



# SANTA ROSA MOTHERS' CLUB

## BYLAWS

### **NAME OF THE CLUB**

The name of the club shall be the Santa Rosa Mothers' Club ("SRMC").

### **CLUB AND BYLAWS ADOPTION AND HISTORY**

The Santa Rosa Mothers' Club was officially formed on November 1, 1991, by six women who attended a workshop in Santa Rosa in September of 1991 on starting a mothers' club. From those founding mothers grew a club that now serves around 250 families. The Club was based on a format outlined by author Katie Hoepke in her book, *Mothers Club: Nurturing the Nurturers*.

The SRMC bylaws were formally written and adopted on October 1, 1992. Revisions and amendments have been made as noted on the final page of the bylaws.

### **PURPOSE**

The Santa Rosa Mothers' Club provides an environment wherein families with children can develop friendships and community, exchange information, and find various opportunities for social interaction with other parents, children and families.

### **DEFINITION OF CLUB**

- This is a member-led support group for parents and families of children.
- The club does not discriminate by race, gender, nationality, sexual orientation or religion.
- All members are encouraged to volunteer, participate, and share their ideas and talents.
- The club is non-profit, non-political, non-partisan and non-sectarian.

### **REQUIREMENTS**

Members must:

- Have child(ren) or be expecting to give birth to or adopt young child(ren) within the following six (6) months.
- Pay dues on time. (See DUES section)
- Sign the "By-laws Acknowledgment and Liability Waiver"
- on the membership form upon joining.
- Keep dues current in order to participate in SRMC functions such as playgroups, outings or socials.

## **GENERAL COURTESIES**

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

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

SRMC is not responsible for screening members and their households. Members should use discretion and judgment in forming personal relationships through SRMC.

Members should not attend playgroup or functions when they or their child(ren) are ill.

If unable to attend a function to which they have committed, members should inform the coordinator or appropriate person. Some Club activities require a fee to participate. These fees cover the expenses for organizing/attending the event and are not intended to benefit the Club unless otherwise specified.

Members are expected to help and to encourage their child(ren) to pick up when playgroup and social events are over.

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

Members are not permitted to use the Santa Rosa Mothers' Club name as an endorsement for their product or service.

Members are encouraged to use the newsletter classified ads and the BigTent Classified section as a means of soliciting goods and services, as well as the BigTent Subgroup, SRMC Member-Owned Businesses (MOB). (See BigTent Community Standards and Guidelines for a more detailed explanation.)

Membership in the SRMC and any member information are not to be used for solicitation purposes. Members interested in utilizing the SRMC for business and networking purposes are encouraged to create or join BigTent subgroups established for those purposes. Members are also encouraged to utilize the advertising section of the newsletter or the BigTent Subgroup, SRMC Member-Owned Businesses (MOB), for advertising their businesses or volunteer organizations.

New Club functions are brought to the Board for consensus prior to development.

## **SRMC BIGTENT COMMUNITY STANDARDS AND GUIDELINES**

In order to create a supportive and positive environment, there are some guidelines SRMC members must observe when posting to the **General Discussion Forum**. By making posts, you are agreeing to abide by the following standards:

### **Disclaimer:**

- SRMC Moderator has the right to remove a post if it does not meet the listed standards.
- Posts made by members do not necessarily reflect the views of the SRMC, and posts related to you or your family's health should not be taken as medical advice.
- The SRMC reserves the right to terminate BigTent Forum participation or Club membership for failure to comply, or for any other reason we see fit.

### **Solicitation and Advertisements:**

No advertising or product promotion in the General Discussion Forum is permitted. Any posts created with commercial intent will be removed. Recommendations for products, places, events, services, etc. are acceptable, both in asking and replying to.

No links are allowed in the Forum that solicit for donations or contest votes, or to “daily deals” that give you monetary credit if purchased through your link by someone else.

Advertisements or promotions for your business or events should be done in the SRMC Newsletter or through the SRMC Member Benefits Program.

