

***MOTHERS OF WONDER***



***By-Laws***

***Effective Date: Approved August 21, 2008***

## **NAME OF THE CLUB**

The name of this Club shall be MOTHERS OF WONDER, a subgroup of WOW International, Inc..

## **LOGO**



## **PURPOSE**

Mothers of Wonder was formed by a group of women who felt the need to create a united network of mothers across all of Fauquier County and surrounding communities. While other organizations already existed within smaller enclaves across the county, MOW was created with the unique goal of providing opportunities for a wide range of mothers from multiple communities to come together. MOW was designed to provide support, education and friendship to its mothers and to provide a basis for our members to be active in the community.

## **DEFINITION OF THE CLUB**

We are a member-led support group for parents with children, with primary emphasis on birth through early school-age. However, parents of children of any age may participate.

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

Every member is encouraged to volunteer, participate, and share ideas and talents.

The Club is an equal opportunity organization. All decisions for enrollment, board positions, volunteers, and participation, are made without regard to race, color, creed, religion, national origin, age, sex, marital status, disability, sexual orientation, citizenship/immigration status, veteran status or any other basis protected by law.

## **MEMBERSHIP REQUIREMENTS & ELIGIBILITY**

Members may reside in areas including, but not limited to, Fauquier County and surrounding communities.

Members must be the legal parent or guardian of at least one child, or be currently expecting. Exceptions may be made for fathers grandparents or other caregivers who provide full-time care for one or more children.

Members must pay annual dues within 30 days of their membership anniversary date.

Upon joining, and at any time thereafter at which a change occurs, members must register using their legal name and certify that all information they provide to the Club, now and in the future, is true and accurate. Fictitious names and “screen” names will not be permitted. Individuals found to be providing false or misleading information to the Club may have their membership immediately terminated without notice.

Upon joining and at each anniversary thereafter, members must agree to and accept the terms of the MOTHERS OF WONDER WAIVER/RELEASE/INDEMNITY AGREEMENT.

Membership is activated only after a completed membership form, signed waiver agreement, and full dues payment have been received and processed by the Membership VP.

Membership is renewable on an annual basis at the time of the member's membership anniversary. A short form, including the waiver and bylaw agreement will be signed at each anniversary.

### **MEMBERSHIP DUES**

Dues amounts shall be determined by a majority of the entire Board. Dues are currently set in the amount of \$22.00 when new membership status is initiated, and \$20.00 at each subsequent anniversary. Additional fees may be determined by the Board, as necessary.

Dues are to be paid annually for the membership term.

Dues may be paid with cash, by check made payable to MOW, or on-line via PayPal. Additional surcharges may apply to payments made via PayPal

In the case of a returned check, the member will be responsible for any applicable bank fees.

Dues paid via cash check, or PayPal and received by the Membership VP are to be forwarded to the Treasurer and deposited in 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 or service. However, in order to determine their interest in the Club, a prospective member may attend one General Meeting 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.

### **MEMBERSHIP TERMINATION**

A member may voluntarily terminate membership by notifying the Membership VP or a designated representative. If requested in writing, a pro-rated refund shall be issued within 30 days of notice, not to exceed 50% of the total annual dues amount.

Membership may be terminated if dues have not been paid or a violation of the By-Laws has occurred.

### **MEETINGS**

A General Meeting shall be held once monthly

A Board Meeting shall be held once monthly.

The Secretary or designated representative will record a summary of each General Membership Meeting and post it to the listserv or website within 7 days.

The Secretary or designated representative will record a summary of each Board Meeting Board prior to the next General Meeting each month.

### **DUTIES OF BOARD MEMBERS**

There are six permanent Board positions (President, Vice President, two Co-Membership VPs, Treasurer and Secretary) whose specific job responsibilities are outlined below.

Additional Board positions (voting) and non-Board positions (non-voting) may be created at the discretion of the President, to accomplish the work of the Club.

Each Board position will have a published job description outlining the specific duties of the position.

Each Board Member is expected to:

1. Perform the duties of their position to the best of their ability for a term of one year.
2. Regularly attend monthly Board Meetings and General Meetings
3. Closely follow the Club's fiscal policy and adhere to budget guidelines
4. Keep the general membership informed through Club email, as well as submitting written articles to the Newsletter Editor for inclusion in the monthly newsletter
5. Provide regular updates to the Webmaster to ensure MOW Website content is current and accurate
6. Assist fellow Board members with special Club events, meetings and activities
7. Keep a record of all pertinent position information for the subsequent coordinator and complete job transition in a timely manner
8. Act as an ambassador by reaching out to general members
9. Follow the policies of the Club
10. Maintain current full general membership in MOW during their Board term

**Duties of the President:**

1. Assumes responsibilities as of May 1.
2. Provide leadership/direction for the Club.
3. Preside over Board Meetings and General Meetings.
4. Set agendas for Board Meetings. Work with speaker and program coordinators to plan General Meeting topics.
5. Initiate a review of the By-Laws as necessary.
6. Act as Club spokesperson and community liaison.
7. Act as a signatory on the Club's Bank account and any other financial accounts.
8. Oversee all facets of the Club including budget process (for the year and strategic planning).
9. Manage Board member positions (including recruitment of new Board members) and assume or delegate the responsibilities of vacant board positions until filled.
10. Assist Board members as needed.
11. Be available as an advisor to the next Board.

