

**SAN DIEGO PARENTS OF TWINS CLUB - BYLAWS**  
(Approved: February 21, 2017)

**ARTICLE I: Name**

The name of this Organization shall be San Diego Parents of Twins Club (also known as “San Diego Parents of Twins” or “SDPTC”), originally founded as the Scripps Memorial Hospital Mothers of Twins Club (SMHMOTC) in September 1981, in cooperation with section 501(c) of the Internal Revenue Code Tax ID #33-0339908.

**ARTICLE II: Purpose**

The object of this Organization is to unite parents of multiples (including twins, triplets and all higher orders of multiples) to share parenting concerns, ideas, information, and education as well as to provide support and a social environment to meet other parents of multiples. This organization is non-profit, non-sectarian and non-commercial.

**ARTICLE III: Membership**

Section 1. Membership Determination

Membership is open to parents and guardians of multiples and those expecting multiples in the San Diego area. Out-of-area members with ties to the greater San Diego area may also join.

Section 2. Dues

- a.) Annual dues (as of 7/1/2016) are as follows:
  - o \$40 for regular members
  - o \$30 for Coordinators under the Board
  - o \$25 for Board members
  - o \$25 for members with multiples 4 years or older as of October 1<sup>st</sup> of each new membership year.
  - o \$25 for out of area members
- b.) SDPTC dues are subject to increase with approval by the Executive Board.
- c.) Member dues operate on an annual basis, with the new membership year beginning October 1. Dues shall be prorated. Dues must be paid by September 30 to maintain membership privileges.
- d.) Membership dues include \$10 per member to be paid to the National Organization of Mothers of Twins Clubs, and an annual per-club membership fee paid to the Southern California Mothers of Twins Clubs organization.
- e.) Lifetime membership status is given to all past Club presidents and they can maintain membership privileges without dues after their term has been served. This is in recognition of their service and in order to retain their experience for the benefit of the Club.

Section 3. Membership Grants

Members with financial hardships who cannot honestly afford dues may apply for a membership grant, whereby dues are waived upon determination by the President and Vice President of Membership. Hardship requests must be submitted in writing or by email and are valid for one year. Members requiring ongoing assistance must reapply annually.

Section 4. Membership Privileges

Only members who have paid their dues (or who have been granted a fee waiver in a given year) may vote, participate in any social events, attend monthly meetings, and access the SDPTC online forums.

**ARTICLE IV: Officers**

Section 1. Elected and Appointed Officers

- a.) The elected officers shall be President, Vice-President of Programs, Vice-President of Membership, Secretary and Treasurer. These officers will begin their terms in July. Their term of office shall be for one year with no more than two consecutive years in the same position.

- b.) The appointed officers shall be Parliamentarian/Advisor, National/State Representative, Special Events Manager, Community Manager, Development Manager, and Communications Manager. All positions shall be appointed by the President with approval from the majority of the elected officers. The past President shall fill the position of Parliamentarian. If no past President exists, the current President will fill this position.
- c.) Upon general consent of the Club President, elected and appointed positions may be shared between two members.
- d.) Additional committee chairs and special projects coordinators shall be appointed by the President and the Managers.

## Section 2. Eligibility

All nominees should be members in good standing with regular attendance (according to the Board's discrimination) and paid dues.