Current SRMC members are allowed to use the Subgroup “SRMC Member-Owned Businesses” within the SRMC BigTent Group to post messages about their businesses. Limit one promotional post per business, per day. Posts are for members' and their spouses' businesses only, not for anyone else.

### **Religion, Politics, and Controversial Topics:**

Refrain from posting political or religious topics and/or opinions.

Solicitations or invitations to join one's place of worship are not allowed. Replying to a request for referral is ok.

This Forum is to support women and mothers and is not the appropriate venue for postings about one's personal opinions about controversial topics such as abortion, and/or how it relates to politics and/or religion.

Posts that could deliberately cause controversial responses are not allowed and will be removed immediately at the discretion of the SRMC BigTent Moderator.

### **User Responsibility, General Courtesies and Conduct:**

Respect everyone's opinions. Even though you might not agree with someone, it doesn't mean they are wrong or deserve to be belittled. Remember that what works for you may not work for everyone else. Give everyone the same courtesy that you would expect in return.

No profanity or explicit content.

No posts that could be interpreted as threatening or harassment.

Be aware that BigTent does not allow you to edit your post after it's been posted. Once you post a topic or comment, it not only appears in your online forum, but is also emailed to those group members who have selected to receive forum conversations in their inbox. For this reason, your posts to the Forum are not considered confidential.

The Forum is a place to seek advice and support from your fellow members. However, the BigTent Moderator and the SRMC Board are not qualified to deal with serious issues like depression, suicide, or other serious medical conditions or situations. If you are involved in a situation like this, we recommend you contact a professional in your area, a trusted friend or family member, or call 911 (when the danger is immediate).

If you see a post that violates these Standards and Guidelines or have any questions, please contact our BigTent Moderator at [moderator@santarosamothersclub.org](mailto:moderator@santarosamothersclub.org).

### **SRMC NEWSLETTER SUBMISSION GUIDELINES**

The SRMC newsletter, *Mom's the Word*, is focused on providing announcements and content that is informational and useful for the SRMC membership. It is published to inform, entertain, support and uphold the mission of the SRMC. The Editor reserves the right to accept, reject, edit, and shorten submitted content and articles.

#### **Newsletter Submission Guidelines**

- Article submissions are accepted via email as a Word attachment to the Editor before deadline.
- Articles should be 500 to 1,000 words in length, unless otherwise arranged with Editor.
- Articles that could be perceived as controversial in nature, including, but not limited to, content that includes religion, politics, or a message that is written for shock-value or threatening, or does not support the community and mission of the SRMC, will not be published.
- An article may discuss the contributor's area of expertise, but will not be printed if it blatantly promotes the contributor's business or is written for financial gain.
- Citing references is required, as necessary, to comply with the laws regarding publishing rights.
- Contributors may include a short, 2-3 sentence byline at the end of their article that tells who they are and what they do, and how to contact them.
- The Editor reserves the right to refuse submissions at her discretion.
- The Editor reserves the right to edit for space, grammar, punctuation, spelling errors, etc.
- Submission of an accepted article does not guarantee it will be published in the next subsequent newsletter. The editor reserves the right to publish a submitted article at a later date.

#### **Disclaimer:**

Articles printed in the newsletter do not necessarily reflect the views of the SRMC, and articles related to you or your family's health should not be taken as medical advice.

Article submission deadline is the Saturday following the first Wednesday of the month.

Send articles and questions to [editor@santarosamothersclub.org](mailto:editor@santarosamothersclub.org).

Send newsletter advertisements to [advertising@santarosamothersclub.org](mailto:advertising@santarosamothersclub.org).

## **ACKNOWLEDGMENT AND LIABILITY WAIVER**

In order to participate in the Club and to protect themselves and friends, members must sign the waiver on their completed membership form, which states where to access SRMC bylaws and indicates agreement to adhere to them.

Parents agree to be responsible for the safety and the behavior of themselves, their family and their guests at all Club functions.

