

ROHNERT PARK-COTATI MOTHERS' CLUB GENERAL MEMBERSHIP BYLAWS

Revised 4/07

NAME OF THE CLUB

The name of the Club shall be the Rohnert Park-Cotati Mothers' Club (RPCMC)

MISSION STATEMENT

The Rohnert Park-Cotati Mothers' Club exists to provide support, information, education, friendship, and community to parents and guardians of children ages 0-5. RPCMC encourages members to take what they need and give what they can.

DEFINITION OF THE CLUB

To be a member you must:

- Be a parent or guardian of children ages 0-5
- Pay dues on time (see DUES section)
- Sign the "Bylaws Acknowledgment and Liability Waiver" and return it to the Membership Coordinators.
- Keep dues current and honor volunteer commitment (if applicable) in order to participate in RPCMC functions and to receive the newsletter.
- All renewals are subject to completion of any unfinished RPCMC business.

GENERAL COURTESIES APPLYING TO ALL RPCMC FUNCTIONS, INCLUDING BUT NOT LIMITED TO, PLAYGROUPS, EDUCATIONAL ACTIVITIES, GENERAL MEETINGS, SHARED INTEREST GROUPS, AND FAMILY SOCIAL ACTIVITIES

Members are expected to treat all RPCMC members, their children, and their personal property with respect.

Members are expected to arrive on time to all meetings and activities.

Members are responsible for the well-being, safety, and behavior of their families and guests when attending RPCMC functions and events.

Member's spouses/significant other's participation within a playgroup is up to the discretion of each individual playgroup.

Members should not attend playgroup or RPCMC functions when their children are ill (see attached guidelines).

If a member has made a reservation for an activity or event and later must cancel, the coordinator of the event should be notified.

Members should help and encourage their children to pick up when playgroup and social events are over.

Members are encouraged to assist in set-up and clean-up at all RPCMC functions.

Members are not permitted to use the RPCMC as an endorsement for their product or service.

The member roster is for member use only and is confidential. It is only to be used for RPCMC business and is not to be used for solicitation purposes.

If a member, his or her family, or guests are displaying verbal or physical abuse, disruptive, violent, or any other inappropriate behavior, they may be asked to leave the event and/or premises.

MEMBERSHIP DUES AND FEES

RPCMC requires a one-time \$10 processing fee to be paid upon submission of a new member application. Processing fees are refundable only during the first 30 days of membership.

Annual dues are to be paid to the Club Treasurer by August 15th. Invoices are mailed at least 30 days prior to this date. The membership year extends from September to the following August. If dues lapse more than 30 days, there will be an additional penalty fee of \$10.

RPCMC supports a tier membership policy that allows compensation (in the form of a discounted membership rate) to participating members, while allowing an option for members who have no interest in, or are not able to commit to, the volunteer hour expectation for club activities and initiatives.

Members willing to commit to four volunteer hours per membership year* will pay a Standard rate of \$35 (subject to change with adjustments in membership rates).

**The membership year extends from September to the following August.*

Members electing to bypass the volunteer hour expectation will pay the Pass rate of \$70 (or double the Standard rate). Members in this category will receive the Crib Notes newsletter, have access to the club e-group, and be invited to participate in all club functions, benefits, and activities.

The Volunteer Coordinator will outline a varied and detailed list of options for fulfilling the volunteer commitment. This will be distributed to all members prior to membership renewal time (~July) via the newsletter so people can make an informed choice of membership tier.

The Volunteer Coordinator will keep an accurate, up-to-date register of fulfilled volunteer hours. Club members may always check with the Volunteer Coordinator in regard to their personal commitment. Anyone organizing a club-related event or activity and in need of volunteers may contact the Volunteer Coordinator for a list of members who are still obligated.

