

North Carolina Mothers of Multiples
Amended By-Laws
Accepted November 2013

ARTICLE I. NAME:

SECTION 1: The name of this organization shall be the North Carolina Mothers of Multiples (herein after referred to as the Organization).

SECTION 2: The motto shall be “God’s Blessings Multiplied.”

SECTION 3: The official emblem shall be used for official activities and public releases.

SECTION 4: All Organization communications shall take place via the ORganization’s website. Individual members will receive notification of password and password changes from their Club Delegates.

SECTION 5: Permission to use the Organization name or official emblem, for any reason, must be approved by the President.

ARTICLE II. OBJECT:

The Object of the Organization is to unite Mothers of Twins/Multiples clubs in North Carolina and adjacent states. This organization will exist for the purpose of sharing procedures, ideas, experiences, educational resources and other growth opportunities for the leaders of the member clubs. NCMOM will assist in the forming of new clubs as well as be a resource for medical and educational research. This Organization shall be non-profit, non-sectarian, and non-commercial.

ARTICLE III. MEMBERSHIP:

SECTION 1:

A) Membership in this Organization shall consist of individuals belonging to Member Clubs throughout the state of North Carolina.

B) All members therein must be the parents of, or have guardianship of, multiple birth children.

SECTION 2:

A) Member Clubs and individual members must accept and abide by the By-Laws and Standing Rules of the State Organization.

B) A Member Club or individual member may be reprimanded by a $\frac{2}{3}$ vote of the General board from this Organization for conduct detrimental to the best interest of the Organization (i.e. unauthorized use of the Organization's name or official emblem for publicity or personal gain; failure to abide by the By-Laws or Standing Rules of the Organization; unauthorized use of Organization funds, etc).

C) Individuals may belong to one or more member clubs. If an individual belongs to more than one club, the individual must pay state dues to at least one member clubs. If a members club exempts an individual from paying state dues because the individual has (have) already paid state dues through another member club, the exempting club must provide a list to state of all exempting members at the time of membership renewal and updates so that state dues can be confirmed.

ARTICLE IV.

OFFICERS:

SECTION 1:

A) Elected Officers shall consist of President, Vice President, Secretary, and Treasurer. No more than **two (2)** persons from any **one (1)** Member Club should serve as elected officers during any term.

B) Efforts should be made to find qualified candidates first from all Member delegates. No **one (1)** Member Club should be in control of the Organization through the office of President for more than a period of **four (4)** years.

C) The Parliamentarian shall be the only appointed Officer.

D) Term of office for those elected shall be **one (1)** year. Each officer shall have the option of running for re-election to serve **two (2)** additional terms.

E) The Parliamentarian shall be appointed for a **one (1)** year term by the newly-elected General Board. The person chosen for this position shall be expected to meet the same requirements as an elected officer - those outlined in ARTICLE IV , SECTION 1-G of the By-Laws. (Helpful, but not mandatory, would also be service as a Parliamentarian in a Member Club.) She may be appointed for additional terms.

F) To serve as President, a potential candidate shall have served on the General Board of the Organization. She shall have attended at least **one (1)** NCMOM State Convention within the past two years, and she shall meet all other minimum requirements for elected officers of the Organization.

G) Eligibility to serve as ANY state officer shall require the potential candidate to have served as an elected officer in a Member Club, **two (2)** appointed positions in a Member Club, to maintain membership in a Member Club, and to have attended at least **one (1)** NCMOM State Convention in the past **two (2)** years.

H) Vacancies, except that of President, occurring during the term, shall be filled by the President, with approval of the Executive Board.

SECTION 2:

DUTIES OF OFFICERS SHALL BE:

A) President: The President is the official representative of the Organization on all levels, and has general supervision of the affairs of the Organization in accordance with the policies voted on by the majority of the member clubs. She shall preside at all meetings of the Organization, of the General Board, and the Executive Board. With the approval of the Executive Board, she shall appoint the Chairs of all Committees, except those otherwise provided for in these By-Laws or the order creating the same. Board positions shall be filled within **thirty (30)** days following the installation of the President. Chairs shall be appointed for **two (2)** year terms. They shall have the option of serving in their positions for **one (1)** additional term. The President shall inquire about their plans to remain in their respective positions **thirty (30)** days prior to Convention. The President shall be an ex-officio member of all Committees, except the Nominating Committee. She shall sign all documents and checks as required.

B) Vice President: In the absence or inability of the President to serve, the Vice President shall assume the duties of the President, as necessity requires. She shall be the Member Delegate Coordinator. She shall be responsible for encouraging, expanding, and coordinating research and networking opportunities with the Organization, with the assistance of the Member Clubs, and with groups doing allied work.

C) Secretary: The Secretary shall maintain accurate records of the proceedings of all meetings of the Organization, of the General Board, and of the Executive Board. She shall record the names and club affiliations of all persons who make official motions, and the names and affiliations of those who second any motions. She shall have available at all times a copy of the By-Laws, Standing Rules, roster of Officers and Board Members and Member Clubs. She shall submit Convention Minutes to all Board Members within **thirty (30)** days after Convention.