## **DECISION MAKING**

Decisions for the Club are finalized at the Board meetings by consensus. If a consensus cannot be reached, decisions shall be made by majority vote of attending Board members. Decision by voting will require the presence of 30% of current Board members. All members are welcome at Board meetings and can participate in all discussions, and all Board members have the power to vote. Ideas, suggestions and comments from the general membership are welcomed and should be directed to the appropriate Board member. Should a decision be necessary between Board meetings, the Board may meet in an "extraordinary session."

In addition to the regular Board meetings, there are two types of other meetings that can occur: Extraordinary Board meeting and Executive Board meeting.

## **MEETINGS**

### **Board Meeting:**

Board meetings shall be held as determined by the Board. Board meetings shall be scheduled **at least** monthly and announced in the newsletter. Board meetings are open to all members of the Club.

### **Extraordinary Board Meeting:**

An Extraordinary Board Meeting may be called to order in the event a major decision needs to be made before a regularly scheduled Board meeting. The Board may meet in an extraordinary session if the president(s) notify all current Board members (in person, via phone message, email or other method) and the meeting is held no less than 72 hours after the notice is given. The meeting shall not take place unless 30% of the Board members are present. The Board shall notify the members of any action taken in the extraordinary meeting at the next regularly scheduled Board meeting.

### **The Executive Board and Executive Board Meeting:**

The Executive Board shall consist of the four club officers (President, Co-President or Vice President, Treasurer, and Secretary) and three other Board members. The three other Board members shall become part of the Executive Board on a volunteer basis, and will remain so for 12 months or until the next Board term, whichever comes first. In the event the Board has more than three members volunteer, the names will be placed in an envelope and the three will be chosen by random draw. In the event the Board lacks three volunteers, all names of non-officer Board members will be entered in an envelope and chosen by random until all three positions have been filled. For voting purposes, any time the Executive Board is called to gather, it must

do so with an odd number of persons. This means that all three of the non-officer members may or may not be present at one Executive Board Meeting.

The Executive Board is to be called to gather only in specific cases where an issue or circumstance has arisen that presents possible serious legal repercussions for the Club, and a need for confidentiality expressly exists. The decision to call the Executive Board will be made by joint decision of the President and Co-President or Vice President. If there is no Co-President or Vice President, then the decision will be made by joint decision of the President and the Treasurer. If the Treasurer is unavailable, then the decision to call to gather will be made by joint decision of the President and the Secretary.

## **DUES**

Member dues are \$30.00 for the first year (includes a \$5.00 set-up fee) and \$25.00 for each subsequent year. Members are expected to renew their dues on time. Renewing members who allow their membership to lapse will be charged the new member rate of \$30.00.

Dues are non-refundable. The SRMC does its best to maintain services and events that the membership as a whole has enjoyed throughout the years. Due to financial concerns, liability issues, and lack of volunteers or other concerns brought to the attention of the SRMC, services, events or functions may be postponed or even terminated by the Board.

Dues may be paid either by cash or check. Checks are to be made payable to the SRMC. Any members whose dues are over one month delinquent shall have their membership terminated. Any change in dues shall be decided by the Club at a pre-announced meeting. No one will be turned away for inability to pay the full dues. A set number of scholarships are budgeted each year. Please contact the President to make financial arrangements or to inquire about a scholarship.

## **TERMINATION**

### By Member:

A member may voluntarily terminate membership by notifying the Membership Coordinator and/or President.

### By Club:

A member may be terminated by the Board based upon the Board's determination. Reasons for termination include, but are not limited to, the following:

- Member's failure in a material and serious degree to observe the bylaws of the Club.
- Threatening, intimidating or otherwise interfering with the purpose and function of the Club and its membership by a member or someone in the member's household.
- Member or someone living in that member's household engaging in conduct seriously prejudicial to the purposes and interests of the Club.

The individual to be terminated **may** receive a warning prior to termination and every effort will be made to resolve the situation.