Halfway thru the membership year (~April), the Volunteer Coordinator will contact any Standard members who have not offered any time or effort to the club in the previous six months. They will be offered the following options:

- Commit to the next club function and maintain Standard status, with the understanding that the full four hours of volunteer service is expected
- Pay \$35 to adjust to Pass status (no pro-ration is allowed since this would not be fair to other Free pass members)
- Relinquish invitation to all club functions, benefits, and activities for the remainder of the membership year, including access to the club egroup. The only protected amenity would be receipt of the newsletter.

Money collected from processing fees and dues will be held in an account in the RPCMC name and be used for Club expenses.

"Sponsored" memberships are available to a prospective member who is unable to pay, at the discretion of the Board and if RPCMC funds allow. Inquiries for sponsored membership should be directed to the Membership Coordinators. Sponsored members are expected to contribute 10 hours per membership year.

MEETINGS

General Meetings are held quarterly. Location, time, and format will vary and will be advertised in the newsletter. The regular monthly meetings of the RPCMC Advisory Board (Board) shall be determined by the current Board with the specific day and time to be published in the newsletter. General meetings and Board meetings are open to all members of the RPCMC.

LIABILITY AND INSURANCE

Specific information about RPCMC Insurance for the Board of Directors can be found in the Advisory Board Bylaws and is available to any member upon request.

DECISION MAKING

Decisions for the RPCMC are finalized at the Board meetings by consensus. The Board at any meeting shall not vote on business matters unless a quorum of the current Board is present. A quorum will constitute one more than half the total number of filled Board positions.

All members wishing to participate in making decisions for the RPCMC should attend Board meetings. Ideas, suggestions, and comments are welcome and should be directed to the appropriate Board member.

An expenditure totaling more than \$3 times the total number of RPCMC members shall be brought before the entire membership to be agreed upon by consensus. This will be accomplished by publishing the proposal in one newsletter, offering an opportunity for discussion if desired, and conducting a manual vote via mail or email. (Exemptions include annual insurance premiums already in place prior to October 1, 1997.)

An RPCMC member at any monthly Board meeting may propose new Bylaws and/or changes. The proposed Bylaw and/or change must be submitted in its entirety to the newsletter and be approved by consensus of the general membership.

More specific information about decision-making is in the Advisory Board Bylaws and is available to any member upon request.

DESCRIPTION OF OFFICERS AND COORDINATORS

The purpose of the Board shall be to direct the everyday business of the RPCMC, to set Club goals and direction with guidance and input from the general membership, and to oversee all facets of the organization. The Board has the right to exercise final approval of programs and events and is responsible for insuring that decisions and activities are in conformance with the purpose and policies of the RPCMC.

There are currently twelve Board positions outlined by the RPCMC Board Bylaws. Coordinators have the option of participating on the Board. If coordinators elect not to serve on the Board, it is their responsibility to keep the Board informed of issues and activities within the realm of their position.

All Board members and coordinators serve a term of twelve months, which commences in May. Any open positions will be posted in the monthly newsletter with direction as to how to pursue.

Following is a brief description of all positions.

OFFICERS

President

Acts as trustee and oversees all facets of the RPCMC. Facilitates at both General and Board meetings. Represents the RPCMC at community-wide networking opportunities and stays in touch with the needs of all RPCMC members.

Secretary

Takes minutes at Board meetings, and distributes them to Board members. Takes photographs at RPCMC events and circulates them for presentation via the newsletter, the website, and in community publications when appropriate. Makes changes to the Bylaws as necessary. Stores all necessary RPCMC paperwork and official forms.

Treasurer

Keeps track of all RPCMC funds and handles all cash receipts and disbursements. Prepares a monthly statement of receipts and disbursements for all Board members. Collaborates with the Contact Coordinator to pick up and distribute RPCMC mail.

Membership Coordinators

This is a shared position with two roles:

Contacts prospective new members after receiving application information (from Contact Coordinator) and distributes membership information. Maintains signed copies of liability waivers. Notifies appropriate Coordinator when a new member indicates an interest in participating.

