

# SOUTH SAN FRANCISCO MOTHERS CLUB

## BY-LAWS

Updated and approved by board members: October 2018

### CLUB NAME

The name of the club shall be the South San Francisco Mothers Club.

### PURPOSE

The South San Francisco Mothers Club is a social support group for parents living in South San Francisco and the surrounding areas. The Club provides friendship, community, and an opportunity to share information and resources. The Club also provides a forum to impartially discuss current issues and concerns of today's families and give back to the community. Every member volunteers, participates, and shares their ideas and talents.

The Club is non-profit, non-partisan, non-sectarian, and non-discriminatory. The Club shall not endorse issues or candidates. Dues and fundraising monies raised go directly towards supporting all Club activities and expenses.

The Club is an equal opportunity club and does not discriminate with regards to gender, race, religious creed, color, age, sex, sexual orientation, national origin, religion, marital status, medical condition as defined under state law, disability, military service, or any other classification protected by federal, state and local laws and ordinances.

### LOGOS

The logos of the South San Francisco Mothers Club shall be that as designated by the Board Members and shall be used on the Club letterhead, newsletter, and other items used to promote the Club.

### MEMBERSHIP

- I. **Membership Size:** The number of members shall be specified by the current Board.
- II. **Geographical Limitations:** There shall be no geographical limitations for membership as long as potential members are willing to travel to meeting locations. To maintain co-sponsorship with the City of South San Francisco Parks and Recreation Department, the Club must have a majority of members from the city of South San Francisco in the general body and on the Board.
- III. **Qualifications:** Membership in this Club shall be open to any parent or caregiver willing to promote and foster the aims, objectives, and purposes of the Club.
- IV. **Meetings:** The Board shall meet quarterly, as scheduled by the Board. All Club members are welcome to attend any Board Meeting.
- V. **Applications and Dues:** Any person meeting the qualifications may be admitted to the Club after submission of a membership application, the acknowledgement of By-Laws, and payment of the annual membership dues. Membership dues shall be \$35.00 annually (which is non-refundable). Membership dues may be changed upon evaluation of financial status by the Board. Dues support Club activities and events, guest speakers, newsletter expenses, and general maintenance (PO Box, website, co-sponsorship, etc.).

Dues must be paid in order to activate membership and be added, or remain, on the membership website, private Facebook group, mailing list, and updated Club directory.

All Club-sponsored events are exclusive to members and their immediate families only. Non-members are welcome to a meeting, playgroup, or a Moms or Adults Only outing once each before joining the Club.

- VI. Volunteer Hours:** All members are expected to volunteer a minimum of four hours every twelve months (based on the month of joining the Club) unless there are physical limitations. Volunteer hours shall be posted bi-annually on the membership website.

Members may accrue hours by volunteering for an Outreach event, a Committee, or a Board position; assisting with our fundraisers; helping with our Family Parties (planning, set-up, or clean-up); hosting an event at their home or other gathering space; delivering a meal for a new mom, etc. Board Members are not required to log volunteer hours as it is assumed that each Board Member in good standing is contributing sufficiently to the volunteer requirement.

We are a 100% volunteer-run organization and cannot exist without the participation of all members.

- VII. Distribution of By-Laws:** A copy of the By-Laws shall be given to all members for guideline purposes as revisions are made. New members must read and sign By-Laws upon joining.
- VIII. Probation or Termination of Membership:** Any member who deems themselves to be of malicious intent shall be put on probation or immediately terminated from their membership, depending upon the extremity of their actions and upon a majority vote of the Board. Membership dues will not be refunded if the membership is terminated.

## **GENERAL RULES**

- I. Parental Responsibility:** Parents shall be responsible for their child's or children's behavior at social functions sponsored by the Club. Discipline is ultimately the parents' responsibility. Intervention with other members' children is appropriate only when the physical danger of anyone deems it necessary. Members and their children should not attend any playgroup or social functions when they are ill.
- II. Solicitation:** Members shall not use the South San Francisco Mothers Club as a means to solicit goods or services or promote themselves or business. They may be added to our "Club Network" on our website, and they may pay to advertise in our monthly Newsletter. Sponsors and members are able to forward any specials or promotions for our members to the President for approval. The President may then forward information to the rest of the group.
- III. Interpersonal Relations:** Direct communication is encouraged among members. Members shall not discuss other's personal information with those not involved.
- IV. Volunteer Obligations:** If members are unable to fulfill a volunteer duty to which they committed themselves, they must inform the coordinator or appropriate contact person prior to the function (preferably at least 24 hours notice). The member must find a replacement person to fulfill the duties for that event. If the member fails to provide notice or an alternate solution twice in a row, their membership will be put on probation for the next two months. At the end of the probation period, it will be up to the Board to decide if the membership shall be terminated.
- V. Directory:** The membership directory is for member use only and members' information cannot be shared with anyone outside of the club without the member's consent.

