

SAN BRUNO MOTHERS CLUB BYLAWS

The name of the club shall be the SAN BRUNO MOTHERS CLUB.

MISSION

The San Bruno Mothers Club is for moms, grandmothers 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 CLUB

The club is a member-led support group for mothers, expectant mothers, grandmothers and adopting parents. Members will be encouraged to volunteer, to participate and to share their ideas and talents.

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.

REQUIREMENTS

Members should reside in San Bruno or surrounding areas. Members must pay their dues in January to the club Treasurer at the general meeting or by mail. Upon joining, members must sign the bylaws acknowledgement form which will be maintained by the Vice President.

LOGO



GENERAL COURTESIES

- ❖ Parents are responsible for the well being, safety and behavior of their child(ren) while attending playgroups or any other club functions.

- ❖ Discipline is ultimately the parent's responsibility. Intervention with other member's children is appropriate only when physical danger or the child's safety deems it necessary. It is the member's responsibility to notify the parent if any action is taken.

- ❖ If either a mother or a child is ill, please do not attend any playgroups or other club functions. If you are unable to attend a function that you have committed to, please inform the coordinator or appropriate person.
- ❖ Any grievances should be directed to one or more board member for discussion and resolution.
- ❖ New club functions should be brought to the board for discussion prior to development.
- ❖ The San Bruno Mothers Club is not intended to be used as a means for soliciting any goods or services. The goods and services directory of the newsletter and member owned business section of the website shall accommodate these concerns.
- ❖ Members are not permitted to use the San Bruno Mothers Club name or logo as an endorsement for their product or service. The member roster is for member use only.
- ❖ Email courtesies: Jokes and otherwise "lite" email is best kept to a minimum. Email addresses should not be shared without permission from the member.
- ❖ Members should use email group lists to communicate with the membership.

TERMINATION

A member may voluntarily terminate membership by notifying the Vice President. The board may request termination of membership if a member's dues have not been paid by February 1st. The member will no longer receive emails, evites, newsletters or a roster.

MEETINGS

The general meeting shall be held on the third (3rd) Wednesday of every month at 7:00 p.m. various locations to be determined prior to the meeting. In the other months, meetings will be held at various locations in the community for social events for the Moms.

The board meeting shall be held on the first (1st) Tuesday of the month at 7:00 p.m. at the Park and Recreation Building. All board meetings are open to general members who are encouraged to attend.

DUES

Dues are thirty dollars (\$30.00) per year or twenty-five dollars (\$25.00) with no mailed newsletters, but as an incentive for renewing by December 31st of the previous year, dues will be twenty- five dollars (\$25.00) or twenty-two dollars (\$22.00) for no mailed newsletters per year. Dues are paid to the club treasurer in January. Dues for new members are prorated as follows: January – June \$25

\$30, July - October \$15.00, November-December \$35 (includes membership for the following year). Dues may be paid either by check or cash. Checks shall be payable to The San Bruno Mothers Club.

The club at a pre-arranged board meeting shall discuss any changes in dues. No changes in dues will be made without club approval by a majority vote at a general meeting or by email poll. Dues must be current in order to participate in any club functions.

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.

DUTIES OF OFFICERS

- ❖ All board members are encouraged to attend the monthly board meeting. If unable to attend, notify the President prior to the meeting.
- ❖ Each board member is to inform the President or Vice President of any pertinent activities or agenda items prior to the board meeting.
- ❖ The Board will review the bylaws at the beginning of each term with the goal of maintaining general familiarity with them.
- ❖ If any board member is unable to perform their duties, they should notify the board as soon as possible to ensure that the board is able to function at the highest level possible.
- ❖ Each board member is to keep a notebook of all information pertinent to their respective positions. This information is to be passed along to their successor as soon as possible.

DUTIES OF THE PRESIDENT/CO-PRESIDENT*

The president will:

1. Introduce and welcome new members at general meetings
2. Preside over board and general meetings
3. Set agendas for board and general meetings
4. Remind board members of their obligations to attend board meetings
5. Oversee all facets of the club
6. Act as club spokesperson and community liaison
7. Mediate any problems within the club
8. Recruit members to fill any open board positions
9. At the conclusion of term, oversee the tabulation of voting for the next board members and report the results to the general members
10. Be available as an advisor to the next board (if possible)

*If two persons 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.

DUTIES OF VICE PRESIDENT

The vice president will:

1. Keep signed bylaw acknowledgments for each member
2. Help to publicize the club and any events as directed by the board
3. Reserve and/or book sites for important events in advance
4. Send thank you notes to contributors
5. Check phone messages on the club machine and relay messages to appropriate board members
6. Phone all members who don't have email at the beginning of each month with information on the events of the month
7. Preside over board or general meetings in case of the President's absence
8. Help President coordinate overall club activities
9. Help President recruit members to fill open board positions
10. Should the President be unable to complete the term of office, the Vice President will complete the term and the new Vice President will be chosen by the board.