## **DISSOLUTION**

The property of the Club is irrevocably dedicated to our stated purpose. No part of the new income or assets shall ever inure to the benefit of any director, officer or private persons. Upon dissolution, the remaining assets, after paying all debts, shall be distributed to another non-profit organization, which has established its tax-exempt status under Section 501 ( c ) (7) of the Internal Revenue Code.

## **PURPOSE OF THE BOARD**

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

## **DUTIES OF BOARD MEMBERS**

All Board members are expected to attend monthly Board meetings during their term. If unable to attend, notify the President prior to the meeting. Each Board member is responsible for informing the president of pertinent activities and agenda items prior to the Board meeting. Each Board member is to keep a record of all information pertinent to their respective positions, to be passed along to their successor. Each Board member is to promptly provide information regarding their area of responsibility to the newsletter coordinator/staff and other interested parties as requested.

## **PREREQUISITES FOR POSTIONS**

Board members must be active members of the Club. Candidates for President must have been on the Board for six months prior to the beginning of their term or a prior Board member. Candidates for Vice President must have been an active member of at least one committee or a Board member for at least six months prior to the beginning of their term.

## **DUTIES OF OFFICERS**

President and Vice President positions may also be combined into two Co-President positions, with the distribution of duties to be determined by the two Co-Presidents.

## **BOARD POSITIONS AND DESCRIPTIONS OF RESPONSIBILITIES**

### **PRESIDENT\***

Oversee all facets of the Club.

Preside over Board meetings and set the agendas.

Prepare term budget along with Treasurer and Vice President.

Act as the Club spokesperson and community liaison.

Mediate problems within the Club and maintain confidentiality.

Recruit and appoint members to fill any open Board position during term, with Board approval.

Act as second signatory for the bank account.

Ensure Club is in good standing with IRS, including filing FTB 199N annually.

Ensure the SRMC bylaws are valid, up-to-date, and honored. Make revisions when necessary.

Set up, update and run the SRMC Board BigTent group as the Administrator and Moderator during the term as President.

Act as a back-up administrator for the SRMC BigTent group.

Ensure information on SRMC website is correct and up-to-date. Add content, as needed.

Maintain and update Board Member list for newsletter.

Attend Monthly Events and other SRMC events to greet guests and make Club announcements.

\*Must be an active member of the SRMC Board at least 6 months prior to taking this position.

### **VICE PRESIDENT**

Assist the President in carrying out her duties.

Should the President be unable to complete her term of office, the Vice President will complete the President's term and the new Vice President will be chosen by the Board.

Preside over Board or monthly events in case of the President's absence.

Help prepare term budget with President and Treasurer.

In charge of booking and reserving rooms and venues at Finley Center.

Greet and direct members and visitors at Monthly Events.

Bring snacks to each Board meeting, as budgeted.

### **TREASURER**

Receive and deposit all funds for the Club.

Collect and record all dues.

Be chief custodian of all funds, keeping an accurate record of all money received and paid out.

All payments to be made by check.

File and preserve all receipts, bank statements and canceled checks.

Report cash totals at all Board meetings and report the balance in writing to the secretary so that she can include this in the monthly recording of the Board minutes.

Prepare term budget with President and Vice President, report budget to the Board, and update Board midway through the term.

Work with President to ensure Club is in good standing with IRS, including filing FTB 199N annually.

In charge of Club's credit card service account.

Any irregularity regarding club money shall be brought to the attention of the President immediately.

All recordings are to be made and kept in the SRMC-owned laptop provided.

## **SECRETARY**

Record and prepare minutes for the monthly Board meetings.

If unable to attend Board meetings, make arrangements for another member to take minutes.

Put treasury reports in the monthly Board minutes.

Send prepared minutes to the Board for approval and then send final minutes to the Editor.

Carry out various administrative tasks:

- Check and respond to the SRMC Inquiries email address.

- Check the SRMC general voicemail weekly and route any messages to the appropriate Board members as required.

