

BAMOM By-Laws

Name of the club is BIRMINGHAM AREA MOTHERS OF MULTIPLES, abbreviated as BAMOM (effective 1999) and formerly known as the Birmingham Area Mothers of Twins Club, BAMOTC. Founded on November 7, 1978 in Birmingham, Alabama.

I. NAME

Use of the name "Birmingham Area Mothers of Multiples", its abbreviation "BAMOM", its logo "BAMOM Ladies" and/or its motto "Nothing Scares Us, We've got Multiples" for retail, publishing or publicity must be approved by executive board. (Added July 2009)

II. PURPOSE is to promote general fellowship among mothers of twins, triplets and other multiples. The club will further serve as a source of information about multiple children and related areas. BAMOM is a non-commercial, non-partisan, non-racial and non-sectarian organization.

III. GOVERNING RULES are the rules contained in Robert's Rules of Order. These shall govern the organization in all cases to which they are applicable and in which they are consistent with the by-laws or the special rules of order of this organization.

IV. MEMBERSHIP QUALIFICATIONS

The membership will consist of women who are mothers or expectant mothers of twins, triplets and other multiples. This may also include women who are legal guardians or stepmothers with multiples. Prospective members may visit two meetings, but upon the next meeting attended are required to pay dues to become an active member and to enjoy benefits of membership.

V. DUES: BAMOM'S fiscal year begins in April. The Dues are as follows:

1. Annual membership dues are \$25.00. Renewal of membership shall be due 12 months from date of initial payment. (Updated October 2008)
2. If membership expires, renewing membership will take effect upon receipt of payment and will be valid for 12 months thereafter. (Updated October 2008)
3. If the bank returns a member's check, the member is responsible for paying the amount of the returned check plus any bank fees that the bank charges the club. (Updated & Approved October 2008)
4. The dues are non-refundable except at the mother's request due to the loss of one or more children. (Updated October 2008)
5. Any paid member of 15 years or more will receive "Lifetime" membership, which means her annual dues are waived and she continues to receive full benefits of club membership. (Updated & Approved October 2008)

VI. MEETINGS

1. Meetings will be held on the first Tuesday of each month at 7:00 p.m. However, due to conflicts and/or holidays the board can change the meeting date. (Updated July 2000)
2. Members shall not bring children to meetings or club functions unless otherwise specified.
3. Husbands, family and friends are welcome to attend as visitors only at specified meetings and events.

VII. BI-MONTHLY BOARD MEETINGS (Approved February 2001)

1. All officers (Executive Board) will attend board meetings. All other board members (Committee Chairmoms) or any member is encouraged to attend. (Updated June 2002)
2. The majority (2/3) vote of the executive board and/or the majority of the board present at the bi-monthly board meeting or via email votes will determine all decisions, with a two-day grace period for responses on all email votes. If a board member is unable to attend, she may send her vote by proxy based on the agenda. (Updated October 2001)
3. Meetings will be held April, June, August, October, December, February and April. FYI sheets will be sent for alternating months. (March 2001)

VIII. OFFICERS

1. Will consist of the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer and Parliamentarian. The incoming officers appoint the Parliamentarian. The Parliamentarian will be present at all board meetings but will not have any voting privileges as an Executive Board Member. (Updated to reflect 3rd Vice President on February 2001)
2. Electees for elected office must have served on a committee and/or fulfilled their duties as an elected officer. To qualify for the office of 1st Vice President, you must have served on the garage sale as a garage sale co-chair for 2 or more sales. (Updated October 2008)
3. The First Vice President will assume the office of the President if vacated. The executive board will appoint the

First, Second, Third Vice President, Secretary, Treasurer and Parliamentarian offices, if vacated. (Updated to reflect the First Vice President office being appointed, June 2001)

IX. RESPONSIBILITIES AND AUTHORITY OF EXECUTIVE BOARD

1. The incoming Executive Board will appoint the Standing Committee Chairmom at the April board meeting.
2. The Executive Board has the authority to ask for the resignation of any committee chairmom, co-chairmom or Executive Officer who fails to fulfill her duties. The Executive Board will fill the position with a qualified member. (Updated October 2008)
3. Procedures for vacant chair or co-chair position during the year: If a position becomes vacant during the year the executive board (3rd vice) contacts the names on the committee helper list to see if anyone is interested in chairing the committee. If there is someone, the Executive Board will vote at the next bi-monthly meeting or via email. If no one wants to chair this committee then the 3rd Vice President will announce the position via electronic communication. (Updated October 2008)

X. TERM LIMITS OF EXECUTIVE BOARD AND COMMITTEE CHAIRMOM

1. Elected officers may serve only two consecutive terms for the same office.
2. The service year for the executive board will run from April until April. Elections and installation will be held at the April meeting with incoming officers assuming their duties upon installation.
3. All chairmoms with the exception of the Website coordinator may serve only two consecutive years. In the event that no one volunteers to chair a committee, the outgoing chairmom may serve another year. (Updated October 2008)
4. The service year for the chairmom is from May until May.

