

Peoria Mothers of Twins

By-Laws

Published: 1999; Revised: 2016; 2020

Organized: 1957

Member of Multiples of Illinois (formerly Illinois Organization of Mothers of Twins Clubs, Inc.) since 1957.

Prior Member of Multiples of America (formerly National Organization of Mothers of Twins Club, Inc.)

2009 – 2017

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Peoria Mothers of Twins (PMOT). PMOT is non-profit, non-partisan, non-commercial, non-racial, non-sectarian organization.

ARTICLE II. PURPOSE AND POLICY

Section 1. Purpose

The purpose of the PMOT shall be to support other mothers socially and educationally. PMOT will exchange information pertaining to the nurturing and development of multiple children.

Section 2. Policy

In keeping with its purpose, the PMOT shall maintain these policies: 1. Offer support to and strengthen the bond of fellowship between PMOT members 2. Offer social activities to members of the club. 3. Offer clothing and equipment sales (Sale). 4. Provide prospective members with information regarding this organization. 5. Provide on-line mentoring and support via social media networking sites.

ARTICLE III. MEMBERSHIP

Membership will be open to any mother or expectant mother of multiple births, mothers of adopted multiples, mothers who are legal guardians of multiple births, including stepmothers, foster mothers, mothers of children with not more than three months difference in age, and mothers which may only have one or more surviving multiple. A member in good standing shall be eligible to participate in Semi-annual Sales per Sale policies and have voting rights in the club. Good standing is defined as a member who is current on dues and who upholds our purpose which is to provide support to other mothers socially and educationally. A member may be discharged from this club for conduct detrimental to the best interest of this club as determined by the Executive Board.

ARTICLE IV. DESCRIPTION AND DUTIES OF EXECUTIVE AND FULL BOARD MEMBERS AND CHAIR COMMITTEES

Any member whose dues are currently paid has the right to vote, hold office, and chair committees, unless otherwise noted in these by-laws. The management of PMOT will be vested in the Executive and Full Boards. The Executive Board (EB) will consist of the following voting members: President, Vice President, Treasurer, Secretary, Past President, Membership, Sale Chair. The Executive Board will consist of the following non-voting members: Parliamentarian, Advisor. Full Board shall consist of the Executive Board and Chairwomen of standing committees.

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Section 1. Duties of the Executive Board

1. The newly elected Executive Board shall meet within two weeks of the installation to appoint chairwomen of standing committees.
2. The former Executive Board shall continue to support the newly elected Executive Board and assist with transition from May-July of any given year. Former Sale Chair shall remain available as needed through the fall sale.
3. The Executive Board shall be called together by the President to decide any disputes or protests arising in the club's activities.
4. It shall also be the duty of the Executive Board, upon investigation of valid complaints concerning officers or chairwomen, to declare those positions vacant. The President will appoint a designee who must be approved by the Executive Board.
5. The Executive Board shall be present at each Executive Board meeting. As well as regular membership meetings at least quarterly. If unable to attend a required board meeting, a member must communicate with the President.
6. The Executive Board shall honor other members and uphold values that maintain the best interest of the club. If a member of the Executive Board is unable to fulfil their duties, they may not be considered for a position in the future.

Section 2. Duties of the Full Board

1. The Full Board is expected to be present at each Full Board meeting, as well as regular membership meetings at least quarterly.
2. Each member of the Full Board shall have one vote at Full Board meetings. If a member holds more than one position on the Full Board, that member is limited to one vote.
3. Each member of the Full Board shall be responsible for a year-end report due by July 31st. A copy will be given to the President and to position's incoming Board Member.
4. Full Board members shall honor other members and uphold values that maintain the best interest of the club. If a member of the Full Board is unable to fulfil their duties, they may not be considered for a position in the future.

