

## CAPE FEAR MOTHERS OF TWINS CLUB

# CONSTITUTION AND BY-LAWS

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8/1/2015

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# CONSTITUTION OF CAPE FEAR MOTHERS OF TWINS CLUB

## FOUNDING CHAPTER

### ARTICLE I – NAME AND AUTHORITY

#### Section

1. The name of this club shall be the Cape Fear Mothers of Twins Club, Founding Chapter (CFMOTC).
2. Authority: The Cape Fear Mothers of Twins Club:
  - a. Founded, Wilmington, North Carolina, September 24, 1980.
3. The Cape Fear Mothers of Twins Club, Founding Chapter, shall be a member of the National Organization of Mothers of Twins Clubs, Inc. (NOMOTC).
4. The Cape Fear Mothers of Twins Club, Founding Chapter, shall be a member of the North Carolina Mothers of Multiples (NCMOM).

### ARTICLE II – PURPOSE AND POLICY

#### Section

1. Purpose: The purpose of the Cape Fear Mothers of Twins Club, Founding Chapter, is to establish and maintain a place for holding meetings, and to broaden the understanding of those aspects of child development and rearing which relate especially to twins and other multiples through the interchange of information between parents, educators, doctors and others with a direct interest and appropriate experience, and to offer emotional support to parents of multiples.
2. Policy: The Cape Fear Mothers of Twins Club, Founding Chapter, is to be non-commercial, non-partisan, non-profit, non-racial, and non-sectarian. In keeping with its purpose, the Cape Fear Mothers of Twins Club, Founding Chapter, shall develop these policies:
  - a. To promote a feeling of Fellowship among parents of twins and other multiples.
  - b. To focus attention on solutions to problems specifically relating to twinship and other multiples.
  - c. To increase awareness of individuality of each twin and other multiples.
  - d. To cooperate with, and actively participate in, research.
  - e. To implement its educational work by making available to the public information about twins and other multiples.
  - f. To maintain a library of publications of multiple births/materials pertaining to the rearing of children.
  - g. To aid families with multiple births who are in need of food and/or clothing and have limited financial resources.
  - h. To provide members a means of inexpensive buying, selling or loaning of needs for twins and siblings.
  - i. To cooperate with other organizations having related interests.
  - j. Cape Fear Mothers of Twins Club shall decline to accept monetary contributions which are designated for the express use of an individual or any special interest group. The exception to this is paid newsletter advertisements which will be evaluated on a case-by-case basis.
    - (1) This policy shall not apply to Cape Fear Mothers of Twins Club's support of local charities such as March of Dimes or other bona fide non-profit organizations.

## ARTICLE III – MEMBERSHIP AND DUES

### Section

1. Qualification: Membership shall consist of natural parents, adoptive parents and legal guardians of twins and other multiples.
2. Eligibility:
  - a. Assent of prospective member for membership; two meetings may be attended as a guest; but thereafter, members shall pay dues to be a member in good standing. Exceptions will be made for expectant parents.
  - b. Annual dues are due and payable by **July 31st** of each year. Dues are delinquent as of August 31st of each year.
    - i. Effective the 2015-2016 club year, members shall each pay \$29 annually for full membership.
    - ii. January 1<sup>st</sup>, full dues will be prorated to half the full rate. National and State membership will not be included until full membership fees are paid.
  - c. Parents of two or more sets of twins, triplets or larger multiples shall receive free membership with all rights and privileges of fully paid members for one year. Any of the above members who, at their request, want to maintain their membership after the first year are responsible for paying their State and National dues. The Club will continue to pay their local dues.
3. Delinquency: Member's name, or a prospective member's name, may be removed from the roll for either of the following reasons:
  - a. Upon request of the person.
  - b. Any member may be expelled for illegal use of the club or for any infraction of the club rules, or such other causes as may be determined by two-thirds (2/3) of the Executive Board as being in the best interest of the club.
  - c. Failure to pay dues by **August 31<sup>st</sup>** of each club year.
4. CFMOTC accepts checks from members as a courtesy. Any member who has two checks returned due to insufficient funds will be asked to pay cash for a period of two years.
5. Member in Good Standing: A member in good standing is afforded the opportunity to attend all meetings and social functions as she chooses. In addition, she may have full participation in consignment sale activities. Members not in good standing may attend meetings. However, she can only attend social functions and participate fully in consignment sales once good member status has been achieved. To be a member of good standing, one must adhere to the following:
  - a. Are up-to-date on the payment of dues
  - b. Have no outstanding debts to the club
6. Fiscal Year:
  - a. The fiscal year shall be from August 1 to July 31, which aligns with NOMOTC.
  - b. The Treasurer's books shall be audited by the Executive Board during the April Board Meeting. Any discrepancies must be corrected prior to the book exchange in July.

