

# BYLAWS REDWOOD CITY MOTHERS CLUB

**Revised: October 2006**

**Name:** Redwood City Mothers Club.

**Purpose:** To provide mothers of infants and young children with support, friendship, information and community involvement.

**Definition:** We are a member-led support group for mothers of infants and young children. Every member shall be encouraged to volunteer, participate, and share her ideas and talents. The club is not intended

to be political, partisan, or sectarian. However, as part of a larger community, the group may provide a forum to openly and fairly discuss current issues and concerns of parents and children. The board must first approve all discussions of this sort at general meetings.

**Eligibility:** Mothers of infants and young children primarily between the ages of birth to five years, and expecting parents. Membership by fathers or other guardians who are "mothering" and would benefit from the club without changing its primary focus on women who are mothering the young are also eligible. Current members whose children are older than five may retain membership. Members must sign and return the Bylaws Agreement Form and be current in annual dues in order to participate in all club functions. Residence in Redwood City is not required; however, activities such as playgroups, mom's night out, and parties will normally take place in or near Redwood City. The club reserves the right to limit new members to residents of Redwood City should club size exceed the meeting accommodations.

**Termination:** A member may terminate membership by contacting the Membership Coordinator. The Board may terminate membership for failure to pay dues or violation of Bylaws.

**Dues:** Dues shall be 35 dollars per year due in January or, a prorated amount payable at time of joining and annually thereafter for the General Membership which includes access to all club activities, events and information etc. Paid in cash, Paypal or checks made out to Redwood City Mothers Club. Any change in dues amount is an amendment to the bylaws and made in accordance with bylaws procedures.

## **General Courtesies:**

1. Parents or children who are ill should not attend playgroups or other club functions.
2. Parents are responsible for the well being, safety, and behavior of their children at all playgroups and club functions.
3. If unable to attend a function or playgroup you have committed to, please inform the event coordinator or playgroup representative in advance.
4. Please note all functions that request RSVP and call to confirm your participation.
5. The Club is not to be used as a means of solicitation for any goods or services, nor is the member roster information to be made available for outside uses.
6. Members are not permitted to use the "Redwood City Mothers Club" name as an endorsement for their goods, services, or products.
7. All members are required to abide by the E-mail Policy Guidelines as published on the e-Group.
8. All members are required to conduct themselves in a respectful manner at all club related activities and events, and obscenities, ethnic or racial slurs or comments, disrespectful or hurtful comments or anything that may be construed as harassment or showing disrespect for others will not be tolerated by the club.

**Meetings:** The General Meeting shall be held as needed at a time, day, and location to be determined by the current coordinator. A board meeting for business shall also be held at a scheduled time, day, and place to be determined by the current board. Both meetings shall be published in advance to members.

**Bylaws Amendment:** Proposed amendments shall be presented in writing at a board meeting at least 45 days prior to a general meeting. Bylaws are amended by the affirmation vote of two thirds of the members present at a General Meeting. Members must be present to vote. Amendments passed will be published by means accessible to members.



**Logo:** As shown above.

**Board Qualifications:** All board members shall be a member in good standing. It is recommended but not required that the Chairperson serves in a board position for at least six months prior to assuming those positions. For all other board positions, it is recommended that they be a club member for at least three months and serve on one committee prior to joining the board.

**Board Selection:**

1. Chairperson shall be selected by general election. Members wishing to fill the position must state their candidacy to the outgoing Chairperson as soon as possible after the Chairperson announces her retirement. The election shall be held at the next possible general meeting. If there is more than one candidate for the position, a secret ballot vote at the next possible General Meeting is held and the candidate with the simple majority wins. Members must be present to vote. The outgoing chair and two non-board members must tabulate votes. If there is only one candidate for the position, a show of hands of at least half of those attending will confirm the candidate for the position.
2. Other board positions shall be filled on a volunteer basis. Persons wishing to fill a position shall volunteer to the Chairperson when the positions are advertised. If more than one member volunteers for the same position, the position can be split or the member who first contacted the Chair will receive the position, unless a decision to fill the position must be made upon other criteria. Such a decision will be discussed and voted upon at the next available board meeting. If no one volunteers, the board may approach a member to accept the office.
3. Vacant positions will be announced by means accessible to members for as long as they are open.

**Board Term:** All positions are for at least twelve months. No member shall serve in the same position for more than two years consecutively if there are other members wishing to fill the position. Any board member who cannot complete her term of office shall contact the chair as far in advance as possible.

**Board Procedures:**

1. Date, time and location of board meetings will be announced by means accessible to members in advance. *All board members are required to attend as often as possible.* If unable to attend, member will notify the chair and submit her committee report to the board through another member. All board meetings are open to non-board members.
2. Quorum of the board will consist of those present at the announced meeting. If a special meeting is held, or if the meeting date is changed with less than fifteen days notice, then a quorum will consist of at least 50% of the board. Motions presented before the board will be passed on a simple majority vote if a consensus is not achieved. Motions that cannot be presented at a board meeting for reasons of expediency can be passed by a two third majority telephone poll or e-group poll. A board decision may be overridden in urgent matters and all board members who participated in the original decision should be contacted with an explanation.