## **DUTIES OF BOARD MEMBERS**

All Board Members should expect to put in an average of an hour a week toward their position.

Each Board Member shall maintain a folder with information from past events, activities, etc. for the next Board Member to take over from them. The Board Member should document all information needed and use checklists to stay on top of events and activities. Each Board Member must attend at least three of the quarterly Board Meetings. If unable to attend a Board Meeting, the Board Member must notify the President of their absence and forward any important information that needs to be shared with the group.

Membership dues shall be waived for all Board Members at the time of their membership renewal. If a Board Member is not meeting the obligations of their position, their position will be put on probation for one month. If after the one month probation period the Board Member is still not meeting their obligations, the Board shall vote to determine whether or not to remove the Board Member from their position with a two thirds vote. If the Board votes to remove the Board Member, their membership as a Board Member will be terminated and they will be asked to re-join as a General Member and pay the current membership fee.

### **I. President**

- Provides leadership and direction for the Club and oversees all activities.
- Schedules and acts as chairperson at meetings.
- Mediates any problems within the Club.
- Will be available as an advisor to incoming Board members.
- Signatory on bank account as backup to Treasurer; co-signs all reimbursement forms.
- Along with the Treasurer, the President completes forms for SSF Department of Recreation and Community Services co-sponsorship status and represents the club at the co-sponsorship renewal meeting scheduled in the spring by the SSF Park and Recreation Commission.
- Checks email weekly and forwards information to the appropriate Board Member or replies as needed.
- Is the primary holder of PO Box key. Checks PO Box regularly.

### **II. Vice President**

- Assists the President with all duties and acts as chairperson of meetings in the absence of the President.
- Is the signatory on bank account as backup to Treasurer.
- Welcomes new members with posts on the membership website and the private Facebook group.
- Ensures that Playgroup, Social, and Meeting Coordinators forward information to potential members.
- Co-Chairs the twice annual New Member Socials, with the Social Coordinator(s). Ensures that each new member receives their welcome packet.
- Follows up with potential members who have contacted the Club through email, Facebook message, etc.
- Maintains enrollment on the membership website and private Facebook group. Sends out invitations to potential members to join the membership website.

### **III. Treasurer**

- Collects and deposits to the Club checking account all membership dues, funds received through fundraisers, sponsors, and advertisers.
- Maintains the Club's Paypal, Square, and Venmo accounts.

- Provides a balance sheet reflecting all checking account transactions to the Board at each Board Meeting.
- Works with Board Members to set and follow a budget for each event or activity. Provides an Annual Budget Report for the club for the entire year at first Board Meeting of the year.
- Prepares annual financial reports as required by the Parks and Recreation Department.
- Co-signs reimbursement checks with the President.
- Acts as Chairperson of the General and Board Meetings in the absence of the President and Vice President.
- Approves and pays out any expenses not reflected on the Annual Budget Report.
- Secondary holder of PO Box key. Checks PO Box regularly.

#### **IV. Secretary**

- Is in charge of all the Club's clerical duties.
- Collects agenda items and takes notes for board meetings.
- Reviews the last Board Meeting notes at the beginning of each Board Meeting.
- Updates the Club's By-Laws each as needed and obtains signatures for it.
- Checks the PO Box weekly and forwards information to correct Board Member.
- Sends "Thank You" notes on behalf of the club, as needed.
- Keeps track of volunteer hours for all members and posts bi-annually on the membership website.

#### **V. Meeting Coordinator**

- Coordinates guest speakers and confirms information with speakers prior to meeting.
- Writes thank you notes to the speakers.
- Provides a summary of each meeting for the Newsletter.
- Posts information on the membership website.
- Completes the Parks and Recreation Department form to reserve rooms for the following year's meetings and social events as needed.

#### **VI. Playgroup Coordinator**

- Organizes playgroups by finding hosts and meeting places.
- Creates age-based playgroups and invites members accordingly.
- Posts playgroup information on the membership website.
- Collects information and pictures from playgroups to send to the Newsletter Editor.

#### **VII. Social Coordinator(s)- Maximum of three**

- Plans family parties, kids' activities, Moms/Adults Only Outings, New Member Socials, etc. There should be a minimum of one large event per quarter.
- Enlists other members to volunteer to help plan and coordinate reservations, supplies, potlucks, set up, clean up, etc. for events using posts on the membership website.
- Announces upcoming events at the meetings.
- Provides activity information and write-ups for the Newsletter, the membership website, the private Facebook page, and the public Facebook page (don't include locations).
- Provides Newsletter Editor with details regarding upcoming events.
- Coordinates storage of all party supplies and helps keep our cabinet organized and supplied. Coordinator has Cabinet key.

#### **VIII. Newsletter Editor(s) - Maximum of two**

- Attends the Board Meetings to take notes and include items from the agenda and calendar in the newsletter.
- Solicits advertisements with the help of the Treasurer; maintains list of current supporters.

