

BYLAWS OF THE GREATER ST. LOUIS MOTHERS OF TWINS CLUB
REVISED October 2017

ARTICLE I THE ORGANIZATION

Section 1. The name of this organization shall be THE GREATER ST. LOUIS MOTHERS OF TWINS CLUB INCORPORATED hereinafter referred to as the ORGANIZATION. The organization was founded in St. Louis, Missouri, February 1957 and was incorporated in the State of Missouri, February 1989.

Section 2. The ORGANIZATION exists for the purposes of:

1. Cultivating personal acquaintances among members
2. Cooperating with and participating in projects conducted by researchers and doctors in medical and psychological research with twins and/or siblings
3. Educating parents, teachers, and others having direct responsibility for and/or interest in the special aspects of child development which relate to twins
4. Making available educational and research materials through periodic publications and discussions

Section 3. No part of the net earnings of the ORGANIZATION shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the ORGANIZATION shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in ARTICLE I, Section 2, hereof

Section 4. No substantial part of the activities of the ORGANIZATION shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the ORGANIZATION shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any other candidate for public office. Notwithstanding any other provision of these articles, the ORGANIZATION shall not carry on any other activities not permitted by any organization exempt from federal tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision of these articles, the ORGANIZATION shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this ORGANIZATION

Section 5. Membership in the National Organization of Mothers of Twins Clubs, Inc. is optional and shall be determined by a majority ballot vote of attendees of the ORGANIZATION'S members in good standing at an event which has a quorum. Withdrawal, if necessary, of the ORGANIZATION from the National Organization of Mothers of Twins Clubs, Inc., shall be by a majority ballot vote of the ORGANIZATION'S member in good standing at an event which has a quorum. The National President shall be notified in writing.

Section 6. The ORGANIZATION shall be a member of the Missouri Organization of Mothers of Twins Clubs. Withdrawal, if necessary, of the ORGANIZATION from the Missouri Organization of Mothers of Twins Clubs shall be by a majority vote of the ORGANIZATION’S members in good standing. The State President shall be notified in writing.

Section 7. Dissolution, if necessary, of the ORGANIZATION shall be by two-thirds (2/3) ballot vote of the ORGANIZATION’S members in good standing. In the event of dissolution, any funds and assets remaining in its possession shall be distributed to an organization or organizations under Section 501 (c) (3) of the internal revenue code. Such organization shall be by recommendation of the Executive Committee.

Section 8. Article 1, Sections 2, 3, 4, and 7 are requirements to retain IRS classification and shall not be subject to change. In the event of withdrawal from the National Organization of Mothers of Twins Clubs Inc., the ORGANIZATION shall be required to apply for IRS section 501 (c)(3) Classification independent of National.

ARTICLE II MEMBERSHIP

Section 1. Membership in the ORGANIZATION shall be extended to any expectant or current parent or legal guardian of multiple birth children. A “Regular Membership” includes a birth parent, an adoptive parent, a legal guardian, or a foster parent of multiple birth children, or a same sex partner or step-parent who resides with a birth parent in the multiple birth children’s primary residence. A “Family Membership” is defined to include more than one parent, as described above, or same sex partner, residing together in the primary residence of multiple birth children. All applicants for membership may be asked to provide verification of their status prior to acceptance as a member. Should the death of one or more of the multiple birth children occur, the member shall continue to be a member subject to normal membership renewal.

Section 2. To join the ORGANIZATION, a prospective member (or members, if joining as a Family Membership) must pay dues and attend an EVENT or DINNER within 6 months of joining. . A noted exception will be if the prospective member is on bed rest and submits a valid doctor’s note on letterhead stating the duration of the bed rest. In the event of other extenuating circumstances, exceptions may be made at the discretion of the membership committee. A prospective member (both individual and family) may attend only one (1) regular meeting as a guest prior to joining the ORGANIZATION. If they do not attend an EVENT OR DINNER, they will be removed from the group without a refund. If the person does not renew or is removed and wants to renew, they must attend a regular dinner meeting and pay dues at that meeting. It is the duty of the membership committee to keep track of the new members and their attendance to an event or dinner within the 6 month time frame.