DUTIES OF THE TREASURER

The Treasurer will:

1. Receive all funds for the club, giving a receipt for cash
2. Collect and record dues
3. Provide database coordinator and board with current list of members
4. Upon receipt of new member dues, notify other board members with applicable information at the next board meeting or by email
5. Check the post office box.
6. Keeping an accurate record of all money received and paid out. All payments to be made by check
7. 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.
8. The Treasurer will also handle changeover for incoming treasurer (signature cards, account information etc.),

DUTIES OF THE SECRETARY

The Secretary will:

1. Record and prepare minutes for the monthly board meetings
2. If unable to attend board meeting, make arrangements for another member to take minutes
3. Prepare and keep a sign-in sheet for general meetings and mail newsletters or pertinent information to all members not in attendance
4. Keep a copy of each month's newsletters and/or calendar.

DUTIES OF THE ADVERTISING COORDINATOR

The Advertising Coordinator will:

1. Solicit ads for the monthly newsletter
2. Maintain record of payment
3. Provide a letter or receipt to advertisers.
4. Provide a list of monthly ads to Newsletter Editor.

DUTIES OF THE BABYSITTING CO-OP COORDINATOR

The Babysitting Co-op Coordinator will:

1. Set up new co-op members with all necessary information material
2. Schedule co-op social events or special meetings
3. Run the co-op meetings and present motions for a majority vote
4. Communicate with and supervise the co-op secretary
5. Handle problems and inform members of rule infractions
6. Follow the babysitting co-op bylaws.

DUTIES OF THE BUDDY COORDINATOR

The Buddy Coordinator will:

1. Welcome new members with a phone call and send them the New Member Packet which contains a roster, current newsletter, welcome letter, getting involved flyer, flyer for babysitting co-op and five business cards.
2. Assign new members a buddy.
3. Prepare New Member information for newsletter
4. Coordinate new member teas semi-annually.

attending

DUTIES OF THE CHILDRENS' OUTING COORDINATOR

The Childrens' Outing Coordinator will:

1. Coordinate outings to benefit children and their parents
2. Prepare an evite for each outing
3. Make arrangements for outings in advance
4. Poll membership regarding ideas for new outings and improvements to ongoing outings
5. Prepare an announcement and a review of each outing for the newsletter.

DUTIES OF THE COMMUNITY SERVICE COORDINATOR/CITY LIASION

The Community Service Coordinator will:

1. Coordinate participation in worthwhile projects throughout the community
2. Research the feasibility, cost and success of each idea
3. Bring ideas and research before the board for approval
4. Submit monthly status at board meetings
5. Organize committees for each function
6. Document the success/failure of all activities and pass this information to the next coordinator

DUTIES OF THE DATABASE COORDINATOR

The Database Coordinator will:

1. Maintain a record of all members on club database
2. Forward mailing list of current members to secretary and/or print mailing labels as needed
3. Maintain and update member roster, and forward copy of roster to all members by mail or email.

DUTIES OF THE FUNDRAISING COORDINATOR OR COMMITTEE

The Fundraising Coordinator will:

1. Generate ideas for fundraising involving the membership
2. Research the feasibility, cost and success of each idea
3. Bring ideas and research before the board for approval
4. Present any projects to the general membership
5. Organize the concession stand fundraiser.
6. Recap and document the success/failure of all fund raising activities and pass this information to the next coordinator.

DUTIES OF THE CLUB HISTORIAN

The Historian will keep a historical scrapbook of all club activities, photos from members, items in the press, etc. The Historian will bring or arrange to bring albums to significant club events (i.e. parties, meetings) to share the albums with the membership.

DUTIES OF THE IN-A-PINCH COORDINATOR

The In a Pinch Coordinator will:

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

DUTIES OF THE MEETING COORDINATOR

The Meeting Coordinator will:

1. Coordinate speakers for general meetings, as directed by the board, including all necessary correspondence, (confirmation letters and thank you notes)
2. Coordinate the set up and clean up of the meeting room before and after the meeting.
3. Coordinate with treasurer for monies and reimbursements for speaker
4. Announce at the prior general meeting whom the next speaker will be, so all interested members can attend
5. Encourage other members to suggest speakers or topics of interest
6. Introduce the speaker at the general meeting
7. Provide information and a review for the newsletter.
8. Send out a San Bruno Cable message and evite for each general meeting.

