

# Bylaws of Idaho Moms' Network, A Local Non-Profit Corporation, revised 1/05

## Article I: Name

1. The name of the organization shall be Idaho Moms' Network.
2. The organization has established a trademark and DBA license under Idaho Moms' Network (see end of document for trademarked logo).

## Article II: Purposes & Definition

### Section 1 – Purpose

- a. To provide a support group for parents, especially those who stay-at-home.
- b. To provide a forum for topics pertinent to children and parenting.
- c. To engage in activities to enrich the lives of children in the community.
- d. To undertake and complete at least one charitable, humanitarian or social welfare project each year.

### Section 2 – Definition

- a. We are a member-led social and support group for families and their children serving the Greater Treasure Valley Area.
- b. Members are encouraged to volunteer, participate, and share her ideas and talents.
- c. We are not intended to be political, partisan, or religiously affiliated.

## Article III: Membership

### Section 1 – Membership

- a. Membership in the group is open to any family.
- b. A member in good standing is defined as one who has paid current dues, or whose dues have been waived or reduced by the Board, and who has the bylaw acknowledgement form on file with the club.
- c. Only members in good standing may hold offices, vote, and participate in meetings, programs, and committees.
- d. Any family, who desires membership, but is unable to meet the financial obligation, may ask the Board for reduced or waived dues.

### Section 2 – Prospective Members

- a. Prospective members may attend any of the group for one month as a visitor.
- b. Prospective members may not vote at meetings.
- c. Prospective members will not be placed into a playgroup until she has joined.

### Section 3 – Roster of Members

- a. A roster, consisting of the names, addresses and telephone numbers of all members in good standing, will be distributed at least twice a year to all members in good standing. This roster may be sent out with the newsletter. Additional information may be included in the roster.
- b. Only the names of members in good standing may appear in the roster and only members in good standing may have access to the roster. The roster may be used for club business only and may not be used for business, political or religious purposes.

## Article IV: Meetings and Activity Groups

### Section 1 – Meetings

- a. Regular business meetings shall be held monthly on a day to be specified by the Board. Any and all business shall be conducted at the regular business meeting. A quorum of members shall be whatever members attend the meeting; provided said meeting was announced to all members in good standing on the monthly calendar. Agenda is the responsibility of the President.
- b. The Board may hold a special business meeting for matters too imperative to wait for the next business meeting.

### Section 2 – Attendance of Children at Functions

- a. Members' children shall be welcome at all functions when accompanied by a member parent. Children accompanied by anyone other than a member parent may not participate in any activity without written permission.
- b. Parents are responsible for the actions and safety of their children at all times. IMN is not responsible for the actions or safety of any children at any time.
- c. Parents may be required to remove disruptive or ill children from meetings or activities.
- d. Nursing of infants and toddlers is perfectly acceptable at any group function and shall not be discouraged in any way.

### Section 3 - Illness Policy

- a. The purpose of this policy is to protect all of our children and mothers from illness, with special consideration for infants and pregnant women, as some illnesses can be more dangerous for them.

- b. Please do not attend any meeting or activity if you or your child(ren) have or have had one of the following symptoms within the last 24 hours: Vomiting, Pain, Diarrhea, Rash, Extreme Lethargy, Cough, Oral Temperature of 100+, Discharge from eyes or nose, and any communicable disease, or exposure to diseases such as chicken pox.

### Section 4 – No Smoking

- a. Because many people, especially infants, children and pregnant women, are sensitive to cigarette and other smoke, and because of current evidence attesting to the health hazards of second-hand smoke, no smoking shall be permitted at any group meeting or activity.

### Section 5 – RSVP Policy

- a. RSVPs are to be phoned in by the requested date.
- b. Cancellations must be given to the hosting mom or RSVP contact.
- c. A hosting mom who does not receive any/enough RSVPs may cancel the event at any time and inform others who have submitted an RSVP appropriately.

## Article V: Voting

The President shall record all votes in the minutes. Voting members are those that have paid dues that fiscal year.

## Article VI: Order of Business

- a. Introductions.
- b. Reports of Officers.
- c. Reports of Committees.
- d. Old and Unfinished Business.
- e. New Business.

## Article VII: Officers

### Section 1 – Officers

- a. Officers of Idaho Moms' Network shall be the President, Treasurer, Newsletter Editor, Calendar Coordinator, Membership Coordinator, Playgroup Coordinator, Party Coordinator, Publicity Coordinator, Emily Post Coordinator, Playgroup Leader, and Website Manager. Other positions include club officers such as Scrapbook Club, Quilting Club, Book Club, Babysitting Co-Op etc.
- b. No officer shall for reason of her office be entitled to receive any salary or compensation. Officers are expected to attend board meetings and any general membership meetings during their term.

### Section 2 – President

- a. To preside at meetings.
- b. To act as liaison with other organizations and the community.
- c. To oversee all committee activities.
- d. To be an officer who may sign checks.
- e. To take minutes of business and special meetings, and to keep those minutes in a notebook available for review by members and other official business.
- f. To read minutes at Board meetings.
- g. To assist in time management during board meetings.

### Section 3 – Treasurer

- a. To be responsible for all funds of the group, and to deposit all such funds in the name of the group in such banks as shall be selected by the Board.
- b. To maintain financial records of the group and to keep those records available for review by the Board and group members.
- c. To provide invoices for August newsletter.
- d. To check P.O. Box for membership dues, bills, and correspondence.
- e. To receive and legally disperse any funds as directed by the Board and to give proper vouchers and receipts for such actions.
- f. To prepare and present a financial report to the Board and group members at least once a year, and to prepare any other financial reports as may be required.
- g. To be an officer who may sign checks.

