

# San Bruno Mothers Club

## BY-LAWS

**The name of the club shall be San Bruno Mothers Club**

### LOGO

### MISSION

The San Bruno Mothers Club is for parents and families living in and around San Bruno who have common goals of sharing resources, building friendships, and having fun. We offer each other support, validation and encouragement in all aspects of parenting. We are here for our children, ourselves and each other.

### DEFINITION OF THE CLUB

The Club is a member-led and volunteer based support group for mothers, fathers, expectant parents, grandparents and caregivers.

The Club is not intended to be political, partisan, or sectarian. However, as part of a larger community, the group may provide a forum to openly and fairly discuss current issues and concerns of parents and children, with Board approval.

### MEMBERSHIP TYPES AND BENEFITS

There are two types of Club membership: General Membership and Lifetime Membership

General Membership includes participation in Club functions and services, as well as a subscription to the Club's monthly newsletter and access to the Club's private online resources.

Lifetime Membership is designed for past members who have significantly contributed to the Club. Lifetime Membership will be granted at the discretion of the Board. Lifetime Members are not required to pay dues but are required to renew their membership each year. Lifetime members will continue to receive an e-newsletter, participate in Club functions and have access to the Club's website and private online resources.

### MEMBER REQUIREMENTS & ELIGIBILITY

Members should reside in San Bruno or surrounding communities. Members must be the legal parent or guardian of at least one child or be currently expecting. Members must pay non-refundable dues within 30 days of notice of payment due.

Members must commit a minimum of four hours of volunteer service to a main Club event each year. (i.e. Spring Fling, Sumer Picnic, Concession Stand, Holiday Party)

Members must agree to and accept the conditions of the San Bruno Mothers Club By-laws upon joining the Club. This is for the members' protection and the protection of their family and guests.

Membership is renewable on an annual basis during the designated renewal period. Lifetime members must renew on an annual basis as well.

Membership is only activated after a completed membership form, and full payment of dues have been received and processed by the Membership Coordinator.

## **DUES**

Dues amounts shall be determined by a majority vote of the entire Board.

Dues are to be paid in full, annually for the membership term.

Dues are non-refundable.

Dues may be paid online via the Club's website, with cash or check made payable to SBMC.

Dues paid by cash or check are to be forwarded to the Treasurer and deposited into the Club's account within 30 days of original receipt.

Dues and membership registration must be current in order for any person to participate in any Club function. However, in order to determine their interest in the Club, a prospective member may attend a Club function prior to registering and paying dues.

Scholarships based on need shall be considered and made available on a case by case basis at the discretion of the President and the Treasurer.

## **TERMINATION OF MEMBERSHIP**

A member may voluntarily terminate membership by notifying the Membership Coordinator. The Board may request termination of membership if a member's dues have not been paid within 30 days past the renewal date or violation of the By-laws has occurred. The member will no longer have access to the Club's resources. The Club will not give refunds for any unused portion of the annual membership dues.

## **MEETINGS**

Board meetings shall be held once a month at a Board members home or other specified location. The Board meeting date and time is flexible and can fluctuate to meet the current Board members needs. All Board meetings are open to the general members.

## **DECISION MAKING**

All members wishing to participate in making decisions for the club should attend board meetings. Decisions for the club are finalized at the board meetings by a majority vote of all attending members. Ideas, suggestions, and comments are welcome and should be directed to the appropriate board member. Should a decision be necessary before the next board meeting the President or appropriate board member will contact the board through the board group email for consensus.

## **BOARD and NON-VOTING POSITIONS**

### **Prerequisites:**

Last Updated: March 10, 2008

Candidates for President, Vice President, and Treasurer must have been on the Board for six (6) months. Other Board members must have been a Club member for at least three (3) months. There is no tenure requirement for non-voting positions.

**Term of Office:**

All Board members shall serve a term of 12 months, commencing in January. Any officer unable to complete their term of office is requested to give the President or Vice President 30 days notice when possible.

**Method of Selection:**

All positions will be filled on a voluntary basis. Members wishing to fill the position should state their candidacy to the outgoing President prior to the November Board Meeting. If more than one member wishes to fill the position, a general election will be held at the November Board Meeting. A secret ballot is provided to all members present for tabulation under the direction of the Treasurer. The candidate with a simple majority of the votes wins the election. The following positions may have a maximum of two (2) people: In-A-Pinch, Fundraising, Community Service, Children's Outings, Membership and Member's Night Out. Newsletter staff may have a maximum of four (4) people. The Babysitting Co-Op Coordinator must be a member of the Babysitting Co-Op. When volunteering for a position, members should make it known if they are interested in working alone or with another member.