Updates and maintains the membership roster and distributes it appropriately. Prepares and sends mailing list to the printer for newsletter distribution. Submits the following items to the Newsletter Editor on a monthly basis: Welcome New Members, Birthdays, and Birth Announcements. Coordinates and oversees the annual membership renewal drive.

The Membership Coordinators work together to organize new member teas on a bi-annual basis to welcome new members to the organization.

Playgroup Coordinator

Keeps a record of each playgroup, their respective members, and designated meeting time. Submits updated list of open/full playgroups to Newsletter Editor on a monthly basis, along with the name of the playgroup due to be profiled. Insures that all RPCMC members who are interested in joining a playgroup are assigned to one. Assists with creating new playgroups as needed. Coordinates playgroups for general meeting refreshments. Distributes pertinent RPCMC information to playgroup representatives for special events and initiatives.

Community Outreach Coordinator

Coordinates with different organizations within the community to provide various contributions from the RPCMC. Plans and organizes events in which to collect donations from our members and delivers donations as needed. Provides updates to the Board and Newsletter Editor for promotion of club initiatives.

Newsletter Editor

Oversees all aspects of the newsletter and its production, including planning, writing, typing, proofreading, advertising, and distribution. Ensures that the newsletter promotes the purpose and goals of the RPCMC.

Email Coordinator

Updates the egroup membership list and sends periodic emails to the egroup members, reminding them of upcoming events within the RPCMC and the community.

Program Coordinator

Arranges the activities or guest speakers for the general meetings. Updates the Board and Newsletter Editor on upcoming topics. Writes a short summary of meeting topics and details for the newsletter.

Fundraising Coordinator

Responsible for selecting and planning fundraising activities. Provides updates to the Board and Newsletter Editor for promotion of events and initiatives.

Social Events Coordinator

Organizes, plans, and executes social activities for RPCMC, including, but not limited to, coordinating venue, preparing for flexible circumstances, and following up with appreciation to service providers. Updates the Board on the status of past and upcoming events. Submits information regarding upcoming events to the Newsletter Editor.

Volunteer Coordinator

Keeps track of the volunteer commitment that members make upon joining the Club, in one of the two tier policy models. Coordinates volunteers for various Club functions.

COORDINATORS**Technical Coordinator**

Manages and updates the RPCMC website and moderates messages on the Internet e-group.

Educational Activities Coordinator

Organizes, plans, and executes educational activities for RPCMC, including, but not limited to, coordinating venue, preparing for flexible circumstances, and following up with appreciation to tour guides. Submits information regarding upcoming events to the Newsletter Editor.

Community Resource

Keeps members informed of events occurring in the community by posting information in the newsletter and with the e-group on the Internet.

In-A-Pinch Coordinator

Oversees the In-A-Pinch program and insures all RPCMC members are familiar with the opportunity to volunteer for and/or utilize this benefit. Maintains a current list of members who are willing to volunteer and coordinates services for members in need.

Rumble Tumble Coordinator

Oversees this recurring club activity by insuring venue payment is made, activity is promoted within the RPCMC, and participants follow rules and proper procedures. The coordinator arrives early to unlock the room and remains afterward to insure room is tidy and locked.

General Meeting Greeter(s)

Greets all new and returning members at the General Meeting and provides nametags. Answers questions as members arrive and pairs new members with a returning member. This person stores and brings the RPCMC box of materials which is used at the meetings. The Greeter arrives early to set up and welcomes first arrivals.

Publicity Coordinator

Generates community interest in, support for, and knowledge of the RPCMC. Contacts news organizations to promote upcoming events and initiatives.

Shared Interest Group Coordinator

Keeps a list of current shared interest groups and solicits ideas for new groups. Puts interested members in touch with a representative from the appropriate group.

Contact Coordinator

Collects mail from the organization's PO Box and distributes it to appropriate volunteers. Reviews membership applications and submits information to Membership Coordinators and other Board members as necessary. Checks club voicemail and follows up on calls from potential new members, offering information about the RPCMC. Sends applications to prospective new members.

