

BYLAWS

Grand Rapids "Twice As Nice" Mothers of Twins Club
Grand Rapids, Michigan

Adopted May, 1971
Revised 1974, 1979, 1981, 1986, 1994, 1999, 2001

ARTICLE I - NAME AND MOTTO

The name of this club shall be the Grand Rapids "Twice As Nice" Mothers of Twins Club. The club motto shall be "Free to be One or Two or even Three".

ARTICLE II - OBJECTIVE

The objective of this club shall be to bring together mothers of multiples in order to: (a) broaden the understanding of raising multiples (b) encourage the individual development of multiples while respecting the bonds and blessings of these children (c) strengthen the sense of fellowship among mothers of multiples (d) encourage and participate in scientific research utilizing of pertaining to multiples (e) educate the public on those aspects of child development which relates especially to multiples (f) benefit the welfare of the community through donations, service projects, and educational service.

ARTICLE III - MEMBERSHIP

- Section 1. Eligibility - Any mother or guardian of multiply born children is eligible for membership.
- Section 2. Prospective Members - Any mother of multiples may attend two (2) regular meetings as a guest of the club. Upon attending her third meeting, she shall pay the required dues to the treasurer.
- Section 3. Classification - There shall be five (5) classes of membership: active, resting status, special advisory, and associate member, defined as follows,
- (a) Active - Payment of annual dues shall qualify a mother for active membership, entitled to receive the club newsletter, vote and participate in club activities and perform such duties as set forth in ARTICLE III, Section 5.
- (b) Honorary - By declaration of Executive Board, honorary status has been granted to JoAnne Mulder in 1992 upon the death of twin son Joseph age 18.
- (c) Special Advisory - Membership with full rights is hereby bestowed upon Carol Jones, Foundress of this club. She shall be dues exempt.
- (d) Associate Member - Anyone meeting eligibility requirements may pay an amount set by the Executive Board reflecting present costs of mailing and publications. She will receive a newsletter but may not attend meetings, vote or participate in any other aspect of club membership.
- (e) Newsletter Subscriber - Persons not eligible for membership may subscribe to the club newsletter by paying an amount set by the Executive Board reflecting present costs of mailing and publication. Approval and/or

limitation of the number of such subscriptions is at the discretion of the Executive Board.

(f) Resting Status - Eligible mothers whose multiples have reached the first grand in school, have the option of attending three (3) club functions a year, and will receive the newsletter by paying an amount set by the Executive board reflecting the present costs of mailing and publication and participation fees for club functions.

Section 4. Dues - Dues are to be assessed as follows:

First time members - \$20.00

Annual renewal by July 1 - \$20.00

Renewal plus late fee after July 1 - \$23.00

First time members after January 1 - \$12.00

Section 5. Requirements - Members are required to actively contribute to this club's growth and development by paying dues on time, attending meetings, and accepting responsibilities of membership by voting and participating in club functions.

Section 6. Loss of Membership - Forfeiture of member status will occur due to the following: (a) Delinquency: Any current member who fails to pay dues by July 1 shall forfeit membership. Reinstatement will occur with payment of fee stipulated in ARTICLE III, Section 4. (b) Expulsion: a member may be expelled for action deemed disturbing to the harmony and useful function of this club. After thorough investigation by the executive Board, a hearing will be conducted at a regular club meeting to present all facets of the issue. If a quorum is present, a majority vote will effect expulsion.

ARTICLE IV - OFFICERS

Section 1. Elected Officers - The elected officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer and Publications Secretary.

Section 2. Term - Officers shall be elected to serve for one year until their successors are elected. No officer shall be eligible to serve more than two (2) consecutive terms in the same office. Duties will be assumed following the May annual meeting and elections. A member assuming a vacant office due to an unexpired term, is considered to have service a full term if duties were fulfilled for more than half of that term.

Section 3. Eligibility - A vote carrying member in good standing for six months will be eligible to be nominated for an office. To be eligible for the office of President, a member must have previously served on the Executive Board.

Section 4. Vacancies - A vacancy occurring in the office of President shall be filled by the First Vice President. Vacancies occurring in other elected offices shall be filled by appointment of the Executive Board.