XI. ADVISOR

The outgoing President will serve as an advisor to the executive board for one year. (Updated April 2002)

XII. RESPONSIBILITY OF OFFICERS

President: Presides over BAMOM organization, Executive board, monthly meeting of the club, and bi-monthly board meetings.

First Vice President: Serves as the chairmom of the Garage Sale. Assumes the duties of the President and Secretary in their absence and/or in the event the President's office is vacated. Responsible for the outgoing President's gift. (Updated October 2008)

The Second Vice-President: Plans and executes programs for the monthly meetings. Arranges for speaker gift, if applicable. Assumes the duties of the First Vice-President in her absence and attends meetings at 6:30 to prepare for the members (updated June 2002)

Third Vice President: Communicates monthly (via email or phone) and works with chairmom to ensure committee members fulfill their responsibilities (e.g. planned activities, sunshine, and new members called). Helps chairmom to find members to fill in when needed or fill in herself. Reminds chairmom to send email message as needed or send message for the chairmom. Keeps board updated monthly of the status of the committee chairmom and committees. Maintains master committee sign up and telephone list. Brings sign up sheets to March and April meetings. Will sit in with the new Executive Board at the April Board meeting to help guide and review the list of chairmoms and committee members for the upcoming year. In case the 3rd Vice can't attend, then the President will step in for her. (Updated October 2008)

Secretary: Keeps the minutes at the board meetings and takes all votes at monthly meetings, board meetings and/or email votes when applicable. Conducts all club correspondence. Keeps a file of the minutes and correspondence for reference by the Board. Keeps Member list updated and current. Runs monthly reports and sends them to appropriate chairmoms. Sends cards to members when applicable, which will be decided by the board. (Updated October 2008)

Treasurer: Collects and maintains the club bank accounts. Responsible for submitting quarterly reports to the Executive Board. Controls all funds for club fundraiser. (e.g. garage sale)

Parliamentarian: Will advise the Executive Board in order to ensure the club proceedings are in accordance with BAMOM by-laws and Roberts Rules of Order. Will help executive board know what has been done in the past, standing rules and to follow rules established by the club. Propose changes and/or additions to the existing by-laws as needed with a formal report to the Board on a quarterly basis and before the annual directory is published. (Updated November 2008)

XIII. RESPONSIBILITIES OF EXECUTIVE ELECTION COMMITTEE

At the December Board Meeting, the Executive Board will appoint an Executive Elections Committee, which will include at least one chairmom. One person from the outgoing committee will be retained on the next year's committee. (Updated February 2003)

XIV. BALLOT (EXECUTIVE ELECTIONS)

The executive elections committee chairmom will draw up a written ballot, propose no more than three members per elected office, and contact the nominated member involved to secure her agreement in her nomination. A summary of what each nominee has participated in while in the club should be submitted. The ballot will be presented to the general membership at the April meeting. Paid members may make further qualified nominations from the floor. The chairmom of the Executive Elections Committee will present separate ballots for each elected office. (Updated October 2008)

XV. VOTE (EXECUTIVE ELECTIONS)

Only current members may vote. Members paying their dues on the night of the election, prior to the actual voting, are eligible to vote. The Secretary and Chairmom of the Executive Elections Committee contingent upon their names not being on the election slate, collect the ballots, count the votes and announce the winners. Otherwise the Board will appoint two moms that are not on the election slate. The President shall vote by a concealed ballot. Her vote will only be counted in the event of a tie for the office specified. (Updated October 2008)

XVI. RESPONSIBILITIES OF STANDING COMMITTEES

All chairmoms will send appropriate information to the Web Coordinator by the deadline of each month (Two weeks prior to monthly meeting). (Updated July 2009)

BENEVOLENCE: Oversees all charity work for the club. Including but not limited to choosing a needy family to help during the holiday season. (Updated October 2008)

BIRTHDAY BASKET: Maintains the basket with a good quantity of small but quality gifts, which are within the budget. Brings it to the monthly meeting. Makes arrangements to have the basket at the meeting if she is unable to attend. (Updated April 2002)

EXECUTIVE ELECTIONS: Verifies eligibility via database of who can run for office. Informs members of their eligibility and accepts their affirmation of proposed nomination. (Updated February 2003)

GARAGE SALE: Is chaired by the First Vice President. Organizes the Semi-Annual Sale. The requirements in order to be on the garage sale committee and to be a garage sale co-chair are as follows (July 2009):

- **COMMITTEE:** Sold or worked at one garage sale. An "active" member (attends monthly meetings and/or some outside activities sponsored by the club). The Garage Sale Chair or the Garage Sale Leader in charge of scheduling will decide who will be added to the garage sale committee.
- **CO-CHAIR:** Worked on garage sale committee at least one or more sales and approved by past Co-Chairs and Executive Board. Must be able to work majority of the garage sale and complete one year on a committee.
- **The Grandfather Clause:** "Inactive" members (do not attend meetings or outside activities) may be on the garage sale committee if they have been on the committee for three of the last four garage sales and if approved by Garage Sale Chairmom. (Updated July 2009)

HISTORIAN: Collects any noteworthy information on club members, their families or children, e.g. news articles with pictures of club members or multiples, accomplishments of children or members and pictures of members' families at the club events and will organize them into a scrapbook.