Greeting Committee Coordinator

Maintains a list of volunteers to personally greet new members with a phone call, email message, or playdate invitation. Matches new members with a greeter within their first month of membership. Greeters encourage involvement within the club and answer any outstanding questions.

E-script Coordinator

Promotes E-script at meetings, events, and in the newsletter. Responsible for the E-script paperwork and preparation of a monthly report of E-script sales and account balances.

Storage Coordinator

Maintains an inventory list of club items in storage. Coordinates with event hosts for use of these materials as needed. Insures that items are returned or replaced, if appropriate.

Advertising Sales Coordinator (Newsletter)

Contacts potential advertisers with information about layout and design of ad copy as well as pricing options for the newsletter. Maintains advertising agreements, collects funds from advertisers, and provides editor with ad copy for the newsletter.

Proofreader (Newsletter)

Reviews newsletter draft for inaccuracies and grammatical errors prior to publication.

If any member wishes to volunteer, but does not want to commit to a yearlong position, all of our coordinators can use additional help throughout the year. Please contact any Board member or Coordinator if you wish to volunteer for a specific event or during a specific time period.

TERMINATION OF MEMBERSHIP

By member

A member may voluntarily terminate membership by notifying the Treasurer or Membership Coordinator. Membership fees are not refundable, in total or in part, unless processed within thirty days of initiation.

By Club

In rare instances it may be necessary for the RPCMC to terminate the membership of an individual if there are repeated violations (which come to the attention of the Board) of the Purpose, Requirements, or General Courtesies of the RPCMC, and/or more serious violations, which may include but are not limited to:

- Threatening, intimidating, or otherwise interfering with the Mission of the RPCMC and its membership
- Intentional actions contrary to the Purpose and General Courtesies of the RPCMC
- Failure to renew annual dues

If a determination is made that a member should be expelled, the following procedure shall be implemented:

- A notice shall be sent by registered and regular mail to the last known address of the member stating the reasons for the expulsion. Such notice shall be sent at least thirty days before the proposed expulsion. The notice to appear before the Board shall state the date, time, and place of a meeting.
- The member shall be given an opportunity to be heard, either orally or in writing, at a meeting to be held not less than five days before the effective date of the proposed expulsion. The closed meeting will be held by the Board at which a quorum is present.
- Following the meeting, the Board shall decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the Board shall be final.

DISSOLUTION

The property of the Club is irrevocably dedicated to our stated purpose. Upon dissolution, the remaining assets, after paying all debts, shall be distributed to another non-profit organization with like intentions, which has established its tax-exempt status under Section 501 (C) of the Internal Revenue Code.

ILLNESS EXCLUSION GUIDELINES

EXCLUDE CHILD FROM ALL CLUB FUNCTIONS INCLUDING BUT NOT LIMITED TO, PLAYGROUP, EDUCATIONAL ACTIVITIES, GENERAL MEETINGS, AND FAMILY SOCIAL EVENTS.

1. Elevated temperature within the last 24 hours.

Oral above 99.6 degrees F

Rectal above 100.6 degrees F

Auxiliary above 99 degrees F

2. Thick, foul-smelling, bloody, or purulent drainage from wounds, nose, eyes, or ears.

3. Coughs interfering with sleep, causing vomiting, or spitting up of mucus.

4. Parasitic infections such as lice, pinworms, or scabies.

5. Vomiting or nausea.

6. Diarrhea.

7. Sore throat.

8. Rashes that itch, are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above symptoms.

9. Anybody who is on antibiotics should not participate in Club functions for preferably 24 hours after starting the drug.

(The above illness guidelines were taken from "Pediatric Nursing" Jan-Feb 1980, p21: "Nursing in a Parent Co-operative Child Care Center", Emily H. Meyer, RN, BSN, MN.)