- Retrieve mail from the SRMC PO Box and distribute mail and information appropriately.

- Process New Member Applications and provide information to Database Coordinator, Membership, and BigTent Moderator.

- Notify Database of renewal checks that come in.

- Give all checks and SRMC invoices received in the mail to Treasurer.

## **MEMBERSHIP COORDINATOR**

Host the welcome table at SRMC Monthly Events (the 2nd Wednesday of most months.) Greet and check in all attendees, accept payments, as needed, and provide Club information to potential members.

Sign up new members with SRMC membership form and collect dues.

Email new members a Welcome email with SRMC files attached that tells more about the SRMC and their membership benefits.

Coordinate one New Member Play Date every other month and send an email invitation to new members. Membership has the option of hosting New Member Play Dates at her own home or finding an alternate location.

Submit date and time of scheduled New Member Play Date to Newsletter Editor monthly. Track RSVPs and provide refreshments at these play dates.

## **PLAYGROUPS/ SHARED-INTEREST GROUP COORDINATOR**

### **PLAYGROUPS:**

Set up BigTent Subgroups for SRMC playgroups. Once set up, members can join until the playgroup leader decides the playgroup is full and closes the Subgroup.

Be available to playgroup members who might have any concerns or problems.

Check with group representatives periodically to keep current with status of group.

Coordinate gift basket donations from each playgroup for the Silent Auction.

Check periodically on Big Tent for discussions on new playgroups, and follow up with the author of the post to determine if there is a new group that can be set up.

Periodically encourage members, in the newsletter and via BigTent, to start their own groups.

### **SHARED INTEREST:**

Same as above but for members who would like to start or join a group based on a specific interest.

### **PROGRAMS COORDINATOR**

Plan a program for each Monthly Event.

Arrange for speakers, as appropriate.

Provide refreshments for guests, as budgeted.

Handle payment of and correspondence with speakers, including confirmation letters and thank you notes.

Publicize Monthly Events in newsletter by submitting summary of Monthly Event to the editor by given deadline.

Submit summary to Webmaster to update website, and promote event on BigTent.

Oversee set-up and clean up of Monthly Events.

Introduce the program at each Monthly Event.

Coordinate and organize the annual Preschool Fair held in February.

Keep a list of past speakers and successful programs for future Program Coordinators.

### **SOCIAL CHAIR**

Oversee all Club social events and excursions, including Pamper Night and Moms'-Night-Out events.

Oversee a committee of 3-5 (or more) members who will assist in planning and executing SRMC social events for the entire term.

Use BigTent to set up event invitations and to promote events.

Coordinate with the Treasurer for all moneys and reimbursements related to each event, while at the same time staying within given budget for each event.

Prepare and submit announcements for social events for the newsletter by given deadline, including any thank-you/acknowledgement announcements following the events.

Be aware of all extra party materials stored in the SRMC storage unit and utilize those items prior to purchasing additional items for events.

Recruit volunteers needed in addition to committee members and follow up with specific tasks for each.

Work with VP to book sites with adequate lead time for social events.

When possible, solicit goods and services from local businesses to offset the cost of events.

Keep notes of each event of what worked and what can be done differently to help the next Social Chair coming in.

### **SOCIAL COMMITTEE MEMBER (3-5 positions available)**

Work closely with the Social Chair to help plan and execute SRMC Social events.

Must be available to make phone calls, run errands, pick up donations, and other various tasks as specified by the Chair.

Must commit to working the day/night of the events, if required.

### **FUNDRAISING CO-CHAIR\* (2 Positions)**

Oversee the planning and organization of all the Club's fundraising activities.

Main fundraisers are a Garage Sale in the summer and Annual Silent Auction in November.

Oversee a committee of 3-5 (or more) members who will assist in planning and executing SRMC fundraising events for the entire term.

Plan a yearly fundraising calendar for the Club.

