



Revised August 2008

ALOHA MOTHERS OF MULTIPLES BY-LAWS

ARTICLE ONE.

NAME

The name of this organization shall be the Aloha Mothers of Multiples Club, Oahu, Hawaii Chapter (AMOMC).

ARTICLE TWO.

PURPOSE

Section 1: The purpose of this organization shall be to benefit the members by exchanging ideas on the raising and care of twins and other multiple births, as well as adopted and natural births within one year of another. Professional advice and information shall be given; there will be a clothing, toy and equipment exchange; and the organization shall host various community activities and social activities for members.

Section 2: This organization shall be non-profit, non-sectarian and non-partisan.

ARTICLE THREE.

MEMBERSHIP

Section 1: Eligibility. Membership shall be open to mothers of twins, triplets or other multiples; women pregnant with twins, triplets, or other multiples; women expecting to adopt twins, triplets, or other multiples; and mothers of adopted children or natural birth whose age difference is one year or less.

Section 2: Fiscal Year and Dues. The fiscal year of AMOMs shall be from *June 1st to May 31st*. Annual dues for active members shall be thirty dollars payable by *June 1st*. After the third month of delinquency, all membership privileges shall be revoked.

No refunds will be given nor transfer of funds made to other members of multiples club.

Prospective members are granted a free “three-month trial membership.” Prospective members may attend General Meetings and social functions within that three-month period, as well as receive the newsletter, provided they make the appropriate contributions. If a prospective member decides not to become a member by the end of the three month trial period, her privileges will then be revoked.

Section 3: Withdrawal, Expulsion, and Reinstatement. A member may request to be removed from the active membership roster.

The Executive Board, by unanimous vote, may expel a member who fails to abide by the By-Laws of the organization. This action must not be based on race, color, creed, religion or personal conflicts.

No refunds shall be made for any reason.

Reinstatements may be obtained by unanimous approval and by the compliance of conditions set by the Executive Board.

**ARTICLE FOUR.
OFFICERS**

Section 1: Officers. The officers of this organization shall be President, Vice-President, Secretary and Treasurer.

Section 2: Term of Office. Terms of office shall be for one year. No member shall be elected to the same office more than two consecutive terms. One term will run from June 1st to May 31st.

Section 3: Vacancies. Should the President or any other officer resign before her time expires, she shall be replaced by means of a special election at the next General Meeting.
The Executive Board shall declare the position of any officer vacant if such officer fails to attend two consecutive Board Meetings without an adequate excuse.

**ARTICLE FIVE.
EXECUTIVE BOARD**

Section 1: Executive Board. The Executive Board shall consist of all elected officers, all appointed chairmen of major and minor committees and the immediate past president.

The Executive Board may declare the position of any major committee chairman vacant if such member fails to attend two consecutive Board Meetings without an adequate excuse.

The Communications, Librarian and Friendship Chairmen are, however, encouraged to attend Board Meetings whenever possible.

Section 2: The Executive Board shall transact the routine business of the organization, submitting recommendations to the general membership for approval. They shall take no action which conflicts with any vote of the membership.

Section 3: Board Meetings. The regular meetings of the Executive Board shall be held when deemed necessary and as called by the President. Special meetings of the Executive Board may be called by the President and must be called upon request of five members of the Executive Board.

Section 4: For transaction of any business of the Executive Board, one vote over one-half of the total Executive Board members present shall be necessary.

Section 5: Duties.

A. President – Presides at all Board and General Meetings. Shall appoint all committee chairmen at the beginning of the fiscal year and appoint special committees as needed. She may not vote in the election of officers; may not vote on motions except in the event of a tie vote; and shall give the Secretary an agenda before every meeting. She will be responsible for managing the clothing, toy and equipment exchange and will be authorized to sign checks on the bank account of AMOMC. She will preside over all General Meetings and Executive Board Meetings.

B. Vice President - Shall act as an aid to the President, and shall in her absence, preside at all meetings. She shall be chairman of a major committee. In the absence of the President, the Vice-President shall preside over all General Meetings and Executive Board Meetings.

