

Tulsa Mothers of Multiples

A Support Group for Parents of Twins and Higher Order Multiples

BY-LAWS

Last Amended June 2014

ARTICLE I NAME

- Section I Tulsa Mothers of Multiples, Inc. herein after referred to as TMOMs
- Section II TMOMs was founded in 1983

ARTICLE II PURPOSE

- Section I TMOMs mission is to provide mutual support, friendship, information and networking opportunities for all families and caregivers of multiples.

ARTICLE III MEMBERSHIP

Section I Anticipated Benefits

- a) Monthly meeting that consist of socializing, small group discussions and relevant/informative speakers
- b) Receive subscription to TMOMs electronic newsletter and membership directory
- c) Building friendships for parents, multiples and siblings
- d) Receive new member gift with informational materials and coupons/discounts for parents of multiples
- e) Social events for families, moms night out and date nights
- f) Advice and support
- g) Opportunity to buy and sell children's items
- h) Opportunities for advertising member businesses
- i) Membership to Nation Organization of Mothers of Twins Clubs(NOMOTC) and OMOMs
- j) NOMOTC quarterly newsletter
- k) Discounted registration for annual NOMOTC and OMOMs conventions and retreats
- l) NOMOTC and OMOMs social media forums
- m) Participation in charitable events within the community and group
- n) Sister of Support (SOS)
- o) Referrals for pediatricians, family Dr, daycares, nanny, etc.
- p) Discounts for several member owned and community businesses
- q) Play dates
- r) Opportunity to volunteer with TMOMs as an executive board member or chair.

*These benefits as well as others not specifically listed here may be offered to members as resources and availability allow

Section II Club Membership Requirements

- a) Must be a parent, grandparent or caregiver of multiples
- b) Must be an expectant parent, grandparent or caregiver of multiples
- c) TMOMs expects all members/guests to observe certain standards of behavior while at meetings, social events, fundraisers, on club forums(such as Big Tent, social media sites and all other club related activities or technology). Conduct is to be ethical and respectful and not offensive to other members or guests. Failure to observe the above standards may result in expulsion from the event, technology and/or revocation of membership by a two-thirds (2/3) vote of the board.

Section III 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 annually, of which \$10 is for TMOMs operations, \$5 is paid to OMOMs for state dues and \$10 is paid to NOMOTC for national dues.
- d) Payment of dues is to be paid by cash, personal check, PayPal or reduction of consignment sale proceeds, if selected.
- e) There will be complimentary memberships available each fiscal year in accordance with the availability of funds. Complimentary memberships will be approved by two-thirds (2/3) vote of the board.
- f) Membership dues are non-refundable

ARTICLE IV OFFICERS

Section I Executive Board and Chair 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 Chair position and fulfilled the duties.
- d) Officers and Chair positions shall be installed at the August meeting.
- e) Detailed duties and procedures shall be outlined in Section II specific to each Executive Board and Chair office.

Section II Executive Board shall consist of:

- 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 four consecutive years in which they can serve this position.
- b) Vice-President: In the absence or inability of the President to serve, the Vice-President shall assume the duties of the President and shall assist the President as required. Shall be responsible for all fundraising efforts and the officer in charge of the fundraising committee.
- c) Treasurer: Shall keep a true account of all receipts and disbursements, shall provide a monthly accounting statement to the board and be responsible for collection and disbursement of all TMOM funds in accordance with TMOMs regulations. Shall have a maximum of four consecutive years and be a member of the Fundraising Committee. Treasurer must consent to a criminal and consumer background check.
- d) 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 (see Article XVIII) and shall maintain the by-laws according to Article XXI.
- e) Membership: Ensures that new members feel welcome to the club by contacting them personally. Shall maintain current membership data on TMOMs members in good standing. Shall collect dues and submit it to the Treasurer in a timely manner. Shall provide new member packets and provide required membership information to officers of the club as needed.
- f) Advisor: Shall be a Previous TMOMs President in good standing, and serve to advise the current President.
- g) State/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 and NOMOTC in a timely manner and within existing deadlines.

