



## **MOMS Club Bylaws**

Below is a *condensed version* of the national MOMS Club® bylaws, which we are required to follow. If you'd like to see the full set of rules, please contact the club president (s); she/they will be happy to share them with you.

### **PURPOSE:**

- To provide a support group for mothers who choose to stay home to raise their children.
- To provide a forum for topics pertinent to children, child raising, homemaking, personal improvement and the family.
- To engage in activities to enrich the lives of the children in the community
- To undertake and complete at least one charitable, humanitarian or social welfare project related to children each year.

### **MEMBERSHIP:**

- Membership in the local chapter is open to any mother in the area designated for this group by the corporation. Others wishing to join are subject to the approval of a majority of the dues-paid members present at a business meeting.
- Only members in good standing (dues have been paid and a current liability waiver is on file) may hold office, participate in club activities, meetings, programs, parties, committees or activity groups, and be eligible to vote.
- Any member who has quit or left a local MOMS Club or failed to renew her dues may rejoin only with the prior approval of a majority board vote.
- We may establish associate memberships for reduced dues to apply to special situations. They may have limited rights within the club.

### **MEETINGS:**

- Regular business meetings will be held monthly on a set date and time. All business of the chapter shall be conducted at this meeting.
- The Executive board also meets monthly.
- Meetings and functions will be held during daylight hours, unless approved otherwise by the members at a business meeting.
- Children are welcome at all functions when accompanied by the member parent. Parents are responsible for the actions and safety of their children at all times. Nursing of infants and toddlers is perfectly acceptable at all functions.
- No smoking permitted at indoor functions.

### **FISCAL YEAR AND DUES:**

- The fiscal year is July 1 to June 30.
- Dues for each member are collected on a yearly basis.
- Dues for each chapter are set by the Executive Board with the approval of a majority vote at a business meeting.
- No mother may be denied membership because of financial hardship. If a member cannot meet her dues, she may ask the Executive Board for special consideration. The information is kept confidential.
- The Executive Board, with the approval of a majority vote at a business meeting, may levy additional fees to cover program costs, such as room charges, speaker fees or child care, if necessary.

### **EXECUTIVE BOARD:**

- Consists of: President, Administrative Vice President, Membership Vice President, Secretary, and Treasurer.
- The board is elected on an annual basis (concurrent with the fiscal year) by the membership at a business meeting.
- The board is the governing body of the chapter.
- The board shall coordinate the activities of the group. Any program, activity or expenditure must be first reviewed by the board, which will, by majority vote, either decline or accept it. The matter will then be discussed at the monthly business meeting for a vote.

## **MOMS Club of Newbury Park: Code of Conduct**

The purpose of the Code of Conduct is to establish guidelines for members at all MOMS Club functions or when interacting with other members. It will allow for the removal of members from MOMS Club roster if they violate the guidelines established and set forth herein. The final decision will rest with the Executive Board.

1. You are responsible for reading and following the by-laws of this Club at MOMS Club activities, including the general by-laws and this code of conduct.
2. As a support group, there will be many conversations with and about members. To be supportive, no negative gossip, physical or obscene gestures, demeaning comments, obscene or abusive verbal language directed toward any other member of the club or their child/children are allowed in person, via phone, or email. Please also respect the privacy of members who do not have an outgoing nature.
3. All members shall be considerate and respectful to the property of other members.
4. Members shall not misuse the MOMS Club roster or its contents, nor shall they send club-wide emails without first consulting the President of the chapter with its contents.
5. Members that sign up to attend an activity (also applies to playgroups) and then discover they cannot attend said activity should contact the activity chair (or playgroup host) as soon possible and let them know.
6. Members shall be responsible for any fees incurred from bounced checks.
7. Members may not solicit sales or advertise for home-based businesses at any MOMS Club activities. This includes, but is not limited to, sending general invites to members (either email or mail), or the distribution of business cards. Members may advertise their home-based business through the "advertisement" section of the newsletter only. Consult Advertisement section of the newsletter for rates.
8. You are responsible for your child(ren) at all MOMS Club® functions. If you cannot supervise them all, please talk to other members ahead of the event to see if they can lend a hand, bring a relative or other helper (babysitter) to assist you.
9. When disciplining your child(ren), please speak in a quiet voice or remove the child(ren) from the area. Please remove your child(ren) from the area for time-outs, if that is your method redirection.
10. Do not discipline another mom's child(ren) without her permission. In the event that your child is in conflict with another child, please separate them and take the other child to his/mother.
11. Members should present concerns about the chapter, activities, other members or members' children in confidence to the Executive Board only. Such concerns should be submitted writing or verbally at a Board meeting. Members feeling the need to express concerns should develop and present a plan of action to the Board in which they make recommendations resolution of the problem. In the event that a member feels as though she has not received adequate resolution, she should contact her chapter's Primary Coordinator.
12. We ask that all members follow the above guidelines. In the unfortunate event that these guidelines are not followed, the witnessing party shall contact the Executive Board which discuss the issue with the member(s) involved. The Executive Board will work with members involved to seek an appropriate resolution. In the event the issue cannot resolved to the satisfaction of those involved, the executive board reserves the right to either revoke that person's membership or accept the person's resignation from the club and forfeiture of their dues.