## **ARTICLE IV – ELECTED OFFICERS**

### Section

1. Officers: The officers of this club shall consist of President; First Vice President-Programs/State & National Rep; Second Vice President-Cope/Outreach; Secretary; Treasurer; Membership.
2. Term:
  - a. All officers shall be elected for one (1) year and shall serve from July 1st to June 30<sup>th</sup>. No officers shall be elected to more than two (2) consecutive terms.
  - b. Any time two people volunteer to share the duties of an elected office, that office can be split to accommodate co-officers, with the exception of the office of Treasurer.
3. Eligibility:
  - a. Nominee for President must have served one year as a member of the General Board.
  - b. Nominees for other offices shall be active members in this club prior to the nomination.
  - c. Nominees must be in good standing with the club for at least 12 months prior to nomination.
  - d. Officers must attend at least eighty (80) percent of meetings and not be absent from more than two (2) consecutive meetings without valid reason.
  - e. Failure to attend required meetings or to fulfill duties of any office, elected or appointed to, may be cause for replacement.
4. Vacancies:
  - a. In the event of vacancy in the office of President, the First Vice President shall become President.
  - b. In the case of other vacancies, during the year, the President shall appoint replacements, with the approval of the Executive Board.
5. Post-term Responsibilities:
  - a. All members who have served and left office in good standing shall make themselves available to answer questions or offer advice, when asked for this assistance by the newly elected, in-coming officers.
6. Shall elect two members of the general board to serve on the NCMOM general board for the NCMOM board term. One member should be the 1<sup>st</sup> VP, who is the local representative to the state. If one of the proxy carriers serves on the NCMOM Executive board, another proxy carrier must be selected by the local board. Note: additional local board members may also participate on the state committees without limit.

## **ARTICLE V – DUTIES OF OFFICERS**

### Section

Detailed duties of the Cape Fear Mothers of Twins Clubs officers are located in the Board Descriptions document.

## **ARTICLE VI – EXECUTIVE BOARD**

### Section

1. Membership: The Executive Board’s voting members shall consist of the elected officers of CFMOTC. The immediate Past President shall serve in advisory capacities without voting privileges.
  - a. In event the immediate Past President is unable to serve, the President shall appoint a previous Past President to serve as an advisor, with the approval of the Executive Board.
2. Duties: The duties of the Executive Board shall be:
  - a. To approve the President’s appointment of the Chairs of all Standing and Special Committees and any/all other appointments or replacements during the year.
  - b. The Executive Board has the power to replace an Officer or Board member who is consecutively absent from meetings, fails to meet deadlines, or fails to perform his/her duties.
3. Quorum: The quorum for an Executive Board meeting shall be (1) more than half the total number of Executive Board members.
  - a. In the event of an emergency, an Executive Board vote may be taken over the phone or email.
  - b. A report of a phone/email vote will be submitted by the President, initialed by the Executive Board members and placed in the Secretary’s minutes as a permanent record of the vote.

## **ARTICLE VII – GENERAL BOARD**

### Section

1. Membership: The General Board shall consist of all the members of the Executive Board, the Chairs of all Standing and Special Committees, and the founder of CFMOTC. The Past President shall serve as advisor.
2. Duties: The duties of the General Board shall be to manage the affairs and funds of this club, subject to the policies voted on by its members.
  - a. A procedure manual shall be maintained for each member of the Board, outlining specific duties and responsibilities for each position. Manuals should be purged of unnecessary materials over three years old. Manuals should be completely updated each year prior to the July book exchange, regardless of whether or not you are passing the manual on to a new officer.
  - b. The Executive Board shall have direct authority over the procedure manuals. No additions or deletions shall be made without Executive Board approval.
  - c. All officers and chairman shall keep a file on their duties and expenses which shall become a permanent record of their procedure manual.
3. Standing and Special Committees:
  - a. Chair:
    - (1) By-Laws
    - (2) Web Manager
    - (3) Historian/Librarian
    - (4) Social

- (5) Nominating
- (6) Marketing
- (7) Consignment Sale

- b. Special Committee Chairs shall be appointed by the President as needed. Special Committees shall be terminated after completing their assignments and making a report to the Executive Board.
  - c. No Chair shall undertake any committee work without the consent of the General Board.
4. Meetings: General Board meetings shall be held four times per year. The meeting night shall fall prior to the regular meeting, with dates and times to be specified by the President. General Board members are to be notified one week in advance, as well as in the preceding newsletter.
- a. Additional meetings shall be held on the call of the President.
  - b. General Board members must attend at least eighty (80) percent of the meetings and not be absent for more than two (2) consecutive meetings without a valid reason.
  - c. General Board members who are not fulfilling their duties shall be replaced by the President, with the approval of the Executive Board.
  - d. At the July meeting, the Executive Board shall review all procedure manuals.
5. Quorum: The quorum for General Board meetings shall be a majority of the members. This number is never to be less than 1 more than half the membership of the Board. (e.g.: If the Board members number 10, 6 will be needed for a quorum. If the Board members number 11, 7 will be needed for a quorum).
- a. Co-Officers in any given year would each constitute one Board member.
  - b. Any officer or chairman holding more than one office constitutes only one Board member.
  - c. The number needed for a quorum shall always be taken from a head count, not a position count.
6. Majority: The majority for a General Board vote shall be more than half (1/2) of the members who are present and voting at a meeting.
- a. Abstentions do not count as votes.
7. Rescinding a General Board vote: A vote of the General Board can be rescinded only under the following circumstances:
- a. The majority present and voting rule to rescind.
    - (1) Abstentions do not count as votes.
  - b. Once rescinded, the Board shall not take up the issue of debate again in the same club year.
    - (1) The issue can be reintroduced in subsequent club years.
8. Attendance: Attendance of General Board meetings is open to any active member of CFMOTC.
- a. CFMOTC members are welcome to express their opinions, but are not allowed to vote at Board meetings.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