Section III Chair Positions shall consist of:

- A. Newsletter Editor: The editor shall be responsible for the monthly publication of TMOMs newsletter.
- B. Public Relations: Shall be a person who helps to publicize the club and club functions. Shall utilize various media (newspapers, radio, internet, bulletins, etc), shall prepare media releases which look professional are informative, invites the media to special club events and sends out contact information for the club to libraries, Chamber of Commerce, day care centers and hospitals, and updates them yearly. Shall be a member of the Fundraising Committee.
- C. 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. 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.
- D. Social Chair: Plans social activities for TMOM's and their families that provide an opportunity to share advice, receive support and make friendships. Shall be a member of the Fundraising Committee.
- E. Systems Coordinator: Shall coordinate the use of all club technology.
- F. Fundraising Committee: 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. Committee shall consist of Treasurer, Publicity Chair, Social Chair and three At-Large Members.

Section IV Vacancy

- a) The office of President shall be filled by the 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 Chair shall be appointed by President.
- d) By unanimous vote the Board may override the requirements for President and/or Treasurer if there are no otherwise qualified persons willing to fill those positions.

Section V Removal

- a) In the event of misconduct, failure to perform duties or excessive absences from their duties, an officer may be removed by a two-thirds (2/3) vote of the board.

ARTICLE V Finances

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

Section II TMOMs will have one bank account; President and Treasurer will be authorized as signatures of the account. PO Box will be the address on the records of account, all checks, financial statements, records and correspondence also.

Section III A monthly accounting statement shall be provided to the board. A check register and bank statement shall be made available to any executive board member upon request.

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

Section V Reimbursements for expenditures must be approved by Treasurer prior to expenditure. Receipt should be presented to treasurer within seven days of purchase. Treasurer will issue Reimbursement check within seven days of receipt. Blank checks will not be issued.

Section VI In the event any member or non-member writes an insufficient personal or business check to TMOMs, an insufficient funds fee in the amount charged to TMOM's by bank plus \$10 will be charged to person. An insufficient funds letter will be mailed to current physical address and emailed (with read receipt). 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. If TMOMs is not reimbursed within 30 days of receipt of letter, membership will be denied or revoked. TMOMs reserves the right to refuse acceptance of personal check from persons who have two insufficient checks.

ARTICLE VI The Voting Body

Section I The voting body shall consist of all TMOMs members in good standing.

ARTICLE VII Parliamentary Authority

Roberts Rules of Order Newly Revised shall be the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these by laws.

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 on the TMOM website or club e-mail. Emergency Executive Board Meetings may be called at the discretion of the President or Vice-President.

Order of Business:

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

Section II Membership Meetings will be held monthly.

Order of Business

- A. Call to order
- B. Social Time
- C. Announcements/Reports
- D. Small Group Discussions
- E. Program
- F. Adjournment

Section III All TMOMs in good standing may attend the general board meeting.

ARTICLE IX TMOMs Logo/Name

Use of the TMOMs logo and/or name shall be approved by the Executive Board and Chair officers. The proceeds from the sale of logo items remain property of the TMOMs organization and shall be paid to organization unless approved by board.

ARTICLE X Non-Profit Incorporation

TMOMs is a nonprofit incorporation with an elected board that consists of the President, Secretary and Treasurer. The registered agent will be the Treasurer.

ARTICLE XI 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.

ARTICLE XII Contracts

a) No member of TMOMs has the authority to bind the group, enter into any contract, written or oral, or otherwise enter into any agreement on behalf of TMOMs without written approval by the President and one other Executive Board member.

b) Exceptions may be made only after the agreement and/or contract is brought before the board and 2/3 of the board grants permission to enter into such agreement(s) without the written authorization outlined above.

ARTICLE XIII Policies and Procedures

a) Policies and Procedures may be implemented/approved by the board.

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

ARTICLE XIV Dissolution

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.