Section 3. Dues payment and initiation fees

1. Dues are payable for the ORGANIZATION fiscal year which coincides with the calendar year (January through December).
2. An initiation fee of \$1.00 shall be assessed each prospective member upon joining.
3. New members of the ORGANIZATION shall be assessed dues in the following manner:
 - a. When joining January through April – full dues
 - b. When joining May through August – two-thirds (2/3) dues
 - c. When joining September through December- one-third (1/3) dues
4. Annual dues are payable in full on or before the September regular meeting. A reminder of when dues are payable will be published in two (2) issues of the ORGANIZATION newsletter preceding the September regular meeting. Dues for membership types are as follows:
 - a. Regular Membership – Annual dues of \$37.50 for year 2014 and \$40.00 for year 2015 and beyond, which includes payment of annual dues for membership in MOMOTC and NOMOTC, if the ORGANIZATION is a member of NOMOTC in any given year.
 - b. b. Family Membership – Annual dues of \$52.50 for year 2014, and \$55.00 for year 2015 and beyond. This includes payment of annual dues for membership in MOMOTC and NOMOTC, if the ORGANIZATION is a member of NOMOTC in any given year.
5. Dues for the next fiscal year become delinquent on the day following the September regular meeting. Membership for the current fiscal year terminates on December 31st.
6. Members who have not paid their dues by the September regular meeting will be considered delinquent and a late fee will be charged. If members' dues have not been paid by December 31st, they will no longer be a member and must attend a regular meeting to rejoin as originally obtaining membership.

Section 4. Any member giving birth to and/or adopting subsequent multiple birth children shall be a lifetime member of the ORGANIZATION with all the privileges and responsibilities of membership (Article II, Section 5). Annual dues for lifetime members shall be waived. Lifetime members shall be required to complete annual registration by the September deadline. A lifetime member whose registration becomes delinquent will be considered a prospective member. Reinstatement of ORGANIZATION membership will be by the same procedure as originally obtaining membership

Section 5. A member in good standing, for the purpose of participation in ORGANIZATION activities, is any member who does not have any financial obligations to the ORGANIZATION including but not limited to dues, monthly dinner payments, and library fees. Good standing status must be obtained by the regular meeting preceding the activity or event for the member to participate in said activity or event. Privileges and responsibilities of member in good standing include:

1. Accepting Bylaws, standing rules and official procedures
2. Attending regular meetings
3. Electing officers of the ORGANIZATION, amending bylaws, and all other actions requiring membership vote
4. Determining the general direction of the ORGANIZATION by receiving and acting upon reports by the board of directors and by giving guidance to the board
5. Holding elected office and serving on committees
6. Receiving the ORGANIZATION newsletter
7. Participating in Re-Sell-Its as a seller and early admission buyer
8. Participating in ORGANIZATION sponsored activities and events

ARTICLE III MEETINGS

Section 1. Regular meetings of the ORGANIZATION shall be held on the third (3rd) Thursday of each month at such time and place as may be determined by the Board of Directors. A regular meeting is defined as the monthly dinner/business meeting of the ORGANIZATION

1. Notice of the time, place, and purpose of the meeting shall be given personally, mailed or emailed to each member of the ORGANIZATION through the ORGANIZATION newsletter or announced in the members only section of the ORGANIZATION website.
2. Regular meetings will not be canceled except in cases of extreme emergency as determined by the Executive Committee.
3. The regular meeting in November shall be known as Elections.
4. The regular meeting in December shall be known as the Annual Meeting, for presentations of outgoing officers and committee chairs and installation of officers will take place and new committee chairs will be appointed.
5. Thirty (30) members in good standing or ten percent (10%) of the members in good standing of the ORGANIZATION (whichever is least) shall be present to constitute a quorum for the transaction of business.

Section 2. The president may call special meetings of the ORGANIZATION. Special meetings of the ORGANIZATION must be called by the president upon written request of fifty-one percent (51%) of the voting members of the Board of Directors, or forty percent (40%) of ORGANIZATION members in good standing for any purpose at any time. Special meetings must be called within twenty (20) days of receipt of written request

1. The purpose of such meetings shall be stated in the written request. No other business shall be transacted except that for which the meeting has been called.
2. Notice of the time, place, and purpose(s) of the meeting shall be issued by the Vice President and given personally, mailed, or emailed to each member of the ORGANIZATION not less than ten (10) days prior to the meeting, and shall be announced in the members only section of the ORGANIZATION website.

3. Thirty (30) members in good standing or ten percent (10%) of the members in good standing of the ORGANIZATION (whichever is least) shall be present to constitute a quorum for the transaction of business.

