinent information pertaining to TMOMs on a State and National level. Shall submit membership listings and dues to OMOMs (if we are participating) and NOMOTC in a timely manner and within existing deadlines.

E. Newsletter Editor: The editor shall be responsible for the publication of 'MOM's Memo' of which 12 issues per fiscal year is provided to paid members.

F. Philanthropic Committee: The mission of the philanthropic committee is to aid club members and multiples in the community Emergency Assistance, Personal Support and Community Education.

G. Public Relations

H. S.A.M.'s Meeting Coordinator: The mission of the Specialized Group is to provide opportunities and a forum to discuss issues for mothers of children in the specified age groups in an informal and comfortable atmosphere.

a. SAM's for mothers of school-aged children.

I. Sister of Support: Coordinator is to assign a mentor member to all new members and to ensure that all new members are acknowledged and find the support they need.

J. Social Committee : The mission of the social committee is to plan social activities for TMOM's and their families that provide an opportunity to share advice, receive support and make friendships.

K. S.T.O.R.K. Meeting Coordinator: The mission of the S.T.O.R.K group is to provide opportunities and a forum to discuss issues for mothers of children in the specified age groups in an informal and comfortable atmosphere.

a. Stork: for expectant Mothers of Multiples and Mothers with Multiples one year of age or younger.

L. Systems Coordinator: Shall coordinate the use of all club technology.

M. T.O.T.'s Meeting Coordinator: The mission of the S.T.O.R.K group is to provide opportunities and a forum to discuss issues for mothers of children in the specified age groups in an informal and comfortable atmosphere.

a. TOT's for mothers of toddlers aged one to five.

N. Welcome Committee: is to ensure that new members feel welcome to the club. They shall do this by either contacting them personally, or assigning another member to be their contact. This contact person will periodically call the new member to check on them during the first six months, and around their due date if they are pregnant.

## ARTICLE V Finances

Section I Records of Budget and actual spending shall be kept by the Treasurer as described in Article IV, Sect. V (d).

Section II TMOMs will have one bank account; within the general account a separate ledger will be kept for the Philanthropic and any Convention Funds.

Section III A quarterly review of check register and bank statements shall be conducted by president, who will sign and date both documents.

Section IV Expenditures must be within the current budget guidelines. The President and Treasurer upon agreement may allocate funds for special purposes or events.

Section V Reimbursements for expenditures will be upon receipt only, presented in a timely manner. Blank checks will not be issued.

Section VI A "Return Check Fee" in the amount charged to TMOM's by bank plus \$10 will be charged to any member or non-member writing an insufficient personal or business check to TMOMs. Check writing privileges will be resumed after the \$20.00 fee is paid by cash, money order or cashier's check to TMOMs. This fee will be added to the general fund.

## ARTICLE VI The Voting Body

Section I The voting body shall consist of  
a) The Executive Board  
b) Chairmom officers  
c) Remaining TMOMs members in good standing

Section II Nominating Committee  
a) The Executive Board may appoint a nominating committee for the purpose of finding members to fill Executive Board and Committee Chair positions.  
b) The committee shall be comprised of three members in good standing, at least one of which is on the current Executive Board.

## ARTICLE VII Parliamentary Authority

The parliamentary writing of General Henry M. Roberts (Roberts Rules of Order, Revised) will be used.

ARTICLE VIII Standing Rules

Section I Board Meetings will be held at a time and place deemed necessary by the President with adequate notice, published in the newsletter, TMOM website or club e-mail. Emergency Board Meetings may be called at the discretion of the President or Executive Vice-President, providing 2 Executive board members and 2 Chairmoms are present.

Order of Business:

- A. Call to order
- B. Credential Reports
- C. Minutes
- D. Reports of Officers
- E. Reports of Special Committees
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

Section II Membership Meetings will be held monthly.

Order of Business

- A. Call to order
- B. Reports of Officers
- C. Reports of Special Committee
- D. Announcements
- E. Program
- F. Adjournment

Section IV All TMOMs in good standing may attend any board meeting.

ARTICLE IX TMOMs Logo:

Any items using TMOMs logo shall be approved by the Executive Board and Chairmom officers. The proceeds from the sale of such items remain property of the TMOMs organization.

ARTICLE X Amendments

Section I Adoption of these Bylaws will be by a majority vote of TMOMs in good standing.

Section II Amendments to these Bylaws may be made at any Board Meeting by a two-thirds (2/3) vote of those present and voting. The proposed amendment(s) shall be sent to all members a minimum of 21 days prior to the meeting. A quorum of three Executive Board officers and four additional members in good standing is required to vote.

Section III All decisions pertaining to TMOMs policies must be brought to the Executive Board and Chairmom officers, and approved by a majority vote of the officers either at meeting or via e-mail communication.