

Sewickley Area Moms Club Constitution and Bylaws

Article 1. Purpose and Principles

Section 1. Purpose

The purpose of the Sewickley Area Moms Club shall be:

- a) To provide a support group for all mothers;
- b) To provide a forum for topics pertinent to children, child-raising, homemaking, personal growth, and the family;
- c) To engage in activities that enrich the lives of members and their families;
- d) To raise funds for the purpose of giving to charity.

Section 2. Principles

The principles of the Sewickley Area Moms Club shall be:

- a) That women benefit from fellowship, especially when it supports and nurtures their role as a mother.
- b) That mothers and children benefit from the shared experiences and learning that come from socializing.
- c) That the entire community benefits from helping to raise children successfully.

Article 2. Membership

Section 1. Membership

Membership in the Sewickley Area Moms Club is open to any mother (a woman with living biological, adopted, or fostered child(ren)) residing within those areas serviced by the Quaker Valley School District and Moon Area School District. Those women wishing to join the club who reside outside of this area can apply for membership; acceptance will be decided by the Executive Officers on a case-by-case basis. The club shall not deny membership to any mother on the basis of race, color, or religion.

A member in good standing is defined as one who has paid current dues, or whose dues have been waived or reduced by the Executive Committee, and who has a current liability waiver form on file with the club.

Only members in good standing may hold office, participate in club activities, and be eligible to vote. Any member who has left the Sewickley Area Moms Club of their own volition may rejoin the club at any point. Members who join in the first half of the year (September to December) must pay the full dues fee. Members who join in the second half of the year (January to June) may pay half of the full dues fee.

If a member is found to be in violation of the purpose and principles of the Sewickley Area Moms Club, she may be removed from active membership by a vote of the Executive Committee. Her dues will not be returned to her.

Section 2. Prospective Members

Prospective members may attend a maximum of two playdates before they must pay dues, and they may not vote or participate in any other club events or activities until they have paid said dues.

Section 3. Roster of Members

A roster, consisting of names, addresses, and telephone numbers of all members in good standing shall be prepared by the President and distributed to all members in good standing by the end of September each year. This roster will be updated regularly by the President and redistributed in January, and at any time necessary during the club year.

Article 3. Officers

Section 1. Officer Duties

- a. **President** - represents the club; works closely with Board members to aid them in their duties; maintains membership records, Facebook group, and physical materials; heads fundraising efforts.
- b. **Treasurer** - collects membership dues and maintains financial records; works closely with Social Chair to work within the budget.
- c. **Social Chair** - Works closely with President and Treasurer to plan events, i.e. create budget, choose date and venue, prepare club-provided refreshments, crafts, etc.
- d. **Newsletter** - Works closely with other Officers to create monthly newsletter containing Officer contact information, message from the President, calendar of events, birth announcements, new members, and partnerships.
- e. **Sunshine** - Works closely with other Officers to identify and contact members who wish to have a Meal Train set up for them. Creates meal trains and disseminates information to the club.
- f. **Babies coordinator** - Works closely with other Officers to plan playdates for members and their children, specifically 18 months of age and younger. No **older** siblings may be present at the playdate unless specified by the host.
- g. **3 and Under Coordinator** - Works closely with other Officers to plan playdates for members and their children, specifically 18 months to 3 years of age. Younger siblings are always welcome. No **older** siblings may be present at the playdate unless specified by the host.
- h. **3 and Over Coordinator** - Works closely with Board Members to plan playdates for members and their children, specifically 3 years of age and older. No **younger** siblings may be present at the playdate unless specified by the host.

Section 2. Executive Committee

The Executive Committee consists of the President, Treasurer, and Social Chair; they may hold unlimited, private meetings as needed to uphold the bylaws and maintain the activities of the club.