**Duties of the Vice President:**

1. Assumes responsibilities as of May 1.
2. Work closely with the President, trouble-shooting problems and advising on strategic planning for the Club.
3. Take on special projects as needed. This includes recruiting and serving on committees for Club-sponsored events.
4. Serve as interim President should the position become unexpectedly vacant.
5. Keep a digital copy of each month's Club newsletter.

**Duties of the Treasurer:**

1. Assumes responsibilities as of May 1.
2. Check the Club PO Box and distribute mail at each Board Meeting and General Meeting.
3. Notify appropriate Club Coordinators of payments received.
4. Write and send expense reimbursement checks within 2 weeks of receiving expense reports.

5. Deposit funds received in Club's bank account within 30 days of receipt.
6. Act as a signatory on the Club's Bank account and any other financial accounts.
7. Manage all financial accounts.
8. Log all activity in master spreadsheet.
9. Summarize each month's financial activity and submit for newsletter.
10. Present monthly budget updates and guidance at each Board meeting.
11. Prepare budget (annually).
12. Analyze costs per requests and update budget throughout the year.

**Duties of the Co-Membership VPs (to be shared in whatever way is appropriate):**

1. Assumes responsibilities as of May 1.
2. Maintain a current membership database/roster including relevant member personal information, contact information, anniversary date, and payment status.
3. Respond to inquiries from potential new members.
4. Provide potential new members with membership packets including registration information and forms, By-Laws, and waiver/release/indemnity agreement and assist with form completion, as necessary.
5. Collect and record dues payments from new and renewing members and forward funds to the Treasurer.
6. Respond to requests for membership termination as appropriate.
7. Coordinate hospitality for business meetings and member gatherings as needed.

**Duties of the Secretary:**

1. Assumes responsibilities as of May 1.
2. Record summaries of the monthly Board Meetings and General Membership meetings.
3. Submit summaries to President for final editing and approval.
4. Distribute the final summaries to the Board prior to the next General Meeting each month
5. Distribute the final summaries of the General Meetings to the membership within 7 days.
6. Maintain permanent digital record of Board Meeting and General Meeting summaries.
7. Provide sign-ins forms for official MOW functions (excluding playgroups and field trips) and maintain records of completed forms

**TERM OF OFFICE**

All Board members shall serve a term of twelve months, commencing on May 1.

**TERMINATION OF BOARD MEMBERS**

Board members may be prematurely removed from office for the following reasons:

1. Failure to perform the duties of the office
2. Failure to uphold the by-laws
3. Convicted of a felony or declared of unsound mind by a court

The removal must be proposed by a Board Member and approved by a majority of the Board. The decision must be subsequently approved by a simple majority of the membership.

**CHANGE OF OFFICE**

Each vacant position will be announced in the club e-mail, newsletter and website prior to the selection. An Elections Committee shall be formed by March 1, and will be responsible for announcing positions at least

6 weeks in advance of the start of the job term. Positions that become prematurely vacant should be announced immediately.

Method of Selection:

1. Permanent Board members shall be selected by general election with each full member casting one vote per position. Members wishing to fill the positions should state their candidacy to the Elections Committee. A vote is held by one of two methods, chosen by the Elections Committee:
  - o Members may cast secret ballots in person at the electoral meeting OR
  - o Members may cast secret ballots on-line using an appropriate voting/survey service

The candidates with the most votes wins the election. In the event that the voting is held in-person at an Electoral Meeting, members who are unable to be present at the meeting may vote by proxy. The Elections Committee will determine specific methods of proxy.

2. Additional temporary Board positions and non-board positions shall be filled on a volunteer basis. Persons wishing to fill a position should contact the President. If more than one person volunteers for a position, the President will make a random selection.

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

Whenever possible, any board member who cannot complete her term of office is requested to contact the President at least 30 days prior to vacating the position.

### **ADOPTION/CHANGE OF BY-LAWS**

The adoption or change of the By-Laws must be approved by a simple majority of the 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. Members are encouraged to periodically review the By-Laws on the Club Website in order to maintain familiarity with them.