Convention minutes shall be posted to the Organization Website stating that approval is pending. She shall submit minutes of meetings of General and/or Executive Board meetings to ALL board Members within **thirty (30)** days after any Board Meetings. Minutes of the Executive and General Board Meetings will only be sent to General Board Members. Member Clubs in good standing may request copies of minutes from General Session Board meetings which have already been approved. Minutes of Executive Session meetings will only be sent to those attending within **thirty (30)** days.

D) Treasurer: The Treasurer shall be responsible for collection and disbursement of all funds of the Organization, in accordance with regulations established by the

General Board. She shall prepare an End-Of-year Statement at close of the Fiscal Year. With input from the General Board, she shall prepare a Proposed Budget for the upcoming fiscal year. The proposed Budget shall be sent to Board Members and Member Clubs for consideration **sixty (60)** days prior to Convention. Following Board approval, the Proposed Budget shall be presented to the Convention Body for approval. She shall, on demand, surrender her books for examination and audit. Books shall be audited annually at Convention. There shall be an Audit Committee of no less than **three (3)** members, to be designated at the beginning of the fiscal year. Following the audit of the books prior to General Session, a verbal report shall be given by the Audit Committee during General Session at that Convention. These **three (3)** shall be non-elected members of the General Board representing **three (3)** separate Member Clubs in good standing.

E) Parliamentarian: The Parliamentarian shall serve as an advisor and non-voting member of the Executive and General Boards. She shall familiarize herself with the By-Laws and Standing Rules of the Organization, referring to Robert's Rules of Order, when they are not in conflict, to counsel the members concerning proper parliamentary procedures. She shall prepare, for presentation to the Convention body, any proposed changes to the By-Laws and Standing Rules. She is responsible for making changes based on the vote. She will provide an updated copy of the By-Laws to the General Board and make sure a current version is available on the Organization's website.

F) All Elected and appointed officers shall be required to keep a record of expenses for their offices, and shall also record any donated expenses---leaving this information in their notebooks for their successors. A report of same shall be turned in to the Treasurer for reimbursement of funds, and all information shall be recorded in her permanent file.

G) All elected and appointed officers, Member Club Delegates, and Chairpersons are expected to attend Mid-Term Meeting, Friday night Board Meeting, General Business Session and Saturday Transition Meeting.

ARTICLE V
EXECUTIVE BOARD
SECTION 1:

A) The voting members of the Executive Board shall consist of the elected Officers. The Past President and Parliamentarian shall serve in advisory capacities, without voting privileges.

- B) Advisor: The prior year's President serves in the capacity of Advisor. She is to be available to answer questions and act as a reference in basic procedure and By-Law related issues. She is to act as a support person to enhance the effectiveness of the current President. If matters of concern come to the attention of the Advisor, it is her duty to address such matters in a supportive and timely manner.
- C) In the event the immediate Past President is unable to serve, the Executive Board shall appoint a previous Past President to serve as Advisor.

SECTION 2:

- A) Meetings shall be called by the President to manage the affairs of the Organization. Minutes shall document any votes taken. Emergency meetings, which result in a phone vote, shall be documented by the Secretary as a meeting-by-telephone. All Voting Members, as well as the Advisor and Parliamentarian, shall be required to initial this document at Convention. In the event that **one (1)** or more of the **six (6)** members of the Executive Board cannot attend Convention, the Secretary must obtain correspondence from absentees verifying their knowledge and/or approval of the action of the Executive Board.
- B) A quorum shall consist of **three (3)** of the **six (6)** members of the Executive Board. In order to pass any vote through the Executive Board, **two (2)** voting members must vote in the affirmative. If a tie occurs, the Advisor will cast the deciding vote.

ARTICLE VI

GENERAL BOARD

SECTION 1: Upon joining or renewing membership with NCMOM, each member club will identify **two (2)** members elected by their club. These **two (2)** Member Club Representatives will be the entire General Board and shall have voting privileges at meetings of the General Board. From this board, **four (4)** members will be elected to the Executive Board.

SECTION 2: The Board shall have general supervision of the affairs and funds of the Organization, in accordance with the policies and regulations voted on by the majority of the Member Clubs.

SECTION 3: The President shall convene the General Board at the Mid-Term meeting and two convention meetings, as necessary, to conduct the business affairs and manage the funds of the Organization. The President shall convene the General Board as necessary. A quorum of the General Board vote shall consist of at least **seven (7)** members. Emergency phone votes of the General Board must be documented according to guidelines set up for the Executive Board in ARTICLE V, Section 2-A.

SECTION 4: Appointed positions may be filled by individual members outside the General Board.

ARTICLE VII

STANDING AND SPECIAL COMMITTEES

SECTION 1: There shall be the following Standing Committees: Chaplain, Convention, Historian, National Liaison, Nominating, Website, Scholarship, Meeting Planner, and Ways and Means.

SECTION 2: The Standing and Special Committee Chairpersons shall be appointed by the President with approval of the Executive Board.

