

CENTRAL VALLEY MULTIPLES CLUB BYLAWS

ARTICLE I Name and Purpose

SECTION 1: The name of this organization shall be Central Valley Multiples Club (CVMC).

SECTION 2: Founded in Fresno, July of 1972.

SECTION 3: The mission statement: The Central Valley Multiples Club is a non-profit membership organization whose primary purpose is to inform, encourage and support our members in the sometimes challenging but rewarding task of raising multiple birth children. Our volunteers facilitate the exchange of information, ideas, and clothing/equipment through our newsletter, website, monthly meetings and library. There are also various social events for moms, children and the whole family throughout the year which provide members with the much-needed support and opportunities to form lasting friendships with other mothers and families with multiples. CVMC also has philanthropic interest in the community through its activities and fundraisers. As a subordinate of the National Organization of Mothers of Twins Clubs (NOMOTC), the club shall also adhere to the mission of its parent organization.

SECTION 4: CVMC is a member club of the Southern California Mothers of Twins Club (SCMOTC) and the National Organization of Mothers of Twins Club (NOMOTC).

ARTICLE II Membership

SECTION 1: Membership shall be obtained by making proper application and paying annual dues.

a. Any parent, primary care giver, or expectant mother who is or has been a parent/guardian of multiples is eligible to join.

b. Annual dues shall be payable by August 31st. No refunds will be given. However, a member may join at anytime throughout the year and pay a pro-rated fee according to the membership dues schedule as listed on the membership application.

c. Prospective members' dues are payable at the meeting of the third month from which they began participating. After the third month all membership privileges shall be revoked until dues are paid.

d. After a member has paid full membership dues for ten years, the dues for full membership shall be decreased to the amount to cover the cost of the newsletter and national and state dues only.

SECTION 2: A member's name may be removed from the active membership roll for anyone of the following reasons:

- a. A member may request to be removed from the roll.
- b. The Board of Directors, by unanimous vote, may expel a member who fails to abide by the bylaws of the Club and/or whose conduct is deemed detrimental to the Club. This action may not be based on race, color, or personal conflicts.

ARTICLE III Meetings

SECTION 1: The general meeting of the Club shall be held once each month. The date of the general meeting shall be set and subject to change by the Board of Directors as the need arises.

SECTION 2: One vote over one-half of the members present shall constitute a quorum for transactions of business of the Club.

ARTICLE IV Board of Directors

SECTION 1: The Board of Directors shall consist of the elected officers.

SECTION 2: The Board of Directors shall transact the routine business of the Club, submitting recommendations to the membership for approval when necessary. They shall take no action which conflicts with any vote of the membership.

SECTION 3: The regular meeting of the Board of Directors shall be held when deemed necessary and is called by the President.

SECTION 4: One vote over one-half of the total officers shall constitute a quorum for transaction of business of the Board of Directors.

ARTICLE V Officers

SECTION 1: The officers of this Club (also called the Board of Directors), shall be President, Vice-President, Secretary, Treasurer, Editor, Social Chairman, Ways and Means Chairman, and Program Chairman.

SECTION 2: No member shall hold the same office for longer than two consecutive terms. Exceptions are to be approved by the Board of Directors.

SECTION 3: Nominations for a Board position may be made by any eligible member at the April meeting.

- a. Nominations shall be invited from the floor. Members presenting candidates for nomination must obtain consent of all nominees beforehand.

SECTION 4: The annual election shall be held in May by ballot of the eligible members in attendance or by signed absentee ballot, presented at or before this meeting. No member whose dues are delinquent shall be eligible to vote in the annual election of officers.

a. If there is but one candidate for office, the ballot may be declared unnecessary and a vote taken by voice.

b. A candidate must receive a majority of the votes (one vote over half of the total cast) to be elected.

c. If a majority vote is not cast for one candidate on the first ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes.

SECTION 7: The duties of the officers shall be as set forth below and shall be assumed during the installation meeting in June.

a. The President shall preside at all meetings of the membership and of the Board of Directors and shall appoint all chairmen with the approval of the other officers. The President shall vote on motions only in the event of a tie, and shall be responsible (along with the Treasurer-elect and President-elect) to audit the books at the end of the term. The President shall also submit a monthly article to the Editor for the newsletter. The President shall be responsible for applying for tax-exempt status annually (in February) to the parent organization NOMOTC as a subordinate non-profit organization.

b. The Vice-President shall act as an aide to the President and shall, in the absence of the President, preside at all meetings. The Vice-President shall maintain up-to-date membership records and distribute and collect membership applications. The Vice-President shall also submit the national membership application annually (due September 31st) with the list of eligible members and update the national roster quarterly as new members are added.