## Section 3. Elected Officers Duties

- a.) Each Officer shall perform the duties prescribed in these Bylaws.
- b.) The **President** shall preside at all meetings of the SDPTC, develop the agendas, conduct the meetings, hold regular Board meetings, and follow up on actions items with individual members. Appoint new Board Members if needed during the term with approval of the Board. Act as the Club liaison for any affiliated organizations. Serve as the public face of the Club. Help guide the Club in achieving its mission. Be aware of the due dates for all regular fees that the Club needs to pay and confirm that the Board members responsible are taking care of this in a timely manner. Give feedback to board members on their progress and take care of board issues (absences, lack of follow through, etc.). Amend existing bylaws with Board's approval.
- c.) The **Vice-President of Programs** shall, in the absence of the President, assume the duties of the President. Be responsible for developing a topic and potential speaker list in coordination with the Board for the fiscal year at the beginning of the term. Secure speakers for the topics and provide the final speaker and title to the Board at least 2 months ahead of the scheduled date and keep the Board updated on any changes. A plan for a back up in case of cancellation should be in place. Coordinate the monthly meetings including food pick-up, inventory supplies, and posting a sign in sheet with nametags that is used at each meeting. Provide write-up on the meeting's subject matter or speaker along with any handouts and provide to the Communications Manager each month. Collaborate with the President and other board members to conduct formal or informal surveys of member interest for future meeting topics and other Club activities, including an exit survey to be filled out by members in attendance of each meeting.
- d.) The **Vice-President of Membership** shall be responsible for processing new and prospective membership requests and ensuring that the membership list is current and accurate. Manage and track renewals. Provide a monthly report for the newsletter, meetings, and/or BigTent forums regarding new members and births. Assemble new member folders, updating periodically with new information. Provide records of new members and change of addresses to State/National Representative as needed for State and National Clubs membership. Distribute updates of membership information to the Executive Board and membership as required. Coordinate with other board members to ensure new members are connected to the appropriate programs and the Board members who run them. Coordinate with the President to develop and manage annual member survey and resulting data. Shall oversee the Member Outreach Coordinator and the Big Sister Coordinator and represent them at Board meetings
- e.) The **Secretary** shall maintain a record of the proceedings of all meetings of the Executive committee and Board of Directors. Conduct the correspondence of the Club as requested by the President. Shall have available at all meetings a copy of the bylaws, Standing Rules, and roster of Officers and Club members. Schedule and confirm the venue/call-in information and manage the invitations to board members for Board meetings and calls. Coordinate with venue host or other board members to provide food and beverage for the meeting. Act as timekeeper at Board meetings to keep discussions on track. Record and post minutes of the meeting, including assigned action items and verify that documents for individual board positions are kept up to date in central online location.

- f.) The **Treasurer** shall be the custodian of all funds of the SDPTC. Pay expenses as necessary, with any expenses in excess of 10 percent over the approved budgeted amount requiring verbal approval of the President. Maintain records of all expenditures. Prepare an annual statement of receivables and expenditures. Provide a quarterly updated budget representing actual expenses report for the Board. Provide a monthly report on cash and expenditures to the Board. Manage Club's financial operations. Coordinate with the President and the Board to develop annual budget. Recommend fiscal policy. Track expenses and income. Manage online bank account. Provide reimbursement to Club members for Club related expenses. Provide financial statement and assistance with tax related filings to the National/State Representative.

#### Section 4. Appointed Officers Duties

- a.) The **Parliamentarian/Advisor** shall be responsible for seeing that the Governing Board as well as the General Membership follow the Bylaws/Amendments and General Rules. The Parliamentarian and the President will handle members in violation of the Bylaws/Amendments. Make sure that the bylaws are kept current and on file in the library, as well as having copies of the Bylaws for distribution. Aid the President in controlling the meeting and bring the meeting to order. Provide guidance to President and Board based on previous experience.
- b.) In addition to the responsibilities detailed above, the **VP of Membership** shall oversee the Big Sister Coordinator and Member Outreach Coordinator and represent them at Board meetings.
  - i. The **Big Sister Coordinator** shall be responsible for managing the Big Sister program by matching new or pregnant members with experienced parents for coaching and advice. Follow guidance and schedule from Big Sister Documents.
  - ii. The **Member Outreach Coordinator** shall be responsible for acting as a point of contact for club members in need. Shall maintain the designated email account and respond to members' requests in a timely fashion. Shall set up meal trains as requested and promote on Facebook and BigTent. Shall coordinate requests for bedrest support. Shall pass along any requests for funds in the Twin Family in Need Fund to the President and Treasurer for consideration.
- c.) The **National/State Representative** shall act as the liaison between Club and National (Multiples of America) and State (Southern California Mothers of Multiples Club- SCMOMC) organizations. File paperwork for insurance and work with Treasurer to ensure that dues to MOA and SCMOMC are paid. Contribute State and National activities and updates to the SDPTC newsletter. Communicate with Club members via Big Tent, Facebook and/or email to help with utilization of state and national resources. Be the initial point of contact with a family in the event of a death in their immediate family (see Bereavement Guidelines below).
- d.) The **Communications Manager** shall oversee the internal and external communications for the Club. Moderate the Facebook public and private accounts, BigTent forum and classifieds, and regularly check and respond to the Club email account. Oversee outreach to doctor's offices, organizations etc. to promote Club and market benefits of membership. Check the PO Box at least once a month and ensure that it is renewed and paid for by coordinating with the Treasurer. Maintain public awareness of the Organization's name and purpose by alerting local newspapers and media about our club and activities. As needed, head up a committee for special projects such as the printing of t-shirts, nametags, brochures, business cards, etc. Oversee the Newsletter Editor and Technology Coordinator and represent them at Board meetings.
  - i. The **Newsletter Editor** shall be responsible for publishing the SDPTC monthly newsletter, THE TWIN TIMES, eleven (11) issues in a timely and proficient manner. (Newsletter shall be produced monthly, with a combined December/January edition.) Shall be responsible for obtaining all necessary information to be included in each newsletter and maintaining the property belonging to the position in an orderly manner.
  - ii. The **Technology Coordinator** shall be responsible for maintaining and updating the SDPTC website ([www.sandiegotwinsclub.com/](http://www.sandiegotwinsclub.com/)). Shall serve as liaison between the Club and BigTent. Maintain membership in BigTent Group Administrator forums and alert Club of BigTent news, service changes, features, etc. Assist members and officers with BigTent usage and navigation. Track the need for paying fees associated with the website and other technology and coordinate with the Treasurer to ensure payment.

