

BYLAWS

Multiple Moms Mingle

Syracuse, New York
Founded March 2006

Article I- Name

This club shall be called Multiple Moms Mingle.

Article II- Purpose and Objectives

To provide educational, social and emotional support to mothers of multiples before their children are born and in the months and years that follow.

To strengthen the bond of fellowship among mothers of multiples.

To provide a wide range of activities to include moms, dads, multiples and siblings.

To focus attention on family issues relating to multiples through discussions and speakers.

To provide philanthropic aid to multiple birth families, or to organizations which serve the needs of multiples.

Article III- Membership

The membership consists of women who are mothers, legal guardians, or expectant mothers of twins, triplets, or other multiples.

Mothers who are eligible for membership become members upon payment of dues.

Dues may be reduced or waived for members with financial need, at the discretion of the executive board, upon written request.

Prospective members may attend two meetings and join the online support group for up to 60 days, before being required to pay dues.

Anything posted by members on the Multiple Moms Mingle Facebook support page or the Multiple Moms Mingle Facebook Garage Sale Page constitutes solely the opinion of said member and not the opinion of the larger organization. The organization shall strive to maintain a confidential environment on those pages, however, members recognize that there are inherent risks to posting information online and agree to hold the organization harmless from any liability for any information not remaining confidential. Members may not take screen shots of posts from the Multiple Moms Mingle Facebook support page and share said posts on social media. The organization takes no responsibility for the quality/content of those goods purchased on the Multiple Moms Mingle Garage Sale Page and does not endorse any specific meet ups among members to exchange the goods.

Members should conduct themselves in a respectful and courteous manner online and in person. In the event that a member behaves in a manner that is inconsistent with the code of conduct (see attached), membership may be revoked by a majority vote of the executive board. Membership dues will not be refunded.

As a Multiple Moms Mingle member, members are entitled to:

- attend all meetings, events, playgroups and group functions.
- read and post messages, following the code of conduct, on Multiple Moms Mingle online Facebook support group and Garage Sale page.
- borrow clothes from the preemie closet.
- voting privileges.
- Buy, sell, donate or trade clothing, toys and equipment on the Multiple Moms Mingle Garage Sale Facebook page.

Article IV- Dues

Annual dues shall be \$28.00. Dues include membership to the New York State Organization of Mothers of Twins Clubs and Multiples of America. Full payment is due at the March meeting annually.

Article V- Meetings

Meetings will be held on the first Monday of each month. Due to conflicts and/or holidays, the board may change the meeting date, place or time.

Article VI- Funds

In the case of death in the immediate family (spouse, child, mother, mother-in-law, father, father-in-law) of a club member, the club may send a card and gift or donation as funds permit.

Upon the birth of a child or children by a member, the club will send a card and gift or donations as funds permit.

Funds permitting, members attending the State and/or National Conventions may be given a portion of their convention expenses paid. If for any reason the member does not attend, after fees have been paid, member must reimburse the club within 30 days or membership privileges will be suspended until payment is received.

Outgoing Executive Board members with two or more years of service will receive a gift card or gift as a token of appreciation from the club.

In case of a returned check, the member is responsible for reimbursing the club of any incurred bank fees; within 30 days or membership privileges will be suspended until payment is received.

Donations to individuals or organizations must have majority approval of the executive board.

Article VII- Government

The Executive Board shall constitute the directors of this organization. The general management of the affairs of this organization shall be vested in the Executive Board, who shall be elected as hereafter provided by the bylaws. All committees are responsible for communicating with the executive board to seek approval for all club events and expenditures.

The Executive Board shall consist of the elected officers- President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and the past President.

The Executive Board shall communicate online and meet as needed.

The board is responsible for establishing Club infrastructure, setting meeting content, changes in policy or practice, approving expenditures and overseeing all Club functions.

Article VIII- Elections

All members are eligible to volunteer for an officer position.

Positions and job descriptions will be shared via club email in August.

The nominating chairwoman will accept nominations.

At the September meeting, the nominating chairwoman shall present to the membership a slate consisting of at least one candidate for each office up for election. Additional nominations will be taken from the floor. If there is more than one nominee for any one position, a private election will occur online in September. The polls will remain open for one full week.

The term of office should be one year (September-September).

Any officer wishing to resign may do so to the Club's President.

If a vacancy occurs in the Executive Board, except the office of President, the position and job description shall be posted online and at least one name shall be presented by the nominating chairperson at the next membership meeting following the said vacancy. Nominations will then be called for from the floor. If there is more than one candidate, a private election will occur online immediately following the meeting. The poll will remain open for one week. If the office of President becomes vacant, the Vice-President shall fill the said vacancy.

In the case of a tie, at the end of one week of online voting, the winner will be decided by a vote of the executive board. The winner will be whoever has the majority vote from the executive board.