The following lists the title of the positions and the corresponding responsibilities.

## Duties of Board Positions

### 1. PRESIDENT/ CO-PRESIDENT

- Preside over Board and General Meetings and set agendas for Board and General Meetings.
- Oversee all facets of the Club and act as Club spokesperson and community liaison.
- Mediate any problems within the Club.
- Recruit members to fill any open Board positions.
- At the conclusion of term, oversee the tabulation of voting for the next Board members and report the results to the General members.
- Be available as an advisor to the next Board (if possible).

\*If two people share the President position, they shall be called Co-Presidents. All duties of the position shall be shared in an arrangement that is mutually agreed upon.

### 2. VICE PRESIDENT

- Check phone messages on the Club machine weekly and relay messages to appropriate Board members.
- Preside over Board or General Meetings in case of the President's absence.
- Reserve and/or book sites for important events in advance.
- Send thank you notes to contributors.
- Help President coordinate overall Club activities and help President recruit members to fill open Board positions.
- Coordinate speakers for monthly speaker events, as directed by the Board, including all necessary correspondence (confirmation letters and thank you notes). Encourage other members to suggest speakers or topics of interest.
- Provide an announcement and a review for the newsletter and send out a San Bruno Cable message (as necessary) and announcement on internal website for each General Meeting.
- Should the President be unable to complete the term of office, the Vice President will complete the term and a new Vice President will be chosen by the Board.

### 3. TREASURER

- Receive all funds for the Club, giving a receipt for cash. Collect and record dues.
- Notify Membership Coordinator if payment of dues is received via check.
- Check the post office box weekly and distribute mail to appropriate Board members.

- Keep an accurate record of all money received and paid out. All payments to be made by check.
- Report cash totals at all Board meetings. Give a copy of the balance sheet to the Secretary to be entered into the monthly recording of the Board meeting minutes.
- Handle changeover for incoming Treasurer (signature cards, account information etc.).

#### **4. SECRETARY**

- Record and prepare minutes for the monthly Board meetings. Email minutes to Board via SBMC Board sub-group via internal website following all Board meetings.
- If unable to attend Board meeting, make arrangements for another member to take minutes.
- Prepare and keep a sign-in sheet for General meetings

#### **5. BABYSITTING CO-OP COORDINATOR**

- Ensure new and prospective Co-op members complete all necessary informational material on Club's internal website.
- Schedule Co-op social events or special meetings.
- Run the Co-op meetings and present motions to the members of the co-op for a majority vote.
- Maintain the Co-op books.
- Follow the Babysitting Co-op By-laws.

#### **6. MARKETING & PUBLICITY COORDINATOR**

- Oversees the Club's marketing efforts in support of its long- and short-term goals and objectives
- Manage and develop advertising campaigns, collateral, logo, signage, and search engine marketing
- Perform market research and analysis and advise Club of findings

#### **7. CHILDRENS OUTING COORDINATOR(s)**

- Coordinate monthly outings to benefit children and their parents.
- Poll membership regarding ideas for new outings and improvements to ongoing outings.
- Prepare an announcement via Forums and create Event via Calendar on internal website for each outing.
- Make arrangements for outings in advance.
- Prepare an announcement and a review of each outing for the newsletter.

#### **8. COMMUNITY SERVICE COORDINATOR/CITY LIASION(s)**

- Coordinate participation in worthwhile projects throughout the community.
- Research the feasibility, cost and success of each idea.
- Bring ideas and research before the Board for approval.
- Submit monthly status at Board meetings.
- Organize committees for each function.
- Document the success/failure of all activities and pass this information to the next Coordinator.

#### **9. FUNDRAISING COORDINATOR (or COMMITTEE)**

- Generate ideas for fundraising involving the membership.
- Research the feasibility, cost and success of each idea and bring ideas and research before the Board for approval.
- Present any projects to the general membership.
- If held, organize the Concession Stand fundraiser.
- Recap and document the success/failure of all fundraising activities and pass this information to the next Coordinator.

#### **10. CLUB HISTORIAN**

- Keep a historical scrapbook of all Club activities, photos from members, items in the press, etc.
- Bring or arrange to bring albums to significant Club events (i.e. parties, meetings) to share the albums with the membership.

#### **11. IN-A-PINCH COORDINATOR(s)**

- Actively determine the needs of individuals in the Club.
- Enlist volunteers for meals, baby-sitting, transportation, etc.
- Send appropriate cards and/or flowers to members in need.
- In the case of new babies, provide the member with the new baby gift pack.