- e.) The **Special Events Manager** shall oversee the special events coordinators, coordinate the planning for the summer parents night out and winter holiday party. Coordinate with the Communications Manager to ensure that all events are publicized appropriately and in a timely manner. Maintain RSVPs in collaboration with the coordinators. Coordinate with the National/State Representative on any necessary insurance needs for events. Help recruit and support the coordinators and represent them at the Board meetings.
  - i. The **Garage Sale Coordinator** shall be responsible for coordinating a bi-annual garage sale. Shall secure a venue and work on logistics with the venue, schedule the date and work with the sellers to ensure that they are given clear information about logistics, and advertise the sale to members and the community. Can recruit other members to assist, but is responsible for ensuring that all tasks are covered. Update Special Events Manager with progress and for support.
  - ii. The **Fall Party Coordinator** shall be responsible for coordinating the planning of the fall family party. Shall secure the venue, food and any activities for the party. Can recruit other members to assist, but is responsible for ensuring that all tasks are covered. Update Special Events Manager with progress and for support.
  - iii. The **Spring Party Coordinator** shall be responsible for coordinating the planning of the spring family party. Shall secure the venue, food and any activities for the party. Can recruit other members to assist, but is responsible for ensuring that all tasks are covered. Update Special Events Manager with progress and for support.
- f.) The **Development Manager** shall oversee fundraising for the Club, including both donations for the Club itself and any donations made by the Club to outside organizations. Shall work to secure discounts for Club members, sponsors to offset Club costs for food and events, and also work to find advertisers who will pay to advertise in the newsletter. Coordinate donations through Amazon Smile and other such methods. Shall oversee the Silent Auction Coordinator and Lending Coordinator and represent them at Board meetings.
  - i. The **Silent Auction Coordinator** shall be responsible for coordinating the annual Silent Auction, including planning strategy for getting and tracking donations.
- g.) The **Community Manager** shall oversee the special sub-groups of the Club to ensure that the coordinators are running smoothly and provide oversight and assistance in the programs as needed. Shall also oversee budgets for each of the groups and work with coordinators to stay in budget. Represent the coordinators at the Board meetings.
  - i. The **New Parents Coordinator** shall be responsible for coordinating quarterly events for expectant and new parents with multiples 6 months or younger.
  - ii. The **Playgroup Coordinator** shall be responsible for coordinating playgroups and volunteer leaders for playgroups for families in the Club.
  - iii. The **Dads' Group Coordinator** shall be responsible for coordinating quarterly events for dads who are members of the group and moderating the BigTent subgroup for dads.
  - iv. The **HOT Parents Coordinator** will organize biannual events for members with children 4 years and older and will moderate the Have Older Twins subgroup on BigTent.

#### Section 5. Amendment of Officer Responsibilities

Duties and responsibilities will be amended by the Board as needed due to new obligations by current positions or at the President's direction.

#### Section 6. Attendance Requirements

All Board members are required to attend at least 7 of the 10 SDPTC monthly meetings. When a Board member misses three (3) consecutive meetings or a total of four (4) meetings, the Board may vote to resign that member. At this time a member of the SDPTC will be selected to fill the vacated position. A Board member must notify the President prior to the meeting if they will be unable to attend.