Section 3. Description and Duties of the Executive Board

President - shall preside at all meetings. She shall coordinate the work of the various committees, call meetings of the Executive Board, Full Board, and membership. The President will cast the deciding vote in the case of a tie of the Executive and Full Boards. She shall make the monthly inspection of all affairs and finances of the club. She shall sign signature card on all PMOT accounts along with the Treasurer. The President will authorize reimbursement forms submitted by members for payment. The President retains all voting rights at membership meetings. This position is for a one-year term and may succeed for two additional terms. If no one is slated the sitting President may be considered beyond the two-

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year limitation and be assessed on a yearly basis. In this case, the previous nominating committee will be called upon to vote. President shall appoint a member to serve on the Full Board as a State Representative.

Vice President - shall be a voting member of the Executive Board. She shall assume the duties of the President in her absence. She will coordinate the activities at the membership meetings. She shall be responsible for securing the meeting place for membership meetings. She shall serve as hostess to all guest speakers. She shall attend to all matters as directed by the President. Vice President shall perform the duties of Marketing Chair and Webmaster as detailed in this document under Full Board. If Vice President is unable complete these tasks, she can delegate a Chairwoman to complete the responsibilities and become a Full Board member.

Secretary - shall be a voting member of the Executive Board. She shall keep a record of all attendance, minutes, correspondence, and proceedings of the club including official club business conducted electronically. This information will be compiled in an orderly fashion and transferred to the incoming secretary. These records will be uploaded to a digital platform for future access and record keeping. Secretary shall perform the duties of Historian and Chaplin as detailed in this document under Full Board. If Secretary is unable complete these tasks, she can delegate a Chairwoman to complete the responsibilities and become a Full Board member.

Treasurer - shall be a voting member of the Executive Board. She shall keep a record of all proceedings of the club regarding finances. She will sign signature cards for all PMOT accounts at bank and manage all other necessary signatures needed on PMOT accounts. She is responsible for the payments of all bills, by way of writing checks and managing electronic payments. She shall also be responsible for keeping an accurate account of dues with the assistance of Membership Chair. She will coordinate financial needs for the semi-annual sale with Sale Chair (see additional Sale Policies & Procedures). She shall report on the financial condition of the club at both the membership and board meetings. At the end of each fiscal year, August 1 - July 31, she is to submit her records to the auditing committee. She shall file a 990N tax form by December 15th at the end of the previous tax year. She shall submit the taxes for this non-profit organization. If the treasurer is absent, the President will appoint a member in good standing to perform the appropriate duties. This position is for a one-year term and may succeed for two additional terms. If no one is slated the sitting Treasurer may be considered beyond the two-year limitation to be assessed on a yearly basis. In this case, the previous nominating committee will be called upon to vote.

Membership- shall be a voting member of the Executive Board. She shall represent new and current membership. She shall maintain all membership information, compile the directory for distribution to the club members, and add members to private PMOT social media sites. She will answer any questions pertaining to new members, send welcome email to new members, collect all membership forms/dues, and turn dues into Treasurer. She shall be responsible for distributing new member information. Membership shall perform the duties of Mommy Mentor and Welcome Chair as detailed in this document under Full Board. If Membership is unable complete these tasks, she can delegate a Chairwoman to complete the responsibilities and become a Full Board member. Other Chairwomen can be delegated to hold the positions of Higher Order Multiples Chair, S'MOMs, and Single Mom Chair as interest arises. This can also be organized by Membership as needed.

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Sale Chair - shall be a voting member of the Executive Board. She shall be responsible for organizing the semi-annual sale. The Sale Chair will negotiate and sign contracts with the venue at a minimum of one year out. As part of this contract, she will create a letter to the venue outlining venue use. The Sale Chair will review the sale policies and procedures annually. Once the sale policies and procedures are approved by the Executive Board, she will communicate any necessary information to the general membership as needed. The Sale Chair will keep one of two keys to the storage unit where the sale equipment is stored (President has the second key). She shall be responsible for the assembly of a Sale Committee. She shall work with the Sale committee to assign duties and run the semi-annual sale.

Parliamentarian - shall serve as a non-voting board member. She will be well versed in the PMOT by-laws and Robert's Rules of Order. She shall report prior to calling a meeting to order or conducting any club business/voting to the President if the meeting does not meet quorum guidelines. Parliamentarian shall share by-laws annually at the beginning of the fiscal year. She shall ensure that a committee is assembled by the President and the by-laws are reviewed and updated every three years.