- Sends reminders to all members and Board members to solicit needed info: playgroup summaries, event pictures, member bios, articles, recipes, etc.
- Prepares the bi-monthly newsletter and posts on the public membership website and Facebook groups.

#### **IX. Outreach Coordinator(s) - Maximum of two**

- Coordinates participation in worthwhile projects throughout the community.
- Enlists other members to volunteer and help plan and coordinate outreach.
- Plans at least two new member outreach events (i.e. farmer's market, library craft).
- Plans swap meets every six months by finding a host and donating leftovers to a worthwhile organization.
- Plans at least one volunteer project and one big publicity project each year.
- Updates all Outreach information in our Newsletter and website.

#### **X. Fundraising Coordinator(s) - Maximum of two**

- Coordinates all the fundraising activities for the year, such as annual raffles, fundraising dinners, etc. Facilitates help from other members at meetings and as necessary using posts on the membership website.
- Submits upcoming fundraising information and fundraising results to the monthly Newsletter.
- Works with Treasurer in collecting all the funds.
- Sends out reminders to all members, as needed, for deadlines, changes, etc.

#### **XI. Book Club Coordinator**

- Schedules monthly meetings of book club, finding a host, location, and date.
- Selects a few possible books each month and posts a poll. Books which are available as audio and ebooks from the public library are preferred.
- Posts meeting information on the membership website.
- Contacts the public library to request additional copies of books or resources as needed.
- Coordinates an annual swap of children's and adult books.
- Posts articles as necessary to promote literacy and love of reading.

#### **XII. In-A-Pinch Coordinator**

- Determines the need of individuals in the Club.
- Enlists volunteers for one week of meals using posts on FoodTidings, or babysitting, transportation, etc., to help other members in need.
- Sends appropriate ecards for members' special occasions.
- Gathers and sends information about expectant moms and new babies to the Newsletter Editor.
- Sends reminders to all members to send in their birthday, anniversary, or any personal messages to the Newsletter Editor.

#### **XIII. Webmaster**

- Maintains the club website with updated information after each newsletter publication and Board Meeting.
- Approves payments and new memberships when necessary.
- Keeps digital files organized and accessible.
- Assists members with the membership website.
- Moderates postings on the membership website and private and public Facebook pages.

### **CHANGE OF BOARD MEMBERS**

- I. **Length of Term:** Length of terms shall be one year. Board members may serve more than one term, if approved by the Board. Unless approved by the Board, no member shall serve in the same position for more than two consecutive terms.
- II. **Rotation of Board Members:** Interest sign-up sheets shall be distributed three months prior to the changing of Board Members. Elections shall take place in October. Outgoing Board and Committee members must meet with and turn over all documents and information to the incoming board member or committee member by Mid-December. The changing of Board Members shall take place at the first meeting of the new calendar year.
  - A. Candidates for President, Vice President and Treasurer must be Club members for at least three months.
  - B. Candidates for other Board positions must be Club members for at least one month.
  - C. Participation to be a Board member will default to any interested member if the criteria for A and B can not be reached.

#### **METHOD OF SELECTION**

- All positions shall be filled on a voluntary basis.
- If only one member wishes to fill the position, they will automatically assume the position for which they have volunteered. If more than one member wishes to fill any one of these positions, a general election will be held at the final meeting of the year. Members must be present at the meeting to vote in the election. The candidate with a simple majority of the vote wins the election.
- If no member volunteers, the Board may approach a member to enlist recruit them into the position.
- Each vacant position will be announced in the Newsletter and at the meeting two months prior to the Changeover or until the position is filled.
- Any Board Member who cannot complete their term of office is requested to give the President thirty days notice, if possible.

#### **AMENDMENTS TO BY-LAWS**

These By-Laws may be amended through the use of a written ballot at a Board Meeting (all Club members are welcome to attend any Board Meeting). An affirmative two thirds vote of the members present at Board Meeting shall be required to pass any amendments. Any member wishing to amend these By-Laws will follow this procedure. Members must be present to vote.

#### **BY-LAWS ACKNOWLEDGMENT**

By joining the South San Francisco Mothers Club, you consent to the terms and conditions, rules, regulations, policies, and procedures of our organization. You are responsible for remaining knowledgeable about our updated terms and conditions.

The Board Members reserve the right to change or update any portion of these By-Laws at any time, with or without prior notice.

#### **South San Francisco Mothers Club BY-LAWS ACKNOWLEDGMENT and WAIVER**

**I hereby acknowledge that I have read, understood, and will adhere to the South San Francisco Mothers Club By-Laws; and therefore, I acknowledge that I take responsibility for my family, myself, and my guests; and hereby waive and release any and all rights and claims against the South San Francisco Mothers Club and its members for any and all incidents or accidents that may result in injuries, destruction, or death which may occur at any Mothers Club function, activity, or event.**

**Name (print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_