#### Section 7. Board Meeting Frequency and Requirements

At least four (4) face-to-face Board meetings will be held a year, once per quarter. In addition, the President will present the Board with information on required conference calls at the beginning of the term. Care should be taken to provide adequate notice of upcoming Board meetings. Board members are expected to attend Board meetings and calls, and if there are absences at more than 3 of the meetings and calls, the Board may vote to resign that member. At this time a

member of the SDPTC will be selected to fill the vacated position. A Board member must notify the President prior to the meeting if they will be unable to attend.

**Section 8. Bylaw Amendments**

Club bylaws may be amended by a majority vote (50% plus 1) of board members in attendance at a regular or special Board meeting.

**ARTICLE V: Executive Committee and Board of Directors**

**Section 1. Executive Committee**

- a.) Shall consist of the elected officers and Club parliamentarian.
- b.) The Executive Committee may act in the interests of the Club when issues require an immediate response.

**Section 2. Board of Directors.**

- a.) Shall consist of all elected and appointed officers.
- b.) Board of Directors meetings shall be open to the general membership.
- c.) Appointed officers & coordinators of Standing Committees, except the Technology Coordinator, shall be appointed yearly, not to exceed three (3) years. The Technology Coordinator shall be appointed yearly, but have no term limit.

**ARTICLE VI: Nominations and Elections**

**Section 1. Nominations**

- a.) Members in good standing wishing to participate in a position on the Board may nominate themselves for an office by advising the Parliamentarian (or, if no Parliamentarian exists, the current President) before the date of the scheduled election.
- b.) Only current (non-prospective) members in good standing may nominate themselves.

**Section 2. Elections**

- a.) Elections shall take place at the June meeting, with installation of new officers to be held in July.
- b.) Attendance is mandatory for those seeking election unless otherwise stipulated by the President.
- c.) When only one candidate is seeking an office and no contest exists, that candidate will be considered elected by affirmation.
- d.) When a contest exists between two candidates for the same office a written ballot shall be used to decide the office.

**ARTICLE VII: Standing Committees**

- a.) New committees shall be added as needed.
- b.) Each Coordinator with a committee shall seek SDPTC members to fill their committee.
- c.) Each committee member shall perform the duties prescribed by the Coordinator, President, and these Bylaws.
- d.) Each Coordinator will be responsible for submitting a verbal or written report to the appropriate Manager ahead of each SDPTC Board meeting.
- e.) Each Coordinator is responsible for informing the appropriate Manager prior to undertaking activities that represent the Club.

**STANDING RULES:**

**Rule A. PROSPECTIVE MEMBERS**

Prospective members may attend one (1) meeting before deciding to join.

**Rule B. REDACTED**

#### Rule C. ONLINE FORUMS ACCESS

Only members in good standing may have access to “members only” portions of the BigTent website and the private Facebook group, including passwords for said access.

#### Rule D. MEETINGS:

- a.) SDPTC will meet the third Monday of every month.
- b.) All parents of multiples may attend meetings.
- c.) As a general rule, children should not be present at meetings. However, members may bring young infants as needed.

#### Rule E. NEWSLETTER ADVERTISEMENTS

- a.) As a general rule only child/family related services may be advertised in the Newsletter. The Newsletter Editor can, in consultation with the Communications Manager and the current Board, set policy on non-child/family related advertisements.
- b.) Prices for advertising are revised annually and maintained by the Communications Manager, with assistance from the Newsletter Editor and Development Manager, as approved by the Board.
- c.) Meeting presenters/guest speakers may be offered three months of complimentary advertising (up to ½ page ad, or at the discretion of the Newsletter Editor) in thanks for their presentation to the Club if not paid for their services. Similar arrangements may be reached on an individual basis with vendors who provide discounted services for Club events. All complimentary advertising must be approved by the President.

#### **Addendum:**

#### **COMMUNITY GUIDELINES**

The San Diego Parents of Twins Club (SDPTC) is a non-profit organization that supports and encourages the exchange of information, ideas and experiences relating to the birth, care and raising of multiples. We want this to be a safe and supportive community for all members. Supporting our members means being open to discussions about contentious topics on which we may not all agree. Parenting is rife with such topics. We strive to embrace the richness that a diversity of opinions and viewpoints offers, while treating one another with respect and understanding.

Please note: The San Diego Parents of Twins Club does not provide professional advice, diagnosis or treatment of any kind – medical, legal, professional or personal. The opinions you read on this site are those of members of the SDPTC community, not necessarily those of the San Diego Parents of Twins Club.