Immediate Past President - shall be a voting member of the Executive Board. If the immediate Past President is unable to serve, a former President should serve in this position. She shall be responsible for mentoring and supporting the newly elected President. Past President shall organize the Executive Board transition meeting which takes place between May and June. Past President shall support the President in establishing a Social Committee as detailed in this document under Full Board.

Advisor - shall serve as a non-voting member with at least two years of service on the Executive Board. She shall serve on the Executive Board as an advisor to the elected officers and chairwomen. She shall be appointed by the newly elected Executive Board. Advisor shall act as an Alumni Relations resource with past members.

Section 4. Description and Duties of Chairwomen of Standing Committees

Chairwomen of standing committees are appointed by the Executive Board. The chairwoman of each committee is responsible for reporting to the board and holds one vote for that committee. Each chairwoman is encouraged to maintain a notebook that describes the duties of her committee, which will be passed on to the future chairperson.

Mommy Mentor Chair - she shall be responsible for assigning all new members with a mommy mentor within 2 weeks of joining the club. She will keep an active list of mommy mentors and recruit current members to be mommy mentors. This position role will be performed by or delegated to another by Membership.

Welcome Chair - she shall be responsible for making sure all members are welcome as they enter the monthly membership meetings. She will be responsible for new member chats starting 30 minutes prior to the monthly membership meeting. This position role will be performed by or delegated to another by Membership.

Marketing Chair - shall be responsible for promoting the club and club events. This includes promoting the Sale as deemed appropriate by the Sale Chair and Committee. She shall be a member of the Sale committee. She shall be responsible for assembling and distributing PMOT brochures and information to

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local doctor offices and other agencies. She shall be responsible for managing club social media sites. She shall report to the Vice President.

Historian - shall be responsible for taking pictures at various club activities and completing a yearly scrapbook of the club's functions. She shall check with Membership to obtain permission before taking photos and posting on various social media sites, sending to webmaster, newsletters, etc. She shall report to the Secretary.

Philanthropic/Fundraiser Chair - shall investigate various charitable organizations who could use our support and submit a report of her findings to the membership with the approval of the board. She shall coordinate the club's philanthropic and/or fundraising activities. She shall report to the Treasurer. This position is filled at the discretion of the Executive Board.

Chaplain - shall offer an inspirational message of a non-sectarian nature at all meetings. She shall send correspondence to members when necessary. In the event of the death of a member, her husband, and/or child, the chaplain will arrange for a monetary expression of sympathy according to the family's wishes. She shall report to the Membership Officer.

Social Committee - shall consist of one chairwoman and her assistants. They shall plan events for moms, dads, and families throughout the year. Playgroups will also be coordinated through the social committee. The chairwoman shall report to the Past President.

Sale Committee - shall support the work of the Sale chair per Sale policies & procedures. The committee shall report to the Sale Chair.

Webmaster – shall maintain and update the PMOT website. She shall reply to inquiries made on the website and will forward messages to the appropriate chairwoman or officer. She shall report to the Vice President.

Higher Order Multiples Chair – shall support members of the club with higher order multiples. She is responsible for maintaining a list of support materials and information and shall publicize information of interest to families of higher order multiples. She shall report to the Membership Officer.

State Representative - shall oversee and report all State (MOI formerly IOMOTC) information to the membership and act as the club's State Representative. She shall send quarterly reports to the (MOI) IOMOTC VP of Communication for the state newsletter (Saga) if newsworthy. She will also maintain change of address forms for the MOI Illinois Organization of Mothers of Twins Clubs and work with the Treasurer and Membership to submit dues and current membership information to (MOI) IOMOTC prior to September 30. Dues will also be submitted to (MOI) IOMOTC after January 31st and after June 1st (members paying half price dues to PMOT). She shall report to the President.