### Section

1. Nominating Committee
  - a. The Nominating Committee shall consist of five (5) members.
  - b. Nominating Committee Chairman shall be the immediate Past President. If the immediate Past President is unable to serve, the President shall appoint another Past President, with the approval of the Executive Board. Two members from the General Board shall be selected by the Nominating Chairman, and two volunteers will be sought from the general membership.
  - c. Job descriptions shall be available in writing prior to the nominee's consent.
  - d. Assent of the nominees for candidacy must be received before the slate of nominees is presented to the membership at the March meeting.
  - e. Nominations may be made from the floor at the April meeting, after which nominations are closed.
2. Elections: Election of officers shall be held at the May meeting, at which time, the slate is presented to the membership again. Or the election may be held open online in an anonymous survey format for 30 days prior to the May meeting.
  - a. If there is but one nominee for each office, it shall be in order that the Secretary cast the elective ballot of the club for the slate of officers to be nominated.
  - b. If there is more than one nominee for any office, it shall be in order that the membership votes by written ballot.
    - (1) Quorum and Majority regulations for meetings (see ARTICLE IX, Sections 2,3 and 3a) shall apply to election voting.
  - c. In the event of a tie for any office, the winning candidate will be selected by a toss of a coin.

## **ARTICLE IX – MEETINGS**

### Section

1. Membership: The regular meetings of this club shall be held on the third (3<sup>rd</sup>) Monday of every month, except July.
  - a. If the need arises, these meetings shall be postponed or canceled by the Executive Board.
2. Quorum: The quorum for membership meetings shall consist of more than one-fourth (1/4) of the members in good standing of this club.
3. Majority: The majority shall be more than one-half (1/2) of the members, in good standing of this club, who are present and voting at a meeting.
  - a. Abstentions do not count as votes.

## **ARTICLE X – LIFE MEMBERSHIP**

Lifetime Local Affiliation may be granted at the decision of the Executive Board. To qualify for consideration, the member must have ten total years of active full membership including in the state and national organizations, as well as having served on the general board of CFMOTC. She must also be a member in good standing as defined in our by-laws. The board can nominate and vote on additional lifetime members who may not necessarily meet the conditions above.

Local-only affiliates prior to the 2009 club year will be grandfathered under this change. Lifetime Local Affiliates will be exempt from payment of local dues and will receive the same benefits as fully paid members. If they wish to be part of the state and national organization, they must pay those dues to the CFMOTC Treasurer. Mrs. Joyce C. Piner, founder of our club, was named our first Lifetime Local Affiliate.

## **ARTICLE XI – ORDER OF BUSINESS**

### Section

1. Meeting called to order  
Treasurer’s Report approved  
Announcements  
Reports of officers and chairmen  
Unfinished business  
New business  
Program  
Adjournment
  - a. The order of business can be changed to accommodate speakers or programs.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Revised shall be the authority, when not in conflict with the Constitution and By-Laws accepted and approved by this organization.

## **ARTICLE XIII – AMENDMENTS**

1. Proposed amendments to the Constitution: Shall be given to the By-Laws Committee for presentation to the General Board, and subsequently to the membership.
2. Proposed amendments will be presented to the club membership at a regular monthly meeting, published in the next issue of our newsletter and voted on at the next regular meeting.

## **ARTICLE XIV – ACCEPTANCE OF CONSTITUTION AND BY-LAWS**

### Section

1. Quorum: The quorum for an acceptance vote shall be more than one fourth (1/4) of the total membership.
2. This Constitution shall be accepted or amended by a two-thirds (2/3) majority of members in good standing who are present and voting.
  - a. Abstentions do not count as votes.
    - (1) In the event abstentions outnumber total votes, amendments will be tabled and presented again at the next regular meeting with a quorum present.
    - (2) If total votes fail to outnumber abstentions at the time of the second vote, the amendments fails for the club year, but can be presented again in subsequent years.
    - (3) The By-Laws Chairman and Secretary, as a matter of permanent record, shall maintain running lists of amendments accepted during the club year, and provide the President with copies of the same.
    - (4) This Constitution shall be revised and updated annually to include all amendments accepted during the preceding club year.
    - (5) A committee of at least three (3) should review this Constitution at three (3) year intervals to ensure that all approved amendments have been included in the annual revisions.