Any club member who opposes a change to the By-Laws that was previously approved by the Board may appeal that change by submitting a statement in writing to the Board. A general membership vote will then be taken to determine whether the change is to be upheld or defeated.

### **GENERAL MEMBERSHIP VOTES**

Certain issues not otherwise outlined under the By-laws should be presented to the general membership and must be approved by a simple majority of members. These issues include, but are not limited to:

1. Commitments of club funds in excess of \$100.00
2. Significant commitments of members' time or other resources
3. Issues on which the Board is divided and an agreement cannot be reached
4. Issues on which it the Board feels uncertain or where there is no clear mandate.

Whenever possible, general membership votes should be taken at general meetings, with club members casting secret ballots in person or by proxy, or on-line using an appropriate voting/survey service.

However, under certain circumstances the Board may elect to poll members via e-mail, telephone, or other appropriate method. These circumstances include, but are not limited to:

1. Circumstances in which time does not allow for an in-person vote
2. Circumstances in which an in-person vote did not result in a clear majority
3. Circumstances in which too few members were present to be considered a quorum
  - o A quorum is hereby defined as 20% of the club's members

In any case in which ballots are cast in a non-secret fashion (i.e. via e-mail), the votes should be tallied by a member of the Board and the results presented in such a way as to protect the identities of the voting members.

Re-votes are not permitted except in cases in which there has been a change in circumstances so significant as to render the results of a previous vote impossible to uphold.

## **APPENDICIES**

### **Appendix A**

#### **GENERAL COURTESIES AND RESPONSIBILITIES OF CLUB MEMBERS**

Parents are responsible for the well-being, safety and behavior of their child when attending Club functions.

Do not attend Club functions when you or your child is ill, or until 24 hours after the illness/symptoms resolve.

A Member who is hosting a playgroup is responsible for providing a safe and age-appropriate environment.

Any new ideas, suggestions, functions, or requests should be brought to the Board for approval.

The Club is not to be used as a means for selling unsolicited goods or services.

Club materials and property intended for members only are not to be distributed to non-members.

### **Appendix B**

#### **CLUB ONLINE & EMAIL USE GUIDELINES**

Members agree to follow these guidelines when using Club Email and other Online Resources. Repeated disregard for these guidelines is grounds for immediate loss of membership privileges, without notice. MOW reserves the right to moderate, edit and/or delete any and all messages posted to MOW Email lists, at any time, without notice. Member accounts may be restricted and/or moderated at any time and without notice.

1. **Courtesy.** Practicing online courtesy ensures that postings are thoughtful and considerate and minimizes the possibility of offending other members. Please remember that this community exists to help each other. Be polite, keep questions and comments brief and relevant, and refrain from criticizing individuals.
2. **Privacy.** Club policy requires that the information in the Club membership database/roster and on the Club Email List is not to be reproduced, used for business purposes, nor distributed outside of the Club's Membership. Nor may the roster be used as a general distribution list for hostess-type parties. Doing so may result in immediate loss of membership privileges.

3. **Factual Representation.** Providing false or misleading information is strictly prohibited. Members are required to register using their legal name and provide only true and accurate information in all Club communications and accounts. Screen names that conceal one's identity are not allowed. Members are advised to keep posts factual and refrain from emotional statements.
4. **Response Summaries.** When a member posts a question, other members should reply directly to the sender, instead of replying to the whole group. Whenever possible, if you solicit a response from the group to a question or concern you have, please collect and summarize the responses you receive and then post the summary to the whole group as a resource to other members. Summaries should not include the names or email addresses of those who responded to the inquiry.
5. **Referrals and Recommendations.** Unsolicited advertising or promotion of business products and services is not allowed. Based on their personal experiences, members can and often do recommend local businesses and service providers (contractors, doctors, preschools, nannies) either in response to a request or when the service is of broad interest to the group.
6. **Advertising Items for Sale.** Advertising personal property for sale or rent, such as used toys, clothes, household items, cars and homes, is permitted on Club Email. Advertising stock merchandise or professional business services is not permitted.
7. **Business Promotion.** MOW Online Resources are not to be used by a member to promote professional or business interests, products or services. The Club does support members in their business endeavors, and members may announce their businesses via the listserv one time only. The club may also choose to show their support by sponsoring periodic opportunities for business information sharing, publishing a member business directory, and offering classified ad space to members in the Club newsletter for a nominal fee.
8. **Political Endorsements.** MOW is not a political organization and does not endorse or promote political candidates or issues. Accordingly, the Club's resources (including Club Email and Online Roster) are not to be used to endorse candidates for public office or political issues.
9. **Grievances.** Grievances regarding club policies or issues should be directed to Board Members and not sent to the general membership via the listserv. The Board will be responsible for helping to seek a solution to the problem.