

NORTH CAROLINA MOTHERS OF MULTIPLES  
STANDING RULES  
REVISED 2015

1. Duties of the Standing Committee Chairmen:

A) By-Laws: Duties of the Parliamentarian, as Chairman of this Committee, are covered in ARTICLE IV, SECTION 2-E of the By-Laws of the Organization.

B) Chaplain: The Chaplain shall open all meetings with a prayer, and at the appropriate time during Convention, Acknowledge all deaths of members, their spouses, or their children. The Chaplain shall also be in charge of Bereavement Support Group.

C) Convention Chair: Shall be responsible for planning the annual Convention of the Organization, with the approval of the General Board. This Chairman shall make arrangements for Convention facilities and planned activities. member Clubs shall be contacted by the Chairman as specified in ARTICLE VIII, SECTION 5 of the By-Laws.

D) Website Manager: Shall compile, edit, and manage state website under supervision of the President.

E) Historian: Shall compile and keep current a history of the Organization from its inception. She shall maintain a scrapbook of such clippings and notices pertaining to the State Organization.

F) Membership: The Vice President, as Membership Chairman, shall actively recruit new Member Clubs. She shall also stay in contact with all existing Member Clubs to encourage their active participation in the State Organization. She shall accept all applications of Membership (new or renewal).

G) National Liaison: Shall handle all communication with the Multiples of America also known as the National Organization of Mothers of Multiples Clubs, Inc.

H) Nominating: The Nominating Chairman shall accept and review all applications from potential nominees, verify their qualifications with their local clubs, and share these qualifications with the members of her Committee. She shall tabulate the results of her committee's selections, and keep a written record of same. She shall notify the Membership of the committee's recommendations. She shall present all nominees, the recommended slate and any applicants who wish to be nominated from the floor, (according to the guideline set forth in ARTICLE IX, SECTION 1-C and D of the By-Laws).

I) Ways and Means: This Chairman shall be responsible for all the State Organization's fund raising activities.

J) Scholarship: This Chairman shall be responsible for publicizing the scholarship program on the website according to the guidelines set forth in ARTICLE X, SECTION 1-C of the By-Laws. She shall accept and review all applications from potential applicants and share this information in a “blind” format with her Committee members. She will preside over her committee as they decide whether to present the applicants to the selected reviewers or vote and decide among themselves. She shall present the recipient(s) recommendation to the General Board at Mid-Term for an acceptance vote. The amount of money awarded each voted recipient will be determined at Mid-Term by the General Board. She shall present the recipient(s) at the Convention General Assembly.

K) Meeting Planner: Support the Convention Chairperson (1-C of the Standing Rules). Responsibilities are to oversee the planning of Convention. The job description mirrors the National Meeting Planner. The position will run from Mid-Term to Mid-Term.

L) Member Delegates: responsible for forwarding the names, addresses, and phone numbers of their Club’s current Officers and Chairs to the Website Manager for the State Directory.

M) All Chairmen shall be required to maintain accurate records of expenses for their positions, and shall also record any donated expenses - leaving this information in their Procedure manuals 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. Procedure manuals will be under the supervision of the Executive Board.

N) All elected and appointed officers and chairpersons and club delegates are expected to attend Mid-Term Meeting, Friday night Board Meeting, and Convention.

## 2. Convention:

A) Convention Bids: A Member Club wishing to host a Convention shall present a bid for Convention no more than three (3) years in advance to the President. Name/Names of the hosting club’s choice for Chair/Chairs must be submitted for approval with the bid. Bids will be presented to the Convention body for approval.

B) The Convention Chairman shall be proposed by the hosting Member Club, and shall be officially appointed by the General Board. Her duties are covered in ARTICLE VIII, SECTION 5 of the By-Laws and Standing Rule 1-C.

C) There shall be a Convention Treasurer, who shall be appointed by the hosting club, and shall be responsible for all Convention monies.

D) The State Organization shall budget a set amount annually to assist the Host Club with Convention. Individual Member Clubs may make donations to North Carolina Mothers of Multiples specifically earmarked for this purpose. The funds will be available on March First (1st) of the year of convention. These funds shall include Annual dues and Mid-Term dues of the current fiscal year.

E) Duties of the Convention Chairman and Convention Treasurer shall be outlined in the official procedures.

F) A registration fee shall be set by the Host Club, with approval of the General Board. This fee shall be non-refundable.

G) Club Raffle Basket proceeds shall go to the next year's convention host club.

### 3. Sales at Convention:

A) A specific time will be allotted for vendors at Convention. Vendors will be approved by the Convention Chair. Rental of sales tables is to go directly back to the hosting club to help offset Convention costs. Show and Sale is optional Convention.

### 4. Scholarship:

A) The Scholarship program is designed to provide financial assistance for higher education for mothers of multiples, fathers of multiples, siblings of multiples, and multiples. These funds are applicable for higher education and adult continuing education. Scholarship funds awarded must be used by July 31st of the following year or will be forfeited.

B) All profits from the sale of lanyards and pins will go directly to the Scholarship fund.

### 5. Member At Large:

A) Defined as being the parent or guardian of multiple birth children and having no local club or a member of a local club that is not a member of the State Organization. Dues will be \$5 per year with \$3.50 paying annual dues and \$1.50 in lieu of the club basket at state convention. Dues will be due by August 31st. Members At Large may not hold voting privileges or serve as a Committee Chair. Members At Large may only serve as a committee member.