Report to Board on all fundraising activities.  
Strive to reach the goals set by the SRMC budget at the start of the term.  
Recruit and coordinate Club volunteers to serve as event committee members and to work at the events.  
Provide the newsletter team with content to advertise and follow up with Club fundraisers.  
Maintain a file of possible fundraising activities for future years.  
Be accountable for all money generated at events, insuring that the money gets to the Treasurer for deposit.  
\*This position has proven to work best when it is best shared between two people.

**FUNDRAISING COMMITTEE MEMBER (3-5 positions available)**

Work closely with the Fundraising Chair(s) to help plan and execute SRMC Social events.  
Must be available to make phone calls, run errands, pick up donations, and other various tasks as specified by the Chair(s).  
Must commit to working the day/night of the events, if required.

**OUTINGS COORDINATOR (2 can share this position)**

Set up monthly outings to places of interest to families with young children.  
Submit outing information to the newsletter at least one month in advance of outing date.  
Track RSVPs and keep in touch with attendees if changes to any outing occur.  
Attend outings and help all members to feel welcome.  
Collect money, if required, and keep records of who has paid, coordinating with the Treasurer when necessary.

**COMMUNITY SERVICE COORDINATOR (2 can share this position)**

Plan, organize, and oversee community service projects for Club participation. Strive to plan at least one project monthly.  
Investigate opportunities for community service work that can be done by individual members, with emphasis on opportunities where members can bring along their children.  
Submit planned event details to the newsletter editor by given deadline, and promote event on BigTent.  
Search out and act as liaison to community organizations that might benefit from Club assistance or involvement.  
In charge of SRMC's Meals-For-Moms program. Make announcements periodically to members that this service is available (via BigTent and Newsletter.)  
When requests for meal assistance come in, set up an organized process that enables volunteers to sign up for meals, whether through [www.TakeThemAMeal.com](http://www.TakeThemAMeal.com) or by email, and post on BigTent the need for volunteers.

**DATABASE COORDINATOR**

Maintain and update the membership database within the SRMC-owned laptop provided. Check the SRMC Database email address frequently.  
On a monthly or as needed basis, print and deliver address labels to the Newsletter Distribution Coordinator.  
Provide database support for the Board, especially for those who frequently need member information.

Record new member information and contact members about renewal.  
Maintain a list of members (new members, renewed members, delinquent/prior members), roster and member change forms.  
Keep Membership Chair updated on membership status, (i.e. new member, delinquent/prior members, etc.)  
Provide list of new members and members' birthdays each month to the newsletter Editor.  
Give newsletter count, based on number of active members and advertisers, to Newsletter Layout Coordinator so she knows how many newsletters to order each month from the printer.  
Notify BigTent Moderator when members leave the Club so they can be removed from our BT Group.

### **BIGTENT MODERATOR/ FACEBOOK PAGE MODERATOR**

Send invitations via email through BigTent to new SRMC members to join the SRMC BigTent Group.  
Email new members a copy of the file SRMC BigTent Community Standards and Guidelines.  
Remove members who do not renew their membership or leave the SRMC, as directed by the Database Coordinator.  
Moderate Forum posts for content, ensuring no posts violate the SRMC BigTent Community Standards and Guidelines. This document is in the Files section available for all members to download. If a post is removed, the member is emailed informing them why it was removed and asked to review the SRMC BigTent Community Standards and Guidelines.  
Field and resolve any BigTent questions and issues from SRMC members.  
Assign permissions to SRMC Board members to access certain features within the Group, and update as needed when the term turns over.  
Update Board Position field in Member list to reflect current SRMC Board.  
Check Files periodically and remove files that are no longer relevant.  
Moderate the SRMC Facebook Page to ensure posts are appropriate for members of the Page.  
Post events and articles that would be of interest to the members of the SRMC Facebook Page.  
Post SRMC events in a timely manner.

### **WEBMASTER**

Responsible for maintaining and updating website monthly, and as requested by Board members.  
Handle any projects directly relating to the website and SRMC email addresses.  
Respond to queries regarding the website.  
Liaison to the hosting provider and domain provider.  
Monitor renewal of URL [www.santarosamothersclub.org](http://www.santarosamothersclub.org).