#### **12. MEMBERSHIP COORDINATOR**

- Respond to membership inquiries made to telephone message center or email address.
- Provide prospective members with membership information consisting of an application and current newsletter.
- Oversee the internal website membership duties and report new members to the Board.
- Send new members the New Member Packet, current newsletter, and welcome letter.
- Prepare New Member information for newsletter.
- Coordinate New Member Teas semi-annually.
- Send Birthdays and New Member Bios to the Newsletter Editor on a monthly basis

#### **13. MEMBERS NIGHT OUT/COUPLES NIGHT OUT COORDINATOR(s)**

- Coordinate outings to benefit members and their partners. Poll membership regarding ideas for new events and improvements to ongoing outings.
- Prepare an announcement via Forums and create Event via Calendar on Club's internal website for each outing.
- Prepare an announcement and a review of each outing for the newsletter.
- Make reservations for outings in advance.
- Invite Alumni to the Spring Mom's Night Out event.

#### **14. NEWSLETTER EDITOR**

- Collect, write and copy newsworthy items and information received from members to produce a monthly newsletter and double check all information before printing the newsletter.
- Publish a monthly calendar listing all activities.
- Publish new members' information monthly.
- Solicit ads for the monthly newsletter.
- Maintain record of payment and provide a letter or receipt to advertisers.
- Print and prepare mailing labels and newsletter on a monthly basis.

#### **15. PARTY COORDINATOR (or COMMITTEE)**

- Coordinate seasonal events to benefit members and their families.
- Be responsible for all monies and reimbursements related to each event.
- Poll membership regarding ideas for new events and improvements to ongoing events.
- Coordinate the storage of all extra party materials.
- Prepare an announcement and review of each event for the newsletter.
- Prepare an announcement via Forums and create Event via Calendar on Club's internal website for each event.

## **16. PLAYGROUP COORDINATOR**

- Place Club members, wishing to be involved in a playgroup, in touch with each other.
- Keep a record of all playgroup contacts, meeting times and places.
- Provide suggestions, ideas, etc., for playgroup locations.
- Be available to playgroup members who might have any concerns or problems.
- Provide playgroup updates for the newsletter.

## **17. WEB SITE MANAGER**

- Maintain and update the website on a monthly basis or as needed.
- Publish a monthly calendar listing all activities.
- Check the Club email account and forward emails to appropriate Board members.
- Proactively and continuously improve the Club website.

## **Other (Non-Voting) Positions**

### **1. COOKING SUBCLUB COORDINATOR**

- Facilitate selection of monthly theme and scheduling of meeting locations
- Publicize meetings via Internal website, with occasional email and newsletter contributions

### **2. KNITTING SUBCLUB COORDINATOR**

- Facilitate scheduling of meeting locations
- Publicize meetings via Internal website, with occasional email and newsletter contributions

### **3. LENDING LIBRARY COORDINATOR**

- Manage database of library items
- Facilitate collection and distribution of library items
- Publicize Lending Library program via Internal website, with occasional email and newsletter contributions

### **4. READING SUBCLUB COORDINATOR**

- Facilitate selection of monthly books and scheduling of meeting locations
- Publicize meetings via Internal website, with occasional email and newsletter contributions

### **5. SCRAPBOOK SUBCLUB COORDINATOR**

- Facilitate scheduling of meeting locations
- Publicize meetings via Internal website, with occasional email and newsletter contributions

### **6. FAMILY HIKING SUBCLUB COORDINATOR**

- Facilitate selection of monthly books and scheduling of meeting locations
- Publicize meetings via Internal website, with occasional email and newsletter contributions

## **ANNUAL BUDGET**

The annual budget shall be prepared for the fiscal year. The Treasurer shall present the annual budget to the Board for approval at the earliest possible board meeting. The budget may be revised at anytime during the fiscal year by approval of the Board. Board Members must present expenditures not contained in the annual budget to the Board for approval prior to execution. All expenditures require an original receipt. Expenditures over budget of more than \$50 shall require approval of the Board.

## **AMENDMENT PROCEDURE**

Anyone wishing to amend these By-laws must present a written proposal at a Board meeting. Any change of these By-laws must be approved by a simple majority of the entire Board. The Club By-laws may be modified or revised at any time, for any reason, with each revision being identified by its effective date.

Members agree to accept and be bound by the By-laws, including any such modifications or revisions, with or without notice of changes. Members are encouraged to periodically review the By-laws on the Club website to remain apprised of any changes.