MARVELOUS MULTIPLES REPRESENTATIVE: Attends Marvelous Multiples class with or without her own children monthly or arranges for a member from the club to attend. This person will represent the club and provide the class with information about the club or any information on multiples in general. This person will also provide the NICU's with information about the club. (Updated October 2008)

MOM'S NIGHT OUT: Organizes social outings for moms or parents only. (Updated April 2003)

NEW & EXPECTANT MOMS COFFEE: Schedules monthly meetings at her home or a member's home for expectant moms and new moms with children less than one year of age or children of one year of age and one or both are not walking. (Updated July 2009)

OUTREACH: Works in the community to support women with multiples or women pregnant with multiples through facilities such as UAB clinic by attending monthly support sessions where they present and discuss a predetermined topic and oversees associated benevolent contributions. Prerequisite: The chair mom should have attended at least one UAB support session before she takes over this position. (Updated February 2003)

PLAYGROUP: Coordinates planned activities monthly for moms and children at member's home or establishments catering to children. Activities can be planned during the weekday and/or weeknights or weekends to accommodate the members of the club. Playgroup is for children ages 3 years to school age. (Updated July 2009)

PUBLICITY: Writes news release for the garage sale and any other special functions. Distributes any club brochures and business cards. Will contact local churches, schools, Family Times, Fertility Clinic, etc to promote and advertise BAMOM. (Updated June 2002)

REFRESHMENT: Selects a theme, which coordinates with the meeting topic or the month of the year. Arranges for food, paper products and drinks at each monthly meeting. Attends meetings at 6:30 pm to prepare for the members. If budget allows, arranges monthly incentive plan for best dish. (Updated February 2003)

SOCIALS: Two Chairmoms for each social (Summer, Fall, Christmas and Spring) plan and organize the party. Proposes the date, time, location and ideas to the board in advance for approval. Makes reservations, plans snacks, crafts activities, pictures, Santa, Easter Bunny, etc. (Updated July 2009)

SPECIAL PROJECTS: Helps and Coordinates with projects that may come up during the year, which do not fall under the responsibilities of a particular committee. (e.g. directory, t-shirts, cookbook, mass mail out, etc.) (Updated July 2009)

SUNSHINE: Calls pregnant members monthly to socialize, answer questions and determine any needs the club can fulfill. Submits birth announcements to the web coordinator to be published two weeks prior to the monthly meeting. (Updated July 2009)

EMAIL: Sends weekly email messages to the BAMOM membership. If email is undeliverable to a BAMOM member, the Email chairmom will contact Secretary to verify email. If email continues to be undeliverable, the chairmom will make a courtesy phone call to verify email. (Updated July 2009)

TODDLER: Schedules monthly playgroups at member's homes or other age appropriate locations for toddlers (ages 24 months to 36 months). Coordinates with Waddler Chairmom for joint play dates every other month. (Updated July 2009)

TRIPLETS AND MORE: Organizes social outings for moms or parents of triplets, quads, and higher order multiples. (Updated July 2009)

WADDLER: Schedules monthly playgroups at member's homes or other age appropriate locations for waddlers (ages 12 months to 24 months). Coordinates with Toddler Chairmom for joint play dates every other month. (Updated July 2009)

WEB COORDINATOR: Maintains and updates BAMOM web site monthly, by the first Tuesday of the month. Special Circumstances/dated events may require website to be updated more frequently. (Updated July 2009)

WELCOMING: Attends monthly meeting at 6:30 to prepare membership table and welcomes all prospective, new/current members, and guests who attend. Assigns everyone who attends the meeting a nametag. Will keep monthly attendance for elected year. Follow up monthly with prospective, new members and members who have missed several meetings. (Updated July 2009)

XVII. RESPONSIBILITIES OF STANDING COMMITTEE:

The incoming executive board will appoint the chairmoms at the April board meeting and will announce the new chairmoms at the May meeting. Chairmoms will serve from the May meeting to the following May meeting. All outgoing chairmoms will plan any activities that happen in May. The incoming chairmom will submit information to the web coordinator for the June calendar. (Updated July 2009)

XVIII. AMENDMENTS:

Amendments to the by-laws will require approval by majority of the board present at the bi-monthly board meetings. Those not attending may submit votes by proxy based on the agenda. (Sending their vote with an attending member) The vote may also be called to the secretary to be received before the meeting. (Updated October 2001)

Above Bylaws were reviewed and Updated July 13, 2009.