S'Moms (Seasoned Mothers of Multiples) Chair - shall support members whose multiple children are first grade and above. She is responsible for maintaining a list of support materials and information and shall publicize information of interest to families with older multiples. She develops a plan to retain their membership. She shall report to the Membership Officer.

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Single Mom Chair - shall maintain and publicize information of interest to the members who are single mothers. She shall report to the Membership Officer.

ARTICLE V. MEETINGS AND QUORUM

Section 1. Executive Board

1. Each meeting of the Executive Board shall be scheduled by the call of the President or by the vote of at least two members of the Executive Board.

2. Five members will constitute a quorum of the Executive Board.

3. The Executive Board will meet at least quarterly. If an Executive Board member is unable to attend a meeting, they are required to communicate to the President. Failure to uphold commitments to the PMOT may result in not being slated for future positions, up to the discretion of the Executive Board.

4. If the Executive Board needs to vote on an outstanding issue and cannot obtain quorum by meeting, votes may be taken electronically in the following manner:

- a) The President will contact all members of the board stating the issue to be voted on.
- b) A member of the Executive Board will make a motion requesting an electronic vote to all members of the Executive Board.
- c) Once a motion is made and seconded, then discussion is open.
- d) The President will contact all members of the Executive board requesting their vote.
- e) All voting members of the Executive Board will reply to the President with their electronic vote within three days.
- f) After three days, if at least four responses have been received, the President shall add her vote and forward to the Executive Board a final tabulation listing:
 1. Issue voted on electronically.
 2. Name of the Executive Board member making the motion.
 3. Names of those voting in favor of the motion.
 4. Names of those opposed.
- g) If a minimum of four responses have not been received at the end of three days, the President will contact the Executive Board that a quorum could not be reached.
- h) The Secretary will print the vote tabulation to be placed in the Secretary's records.

Section 2. Full Board

1. In the event of a call of a board meeting by the President, if a quorum is not present, the President has the power to transact the business that cannot be held over until the next meeting.

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2. Executive Board meetings will be held at least quarterly at the convenience of the board. President will conduct the meeting. If the President cannot attend, the Vice President will conduct the meeting.

3. Committee Chairwomanship Meetings will be held at the discretion of the President. President will conduct the meeting. If the President cannot attend, the Vice President will conduct the meeting. The remaining Executive Board Members are not required but are encouraged to attend.

4. A simple majority of those present may vote on matters at hand.

Section 3. Membership Meetings

1. Club meetings will be held monthly in a variety of formats/platforms/days to accommodate the majority of the membership.

2. A simple majority of those present may vote on matters at hand in-person and virtually. In case of an electronic vote, simple majority is needed and a vote closes within 72 hours. In the event of a tiebreaker, the vote will go to the executive board for final ruling.

ARTICLE VI. SPECIAL COMMITTEES

The Auditing Committee - shall consist of three presidential appointees from members in good standing at the July meeting. One member will have previous experience on the Auditing Committee but is not to serve more than two consecutive years. A report from the auditing committee will be submitted to the President by September 30th.

The By-laws Committee - will meet when there is a need as determined by the President or every three years. The President shall convene a committee of no more than four members in good standing to make recommendations for change to the by-laws. The Parliamentarian and Advisor shall be two members of this committee with the President appointing up to two other members.

Nominating Committee - In January, the President will appoint a chairwoman with at least one year of previous experience on the Nominating Committee and three members in good standing to be the Nominating Committee. They will draw up a slate of officers to be elected which will be presented to the membership prior to the March membership meeting. The Nominating Committee will present a slate of one member nominated for each position. Before opening nominations, the Nominating Committee must first check with current officers to see if they still desire their post and wish to be considered in the nominations. No members of the Nominating Committee shall be deprived of the right to be nominated. Nominating Committee will be instructed to find the best candidate for each office.

ARTICLE VII. MEMBERSHIP DUES

Annual membership dues and forms are due by July 31st. All PMOT membership benefits will be terminated if dues and forms are not completed by August 31st. The breakdown of membership dues will be as follows: Current members: \$35.00 due by July 31st for the next fiscal year. New members: August 1st – February 28 (or 29) \$35; March 1st – July 31st \$35.00 to cover the current fiscal year or

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\$50.00 to cover current fiscal year and subsequent year. Membership dues are non-refundable. Additionally, by paying membership dues, a member is confirming that they understand and agree to the by-laws.