Article IX- Duties of Officers

President

- Prepare an agenda before every meeting.
- Call the meeting to order.
- Announce business.
- Facilitate discussion.
- Recognize members who are entitled to speak.
- Maintain order.
- Monitor the work of all officers and offer assistance, encouragement, acknowledgement, etc.
- Oversee the work of all committees

Vice President

- Assist the President.
- Become knowledgeable in all aspects of the club.
- Preside in the absence of the President.
- Oversee the work of all committees

Recording Secretary

- Handle official correspondence for the club.
- Oversee the work of all committees

Corresponding Secretary

- Acknowledge members with a birth, death in their family, illness, etc. with a phone call, card and/or gift.
- Oversee the work of all committees

Treasurer

- Maintain financial records.
- Receive and disburse funds.
- Present monthly financial statements.
- Prepare a yearly budget.
- Oversee expenditures to insure that budget is being followed and monitor revisions of budget as needed.
- Oversee the work of all committees

Article X- Committees

All committees are responsible for communicating with the executive board to seek approval for all club events and expenditures.

Clothing and Equipment Sale

- Organizes a clothing and equipment sales for members to sell to other members and to the public.
- Secures a location for the sale and seeks board approval for date, location, expenditures and times.
- Communicates with members about how items should be tagged and how the sale will be executed.
- A clothing & equipment sale committee member should be present for setup and cleanup of the sale.

Big Sister

- Secures member volunteers to become a “Big Sister” and identifies new members who want a Big Sister.
- Pairs new members with Big Sisters who have similar backgrounds and family size.
- Regularly communicates and follows up with all Big Sisters.
- Maintains a record of Big Sister pairings, dates, and other relevant information.

Fundraising

- Helps to raise money for the club.
- Decides what type of projects the club will participate in to raise money. Consults with the executive board for approval of projects.
- Works in conjunction with the treasurer to keep track of the costs and profits of all fund raising projects.
- The money raised may be used for club events, philanthropic projects, to pay state and national dues, to fund the sending of club representatives to a state or national convention, etc.
- Makes a report to the club or treasurer to aid in the budgeting process.

Membership

- Maintains a database of members’ names, addresses and phone numbers.
- Greets prospective members and encourages them to join the club.
- Seeks new members.
- Encourages members to renew annual dues.

National Membership

- Serves as a liaison between the club and the Multiples of America, Inc.
- Communicates MOA's activities and programs to club members.
- Works with Treasurer to ensure dues are paid yearly for each club member.
- Receives all MOA mailings and distributes materials to appropriate members.
- Helps members utilize MOA's services.

Programs

- Works with the Board to provide educational and entertaining programs for the club.
- Finds interesting speakers, such as physicians, dentists, researchers, educators, and social workers who are willing to talk to the club.
- Canvasses members to find those with special interests or talents they can share with the club.

Publicity

- Utilizes various media to advertise the club, including newspapers, radio, and television.
- Prepares media releases that include what, when, where, who and why and a contact name, address, and phone number.
- Invites the media to special club events that are newsworthy.

State Representative

- Serves as a liaison between the club and the state organization.
- Works with Treasurer to ensure dues are paid yearly for each club member.
- Receives state mailings and distributes materials to the appropriate members.
- Helps members utilize the state organization's services.

Summer Family Picnic

- Obtains a park permit.
- Creates and circulates a sign-up sheet for food and beverages.
- Organizes volunteers for setup and cleanup.
- Seeks board approval for location, date, time and funding.

Adult Holiday Party

- Secures a date, time and location for the event and seeks board approval.
- Informs members of the menu and cost.
- Organizes volunteers for setup and cleanup.

Children's Holiday Party

- Secures a date, time and location for the event and seeks board approval.
- Informs members of cost for the event.
- Organizes volunteers for setup and cleanup.

Holiday Giving

- Organizes club's seasonal giving program that matches with the club's purpose and seeks board approval.
- Provides information about the program to members.
- Collects donations and delivers them to recipient(s).

Playgroup

- Organizes play dates.
- Communicates times, dates and locations with the membership.

Nominating Chairperson

- Accepts nominations for the Executive Board.
- Presents nominees at the September meeting.

Bereavement/Traumatic Birth

- Provides support and resources to those members who have suffered a loss or a traumatic birth.

Separation/Divorce Committee

- Provides support and resources to those members who are separating or divorcing.

Preemie Closet

- Maintains a "closet" of clothing for children born prematurely.
- Facilitating members borrowing preemie clothing as needed.
- Accepts donations of preemie clothing from members to be kept in the "closet".

Welcoming Committee

- Greets new member at meetings and club events.
- Offers or suggests a place for new members to sit at their first meeting.

Facebook Garage Sale Page

- Maintains a page where members may buy and sell clothing, toys and equipment.

NICU Donations

- Obtains donations for infants and/or families in the NICU.
- Delivers donations to the NICU.

Article XI- Amendments

Amendments to the by-laws will require approval by majority of the board.

Article XII- Dissolution

The club may be dissolved by a 2/3 vote of the membership votes received. Upon dissolution, all funds are to be donated to a charity voted on by a majority of the responding membership.

Multiple Moms Mingle Code of Conduct

Introduction:

Multiple Moms Mingle (MMM) is committed to creating an environment in its various club activities that is friendly, supportive, and without bias toward or against others. Members and prospective members are asked to respect one another in all interactions. By joining MMM, you agree to abide by this Code of Conduct.