Section 3. The Executive committee of the organization shall meet in the months of March, April, June, July, and August at such time and place as may be determined by the executive committee

1. Notice of the time, place, and purpose(s) of the regular or special meetings shall be issued by the Vice President, being given personally, mailed or emailed to each member of the Executive Committee or announced in the members only section of the ORGANIZATION website, not less than five (5) days prior to the meeting.
2. A majority of Executive Committee members shall constitute a quorum for the transaction of business
3. The President may call special meetings of the Executive Committee. Special meetings of the Executive Committee must be called by the President upon written request of twenty-five percent (25%) of the Executive Committee for any purpose at any time. Special meetings must be called within ten (10) days of receipt of written request
4. Executive Committee meetings shall be open to all ORGANIZATION members

Section 4. The Board of Directors of the ORGANIZATION shall meet for the months of January, February, May, September, October, November, and December at such time and place as may be determined by the Board of Directors.

1. Notice of the time, place, and purpose(s) of the regular or special meetings shall be issued by the Vice President, being given personally or mailed to each member of the Board of Directors or announced in the members only section of the ORGANIZATION website, not less than seven (7) days prior to the meeting.
2. A majority of the Board of Directors shall constitute a quorum for the transaction of business
3. The President may call special meetings of the Board of Directors. Special meetings of the board must be called by the President upon written request of twenty five percent (25%) of the Board of Directors for any purpose at any time. Special meetings of the board must be called within fifteen (15) days of receipt of written request.
4. Board of Directors meetings shall be open to all ORGANIZATION members

Section 5. Discussion or debate on any subject shall be limited to ten (10) minutes except upon the decision of the chair that the matter demands more time.

ARTICLE IV OFFICERS

Section 1. The elected officers of the ORGANIZATION shall be President, Vice President, Recording Secretary, Treasurer, and State/National Representative.

Section 2. Qualifications

1. A candidate for elective office shall be a member in good standing.
2. A candidate for the office of President shall have served on the Board of Directors within the preceding three (3) years.
3. A candidate for the office of Treasurer must have previous experience in accounting or accounting practices. A candidate for Treasurer shall have previous board experience or approval of the Board of Directors.
4. A candidate for the office of State / National Representative must be an experienced ORGANIZATION member.

Section 3. Term of office

1. Officers assume their duties following the December regular meeting and serve for a term of one (1) year or until their successors are elected and installed.
2. No person shall serve more than two (2) consecutive terms in the same office. In the event that no qualified candidate is slated for an officer position, the President and the Board of Directors reserve the right to extend the term.
3. Should the term of office served in filling a vacancy exceed one half (1/2) the term of office, it will be considered a full term and the regulations concerning term of office shall apply.

Section 4. Duties of the Officers

1. **President:** Shall preside at all regular, special, Executive Committee, and Board of Director meetings of the ORGANIZATION; be responsible for seeing that the actions of the Board of Directors and directions of the membership are carried into effect; report to the membership and the Board of Directors on activities of the ORGANIZATION; sign documents and checks as required; and be an ex-officio member of all committees except the nominations committee.
2. **Vice President:** Assist the President; perform the duties of the President in the President's absence; make all necessary arrangements for board meetings and regular meetings; and exercise all powers and perform such duties as may be assigned by the President.
3. **Recording Secretary:** Keep accurate minutes and records of all regular, special, Executive Committee, and Board of Directors meetings; make available upon request of the membership, meeting records and minutes, provide committee chairs with updated committee notebooks, compile the annual Officers and Committee report; and exercise all powers and perform such duties as may be assigned by the President.

4. **Treasurer:** Be responsible for monitoring the receipt, custody, and control of all assets of the ORGANIZATION; monitor all disbursements as authorized; sign documents and checks as required; and exercise all powers and perform such duties as may be assigned by the President.
5. **National/State Representative:** Serve as the liaison to and coordinate membership in MOMOTC; interpret the purpose and goals of MOMOTC; relate membership interested to MOMOTC; facilitate membership access to MOMOTC support programs; relate available MOMOTC resources to applicable committees, interested groups, and individuals; serve as the official ORGANIZATION delegate to the annual MOMOTC Conventions; and exercise all powers and perform such duties as may be assigned by the President. If the ORGANIZATION is a member of NOMOTC, the above requirements apply to membership in NOMOTC as well.

ARTICLE V EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Section 1. Executive Committee

1. The Executive Committee consists of the elected Officers and the following Standing Committee Chairs: Community Service, Editor/Publisher, Exchange, Membership, Parliamentarian, Program, Scholarship, Fundraising, and Webmaster.
2. The Executive Committee shall be subject to the Board of Directors and none of its actions shall conflict with those of the Board.
3. The duties of the Executive Committee shall be:
 - a. Conducting business between the Board of Directors meetings
 - b. Making recommendations to the Board of Directors
 - c. Performing other duties as may be specified in these bylaws
4. Each committee is entitled to one (1) vote regardless of the number of persons co-chairing the committee.