A member who needs to renew membership, and is having financial difficulty, may confidentially petition any member of the Executive Board to waive her dues for 1 one year without forfeiting her rights, benefits and privileges of the Club and being in good standing. The petition must be given to any member of Executive Board no later than one week prior to the due's renewal deadline. A petition to the EB can be an email, phone call, handwritten letter and/or face to face request made by the member or on behalf of that member. Petitions will be granted at the discretion of the EB as funds allow. Record keeping of this request is maintained with Membership and Treasurer.

ARTICLE VIII. ELECTION

The Nominating Committee Chair will oversee the election and a brief description of each position will be communicated to the membership in March by a member of the Nominating Committee. At the March membership meeting, the slate will be announced, nominations will be taken from the floor and the slate will then be closed to nominations.

The resulting slate of officers will be communicated by the Nominating Committee to the membership in April as well as a brief description of each position. New officers will be voted upon at the April membership meeting. The chairwoman of the Nominating Committee is responsible for the installation of the new officers. In the case of more than one person being nominated for the same position, each candidate will be allotted a specific amount of time (determined by nominating committee) to present their qualifications for the position at the April membership meeting. Any other campaigning is considered detrimental to the best interest of the club.

An absentee ballot shall be available to any member who requests one from the Nominating Chairwoman by the Friday before the meeting at which the election will be held. A member is responsible for securing an absentee ballot. The Nominating Chairwoman will inform the Nominating Committee of absentee ballots sent out. An absentee ballot may not be used by anyone except the person requesting it. The ballot shall be returned to the Nominating Committee before the meeting date.

The following minimal requirements must be met for a member to be nominated for any Executive Board position: President - Two years of service on the Full Board as Chairwoman of a committee, with at least one year in an Executive Board position. The remaining Executive Board positions, excluding Past President and Advisor, require only one year's membership in PMOT. All nominees shall be in good standing. Good standing is defined as a member who is current on dues and who upholds our purpose to provide support to other mothers socially and educationally.

A tie vote shall be decided by:

1. Questions from the floor to each candidate and time to answer.
2. Revote after question-and-answer session.

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3. If tie vote still exists, candidates in this tie will have their names put into a hat and the winner is pulled. The Nominating Committee will count the election ballots and report the results to the membership.

ARTICLE IX. RULES OF ORDER

Unless stated otherwise in these by-laws, the meetings of this club and its committees will be conducted in accordance with the rules laid down in the latest edition of Robert's Rules of Order.

ARTICLE X. LIQUIDATION OF CLUB ASSETS

Section 1. Requirements

Written notice will be given to all active members thirty days prior to a special meeting to secure a 2/3 vote of members present in favor of liquidation.

Section 2. Liquidation and Distribution

In the event of a favorable vote for liquidation, all assets of the organization shall immediately be converted to cash. Following the satisfaction of any outstanding debts, all remaining money shall be contributed to the current philanthropic project. Distribution and/or destruction of all official records of the Peoria Mothers of Twins shall be left to the discretion of the officers' present.

ARTICLE XI. AMENDMENTS

This constitution and by-laws may be amended at any regular business meeting of the club by a 2/3 vote of the members present in-person or virtually, provided the proposed amendment has been approved by the Executive Board and made available for membership review a month prior to voting. If a by-laws committee is formed, the following steps will be taken:

1. The president convenes a by-laws committee as outlined in Article VI.
2. The By-laws committee submits its recommendations in writing to the Executive Board and changes are made based upon a majority vote of that said board.
3. The proposed changes are made available for membership review a month prior to voting on those changes.
4. Changes in the by-laws are voted on at any regular business meeting of the club and are passed by a 2/3 vote of the members present in-person or virtually.

