

ST. PAUL MOTHERS OF MULTIPLES, INC.
STANDING RULES

MEMBERSHIP:

1. The Co-Presidents shall have a free membership while serving the term in office.
2. Honorary Membership: Is a member who has free lifetime membership. A member must have paid full year dues for 15 consecutive years to achieve this status.
3. Quorum: At least 20 members present and in good standing or 15% of the current membership, whichever is fewer.
4. Membership Fee: The yearly membership fee is \$25.00. A reduced rate of \$13.00 will occur for new members after January 1st (except at the time of clothing sale: See clothing sale rule #1).
5. Both parents and/or legal guardian may join under one membership. However, they are entitled to only one vote.

NOMINATIONS AND ELECTIONS:

1. The slate of officers will be presented at the March meeting and any additional nominations shall be accepted from the floor. The slate of candidates will be printed in the April newsletter. Notification must be made within 14 days for absentee voting.
2. No member of the Nomination Committee shall be deprived of the right to be nominated. Members cannot serve more than two consecutive years on the Nomination Committee.
3. At the April meeting, each member in good standing will sign in with the Membership Committee. A Membership Committee member will verify membership status and a Nominations Committee member will give that member a ballot. After members have voted, ballots will be collected. Nomination Committee members will count the ballots. Chair will then announce new officers. In the event there is only one candidate for each position, a floor vote is acceptable.
4. Absentee balloting will be allowed for members who cannot be present for voting: A member may vote absentee by using email/post-mail to one of the co-Presidents. The co-Presidents will be responsible for receiving and bringing verified absentee ballots to the April meeting to be counted with the other ballots. If the member is present for voting, the absentee ballot will be destroyed.

FISCAL POLICY:

1. Vouchers:
 - A. A member must present a voucher to the Treasurer for all expenditures.
 - B. The voucher must be accompanied by a receipt or cash register tape as supporting documentation for accounting and tax purposes.
 - C. No check will be given without a voucher.
2. All vouchers and checks must be reviewed and signed by the Treasurer and one of the co-presidents.
3. An Auditing committee, with a minimum of three members of the Executive Committee, will meet twice a year to audit the books and reconcile the bank statements. The Treasurer is required to attend and to provide all relevant accounting and bank records.
4. The books will be closed as of June 30th and December 31st for auditing.
5. No committee may spend more than the approved budget without the approval of the Executive Board.
6. In the event that a significant expense may be incurred prior to the next fiscal budget approval, it would require a unanimous vote of approval by the Executive Board.
7. Committee chairpersons may receive a monetary advance from the Treasurer upon the receipt of an itemized statement, not to exceed the budgeted amount.

8. A memorial of up to \$50.00 may be sent upon the death of a club member's immediate family (members, spouse, and children).
9. Charity: Money will be donated for no more than 2 charities voted by the members. The amount shall not exceed 10% of estimated Net Income as of the end of April. Charities must be:
 - A. Domestic and a tax-exempt organization under Section 501-(c) (3) of the 1954 Internal Revenue Code.
 - B. A U.S. public institution.
 - C. Supportive of women, children, and/or families.
10. The annual projected budget will be published 14 days prior to being approved by the membership.
11. Reserve Account: In order to set aside funds for the purpose of hosting the state workshop or covering a shortage in future operating expenses, at least 20% of Net Income or \$800, whichever is larger, shall be deposited in a separate interest earning bank account or conservative investment account at the end of each fiscal year. However, if there is a Net Loss, no money shall be deposited in the Reserve account that year.

GENERAL POLICY:

1. Committee chairpersons shall consult with an Executive Board officer for advice and answers to any questions that might arise as to organizational policy or past experience.
2. No written communications shall be sent or distributed to the general membership until it has been reviewed and approved by one of the Co-Presidents.
3. The outgoing co-President, or a designated alternate, shall be the installation officer.
4. Voting:
 - A. Non-Election Voting: Voting shall be done by a show of hands, unless membership motions and approves a secret ballot.
 - B. Election Voting: See Bylaws, Articles IV and V.
5. The Executive Board meets at least twice a year. The Full Board meets at least once a year.
6. The general membership of St. Paul Mothers of Multiples, Inc. meets the second Thursday of every month from September through May. The location will be listed on the club website. The months of June through August may contain special events and business meetings. The dates, times, and locations of such events will be listed in the newsletter.
7. Meeting Policy:
 - A. During meetings, a twelve (12) minute limit of discussion per subject will be allowed, with a maximum limit of three (3) minutes per person. An officer designated by the Co-President shall monitor time. Following said discussion; a motion may be made and voted on; or tabled, printed in the newsletter, and voted on at the next meeting.
 - B. Protocol: Each member is expected to follow the positive behaviors of Meeting Protocol, including: listening, seeking consensus, amicably agreeing to disagree, sharing information and ideas, being respectful of the time and feelings of others, and treating others with dignity, respect, and value.. If a member is disruptive, disrespectful, and/or not in compliance with meeting protocol, a motion may be made and approved by any member present to dismiss such member from the meeting. The Co-President may also rule that such member is out of order and dismiss her from the meeting. The dismissed member must immediately leave the meeting.
8. Library Policy: Only members in good standing may borrow books. There is a limit of three items (books and/or magazines) per member per month available for check out.

OFFICERS:

1. Eligibility: The candidates for Executive Board shall have served on the Full Board for at least one year and be a member for at least two years. The candidates for Treasurer should have relevant education and experience in Accounting, Finance, or Business Management to competently manage her duties.
2. Vacancies: In the event it is necessary to replace one of the Executive Board, the members shall be informed of the vacancy, nominations will be taken from the floor at the first possible meeting, and an election will be held at the next meeting. Eligibility requirements are as stated in the Standing Rules.

3. Duties:
 - A. Co-Presidents: Preside at all meetings. General co-chairpersons of all committees. General Audit chairpersons. Also responsible for arranging for the opening and closing of the meeting facility.
 - B. Program Director: Program Chairperson. Attend all audits. In the event that neither co-President can preside at a meeting, the Program Director shall preside. Assumes additional responsibilities as agreed upon with co-Presidents.
 - C. Secretary: Record, scribe and publish the minutes at all meetings (General Business, Full Board, and Executive Board). Handle correspondence. Ensures club is in compliance with Federal and State requirements for section 501-c-3 organizations, including submission of amendments to the Bylaws of the club. Provide copies of non-profit/tax exempt documentation to committee chairpersons. Attend all audits. Assumes additional responsibilities as agreed upon with co-Presidents.
 - D. Treasurer: Manage and record all financial transactions and present financial reports. Responsible for payment of bills, receipt and deposit of money in a timely manner. Preparation of Federal Tax forms 990, Schedule A, and any other tax requirements by November 15th each year. Prepare for and attend all audits. Assumes additional responsibilities as agreed upon with co-Presidents.

EXECUTIVE BOARD:

Duties:

1. The Executive Board shall meet if there are issues to be discussed which will affect the policy of the organization. When possible, these meetings, dates and times will be published in the newsletter. Printed minutes will be available at the next general business meeting.
2. Any recommendations regarding modifying action of the organization will be presented to the membership for their approval at the next meeting.
3. The Co-Presidents shall have the right to immediately relieve any officer, member, or chairperson from their duties for nonperformance, a breach of club bylaws or standing rules. Any officer, member, or chairperson may also be dismissed following excessive, continued disruptions or noncompliance of Protocol during any regular meeting. The Executive Board shall determine when a member is out of order and shall follow this process: For first offense or minor infractions, the member shall be dismissed from the meeting. For continued offenses or any major infraction, a motion will be made to suspend or expel the member from the club. The Executive Board will then meet to discuss the charges, and a majority vote by a quorum of this board will decide whether charges will be brought forth against the member. If the Executive Board reaches a decision to take action against a member, charges will be brought forth against the accused that may include a suspension of membership for up to one year. Within 10 days of the board decision, the accused member or chairperson will meet with the Executive Board to discuss the allegations. If the accused person would like to appeal the decision of the Executive Board, it may be brought in front of the full membership. A majority vote of a membership quorum, by way of secret ballot, can then ratify the board's decision and suspend or expel said officer, member, or chairperson, or dismiss the charges.
4. Executive Board Quorum: Three members are acceptable for a quorum, as long as at least one Co-President is present. If unable to attend, a board member must call an alternate. Eligible alternates will be Past Presidents of the organization.