### **MEMBER BENEFITS**

Coordinate with local businesses to request discounts and special offers for members.  
Create and maintain a current list of member benefits in the BigTent Files.  
Design, create and mail the new membership cards.  
Ensure an extra supply of cards are ordered for Membership to give to new members who join after the cards have been initially mailed out.

## **NEWSLETTER TEAM**

### **NEWSLETTER EDITOR**

Ensure that the newsletter promotes the purpose and goals of the club.

Create a calendar schedule at the start of the term with a process flow that is adequate and reasonable for all members of the newsletter team to ensure the newsletter is completed and mailed out on time.

Make sure the contributors turn in their information in a timely manner.

Ensure all regular features are included in each newsletter.

Prepare and include relevant editorial columns. Refrain from publishing any topic that could be considered “controversial.” (See SRMC Newsletter Submission Guidelines.)

Regard the right to refuse any submissions that don't meet the mission and goals of the SRMC.

Solicit newsletter submissions from general membership.

Read and edit all submissions before sending to the proofreader.

Communicate closely with both the Proofreader and the Layout Coordinator to ensure the file has been thoroughly edited and is approved for print.

Keep in communication with the newsletter team throughout the process to ensure that the newsletter is sent out on time each month.

Be the main contact person for the team in case of questions, concerns, or problems with associated newsletter positions.

### **NEWSLETTER LAYOUT**

Responsible for the layout and construction of the newsletter.

Experience with publishing software is highly recommended. Software can be purchased, if needed.

Ensure that the newsletter aesthetically promotes the purpose and goals of the club in the use of art and design.

Expect the contributors (ie: Editor and Ad Coordinator) to turn in their information according to the agreed upon schedule.

Ensure all content submitted by Editor and Ad Coordinator is in each newsletter.

Submit newsletter to the proofreader for approval.

Responsible for approving final proof from printer before going to press.

Deliver the newsletter file to the printer no later than the agreed upon date according to the schedule set by the newsletter team at the beginning of the term.

Responsible for uploading PDF newsletter file to BigTent for online viewing by membership.

Responsible for archiving the final copy of the monthly newsletter. Methods may vary, including storing to an external hard drive or to a disc.

### **NEWSLETTER CALENDAR COORDINATOR**

Responsible for compiling a list of SRMC and community events for families with young children to submit to the newsletter editor.

Responsible for compiling a list of library events and activities to submit to the newsletter editor.

### **NEWSLETTER PROOFREADER**

Responsible for proofreading draft and final version of newsletter.

Return to editor and layout with necessary changes within the agreed upon schedule of the newsletter team.

## **NEWSLETTER ADVERTISING**

Communicate closely with advertisers. Acknowledge orders, email invoices, and notify when ad is about to expire and offer renewal.

Submit monthly list of ads for upcoming newsletter issue to newsletter Lay-Out Coordinator on time, according to the schedule created by the newsletter team. This should detail ads and classifieds that are continuing, new and discontinued.

Track orders and payments on spreadsheet and keep data in an up-to-date, organized fashion. Payments will be confirmed by person who checks the PO Box and will email Advertising Coordinator the information.

## **NEWSLETTER DISTRIBUTION**

Receive newsletters home-delivered from the printer.

Coordinate with Database Coordinator to print member address labels.

Tape shut all newsletters.

Affix address labels to newsletters and bundle according to zip code, as specified by the US Postal Service.

Deliver newsletter to the Bulk Mail office of the main, downtown post office.

The SRMC has an account with the USPS with a positive balance. When the balance is low, have Treasurer add funds to account.

Direct members to Database who request mailing address changes. Distribution is not responsible for, nor has access to updating member information and/or addresses.

## **OTHER AD HOC BOARD POSITIONS**

May be created by the Board at will.

