

MICHIANA PARENTS OF MULTIPLES CLUB CONSTITUTION AND BYLAWS

(Revised: 2003)

ARTICLE I: NAME

Section 1: The name of this club shall be "Michiana Parents of Multiples Club."

ARTICLE II: PURPOSE

Section 1: The purpose of this club shall be to promote interest in the supply information for and about twins and multiples.

The organization shall be non-political, non-commercial and non-sectarian.

ARTICLE III: MEMBERSHIP

Section 1: Membership in the club shall be open to any person regardless of age, race, color or creed who is or has been a parent or guardian of twins or multiples.

Section 2: Dues shall be \$25.00 per year per year to include membership in the local club, the Indiana Federation of MOT (State Organization) and the National Organization of Mothers of Twins. Dues are payable at the June meeting, delinquent after September 1st.

Section 3: Members joining after January 1st can choose full membership or a newsletter subscription at the cost of \$2.00 per month remaining in the fiscal year. This newsletter subscription will allow the family to attend club functions and receive local newsletters but not carry the voting and parliamentary authority of members. This newsletter subscription option is only available for first time joining members and does not apply to previous members rejoining the club after an absence or paying dues late.

Section 4: All members will pay equal dues. Exceptions may be made at the discretion of the Executive Board.

ARTICLE IV: OFFICERS

Section 1: The officers of this club shall be the President, Vice-President, Recording Secretary, Treasurer and Historian.

a: No person shall hold the same office for more than two full terms in successions.

b: Qualifications for these officers are: President and Vice-President, an active member for 18 months and have held a chairmanship of office during the current year. Secretary, Treasurer and Historian, an active member for 6 months and preferable held a chairmanship.

c: The above mentioned officers shall constitute the Executive Committee.

d: The Executive Committee and the chairmen of all standing committees shall constitute the Executive Board.

Section 2: The President shall be the presiding officer at all meetings of the club and the Executive Board.

a: The President shall appoint chair-men for all standing and special committees (except the nomination committee) and is a member ex-officio of all committees with the power to vote.

b: The President shall represent the club in all official functions and shall have such usual powers of supervision and management as may pertain to the office or shall be assigned to the President by the Executive Board.

c: The President shall present the gavel to the new President at installation.

d: In the absence of the President, the Vice-President shall assume the duties of the office.

Section 3: The Vice-President shall be familiar with the duties of the President and shall work closely with her at all times, so that the Vice-President is thoroughly prepared to assume the office of the President. The Vice-President shall keep in contact with all chairmanships.

Section 4: The Recording Secretary shall keep minutes of all club meetings and provide copies to the President.

The Recording Secretary shall keep a permanent file of all records and committee reports.

Section 5: The Treasurer shall collect and receive all monies due the club and disburse the funds on the order of the President or the Executive Committee or on a vote of the majority of members at a meeting. The Treasurer shall also issue receipts.

Section 6: The Historian keeps a pictorial history and written record of club activities.

ARTICLE V: STANDING COMMITTEES AND CHAIRMANSHIPS

Section 1: Standing committees and chairmanships and their duties are as follows:

a: HOSPITALITY ~ arrange for meeting place, hostesses and stores all supplies.

b: MEMBERSHIP ~ signs up all new members, helps treasurer collect dues and compiles information for the yearly handbook with membership roster.

c: PUBLICITY ~ handles all advertising.

- d: PROGRAM ~ organizes monthly programs.
 - e: CHAPLAIN ~ opens meetings with prayer, sends cards to member or twin that is ill or death in the family, responsible for Love Basket and organizes help for members in need.
 - f: EDITOR ~ responsible for publishing the monthly newsletter.
 - g: BIG SISTER ~ assigns an active member to keep in contact with prospective and new members.
 - h: NEW MOMS ~ send information to new parents.
 - i: FEDERATION DELEGATE ~ reports to club about the State Organization.
 - j: NATIONAL DELEGATE ~ reports to the club about the national Organization of MOTC.
 - k: LIBRARIAN ~ transporting and displaying library at all meetings, selecting and purchasing new books, publicizing the library and maintain and repairing the materials.
 - l: RESEARCH ~ collects information that would be of interest to club members.
- Section 2: A member may not hold more than one outstanding committee chairmanship for each year unless absolutely necessary.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1: At the regular meeting in March, a Nomination Committee shall be chosen consisting of two members who have been club members for 2 years.

- a: The Chairman shall be named by the President, the Co-Chairman shall be chosen by the President and the Chairman.
 - b: The committee shall present a slate with two or more candidates for each office; if possible, at the May meeting.
 - c: Nominations shall be accepted from the floor at the June meeting.
- Section 2: Elections shall take place at the June meeting.
- a: Voting shall be by secret ballot.
 - b: Only members shall vote.
 - c: Winner shall be determined by simple majority of members present.
- Section 3: Installation of new officers shall take place in August.

ARTICLE VII: MEETINGS

- Section 1: The regular meetings of the club shall be held on the third Monday of each month unless otherwise ordered by the Executive Committee and the time of the meeting will be set by the Executive Committee with the majority approval of the club members.
- Section 2: There shall be at least 10 meetings scheduled during the fiscal year.
- Section 3: There shall be an annual meeting of Board of Members to plan programs, activities and propose budget for the coming year. The proposed budget will be voted on at the next regular meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Regulations in "Robert's Rules of Order, Revised" shall govern this organization in all cases to which they are applicable.

ARTICLE IX: AMENDMENTS

Section 1: The bylaws may be amended at any regularly scheduled meeting by a majority vote of the members present, provided that notice has been given in writing or at the previous regular meeting. A majority of members present at any meeting shall constitute a quorum.