Section 5. Resignation - Any Officer may resign her position by informing the President in writing. She shall be expected to return all club property in her possession.

Section 6. Inefficiencies - The Executive Board shall review charges of any inefficiencies and notify the officer in question. She shall then be given the opportunity to defend her conduct before the Board. If determined, the position shall be declared vacant, to be filled (see ART. IV, Sec. 4).

Section 7. Duties - All elected officers shall:

(a) Make every effort to attend all regular and Board meetings

(b) Maintain a Procedures Manual outlining specific duties and activities of her office, including expenses and a copy of current bylaws to be passed on to successors.

(c) Write a detailed annual report to be given to the President by the May meeting, a summary of which will be published in the May newsletter or presented to the membership at the annual meeting. A copy of the Annual

Report shall be placed in the officer's Procedures Manual.

(d) Work toward the betterment of the organization.

In addition, officers shall perform the following specific duties:

(e) President - Shall preside at regular and executive board meetings of the club. She shall serve as the ex-officio member of all committees and manage the club generally. She shall appoint chairmen and with Board approval, establish or abolish committees. She shall keep a Master File with a copy of all officers' and chairman's procedures and annual reports and copies of the Secretary's minutes.

(f) First Vice President - She shall assume the duties of the President in her absence or in case of disability. She make all necessary arrangements for monthly programs as directed by the Executive Board. She shall purchase and present a gift to the outgoing President on behalf of the club at the May meeting.

(g) Second Vice President - She shall be the membership chairman. She shall have a committee. She shall keep a list of all members' names and addresses. She shall keep a record of new mothers of multiples, prospective members, prospective members, with the help of her committee, at regular meetings. She shall be in charge of the club's slide program and oversee its showing at regular meetings.

(h) Secretary - She shall keep the minutes of the meetings of the club and of the Executive Board and have them published in the following month's newsletter. She shall be prepared to read them at the following month's meeting, if call upon to do so. It is her duty to bring a copy of the bylaws to each meeting for ready reference. She shall handle club correspondence and keep attendance records for all meetings and club activities.

(i) Publications Secretary - She shall be responsible for the production of the club newsletter and the printing of any material required by other officers or chairmen.

(j) Treasurer - She shall collect all dues and receive and deposit all monies belonging to the club. She shall disburse club funds as set forth in ART. VIII, Sec. 2., and keep an accurate financial record of same. She shall make a monthly report on the club's financial status in the newsletter. She will inform the President, Second Vice President and Publications Secretary of newly registered members.

ARTICLE V - EXECUTIVE BOARD

- Section 1. Executive Board - the Executive Board shall consist of all elected officers and active Past Presidents.
- Section 2. Duties - The Executive Board shall manage the funds and activities of the club in accordance with the direction of the membership and bylaws.
- Section 3. Meetings - The Executive Board meetings shall be open to all members and shall be held before regular meetings. There shall be a Joint Board Meeting in May, following elections, with newly elected officers, those from the expired term, and newly appointed chairmen so materials can be transferred.
- Section 4. Quorum - Two-thirds (2/3) of the members of the Executive Board shall constitute a quorum at a Board Meeting. A majority vote is required to pass a motion.

ARTICLE VI - MEETINGS

- Section 1. Regular Meetings - Regular meetings shall be held on the third Tuesday of each month from September through May, unless otherwise stipulated.
- Section 2. Annual Meeting - The May meeting of the Grand Rapids Mothers of Twins Club shall be called the Annual Meeting, at that time:
- (a) Officers shall be elected and installed.
 - (b) All officers and chairmen shall summarize their work for the past year as detailed in Annual Reports to the President and as stipulated in ART. IV, Section 7. (c) and in ART. VII, Section 6 (c).
 - (c) Bylaws may be amended following the provision of ART. XII - AMENDMENTS.
- Section 3. Vote Entitlement - Each eligible, active, and special advisory member is entitled to one (1) vote.
- Section 4. Quorum - Fifty percent (50%) of all members eligible to vote, including three officers shall constitute a quorum.
- Section 5. Absentee Vote - Eligible voters may vote by absentee ballot sent to the President or in the case of election of officers, to the Nominations Chairman.