STANDING RULES

1. Duties of the newly elected officers commence after the installation at the May Banquet.
2. In the event of the death of a member, her husband, and/or child, a monetary expression of sympathy will be extended according to the family's wishes. This will be arranged by the Chaplain.
3. Prospective members can attend two meetings before joining the club.

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4. Meetings are for mothers of multiples only. Guests and family members are invited at different times throughout the year. It may be necessary to bring children at times. If they cause disruptions, they may be asked to leave by the President.
5. There will be no smoking (including e-cigarettes) at any meetings of this club or at sales. There will be no smoking at any PMOT functions where children are present.
6. All written materials and/or use of PMOT logo to be used for regularly scheduled club happenings (sales, pamphlets, surveys, directories, etc.) must receive Executive Board approval. Presidential approval must be obtained for any official PMOT correspondence.
7. All PMOT members will abide by the social media policy. Not following the social media policy can be considered conduct detrimental to the best interest of the club.
8. It shall be the goal of PMOT to provide a safe environment for the physical and emotional well-being of all children participating in PMOT activities, events, and programs. It is the responsibility of all persons having contact with children participating in scheduled activities, events, and programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If an unsafe condition exists, PMOT reserves the right to take appropriate actions.

PMOT's Code of Use for Social Media

1. Facebook is a public media site being used by many groups to stay connected. Before you begin using PMOT's Facebook page, please read and abide Facebook's privacy guidelines. PMOT has a group specific Facebook page. To participate on the PMOT Facebook page, permission must be requested of and granted by the PMOT Facebook page administrator. This page is a private page. Due to the PMOT Facebook page being a private page for our members, PMOT requests that only accounts that are solely owned by the member and in the member's name will be added to the page.
2. Regarding ALL social media including, but not limited to Facebook, the following rules of conduct will be enforced:
 - a) PMOT welcomes honest discussion using social media that is kept respectful of others who may read the statements. Social media can and may be used to encourage dialogue and support of mothers of multiples. Postings should not slander PMOT or its members in any way.
 - b) Any content containing vain profane or vulgar language will not be tolerated.
 - c) Permission must be approved by the Executive Board, as stated in by-laws, prior to posting official PMOT documents (membership forms, By-laws, etc.)
 - d) Social media content may not include hateful, threatening, pornography, nudity or graphic or gratuitous violence. You cannot bully, intimidate, or harass any user.
 - e) Social media will not be used to do anything unlawful, misleading, malicious, or discriminatory.
 - f) PMOT can establish terms under which users will be removed and/or banned.
 - g) PMOT reserves the right to remove any content that violates any of the terms that the social media site has defined.

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h) Administrators of social media pages have the right to remove discussions and posts if felt to be detrimental to PMOT or its members. Further discussion and decisions will then be made by the PMOT Executive Board

Failure to comply with these expectations and uphold our purpose may result in removal from Club at the discretion of the Executive Board.

PMOT's Annual Calendar at a Glance

Please note, the following list is meant to provide a general overview of the year. It is up to the discretion of active members, committee members and Executive Board and can change at any time without notification.

July

1. Executive Board Meeting
2. Membership meeting
3. Membership dues renewal
4. Auditing Committee creation
5. End of year report submitted by Executive Board members

August

1. Membership meeting
2. Executive Board official term begins
3. Select Philanthropic
4. Review by-laws every three years (2020, 2023, etc.)
5. Approval of PMOT budget

September

1. Executive Board Meeting
2. Membership meeting
3. Fall Sale
4. Dues for State due
5. Audit Report due

October

1. Membership meeting
2. State Convention

November

1. Executive Board Meeting
2. Membership meeting

December

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1. Membership meeting
2. Submit PMOT taxes by December 15th

January

1. Executive Board Meeting
2. Membership meeting
3. Nominating Committee creation

February

1. Membership meeting

March

1. Executive Board Meeting
2. Membership meeting
3. Spring Sale
4. Slate Executive Board

April

1. Membership meeting
2. Spring Workshop

May

1. Executive Board Meeting
2. Membership meeting
3. Installation of Officers meeting

June

1. Membership meeting
2. Transition meeting for Officers