DUTIES OF THE MEMBERSHIP COORDINATOR

The Membership Coordinator will:

1. Respond to membership inquires made to telephone message center or email address

2. Provide prospective members with Membership Information consisting of:
Application and current newsletter
3. Check the post office box weekly and distribute mail to appropriate board members
4. Coordinate with treasurer and data base coordinator receipt of renewals, and any required necessary action

DUTIES OF THE MOM'S NIGHT OUT/COUPLES' NIGHT OUT COORDINATOR

The Mom's Night Out/Couples' Night Out will:

1. Coordinate outings to benefit members and their partners
2. Prepare an evite for each outing
3. Make reservations for important outings in advance
4. Poll membership regarding ideas for new events and improvements to ongoing outings
5. Prepare an announcement and a review of each outing for the newsletter
6. Invite Alumni to the Spring Mom's Night Out event

DUTIES OF THE NEWSLETTER EDITOR

The Newsletter Editor will:

1. 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
2. Publish a monthly calendar listing all activities
3. Publish new members information monthly
4. Include a list of goods and service directory in the newsletter
5. Newsletter staff may have a maximum of four (4) people, including a proofreader

DUTIES OF THE PARTY COORDINATOR (or COMMITTEE)

The Party Coordinator will:

1. Coordinate events to benefit members and their families
2. Be responsible for all monies and reimbursements related to each event
3. Prepare a sign-up sheet for each event
4. Reserve sites for important events in advance
5. Poll membership regarding ideas for new events and improvements to ongoing events
6. When possible, solicit goods and services from local businesses to offset the cost of events
7. Coordinate the storage of all extra party materials
8. Prepare a review of each event for the newsletter

DUTIES OF THE PLAYGROUP COORDINATOR

The Playgroup Coordinator will:

1. Place club members, wishing to be involved in a playgroup, in touch with each other
2. Keep a record of all playgroup contacts, meeting times and places

3. Provide suggestions, ideas, etc., for playgroup locations
4. Be available to playgroup members who might have any concerns or problems
5. Provide playgroup updates for the newsletter

DUTIES OF THE REFRESHMENT COORDINATOR

The Refreshment Coordinator will

1. Coordinate the refreshments for the general meetings
2. Prior to the general meeting, call and remind members who have signed up for refreshments.

DUTIES OF THE WEBSITE MANAGER

The Web-mother will:

1. Will gather and compile information to produce a website.
2. Maintain and update the website on a monthly basis or as needed.
3. Add, update and remove members from online database (i.e. evite, Yahoogroups)
4. Publish a monthly calendar listing all activities.
5. Check club email account and forward email on to appropriate board members.

ADDITIONAL POSITIONS

PLAYGROUP CONTACT

A Playgroup contact provides leadership among a group to see that it meets regularly and that the needs of the group are being met; keeps group members informed of meeting places and notifies playgroup coordinator of any changes in the playgroup.

SUB CLUB CONTACT

Sub club contact may bring idea of group to board, advise membership of activity and coordinate events or contact within sub club.

TERM OF OFFICE

All board members shall serve a term of 12 months, commencing in January and are welcome to continue as long as they are able.

CHANGE OF OFFICERS/PREREQUISITES FOR POSITIONS:

Candidates for President, Vice President, and Treasurer must have been on the board for six (6) months.. Board members must have been a club member for at least three (3) months.

Method of Selection:

All Board 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, an 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. If no one volunteers, the board may approach a member or members to request their service.

The following Coordinator positions may have a maximum of two (2) People: In-A-Pinch, Fundraising, Community Service, Childrens' Outings and Mom's Night Out. Newsletter staff may have a maximum of four (4) people. When volunteering for a position, members should make it known if they are interested in working alone or with another member.

All Board positions will be announced in the newsletter two (2) months prior to the changeover months.

No member shall serve in the same position for more than two consecutive terms, unless approved by the board.

Any idea for a new position, presented to, and approved by the board, will be filled by that person.

Any officer who cannot complete their term of office is requested to give the President or Vice President thirty- (30) day notice when possible.

AMENDMENT PROCEDURE

These bylaws may be amended through the use of an email poll or by a written ballot before a general meeting. An affirmative vote of two-thirds (2/3) of the members responding shall be required to pass any amendments.

Any member wishing to amend these bylaws will:

1. Present a written proposal of amendment at a board meeting prior to a general meeting.

BYLAWS ACKNOWLEDGMENT

During the process of writing these bylaws, questions about the club's liability were raised. What would happen if someone were injured at a club event? Would the club or worse, the person in charge of the event, be responsible?

We were advised, for the protection of all club members, to inform the parents that they must be responsible for the safety and behavior of their own child(ren). All members are required to sign an acknowledgment of that statement. We have included this document in our bylaws.

In order to participate in the club and to protect yourself and friends, members must sign this acknowledgment and return it to the Vice President.

Thank you,

The San Bruno Mothers Club

I hereby acknowledge that I have read, understand, and will adhere to The San Bruno Mothers Club bylaws and therefore will be responsible for the safety and behavior of my family and guests at all club functions.

Printed Name

Signature

Date