Section 2. Board of Directors

1. The Board of Directors consists of the Executive Committee and the chairs of all remaining Standing Committees.
2. The Board of Directors shall be subject to the ORGANIZATION and none of its actions shall conflict with those of the ORGANIZATION.
3. The duties of the Board of Directors shall be:
 - a. Conducting business between regular meetings of the ORGANIZATION
 - b. Making recommendations to the ORGANIZATION
 - c. Performing such duties as may be specified in these bylaws
4. Each committee is entitled to one (1) vote regardless of the number of people co-chairing the committee.

ARTICLE VI VOTING

Section 1. Eligibility

Even though a member can hold two (2) voting positions in the ORGANIZATION, they shall be entitled to only one (1) vote.

Section 2. Voting

Voting shall be a right and responsibility of all members in good standing of the ORGANIZATION. The Board of Directors may authorize voting by mail and / or by electronic voting and / or at regular meetings, as it deems appropriate. The Board of Directors shall establish start and end dates for all voting unless specifically provided for in these bylaws. Start and end dates shall be established that provide for adequate notice and response times by all members in good standing of the ORGANIZATION.

Section 3. Voting Validation

The Board Member of the committee responsible for a vote shall ensure that only members in good standing are allowed to vote, each only receives one vote, and a quorum is achieved for the vote to be valid.

Section 4. Quorum for Voting

A quorum for voting at regular and special meetings is specified in Article III. Quorums for mail and electronic voting shall be 25% of the members in good standing of the ORGANIZATION as of the first day of the month in which voting occurs.

Section 5. Proxy Voting

Voting by proxy or proxy voting shall not be allowed.

ARTICLE VII ELECTIONS AND NOMINATIONS

Section 1. Nominations

1. The President shall appoint a Nominations Chair no later than ninety (90) days prior to Elections.
2. The Nominations Chair shall obtain at least one (1) nominee for each Officer position and present the nominee(s) at the October regular meeting. Nominations may be made from the floor at this meeting provided the eligibility of the individual(s) nominated has been established in accordance with these Bylaws and the consent of the individual(s) has been secured. Immediately following the October regular meeting, the Nominations Chair shall announce the nominees in the members only section of the ORGANIZATION website. Additional nominations may be made from any member in good standing by submission, in writing or electronically, to the Nominations Chair. Members nominated must be deemed eligible and consent to be considered to be entered on the final ballot.

3. Final nominees shall be announced to the general membership via the members only sections of the ORGANIZATION website and / or via the ORGANIZATION newsletter in the month that elections occur.

Section 2. Elections

1. Ballots shall be distributed to members in good standing. Voting that occurs at a regular meeting shall take place at the beginning of the regular meeting with votes being tallied during the meeting. Voting via mail or electronic voting may be authorized by the Board of Directors and shall be in accordance with Article VI.
2. Officers will be elected by a plurality vote.
3. Tie votes will be reballoted. A second tie vote shall be decided by lot.
4. Where there is only one nominee for an office, the Chair will declare the nominee elected by general consent.
5. Ballots and tally sheets will be sealed and held by the Recording Secretary until the next regular meeting, at which time, and only at which time, upon majority vote of the members present and eligible to vote, the ballots may be recounted. At the close of this meeting the ballots are destroyed, and the results are final

ARTICLE VIII RESIGNATIONS AND REMOVALS

Section 1. Resignations

1. A vacancy in the office of President shall be filled by the Vice President.
2. A vacancy in any other Officer position shall be filled by a majority vote of the Executive Committee after prior notice of such election has been given to the membership of the ORGANIZATION.

Section 2. Removals

1. In the event of misconduct or failure to perform duties, a member of the Board of Directors may be removed.
2. Notice shall be sent to the member in question regarding the removal.
3. A second notice shall be sent if no reply is received to the first notice.
4. Removal shall be by two-thirds (2/3) vote of the Board of Directors.

ARTICLE IX COMMITTEES

Section 1. The Executive Committee may establish special committees and task groups as it finds necessary with such names, powers, duties, and existence as may be determined by the action of the Executive Committee.

Section 2. The President appoints the chair(s) of each committee and/or task group. The chair(s) in turn appoint members of their committee and/or task group.

1. The chair(s) of Standing Committees serve for a term of one (1) year from their appointment or until their successor(s) is appointed.

2. Should the term of office served in filling a vacancy exceed one-half (1/2) the term of office, it shall be considered a full term and the regulations concerning term shall apply.