### Section 4 – Membership Coordinator

- a. To promote membership in the group.
- b. To assist the Treasurer in collecting of dues.
- c. To introduce new members into the group.
- d. To maintain membership files on the computer program.

### Section 5 – Publicity Coordinator

- a. To publicize the group in the community, and to coordinate such publicity with the President who is the group's liaison with the community.
- b. To coordinate any publicity related to service projects with the President and Party Coordinator.

*Section 6 - Emily Post Coordinator*

- a. To organize meals and other such help to families within the group who have had new babies or others who, because of illness or other special circumstances, are in need of extra help.
- b. To update Emily Post section on the computer program.

*Section 7 - Newsletter Editor*

- a. To gather information needed for newsletter.
- b. To complete quarterly newsletters.
- c. To manage advertisement space in newsletters.

*Section 8 - Calendar Coordinator*

- a. To collaborate with playgroups assigned for monthly activities.
- b. To develop monthly calendar for group events.
- c. To disburse calendar to members.

*Section 9 - Playgroup Coordinator*

- a. To assist new members in finding appropriate playgroups.
- b. To update Playgroup section on computer program.
- c. To complete quarterly reports pertaining to member contact information.

*Section 10 - Party Coordinator*

- a. To assist with one service project per year.
- b. To plan quarterly parties for all members.

*Section 11 - Website Manager*

- a. To maintain and update the club website as needed.

*Section 12 - Playgroup Leaders*

- a. To disperse information to playgroup members as needed.
- b. To facilitate the leadership role for playgroup.

*Section 13- All Other Coordinators*

The President may form any committees that she finds necessary to direct the various functions of the group.

*Section 14 - Terms of Office*

- a. The term of each office shall run for one year. September 1st to August 31<sup>st</sup>, concurrent with the fiscal year.
- b. Officers may serve no more than two consecutive years in the same position.

*Section 15 - Board*

- a. The Board shall meet as needed on the call of the President.
- b. The Board shall oversee all expenditures, activities and programs. No single member may represent himself as authorized to act for the Network and may not pledge the group's credit or render the group liable monetarily or in any other capacity in any amount or for any purpose except with prior authority from the Board members.

*Section 16 - Vacancies*

Vacancies on the Board shall exist on the death, resignation or removal of any officer. A vacancy shall be filled by a volunteer basis. If more than one member volunteers, a majority vote of the Board shall determine the position. In the event of a vacancy in the office of President, the Treasurer shall fill it.

**Article IX: Nominating Committee and Elections**

*Section 1 - Nominating Committee*

The Board can nominate in the event of no volunteers to fill positions. A call for volunteers for the committee shall be announced as needed.

*Section 2 - Elections*

The Board shall conduct elections if needed. Voting shall be conducted by secret ballot and shall be counted. Candidates receiving a majority shall be declared elected. No proxy votes shall be allowed.

**Article X: Fiscal Year and Dues**

*Section 1 - Fiscal Year*

The fiscal year of the group shall be from September 1 to August 31.

*Section 2 - Dues*

- a. Amount of dues shall be set by the Board with the approval of a majority vote at a regular business meeting. Dues should be reasonable to cover the expenses of the group.
- b. Dues will be collected on a yearly basis. New members will pay when joining. Dues for renewing members will be collected by September 1st.
- c. October monthly calendar and newsletter will not be sent to members who have not renewed by September 20th.
- d. No parent may be denied membership in the group because of financial hardship. If a member cannot meet her financial obligation to the group, she may ask the Board for special consideration. The Board should either cut due fees in half or waive the dues of any member who is unable to meet her financial obligation. Information about which members have had their dues reduced or waived is confidential to the Board. Any criteria used by the Board in determining whether or not a member can meet her financial obligation must be applied to all members without bias or discrimination.

**Article XI: Removal of Elected Officers**

Elected officers may be removed from office only for cause. Valid reasons for removal shall be:

- a. The officer has been declared of unsound mind by a final order of court or has been convicted of a felony.
- b. The officer has failed to uphold the Bylaws.
- c. The officer has failed to perform her duties of office.

In the case of reasons 'a' or 'b' the Board shall declare the office vacant.

In the case of reason 'c' the group shall use the following procedure for removal on the officer in question.

- a. A proposal to remove an officer for failure to perform her duties may be brought before the Board by any member in good standing. If the officer is not present at the meeting, she shall be notified immediately of the charges and impending motion for removal. Notification shall be considered to have occurred if either (1) the officer has been told of the charges by telephone at least three days before the business meeting, or if (2) a letter detailing the charges has been mailed to the last known address of the officer at least seven days before the business meeting.
- b. At the next business meeting the motion to remove the officer in question shall be announced to the membership with a list of the specific incidents in which she allegedly failed to perform her duties.
- c. At the next business meeting the motion can be debated by the members. Voting shall be conducted by secret ballot and shall require a three-fourths vote of the members in good standing at the meeting to pass. No absentee or proxy votes shall be allowed.

**Article XII: Playgroup Guidelines**

- a. Playgroup members consist of IMN members in good standing only.
- b. On a rotating basis, playgroups shall be asked to plan activities for the monthly calendar, and should include a learning event, a fun activity, and one Mom's Night out for the month assigned.

**Article XII: Amendments**

Any item in these Bylaws may be amended by a three-fourths vote of the entire membership.