**Chairperson of the board:**

1. Act as a spokesperson and community liaison for club.
2. Mediate problems within the club.
3. Act as secondary signatory for the bank account.
4. Prepare monthly note and calendars as needed, including a "message" from the board.
5. Preside over and set agenda for both the general and board meetings.
6. Select a board member to serve as a substitute chairperson, when chairperson is unavailable.
7. Provide and keep sign-in sheets for general meeting attendance.
8. Recruit members to fill open board positions.
9. Oversee voting, board transitions, and be able to advise the new board when needed.
10. Oversee all facets of the Redwood City Mothers Club.
11. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Membership Coordinator(s):**

1. Act as the contact person for club membership inquiries (posted flyers, listings in local publications).
2. Receive completed membership forms
3. Forward new member alerts via email to all club members and provide new member introductions.
4. Keep a current written roster of membership and make it available to the board members on as-requested basis.
5. Manage new member information (on-line database, welcome letter, roster, bylaws, and bylaws acknowledgement form).
6. Keep signed bylaws acknowledgement from each member.
7. Distribute on a monthly basis a list of active members to board for use at meetings and events.
8. Coordinate annual renewals by sending renewal notices contact delinquent members with a minimum of 2 follow-up reminder email notices or phone calls.

9. Attend all board meetings; report on the status of membership.
10. Keep a notebook of all information pertinent to the position to be passed onto her successor.
11. Respond to inquiries regarding membership status.

**Playgroup Coordinator:**

1. Place interested club members in a playgroup and help set up new playgroups as needed.
2. Keep a record of playgroup members, meeting times, representatives, and communicate with each representative periodically.
3. Be available to playgroup members who might have concerns or problems. Provide suggestions, ideas, etc., for playgroup activities.
4. Submit articles on playgroup profiles and play area reviews to information coordinator.
5. Attend all board meetings; report on playgroup activities and viability.
6. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Information Distribution Team**

1. Moderate e-group and manage e-group information distribution.
2. Manage all aspects of website and implement information distribution through the website.
3. Attend all board meetings; report on planned information distribution, and budget requests for board approval.
4. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Speaker/ General Meetings Coordinator:**

1. Solicit speakers and discussion topics for general meetings and coordinate a location.
2. Coordinate speakers including all correspondence, confirmation letters, and thank you notes.
3. Introduce speakers at general meetings.
4. Provide refreshments at meetings as necessary.
5. Submit information and review of speaker discussion topic for distribution to club.
6. Attend all board meetings; report on planned speakers, fees, and discussion topics for board approval.
7. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Social/Parties/Events Coordinator:**

1. Coordinate and solicit a committee to plan and execute family parties and mom's night out, etc.
2. Prepare and circulate signup sheets when needed and book sites for important events in advance.
3. Coordinate storage of extra party supplies and decorations.
4. Solicit local businesses for donations and goods to offset the cost of events.
5. Poll members for ideas about new events and suggestions for improving current events.
6. Submit information and review of events for announcement to the club.
7. Attend all board meetings; report on planned events, and budget requests for board approval.
8. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Excursions Coordinator:**

1. Organize outings of interest to young children, approximately monthly.
2. Be responsible for reservations and collecting admission fees from the members in advance as needed.
3. Submit all information and a review of each event for distribution to the club.
4. Attend all board meetings; report on planned events and budget requests for board approval.
5. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Baby-Sitting Cooperative:**

1. Provide interested club members with information about the Cooperative.
2. Provide new co-op members with all necessary forms and co-op bylaws. Visit their home.
3. Schedule and preside over co-op socials and business meetings.
4. Provide back up for current month's secretary and schedule monthly secretary.
5. Audit sit points log monthly.
6. Handle problems and inform co-op members of rule infractions.
7. Submit articles on co-op activities for distribution to the club.
8. Attend all board meetings; report on co-op activities and viability.
9. Keep a notebook of all information pertinent to the position to be passed onto your successor. Including; fees paid, costs, co-op bylaws, acceptance forms, and safety questionnaires.

**Meals Program:**

1. Determine the needs of individual members and who the expectant mothers are.
2. Enlist and coordinate volunteers for meal delivery
3. Communicate appropriate information about members and "thank yous" to club.
4. Attend all board meetings; report on members in need, and planned support.
5. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Treasurer:**

1. Receive and be custodian of all funds for the club, giving receipts for cash.
2. Keep accurate records of all money received and paid out, preserve and file all receipts, bank statements and canceled checks.
3. Manage expense reimbursements to club members for club related expenses.
4. Attend any specialty planning meetings or fund-raisers if necessary.
5. Collect and record all dues.
6. Handle change over for incoming treasurer (signature cards, bank information, etc.).
7. Attend all board meetings; report cash totals, and a quarterly report of all money received and paid out.
8. Keep a notebook of all information pertinent to the position to be passed onto her successor.

**Toy Coop Coordinator**

1. Organize, plan and promote toy coop.
2. Secure location for toy coop and act as liaison between hosts and location management.
3. Attend all board meetings; report on planned events and budget requests for board approval.
4. Keep a notebook of all information pertinent to the position to be passed onto her successor.