c. The Secretary shall keep accurate records of the business of all meetings of the Club and of the Board of Directors, shall be prepared to refer to the minutes of the previous meetings, shall prepare a summary of all unfinished business for the use of the President and shall aide the Editor in preparing any notes from the previous meeting in the newsletter.

d. The Treasurer shall receive and disburse all monies belonging to the Club, shall keep records of income and expenditures, and shall collect and keep accurate records of all members' dues, preparing such financial reports as are necessary. The Treasurer shall receive the Club's approval of all bills before payment, shall sign all checks along with the President or Vice-President, and shall be responsible along with the Treasurer-elect and the President-elect to audit the books at the end of the term.

e. The Program Chairman shall make arrangements and present the program for all regular meetings and shall submit a monthly article outlining the program for

the upcoming general meeting to be given to Editor for the newsletter.

f. The Social Chairman shall appoint committees to aid in planning all social events and submit a monthly article on upcoming social events to the Editor for the newsletter.

g. The Ways and Means Chairman shall appoint committees to aid in planning all fund-raising projects, and shall submit monthly articles concerning fund-raisers to the Editor for the newsletter.

h. The Editor shall be responsible for preparing and distributing the monthly newsletter and shall maintain and periodically print an updated address/phone directory of Club members in the newsletter. The Editor shall also be the primary contact for club updates and memos via email distribution.

SECTION 8: In the event of a vacancy in the office of the President, the Vice-President shall assume the office for the balance of the term. Vacancies occurring in the other offices shall be appointed by the President, with the approval of the Board of Directors. The Board of Directors shall declare the position of any office vacant if such officer fails to attend two consecutive Board or General meetings, without an adequate excuse.

SECTION 9: The Board of Directors shall have the authority, by vote of the majority of the Board, to establish Co-Chair(s) for any of the Board positions or Standing Committee positions.

ARTICLE VI Special Committees

SECTION 1: Special committees shall be created and dissolved by the membership or Board of Directors as deemed necessary. Chair and Co-Chair positions may be appointed by a vote of the majority of the Board.

SECTION 2: The duties of the Chair positions shall be as set forth below and shall be assumed during the installation meeting in June.

a. The Friendship Chair shall investigate all emergencies, illnesses, and hospitalizations of members and their families, providing help and appropriate remembrances from the Club when applicable. The member shall be responsible for birthday and anniversary records and send cards to members and their families at those times. The member shall submit monthly birthday and anniversary lists to the Editor for the newsletter.

b. The Hospitality Chair shall plan and be responsible for the refreshments served at regular meetings and shall, when requested, serve as co-chairman, with the Social Chairman, on social events.

c. The Party Coordinator (3 positions, Fall, Winter and Spring) shall work with the Social Chairman and assist in organizing the various seasonal/holiday parties.

d. The Silent Auction Coordinator shall be responsible for organizing the silent auction at the spring BBQ and soliciting donations.

e. The Secret Pal Chair shall coordinate the program for those members interested in participating and distribute gifts at the meetings or make arrangements to deliver gifts for those members not in attendance. The member shall generate enthusiasm for the program throughout the year.

f. The Welcome Additions/New Moms Chair shall contact new parents, offer support, and arrange for delivery of meals if desired. The member shall also assign mentors to those moms who are in need or are interested.

g. The Webmaster shall update the website with current calendar events and other such documents.

ARTICLE VII Fiscal Year

SECTION 1: The Fiscal Year of the CVMC shall be from August 1st to July 31st to coincide with the Fiscal Year of the NOMOTC.

ARTICLE VIII Finances

SECTION 1: The President shall have authority to approve all expenditures up to \$100. The Board of Directors shall have the authority to approve all expenditures from \$100 through \$500. The membership shall approve all expenditures more than \$500. The President shall ensure that expenses she approves are included in the minutes of the Club.

SECTION 2: A combination of two signatures from the President, Vice-President, or Treasurer, shall be required for all expenditures and withdrawals from the CVMC bank account(s).

SECTION 3: The opening and/or closing of bank accounts shall be approved by a majority of the Board members and can be opened and/or closed by the signatures of the President, Vice-President, and Treasurer.

SECTION 4: The budget for the fiscal year will be prepared by the incoming President and Treasurer and will be presented at the August meeting.

ARTICLE IX Parliamentary Authority

SECTION 1: Robert's Rules of Order Newly Revised shall govern this organization in all cases not provided for in these Bylaws.

ARTICLE X Amendments

SECTION 1: The Bylaws of this Club may be amended at any general meeting by two-thirds vote, by secret ballot, of all members present. The amendments(s) shall have been read at the previous monthly meeting, printed in the previous monthly newsletter, or circulated by email.

SECTION 2: The Board of Directors may make typographical, punctuation, and/or minor syntax changes to the Bylaws by a vote of the majority of the Board of Directors.

REV. (8/08)