Section 3. The Standing Committees shall be:

1. **Club Relations:** Initiate, coordinate, conduct, and evaluate public relations; update ORGANIZATION sponsored information distributed to appropriate organizations; keep historical records of the activities and functions of the ORGANIZATION; and exercise all powers and perform such duties as may be assigned by the President.
2. **Community Service:** Initiate, coordinate, conduct, and evaluate those charitable functions and activities in which the ORGANIZATION chooses to participate; and exercise all powers and perform such duties as may be assigned by the President.
3. **Donations:** Initiate, coordinate, evaluate and obtain all items donated to the ORGANIZATION by area businesses; be responsible for the distribution of these donated items to the various Committees; and exercise all powers and perform such duties as may be assigned by the President.
4. **Editor / Publisher:** Coordinate, write, edit, and print the ORGANIZATION newsletter; copy and distribute newsletter when necessary; and exercise all powers and perform such duties as may be assigned by the President.
5. **Exchange:** Initiate, coordinate, conduct, and evaluate ORGANIZATION sponsored Re-Sell-Its, and exercise all powers and perform such duties as may be assigned by the President.
6. **Family Events:** Initiate, coordinate, conduct, and evaluate the ORGANIZATION'S annual event for members and their immediate families; arrange additional events for the membership and their families throughout the year, as appropriate; and exercise all powers and perform such duties as may be assigned by the President.
7. **Family and Special Needs Support:** Be responsible for providing support/information to families in need and families with special needs children as needed; and exercise all powers and perform such duties as may be assigned by the President.
8. **Fundraising:** Shall initiate, coordinate, conduct, and evaluate those fund raising activities whose proceeds are appropriated to furthering the purposes of the ORGANIZATION; and shall exercise all powers and perform such duties as may be assigned by the President.
9. **Library:** Develop, inventory, and maintain the collection of books, periodicals, literature, and audio-visual materials owned by the ORGANIZATION; facilitate the use of these materials by members; assess and collect overdue fines; and exercise all powers and perform such duties as may be assigned by the President.
10. **Membership:** Initiate, coordinate, conduct, and evaluate the recruitment and orientation of new members; and exercise all powers and perform such duties as may be assigned by the President.

11. **Nominations:** Initiate, coordinate, conduct, and evaluate the nomination of and voting for the officers of the ORGANIZATION and the Member of the Year; coordinate committee volunteers; and exercise all powers and perform such duties as may be assigned by the President.
12. **Parliamentarian:** Manage matters relating to the bylaws; act as Parliamentarian at all regular, special, Executive Committee, and Board of Director meetings to advise on questions of parliamentary law and matters of procedure; and exercise all powers and perform such duties as may be assigned by the President
13. **Program:** Initiate, coordinate, conduct, and evaluate regular meeting programs that promote social and educational interests and needs of the members; and exercise all powers and perform such duties as may be assigned by the President.
14. **Santa:** Initiate, coordinate, conduct, and evaluate a holiday event for members and their immediate families; and exercise all powers and perform such duties as may be assigned by the President.
15. **Scholarship:** Initiate, coordinate, conduct, and evaluate the ORGANIZATION sponsored Scholarship program; and exercise all powers and perform such duties as may be assigned by the President.
16. **S.O.S. (Sisters of Support):** Initiate, coordinate, conduct, and evaluate the support of expecting parents and/or members in need; and exercise all powers and perform such duties as may be assigned by the President.
17. **Webmaster:** Initiate, coordinate, conduct and evaluate the ORGANIZATION'S online affairs; and exercise all powers and perform such duties as may be assigned by the President.

Section 4. Special Committees may be appointed on an as needed basis and may include, but are not limited to Special Activities, Get-A-Way, State Convention Chair, and National Convention Chair. Special Committee chair(s) shall report to the Board of Directors but do not have voting privileges.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority governing the meetings of the ORGANIZATION subject to state law, these Bylaws, and any special rules of order adopted by the ORGANIZATION.

ARTICLE XI AMENDMENTS

1. These Bylaws may be amended semi-annually at the April and October regular meetings by two-thirds (2/3) vote of the members present and eligible to vote. Other months in addition to April and October shall be considered based on the circumstances and at the discretion of the Board of Directors.

2. The proposed amendments shall be submitted to the Parliamentarian in writing at least seven (7) days prior to the regular meeting at which they will be presented to the membership and shall be signed by fifteen (15) members in good standing. Said members signing the amendments may not include members of the Board of Directors.
3. The proposed amendments shall be presented by the parliamentarian to the membership at the March and September regular meetings and published in the ORGANIZATION newsletter the same month voting takes place. If a vote is approved by the board in a month other than April or October, the same notification process and voting requirements shall apply.