FULL BOARD:

1. Membership: All committee chairpersons shall be volunteers, to work closely with the Co-Presidents.
2. Duties: The Full Board shall have general supervision of the affairs of the organization except that of modifying action of the Executive Board and the organization.
3. Advisors: The immediate past Co-President may attend the Full Board and Executive Board meetings as an advisor.

STATE WORKSHOP:

1. The 2nd year Co-President shall be the paid State Workshop delegate. If she is unable to attend, the 1st year Co-President shall be the alternate. The paid delegate is then responsible to represent the club during all meetings at workshop.

COMMITTEES:

1. No committee chairperson shall hold the same chairmanship for more than two consecutive years, unless the members vote otherwise. No club member shall chair or co-chair more than three (3) committees in any one-year.
2. Committees and chairperson(s) will be those listed in the annual membership directory.
3. Clothing Sale Committee:
 - A. Clothing Sale Committee chairperson(s) must follow all Standing Rules.
 - B. Chairperson(s) will make all arrangements for: the facility, publicity, rack and table rentals, workers, sale setup, membership check in, sale supervision, sale cleanup, reporting member proceeds to the club Treasurer, and notification of membership requirements prior to the sale.

WEBSITE POLICY:

1. Before anything is added to the website or changes are made, it shall be reviewed and approved by one of the Co-Presidents and submitted to the website manager.
2. Please contact the website manager for preferred website file format and fonts.
3. Website content will be updated by website manager as needed to remain current.

AMENDMENTS:

These Standing Rules may be amended at any meeting by a two-thirds vote of the members present and voting, provided published notice of the intent to change has been made at least 14 days prior to the meeting. It is expected that amendments to the Standing Rules may be discussed and voted upon at this same meeting. The approved Standing Rules shall be communicated to the members in the following newsletter.

CLOTHING SALE RULES:

1. Renewing past members should have membership dues paid by the general business meeting prior to the sale to be eligible to sell or shop. They may renew their membership at the sale with an additional \$5 fee for shopping and/or selling.
2. Only paid members will be allowed in the shopping area during member shopping times, exceptions being: a) a pregnant member who needs assistance carrying purchases, or b) a "stand-in" taking a member's place in case of family emergency or scheduled work event that cannot be changed. These exceptions must be approved by a Sale chairperson 12 hours prior to the sale.
3. No children will be allowed during member shopping times. For safety reasons, no children under the age of 10 will be allowed in the area during set up, member set out and tear down.
4. Members must wear nametags during the entire sale.
5. The sale hours including member item drop off, member shopping times and member pick up times will be printed in two newsletters preceding the sale.
6. Check out will begin 1/2 hour after member shopping begins to allow cashiers time to shop.
7. All items not sold must be picked up during the designated pick up time by the selling member. Any seller wishing to have a sale committee member collect their unsold items and donate them to charity must notify a sale chairperson at least 24 hours before the sale begins and will be charged a \$25 fee. If member does not notify a Sale chairperson of their intentions, they will be charged \$50. If a member fails to pick up more than 10 items they will be charged \$25. All items not picked up will be donated to a predetermined charity. The sale committee will not remove cards from items donated to charity.
8. St. Paul Mothers of Multiples, Inc. is not responsible for lost or stolen items.
9. No pre-shopping or advanced sales allowed. This includes claiming or setting aside items prior to the start of the sale.
10. While shopping, do not hoard large quantities of clothing or toys to be sorted through later. Please intend to buy what is in your hands. Otherwise, you will be asked to return the merchandise.
11. All sales are final, no exceptions.
12. During member shopping time a maximum of two similar large equipment items, including but not limited to cribs, play pens, strollers, potty chairs, high chairs, and car seats, may be purchased. Exceptions will be made for higher order multiples.
13. No members, including chairpersons, are exempt from any of the clothing sale rules, with the exception noted in Sale Rule #14.
14. When you work a designated shift at the sale, 10% will be deducted from your total sales. If you do not work at the sale, 40% will be deducted from your total sales. There will also be a \$5 seller fee deducted from each seller's check to defray the cost of the sale. Up to two current Clothing Sale chairpersons are exempt from all Sale fees for their own personal items (i.e., if they sell items for their friends, the usual fees would be charged).