C. Secretary – Shall keep accurate records for the business of General Meetings and Executive Board Meetings. Shall be prepared to refer to the minutes of the previous meetings; shall attend to official correspondence for the organization; shall maintain the By-Laws; and shall submit minutes of all business meetings to the Newsletter Editor by the specified deadline.

D. Treasurer – Shall receive and disburse all money belonging to the organization; shall keep all records of income and expenditures. Shall collect and keep accurate records of all members' dues and prepare such financial reports as are necessary for an audit of AMOMC's books at the end of the term by a committee appointed by the President. She shall submit the monthly regular Treasurer's report to the Newsletter Editor by the specified deadline. She will be authorized to sign checks on the club bank account.

Section 6: Major Committees.

A. Community Service – The Community Service Chair shall investigate all prospective philanthropic projects suggested by members, presenting complete information to the Executive Board when requested, and shall submit informational community service projects to the Newsletter Editor by the specified deadline. She shall maintain and initiate the Lokahi Tree project once a year.

B. Membership – The Membership Chair shall maintain current records of all active members; maintain the membership file and a file of prospective members; and order and distribute name tags to new members after three months of active membership. She shall contact and inform prospective members about the organization; shall welcome and introduce prospective members at the General Meetings; and shall submit all requested information on new members and the names of all guests to the Newsletter Editor by the specified deadline.

C. Newsletter Editor – The Newsletter Editor Chair shall edit, publish and distribute the Mahana 'Ulili monthly.

D. Programs – The Program Chair shall make all arrangements and present the program at all General Meetings and shall prepare an article outlining the program to be given at the upcoming General Meeting to submit to the Newsletter Editor by the specified deadline.

E. Publicity – The Publicity Chair shall be responsible for informing the public of the AMOMC and its activities through the news media. The Publicity Chair will

coordinate with the Website Chair to assure parallel content in print and electronic media.

F. Social – The Social Chair shall plan all social events and shall submit information on all scheduled social activities to the Newsletter Editor by the specified deadline.

G. Ways and Means – The Ways and Means Chair shall plan all fundraising projects, presenting complete information to the Executive Board when requested, and shall submit information on all Ways and Means projects to the Newsletter Editor by the specified deadline.

H. Website Chair – The Website Chair shall manage the AMOMC website; liaise with and manage the services of the web-hosting company; liaise with and manage the services of the online group management company (Big Tent); and plan and report on website development projects to the Executive Board. In addition, the Website Chair shall ensure that the AMOMC website accurately reflects the activities and events of the organization and ensure content from the Newsletter, other news and events is adequately represented on the website. The Website Chair shall communicate with all Executive Board members and Committee Chairs to ensure that web content is accurate and up-to-date, and will report all website costs to the Treasurer.

Section 7: Minor Committees.

A. Friendship – The Friendship Chair shall investigate all emergencies, illnesses, and hospitalizations of the member and her immediate family, providing help and an appropriate remembrance from AMOMC when applicable. She will also be responsible for welcoming and sending a thank you note to our volunteer speakers.

B. Librarian – The Librarian Chair shall maintain the club library and scrapbook. All other books accrued shall be by donation only.

C. Raffle – The Raffle Chair shall plan and coordinate the raffle for the regular meetings and shall, when requested, serve as co-chair with the social chair on social events.

D. Refreshments – The Refreshments Chair shall purchase and provide water, juice, soft drinks and paper goods for all General Meetings. The Refreshments Chair shall purchase and provide water, juice, soft drinks and/or paper goods for other social activities by direction only.

E. Communications – The Communications Chair shall be responsible for checking the phone messages and emails, responding to them herself or directing them to the appropriate Executive Board member. The Communications Chair shall check the PO Box on a regular basis and assist, when necessary, phoning when requested by the President.

ARTICLE SIX. NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee. The Nominating Committee shall consist of the President as the Chairman and four (4) members to be nominated from the floor at the March General Meeting. This committee shall present a slate of at least two (2) persons per office whenever reasonably possible at the end of April General Meeting. Following the presentation of the committee report at the April General Meeting, nominations may be made from the floor.