Privacy Statement:

Members agree to share personal contact information with club leadership as listed on the registration form. Exceptions must be approved by the Executive Board. This information will not be disclosed outside of the club, other than to Multiples of America, also known as The National Organization of Mothers of Twins Clubs (NOMTC), for their membership roster (membership in MMM includes NOMTC membership). Use of members' information outside of club activities is strictly prohibited, such as for external marketing. Members are not allowed to share personally identifiable information of club members (obtained from the member directory, Facebook posts, or personal interactions) with non-members without the express permission of the member(s). Resources obtained during membership may not be used after leaving MMM for initiating personal contact with members outside of your personal social circle. Club information, such as financial data or event details, may not be disclosed outside of the club, except as required by laws related to our non-profit status.

General Conduct in Connection with MMM Membership:

Anything posted by members on the Multiple Moms Mingle Facebook support page or the Multiple Moms Mingle Facebook Garage Sale Page constitutes solely the opinion of said member and not the opinion of the larger organization. The organization shall strive to maintain a confidential environment on those pages, however, members recognize that there are inherent risks to posting information online and agree to hold the organization harmless from any liability for any information not remaining confidential. Members may not take screenshots of posts from the Multiple Moms Mingle Facebook support page and share said posts on social media.

Members should conduct themselves in a respectful and courteous manner online and in person. In the event that a member behaves in a manner that is inconsistent with this code of conduct membership may be revoked by a majority vote of the executive board. Membership dues will not be refunded.

All MMM members are expected to use good judgment in conducting themselves at or in connection with MMM activities. Such activities include, but are not limited to, MMM sponsored events and providing or receiving club services. Inappropriate conduct includes, but is not limited to, the following examples:

- Dishonesty in dealing with other members
- Making false or misleading statements about another member or the club (orally or in writing—including on online sites outside of MMM)
- Violating club policies
- Conduct unbecoming a member
- Any illegal activity

Website and MMM Facebook Use Policies

General Information:

The member website and MMM Facebook pages are to be used as a tool to enhance community among members. Members are expected to be respectful of others when making online posts. If the topic of discussion is controversial (e.g., approaches to parenting), please focus remarks on the topic being discussed—not in judgment of others personally. Keep in mind that many people view what is posted, and some issues are best discussed in person or off-line between select individuals. Advice, referrals, or recommendations are not endorsed by MMM and are the opinions of individuals in the club. Please use judgment in deciding to follow any advice or recommendation.

Posting on Facebook:

The primary content focus on the MMM Facebook page is for discussing parenting issues relevant to raising multiples, requests for advice and emotional support, community building topics, as well as information about club activities. Content that is inflammatory, hostile, obscene, or offensive may be removed at the discretion of the Moderator, Website Manager, or Executive Board. Members may not post content, photos, or any other material subject to trademark or other property rights without the consent of the owner.

Advertising:

Members may promote their personal business and non-twin related ventures in the following ways, as appropriate:

- Sharing special offers, promotions or events for MMM members (maximum of 1 post per month) via the MMM Garage Sale Page.
- Replying to posts requesting referrals for various activities or services - with the understanding by members that this is a non-MMM sponsored activity
- Making a donation of an item or gift card valued at \$25 or more to be raffled at an MMM meeting in exchange for acknowledgement on the MMM Facebook page and at the MMM meeting where the item is raffled.
- Members may not private message, email, call or text other members regarding products and services without first receiving a request for information from the member.
- Members may not create an event from the MMM Facebook page to sell or promote their products or invite members outside their personal social circle to online or home parties where products will be sold.

Outside businesses:

Special offers for MMM members from outside businesses may be posted on behalf of that business by a member. (maximum of 1 post per business per month)

MMM Facebook Garage Sale Page:

The organization takes no responsibility for the quality/content of those goods purchased on the Multiple Moms Mingle Garage Sale Page and does not endorse any specific meetups among members to exchange the goods. Members may post items for sale or rent, or available for free, as well as requests for specific items, on the MMM Facebook Garage Sale page. Transactions are between members, and are not overseen by or the responsibility of the club or its leadership. Members should accurately represent the item in the posted information. Use your judgment when making any purchase. In accordance with federal law, members are not to sell recalled items. Please refer to the Consumer Product Safety Commission website to verify an item's status: <http://www.cpsc.gov>.

Consequences for Violations Members who violate the Code of Conduct:

Members may face action by the Executive Board. Such actions will depend on the scope and severity of the violation, are subject to a majority vote by the Executive Board, and may include (but are not limited to):

- Removal of posted messages from the member website
- Removal of access to the member website
- Removal from volunteer position(s)
- Revocation of membership

MMM reserves the right to terminate membership without refunding dues for violation of this Code of Conduct, online or offline, or at the discretion of the Executive Board. This Code of Conduct may be revised at any time by the club Board upon a majority vote.

Members agree to periodically review this document to ensure that they are following the Code of Conduct.

Thank you for doing your part to promote a positive, supportive club.