## **TERM OF OFFICE**

All Board members shall serve a term of 12 months, commencing in March. The new Board will be announced at the March monthly event and/or March newsletter. The new President will preside at the March Board meeting. Two months prior to the end of each term, the current Board will be asked to decide whether they will continue another term in their current position, take on a new position, or if they will retire from the Board completely. Current Board members who have proven success in their current position can continue another term. After two consecutive terms, that position should be considered being available to another person, if there is an interested party. Current Board members have first priority to open Board positions for the upcoming term before the general membership is notified of available positions. Any Board member who cannot complete their term is requested to contact the President or Vice President 30 days prior to resigning (when possible). The President is responsible for filling open Board positions throughout the term if any become available.

## **TERMINATION OF BOARD MEMBER OR COORDINATOR**

A Board member may be asked to resign for one or more of the following reasons:

- Failure to follow through on position responsibilities.
- Inappropriate communication of confidential information.
- Pursuing actions that are in direct conflict with a Board decision.

The termination of a Board member from their position will be handled by the executive committee. Every effort will be made to resolve the situation and a warning will be issued when appropriate.

## **METHOD OF SELECTION**

### **PRESIDENT AND VICE-PRESIDENT**

The President and Vice President shall be elected if more than one person volunteers for either position. Members wishing to fill the positions must state their candidacy to the outgoing President prior to the December Board meeting. If an election is required, it shall be held during the February monthly event.

Each upcoming vacant position will be announced in the newsletter for two months prior to the February monthly event and for one month in the event of a midterm vacancy. Positions will officially be filled at the February Board meeting.

A secret ballot vote at the monthly event is held, and the candidate with the simple majority of the votes wins the election. Members must be present to vote. Votes are to be tabulated by the outgoing President and two Club members who are not on the Board.

### **ALL OTHER BOARD POSITIONS**

All other Board positions shall be filled on a volunteer basis. Persons wishing to fill a position should volunteer to the President or Vice President. If more than one person volunteers for the same position, the outgoing President puts the names in a hat for random selection. If no one volunteers, the Board may approach a member to accept the duty. Each upcoming vacant position will be announced in the newsletter for two months prior to the February selection and for one month in the event of a midterm vacancy.

### **OTHER NON-BOARD POSITIONS**

May be created by the Board at will.

### **ELIMINATION/REDEFINITION OF BOARD POSITIONS**

At times, Board positions may be eliminated because the duties and/or services offered are no longer valid, needed, necessary, or can be combined or improved under another Board position. Definitions of Board positions can be revised and updated, as needed, so they state the current duties and responsibilities required of that position.

## **AMENDMENT PROCEDURE**

- Bylaws are amended when the Board agrees to proposals made by anyone on the Board or in the Club.
- The President will post the proposed amendment(s) in the Files section of the SRMC Board BigTent group. The President will set up a Poll asking Board members to agree or disagree to the proposed amendment(s).
- The President will instruct Board members to review the file and then answer the poll within 10 days of uploading the file.
- Two-thirds of the votes must be in agreement to follow through with the proposed amendment(s). Otherwise, the proposal goes back to the Board for further discussion and a revote taken at the next Board meeting.
- The President is responsible for updating the Bylaws, noting the amendment date, and sending it to the Webmaster to upload to the SRMC website.
- The President will post an announcement to the SRMC membership on the general BigTent forum stating which section(s) of the Bylaws were amended with a brief summary of the changes

Adopted: October 1, 1992  
Amended: November 4, 1993  
Amended: April 7, 1994  
Amended: July 7, 1994  
Amended: July 13, 1995  
Amended: March 14, 1996  
Amended: March 13, 1997  
Amended: April 16, 1998  
Amended: November 12, 1998  
Amended: May 12, 1999  
Amended: March 9, 2005  
Amended: March 2, 2006  
Amended: March 12, 2008  
Amended: June 30, 2009  
Amended: September 13, 2010  
Amended: November 25, 2011  
Amended: January 29, 2012