15. Checks will be disbursed at the general meeting following the sale, after the business meeting/updates has adjourned. However, if the time period between the sale and the next general meeting is less than 14 days, the checks will be distributed at the following months' meeting. Sellers may also provide a self-addressed-stamped-envelope (SASE) to the club Treasurer at the Sale check-in or via post-mail. These checks will be mailed using the S.A.S.E.within 21 days following the sale.
16. Cards must be picked up at the general meeting following the sale. All cards will be thrown away after this meeting.
17. Labeling instructions for cards must be followed. There will be an additional \$10 fee for more than 10 mislabeled items. Mislabeled items include, but not limited to, use of tape, wrong size cards or pins, dollar/cent signs, no name on cards etc. Any card that has a crossed out price will not be sold. If you want to re-price an item, you must notify a clothing sale chairperson that you are doing so and put a new card on the item.
18. Items brought to cashiers without a card will be announced. If no one responds, the items will be put in a box, not be sold, and will be donated to a predetermined charity.
19. All cards must be 3X5 index cards, and the seller's name must legible/ labeled on the back of every card. If a card does not have a name on the back, the money from that item will go directly to the club.
20. There is a 50-cent minimum for any item sold. All prices must be in increments of 25 cents (example use 1.75 not 1.80). Do not use dollar and cent signs.
21. Only seasonally appropriate clothing (i.e. no snowsuits at the spring sale) will be allowed at the sale because of space limitations. Any item not in compliance will be removed and not sold.
22. Clothing items must have price cards fastened with silver, standard sized safety pins. **DO NOT USE TINY GOLD SAFETY PINS OR STRAIGHT PINS. DO NOT USE TAPE.**
23. Clothing cards must have the seller's name labeled or written legibly on the front lower left hand side, centered on the card is a description of the item and size and price of the item is located in the lower right hand side (see example A). Any known defects must be clearly labeled on the card. Any items of questionable quality and condition may be pulled out at the discretion of the sale chair.

EXAMPLE A

USED FOR CLOTHING AND SMALL ITEMS

GIRLS PINK SHIRT	
SIZE 3T	
MISSING A BUTTON	
JANE DOE	2.50

THE BACK OF THIS CARD IS LEFT BLANK

24. Clothing sets sold together must have hangers connected and labeled with one card stating that there are two outfits.

25. Large Equipment must have **two** cards.

Card #1: should have the seller's name on the lower left hand corner of the card. The words "**Take This Card To Cashier**" should be across the top of the card and have a complete description of the item in the center of the card. The price should be in the lower right hand corner. (See Example B).

EXAMPLE B

CARD #1 USED FOR LARGE EQUIPMENT

<u>TAKE THIS CARD TO THE CASHIER</u>	
GRACO TWIN STROLLER	
JANE DOE	30.00

THE BACK OF THIS CARD IS LEFT BLANK

Card #2: the front should read "Leave This Card" across the top, "Item Sold To" with a line under it in the center of the card (see example C). This should be the only information on the front of this card. The back of Card #2 should have the seller's name, the item description, and the price.

EXAMPLE C

CARD #2 USED FOR LARGE EQUIPMENT

LEAVE THIS CARD
ITEM SOLD TO: _____

THIS IS THE FRONT OF CARD #2

JANE DOE
GRACO TWIN STROLLER
\$30.00

THIS IS THE BACK OF CARD #2

26. These Clothing Sale Standing Rules may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided written notice of such amendments have been made at least 14 days prior to the meeting.

27. **NO TAPE IS TO BE USED ON CARDS. DO NOT PUT TAPE DIRECTLY ON CARDS.**
For example, to pin cards on items like toys or other hard surfaces, use string, or fold a piece of tape in half with sticky sides together to make a flap, tape this flap to the item, then pin the card to the flap. The fee for incorrectly attached cards will be \$1 per card.

28. When marking car seats , the Large Equipment Card #1 (example B) must have the following pertinent information: Make, Model and Manufacturer Date.

Approved 05/09