SECTION 3: Special Committees shall be formed as needed. These shall be terminated after completing their assignment and making a report to the Executive Board.

ARTICLE VIII

STATE CONVENTIONS

SECTION 1: Conventions shall be held annually, the first full weekend of November. (A first full weekend beginning with a Friday as of November 1.)

SECTION 2: Voting shall consist of **two (2)** votes per Member Club in good standing, and **one (1)** vote per elected Officer of the Organization.

SECTION 3: Quorum shall consist of a majority of the voting body registered, providing there are at least **three (3)** State Officers present, from at least **two (2)** Member Clubs. Minimum requirement to hold a legal vote at Convention would include: **two (2)** members of the Executive Board and representatives carrying votes from a majority of the Member Clubs.

SECTION 4: The Convention Chairman shall be chosen from the hosting Member Club, and must receive approval and official appointment from the President, with the approval from the Executive Board.

ARTICLE IX

NOMINATIONS AND ELECTIONS

SECTION 1:

A) The Nominating Committee shall consist of **two (2)** appointed members and the Chairman.

B) The Chairman shall be appointed by the Executive Board and approved by the General Board.

C) The Chairman shall recommend a slate of Officers for election, after reviewing qualifications of all applicants. The Nominating Chairman shall present the recommended slate to the voting body at Convention. All candidates must have written verified qualifications on file with the Nominating Committee.

D) No member of the Nominating Committee shall be deprived of the right to be nominated, but shall remove herself from any discussion of qualifications.

THE VOTING BODY

SECTION 2:

A) The voting body shall consist of the **four (4)** elected officers and **two (2)** Delegates from each registered Member Club.

B) Executive Board members carry only **one (1)** vote.

C) The Past President and Parliamentarian, as Advisors, shall carry no vote at Convention, but are free to discuss their opinions prior to the vote being called.

D) Member Clubs joining during the fiscal year shall have the same delegate privileges.

E) A quorum shall be the majority of the Delegates registered, provided there be at least **two (2)** officers representing different Member Clubs.

ELECTIONS

SECTION 3:

A) Where there is more than **one (1)** candidate for any office election shall be by ballot, and majority vote elects. In the event of a single slate, a motion may be made to have the Secretary cast a unanimous ballot. (If the Secretary is running for re-election, the motion should call for the voting body to approve election by a show of hands.) All nominees shall be in attendance at Convention to be considered for election, unless running for re-election, and prior approval of the absence has been given by the Executive Board.

B) A tie vote shall be re-balloted; a second tie shall be decided by lot.

ARTICLE X

SCHOLARSHIP

SECTION 1:

A) The Scholarship committee shall consist of **two (2)** members and the Chairman. The committee shall have members from no less than **two (2)** separate clubs.

B) The Chairman shall be appointed by the Executive Board and approved by the General Board.

C) All scholarship applications must be received by the Chairman by March 15.

D) Each committee member will recommend an unbiased reviewer (cannot be a member of a member club). The Chairman will present the applications to be reviewed by their designated reviewers. The committee will then consider the recommendations of the reviewers and vote on the recipient or recipients and the

recommended monetary award. The Chairman will have a vote only if needed to break a tie.

E) The Committee will make their recipients and award amount recommendation before the General Board at Mid-Term.

F) The recipient(s) names(s) will be posted on the Organization's website, submitted to the National Organization and formally presented to the membership body at Convention.

G) Scholarship funds will not be disbursed prior to May 1st.

ARTICLE XI

DUES

SECTION 1:

A) New Member Clubs to the North Carolina Mothers of Multiples shall submit a one-time application fee of \$10.00

B) Annual dues shall be \$3.50 per member, as of date of application renewal.

C) membership dues shall be updated at midyear (January 31st) in order for the Member Club to remain in good standing. Dues will then be reduced to \$1.75 per member for the remainder of the year.

D) \$0.50 of annual dues will be allocated to assist with Convention expenses and \$1.50 will be allocated to the Annual Scholarship Fund.

SECTION 2:

A) The fiscal year shall be August 1st through July 31st of the follow year.

B) Dues will be due and payable August 31st. If dues are not paid by October 1st, the dues will be considered delinquent. Delinquent clubs will be removed from active membership.

C) Clubs removed from active membership must pay a \$25.00 re-joining fee to be reinstated.

D) Amount of scholarship funds available will follow the fiscal year of the Organization. All money in the Scholarship fund on August 31st will be available for distribution to scholarship recipients according to the recommendation of the Scholarship Committee to the General Board at Mid-Term.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order; Revised, shall be the authority where they do not conflict with these By-Laws.

ARTICLE XIII

AMENDMENTS

These By-Laws may be amended at any Convention by **two-thirds** ($\frac{2}{3}$) vote. Notice must be provided to each Member Club at least **sixty (60)** days prior to the Convention.

ARTICLE XIV

DISSOLUTION

In the event this Organization should dissolve, all current bills shall be paid, and the remaining assets shall be liquidated by evenly dividing among Member Clubs in good standing.