ARTICLE VII - COMMITTEES

- Section 1. Standing Committees - The newly elected President shall appoint a chairman for each Standing Committee as soon as possible following the Annual Meeting and shall consult with each new chairman regarding appointment of committee members. Any member may be chairman of one committee. The following shall be designated as Standing Committees:
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| (1) Adult Parties | (11) Library |
| (2) Children's Parties | (12) Membership |
| (3) Clothing Buy & Sell | (13) Nominations |
| (4) Community Involvement | (14) Parades/Float |
| (5) Family Picnic | (15) Publicity |
| (6) Garage Sale | (16) Research |
| (7) Appreciate Night | (17) State Representative |
| (8) Greeting/Welcoming | (18) Sunshine |
| (9) Historian | (19) Ways and Means |
| (10) Hostess | |
- Section 2. Special Committees - Special Committees may be created by the President with approval of the Executive Board, to carry out specific and often temporary tasks. Upon completion of the assignment and reporting to the Board, said committee will be dissolved by the President.
- Section 3. Term - Standing Committee chairmanships shall be one (1) year. Special Committee chairmen shall serve until the committee is dissolved.
- Section 4. Vacancies - Vacancies occurring in chairmanships shall be filled by appointment by the President.
- Section 5. Inefficiencies - The President, after investigating a charge of a chairman's inefficiency, shall ask for the return of any club property and shall appoint a replacement of said chairman.
- Section 6. Duties - Each chairman shall:
- (a) Report in the newsletter or meetings as directed by the President.
 - (b) Maintain a Procedures Manual outlining specific duties and activities.
 - (c) Write a detailed Annual Report to be given to the President by the May meeting. A copy of said Report will be placed in Procedures Manual.
 - (d) Work toward the betterment of the organization.
 - (e) Take responsibility for forming own committee with Board approval.
 - (f) Incidental duties may be listed in the Procedures Manual dealing directly with her position.

- (g) The following general duties apply to cited Committee:
- (1) Adult Parties - Shall arrange activities for adults as recommended by the membership.
 - (2) Children's Parties - Shall coordinate parties for members' children.
 - (3) Clothing Buy & Sell - Shall coordinate clothing sale at regular meetings by supervising conduct of sales and having change available.
 - (4) Community Involvement - Shall be in charge of club charitable projects which contribute to our community.
 - (5) Family Picnic - Shall coordinate annual family picnic for club members and their families.
 - (6) Garage Sale - Shall coordinate annual club garage sale.
 - (7) Appreciation Night - Shall coordinate an annual "thank-you" for those who have given special help to members.
 - (8) Greeting/Welcoming - Shall help newcomers feel welcome at meetings, direct them, and answer any questions.
 - (9) Historian - Shall record the history and progress of the club by taking photos and documenting other memorabilia.
 - (10) Hostess - Shall coordinate snacks and drinks at regular meetings.
 - (11) Library - Shall be responsible for maintaining the club library and making it available to club members at regular meetings.
 - (12) Membership - The Second Vice President shall head this committee. Members will assist the Second Vice President as needed in contacting prospective members.
 - (13) Nominations - Shall gather a slate of candidates for the Annual Election and see that resumes are published in the May newsletter.
 - (14) Parades/Float - Shall be in charge of the club float, it's maintenance, the arranging of parade dates, and finding a storage area for it.
 - (15) Publicity - Shall publicize club activities with available media; to keep news of the club before the public.
 - (16) Research - Shall keep the membership informed of new developments in twin research and shall coordinate GRMOTC's participation in twin
 - (17) State Representative - Shall handle all correspondence with the Michigan Organization of Mothers of Twins Clubs, Inc., keeping members informed by giving reports as necessary and distributing MOMOTC literature. Shall endeavor to attend State Board meetings, with \$10.00 gas stipend provided by GRMOTC. She, or her alternate, will receive \$25.00 toward State Convention expenses by GRMOTC.
 - (18) Sunshine - Shall send messages of sympathy to members who have deaths in their immediate families. She shall send cards to members who are ill or who have new babies. She shall compile a monthly list of members' children's birthdays for publication in the newsletter.
 - (19) Ways and Means - Shall coordinate fund raising activities for GRMOTC as directed by the Board.