#### **ONLINE GUIDELINES – BIGTENT AND FACEBOOK**

An online forum is a fabulous resource and an imperfect medium. While many of our members have the opportunity to meet one another face-to-face, others meet only in this abstract online space. Online discussion forums provide connection, but can lack nuance, gesture, and expression. As such, we must take extra care to choose our words carefully, and to assume the best of each other.

The following guidelines shall govern the use of our online forums by the members of the San Diego Parents of Twins Club (SDPTC).

1. The subject matter does not need to be strictly limited to issues concerning twins or other multiples. Instead, members should look at BigTent and the Facebook group as a resource connecting similarly situated members and member families in the San Diego area.
2. The sales and advertising of a Club member's personal used baby equipment, child or household related items are permitted and encouraged, and should be restricted to the 'Classifieds' section of BigTent or posted as a “For Sale Item” in the Facebook group. Recalled, expired, or legally prohibited items may not be sold. SDPTC

accepts no liability for items sold between club members. Members should limit “bumping” or commenting on their own for sale items for the sole purpose of bringing the post to the top of the newsfeed to no more than once a month. This restriction does not include the editing of the original for sale post to reflect a new price, which can happen without restriction.

3. The following types of forums/threads are strictly prohibited:
  - Chain emails, off-topic jokes, email virus warnings, and other irrelevant forwards
  - Spam: repeated copies of the same message or incessant irrelevant posts
  - Political comments, political opinions or links to partisan electoral sites
  - Religious or theological statements.
4. Unsolicited promotion of businesses is not allowed, except on designated Merchant Mondays, occurring on the first Monday of each month. Each member is allowed one post per Merchant Monday. “Bumping” or commenting for the sole purpose of bringing the post to the top of the newsfeed is prohibited, unless it is in lieu of creating a new post for a subsequent Merchant Monday. Requests for individual or business references is allowed and encouraged. Members can respond to these references by posting a 'comment,' or replying directly to the posting member. Members who wish to promote their own business, outside of Merchant Mondays, may contact the Communications Manager for more information on advertising and sponsorship rates.
5. Unsolicited promotion of a business or service, in which a member receives a referral fee or payment, are limited to designated Merchant Mondays and subject to the same rules.
6. Solicitations for donations or fundraising campaigns (i.e. Go Fund Me, Kickstarter) must be approved by the Communications Manager prior to posting. These campaigns will be approved in consultation with the Executive Board on a case by case basis.
7. Members should refrain from any personal attacks or use of profanity and should conduct themselves with courtesy and respect. Parenting discussions often include topics with widely divergent viewpoints and passionate advocates for various alternatives. We ask that members maintain a respectful tone in their discussions, even of “hot button” issues.
8. Use of the Club roster to send unsolicited email messages, including (but not limited to) unwanted advertising and informational announcements, is explicitly prohibited, whether or not the messages are business-related.
9. Reposting forum discussions outside of the group, without permission, is prohibited.
10. If a member is concerned about the nature or tone of a posting by another member, (including violations of these community guidelines, concerns about the appropriateness of a post or thread, or concerns about the member’s wellbeing or the wellbeing of any children), they are encouraged to contact the member directly to clarify the statements or express concerns.
11. If a member is uncomfortable making direct contact or if the situation remains unresolved, the member shall contact the Communications Manager, or another Administrator of the Facebook Group, to solicit guidance. Inquiries shall remain confidential. If a concern is evaluated by the Communications Manager or other Administrator and determined to merit intervention, the matter will be referred to the Executive Committee, who will take appropriate steps, including, but not limited to, reminding a specific member or all members about the community guidelines, closing comments or removing a discussion thread, placing a member on forum moderation, suspending an individual’s membership in the group, and contacting any outside entities in extreme cases.
12. The Community Manager or Executive Committee members will issue a written reminder to anyone who does not adhere to these guidelines. Members that fail to adhere to these guidelines may be subject to forum moderation. The Board reserves the right to remove an individual violating these guidelines from our online community.

## **BEREAVEMENT GUIDELINES**

In the event a member loses an immediate family member, the Club will:

1. Automatically renew the membership of the family with the dues waived for two years.
2. The National/State Representative will be the initial point of contact with the family and coordinate any needed support including, but not limited to, in memory acknowledgements, financial assistance opportunities with the State and National organizations, resource assistance, and Club support.