The nominating committee or anyone nominating from the floor shall obtain the prior consent of all candidates.

Section 2: Candidate. A nominee for President should preferably have served on the Executive Board for not less than six (6) months.

A nominee for any elective office shall have been active for not less than six (6) months prior to nomination. Exceptions may be made at the discretion of the Executive Board.

Section 3: Elections. Annual elections shall be held in May. To be eligible to vote, members must have paid dues and been active members prior to May 1. Elections shall be by secret ballot by those eligible members in attendance or by a signed absentee ballot mailed to the Nominating Committee chairman before the May General Meeting.

A candidate must receive a majority of the vote (one vote over one-half of total cast) to be elected. A tie vote of the highest order shall be re-balloted. In case of a tie, a second ballot shall be taken between the candidates receiving the highest number of votes. A second tie shall be decided by lot.

ARTICLE SEVEN. MEETINGS

The regular General Meetings of this organization shall be held monthly, with the exception of December or as designated by the President. Meetings will be held on the 3rd Thursday in any given month. The time and place of the meeting shall be designated by majority vote of the Executive Board.

ARTICLE EIGHT. FINANCES

Section 1: Expenditure Authority. The President shall have the authority to approve expenditures up to a maximum of fifty dollars (\$50.00).

The Executive Board shall have the authority to approve all expenditures over fifty dollars to a maximum of one hundred dollars (\$100.00).

The membership shall approve all expenditures over one hundred dollars (\$100.00).

Section 2: The treasurer shall pay all bills as long as it falls within the approved budget up to \$100 per function.

Section 3: The AMOMC will help members in needy times with food, baby sitting and clothing whenever possible, but will not supply monetary assistance.

Section 4: The treasurer shall only make checks payable to a member or a business providing a service.

Section 5: All transactions will be made with checks. All monies received will be deposited and checks will be written for expenses.

ARTICLE NINE. EXCHANGE TABLE

Section 1: The Exchange Table will be held three times a year during the March, July and November General Meetings.

Section 2: Format for the Exchange Table will govern the conduct of the exchange. (see Addendum)

ARTICLE TEN. MISCELLANEOUS

There shall be no active soliciting during meeting time unless approved by the Executive Board. Ten Percent (10%) of all monies raised through such solicitation shall be donated to AMOMC.

All members' names and phone numbers shall be used for AMOMC business only unless otherwise specified by that member.

ARTICLE ELEVEN. AMENDMENTS

The By-Laws of this organization may be amended at any regular meeting by a two-thirds (2/3) vote of all members present, said amendments having been published in the Newsletter preceding the next General Meeting of the organization.

ADDENDUM FORMAT FOR THE CLOTHING, TOY AND EQUIPMENT EXCHANGE TABLE

The President will have overall responsibility for the following, but may appoint members to assist her in:

Setting up the tables and organizing clothing into proper age groups and sexes. Donators are asked to size clothing beforehand. Separate tables will be set up for toys and equipment, as well as items for sale.

Setting up an area exclusively for twin outfits: i.e. matching girl, girl/boy, or boy sets. These items are to be taken as sets. All matched sets would go in this area unless donator requests otherwise.

1. Selection of items may not be made until the room is officially opened by the chair. (All club business will cease at this time.)

2. Paid members will have first choice of table items. Then all other members and prospective members will be invited to take from the table.
3. Twin Table: After the selection of sets is completed, single selection may be made by paid members before unpaid or prospective members may participate.
4. Those participating in the exchange table are asked to take items of the size that their children will use within the next six month period.
5. Members may donate to and take from the table at anytime. (Do not need to donate in order to take.)
6. People selling items at the table are to donate ten percent (10%) of the monies received to the Club Treasury.
7. Items remaining after the table has been completed may be taken for friends or relatives. All items not taken thereafter shall be donated to a worthy cause.
8. It is preferred that no lengthy business meeting or program be held on the same night as Exchange Table.