ARTICLE VIII - DUES AND FINANCES

- Section 1. Dues - Dues are payable as written in ARTICLE III, Section 4. The President shall be dues exempt the year she serves. Special Advisory and Honorary memberships shall also be dues exempt.
- Section 2. Financial Approval - Disbursement of funds is subject to approval in the following manner:
- (a) Amounts under ten dollars (\$10) shall be approved by the President.
 - (b) Amounts between ten dollars (\$10) and fifty dollars (\$50) shall be approved by the Executive Board.

(c) Amounts over fifty dollars (\$50) shall be approved by majority vote of eligible members (see ART. VI, Sec. 3.).

- Section 3. Fiscal Policy - The club's fiscal year shall close upon the calling to order of the Annual Meeting in May.
- Section 4. Checking Account - The Treasurer shall open a checking account at a bank of her choice for the transaction of business on behalf of GRMOTC. The Treasurer and the President shall be empowered to sign checks.
- Section 5. Audit - The Executive Board shall select a person to audit the Treasurer's books each year. The audit shall be completed before May 31.

ARTICLE IX - ELECTIONS

- Section 1. Nominating Committee - Members of the nominating committee may not be candidates for office.
- Section 2. Nominating Procedure - It shall be the duty of the nominating committee to secure the consent of each nominee for office, present at least one (1) nominee for each office, prepare ballots for voting and publish nominees' resumes in the newsletter. Nominations may also be made from the floor at the Annual Meeting. Nominees for the office of President must have served on the Executive Board withing the preceding two (2) years, and for other offices; have been a vote-carrying member for six (6) months.
- Section 3. Elections - Elections shall be by secret ballot at the Annual Meeting in May. A majority vote of the voting members present, providing it is a quorum, shall elect. To vote in the Annual Election, a member must have attended one-third (1/3) of the regular meetings that year, or from the date of joining GRMOTC. The ballots shall be counted secretly by three (3) tellers appointed by the President, none of who may be nominees. The tellers shall present a written report tot he president after each tally and the President or Secretary shall announce the results to the assembly. In the event of a tie, the voting body shall immediately proceed to vote by ballot to resolve the tie. If a quorum is not present, a mail vote must be taken. The provisions of ARTICLE IV, Section 3., shall be observed when electing officers. Losing candidates will be given the option of running for another position if they qualify. Installation will take place at the Annual Meeting.
- Section 4. New Term - Newly elected officers shall assume their official duties for the coming year after he Joint Board Meeting.

ARTICLE X - AFFILIATIONS

- Section 1. Dues - The Grand Rapids Mothers of Twins Club shall annually pay dues to the Michigan Organization of Mothers of Twins Clubs, Inc. before the delinquency date set forth by that organization. Each dues paying member of GRMOTC will be a member of the Michigan Organization.
- Section 2. Conventions - As a member of the State organization, any member of GRMOTC is eligible to attend the annual State Convention at her own expense.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised, will govern this organization in all parliamentary situations that are not provided for in these bylaws and procedure manuals.

ARTICLE XII - AMENDMENTS

- Section 1. Amendments to the Bylaws - These bylaws may be amended by a quorum vote at the Annual Meeting or at any regular meeting with eligible voting members having prior published notice as to pending amendments. They may also be amended at a special meeting called for that purpose, with previous notice and a quorum vote.
- Section 2. Quorum - Fifty percent (50%) of all members eligible to vote plus three (3) officers must be present to vote on an amendment to these bylaws. A majority vote is needed to amend these bylaws.

ARTICLE XIII - DISSOLUTION

- Section 1. Requirements - Written notice will be sent to all members thirty (30) days prior to the meeting at which dissolution of the club will be considered. An affirmative vote by three-fourths (3/4) of eligible voting members shall effect dissolution.
- Section 2. Liquidation and Distribution - All assets of the Grand Rapids "Twice As Nice" Mothers of Twins Club will be converted to cash. Following the satisfaction of any outstanding debts, all remaining monies will revert back to our parent club, Michigan Organization of Mothers of Twins Clubs, Inc., with the intent that they be distributed through the Cathrine Stuart Memorial Fund, with the exception of the club library, which shall be donated intact to MOMOTC.