

CAPE FEAR MOTHERS OF TWINS CLUB

Standing Rules

8/1/2015

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CAPE FEAR MOTHERS OF TWINS CLUB
Standing Rules

1. Definitions:
 - a. Active Member: An active member is:
 - i. Up-to-date on the payment of dues
 - ii. Has no outstanding debts to the club
 - iii. Attends EITHER 4 club functions OR volunteers 4 hours total at one or both Consignment Sales each club year.
 - b. Club Functions: includes monthly meetings, Girls' Nights Out, family events, book club meetings and any other club function planned during the year (playgroup and consignment sales are not included in this definition).
2. Convention Attendance
 - a. CFMOTC budgets hotel room and convention registration fees each year for approximately 12 members to attend. There are two who absolutely must attend convention and are counted as part of the 12; President and 1st VP State/National Rep, as they serve as club delegates on the NCMOM General Board.
 - b. To qualify to have CFMOTC pay full convention costs, members must meet the active member definition in the year prior to convention.
 - c. If more than the 12 budgeted wish to attend, the excess cost over budget should be divided amongst attendees to pay.
 - d. If a member is registered to attend convention, but is unable to go, she must either find another member who qualifies to attend in her place or reimburse the club the expenses paid (registration fees are paid in advance to convention).
3. Meetings
 - a. The President is responsible for creating an agenda for each meeting and maintaining the flow of business.
 - b. Anyone with an agenda item should contact the President at least 24 hours prior to the meeting.
 - c. Each board member should plan to present an update on her position's responsibilities.
 - d. The 1st VP is responsible for planning for guest speakers or other special meeting details and provides those details to the President for inclusion on the agenda.
 - e. The Secretary will prepare a sign-in sheet for meetings so that all members may sign-in upon arrival.
 - f. The 1st VP will also prepare a snack sign-up sheet so that there will be snacks at the monthly meetings. Members should provide their own drinks.
 - g. Husbands and children are certainly welcome at meetings, but should not interrupt the speakers or discussions.
4. Board Meetings
 - a. Board approval is required on any expenditure greater than \$100. As a nonprofit organization, we must be prepared at any time to answer questions regarding our expenses and budget items.

- b.** The President is responsible for creating an agenda for each meeting and maintaining the flow of business.
 - c.** Board members should notify the President with any agenda items up to 24 hours prior to the meeting.
 - d.** Club actions and activities are to be voted on and approved by the board.
- 5. Newsletter
 - a.** The newsletter is to be published as close to the 1st of the month as possible.
 - b.** Submissions deadline for the newsletter are the Monday one week after the General club meeting.
- 6. Local Lifetime Affiliates
 - a.** The Local Lifetime Affiliates approved by the Board, in keeping with the constitution and by-laws, receive full member access to all CFMOTC benefits. If an LLA wishes to participate in the state and national organizations, they are responsible for paying those amounts to the CFMOTC Treasurer. For 2015, \$3.50 to NCMOM and \$10 to MOA.
- 7. Full Members
 - a.** Full members pay \$29 per club year. This includes membership in the state and national organizations.
 - i.** Local CFMOTC benefits include:
 - 1. Access to private member forum on Facebook
 - 2. Attendance to all local club functions, including social events
 - 3. Monthly newsletter
 - 4. Playgroups
- 8. Consignment Sale
 - a.** During the Friday members shopping time, members are allowed to remove tags and place a sticker with their member number on that item while shopping.
 - b.** Hours worked at the current sale go towards the percentage deducted from current sale and towards the next sale's shopping time.
 - c.** Member guidelines should contain all answers to questions.