Section 3. Nominations and Elections

Any member in good standing may nominate herself or another member in good standing whenever an office is vacant. After a reasonable length of time for nominations to take place (set by the President), a club-wide vote shall be held by means of an online survey or similar method. After viewing the results, the Executive Committee will share the name of the winner with the entire club and immediately begin to transition the duties of the office.

Every officer shall serve a term of one year. At the end of said year, if no other candidate presents herself for consideration, the incumbent may continue to serve without a vote being held.

Section 4. Vacancies, Removal, and Replacement

If an officer should find herself unwilling or unable to continue in her role, her seat shall be made vacant and nominations accepted in order to find a replacement quickly. If an officer is deemed to be unfit or incapable of continuing in her role, she may be removed by a vote of no confidence by the Executive Committee.

Article 4. Meetings

Section 1. Annual Meetings

A minimum of two meetings of the Officers will be held each year; one at the start of the year (August or September), and the other at the end (May or June). All meetings of the Officers must be held at a time and place that is agreeable to a majority of the Officers. Any club member wishing to attend said meetings is welcome; therefore, meetings should take place openly and with notice given through the SAMC monthly newsletter and/or a club-wide email. Meetings must have an agenda provided by the President.

Section 2. Other Meetings

Additional meetings of the Officers may be held to deal with specific concerns; these are not subject to open attendance by club members, except with approval of the Executive Officers.

Article 5. Club Year and Dues

Section 1. Club Year

The club is active during the months from late August to early June.

Section 2. Amount of Dues

The amount of money to be paid as dues by active members to the club shall be set by the Executive Committee prior to the start of the club year. Membership dues shall be calculated by assessing the budgetary needs of the prior year and estimated membership numbers for the forthcoming year. Dues should not be prohibitive, and therefore may only increase by a maximum of \$10 per year.

Section 3. Waiving of Dues

No mother may be denied membership because of financial hardship. If a member cannot meet her financial obligation to the club, she may ask the Executive Committee for special consideration. The Executive Committee should consider each request individually and should waive or reduce the dues of any member who is unable to meet her financial obligation. Information about which members, if any, have had their dues waived or reduced is confidential to the Executive Committee. Any criteria used by the Executive Committee in determining whether or not a member can meet her financial obligation must be applied to all members without bias or discrimination.

Section 4. Additional Fees

The Executive Committee may vote to levy additional fees to cover event costs, such as venue rental, etc. These fees shall be paid only by those members who choose to attend these events.

Article 6. Committees

Section 1. Committees

The President may form any committees which she finds necessary to direct the various functions of the club in the fulfillment of its purpose and shall appoint chairpersons with the approval of the Executive Committee. Chairpersons may appoint (and remove) any member in good standing who they deem necessary to their committee without surpassing a total of three committee members. The work of the committees shall be planned and presented to the Executive Board for approval before any action is taken. The President may remove any committee chairperson from their post with the approval of the Executive Committee.

Article 7. Affiliations and Partners

Section 1. Affiliations and Partners

The club may, at any time, choose to partner with another local non-profit organization in order to further the club's purposes and grow ties within the community. Any partnership must be temporary and not restrict in any way the independence of the Sewickley Area Moms Club. The club shall not support, affiliate with, or participate in any political party or campaign, nor with any religious group or cause. It may participate in charitable programs sponsored by other groups, if those programs relate to children, homemaking, or the family. No outside organization may participate in any club event or activity unless approved in advance by the Executive Committee.

Article 8. Amendments

Section 1. Amendments

These bylaws may be amended in the following way: If the Executive Committee sees a need to amend, remove, or create a bylaw, they must call a meeting of all club Officers which is open to all active club members. The time and place of the meeting must be favorable to the majority of the Officers, and all club members must be invited to the meeting at least a week in advance. At the meeting, the amendment(s) shall be distributed or read out in full to those present and then any questions or concerns shall be heard. When discussion has ceased, all those members in attendance will vote and the amendment may pass ONLY with a majority of members accepting the amendment.