

# PLEASANT HILL / WALNUT CREEK MOTHERS' CLUB

## BY-LAWS

(Updated 11/04)

### PURPOSE

The Pleasant Hill/Walnut Creek Mothers' Club is a non-profit, non-discriminatory, volunteer organization run cooperatively by and for its members. The Club is sponsored by the Pleasant Hill Park and Recreation District of California. The goal of the Club is to provide its members and their families with friendship, support and information on parenting young children through meetings, activities, playgroups and monthly newsletters. Otherwise stated, the Club's mission is "To Nurture the Nurturer."

### DEFINITION OF THE CLUB

1. We are a member-led social and support group with a primary focus on expectant parents and parents of young children.
2. We are a local chapter of the Mothers Club East Bay Council.
3. Every member is encouraged to participate, to volunteer, and to share his/her ideas and talents.
4. The PH/WC Mothers' Club is not intended to be political, partisan, or sectarian. The Club offers a forum to discuss openly, in a supportive environment, the issues and concerns of parents and children.
5. The PH/WC Mothers' Club will not discriminate based on any personal parenting decisions (i.e. vaccinations, feeding, discipline, etc.).
6. Parents and children of all races, creeds, and religions are welcome.

### MEMBERSHIP REQUIREMENTS

1. Membership is offered to expectant parents and parents of newborns and young children.
2. Membership will be mostly confined to the general region of Pleasant Hill and Central Contra Costa County, although any parent may join the Club by paying his/her dues.
3. Membership is maintained by keeping dues current.
4. Members are encouraged to attend monthly General Meetings and other Club sponsored events.

### MEMBERSHIP DUES

1. Annual dues are \$30.00 for the Club year of November 1<sup>st</sup> through October 31<sup>st</sup> of each year.
2. Membership dues will be discounted 50% if the member joins after May 1<sup>st</sup>.
3. Dues are considered late and membership will lapse if a payment is not received on or before the November General Meeting of each year.
4. Dues must be current to participate in any Club function or event.
5. Dues may be paid by cash or check. Checks should be made payable to Pleasant Hill/Walnut Creek Mothers' Club, and if mailed, to: PH/WC Mothers' Club, PO Box 23994, Pleasant Hill, CA 94523.
6. If a member's check is returned by the bank he/she will be responsible for covering any bank charges involved in the returned item.
7. Refunds of dues are allowed and will be made on a prorated basis.
8. If it is a hardship for any member to pay his/her annual dues, the dues will be waived.

### MEMBERSHIP ROSTER

The membership roster is intended for the private use of Club Members and for social purposes only. The roster may not be used for commercial purposes by members and/or by outside organizations.

### GENERAL MEETINGS

1. General Meetings are held on the first Thursday evening of every month at the Winslow Center (corner of Pleasant Hill Road and Taylor Blvd. in Pleasant Hill) at 7:30PM, unless otherwise specified.
2. The General Meeting Speaker Coordinators determine the agenda of the General Meetings.
3. General Meetings are intended for all members. Invited guests of current members are welcome, as are prospective members. Parents are encouraged to leave their children at home or in the nursery provided by the Club. Infants are welcome at the meetings with a reminder to the parent to be considerate of those around them.

### BOARD MEETINGS

1. Board Meetings are to be held on a monthly basis. Date and location to be determined at prior Board Meeting.
2. The meetings are usually held at a specified Board Member's home.
3. Any Club Member may attend Board Meetings. Visitors and prospective Board Members should notify the host/hostess prior to attending the meeting.
4. The Co-Directors determine the agenda of the Board Meetings.
5. Board Members should contact the Co-Directors with pertinent activities and agenda items prior to the Board Meetings.
6. Board Members are encouraged to leave their children at home, unless baby-sitting is arranged by the host/hostess.

### BOARD MEMBERS

1. All Board Members are expected to attend the monthly Board Meetings, or to assure that their position is represented at such meetings.
2. Board Members are encouraged to attend the East Bay Regional Mothers Club meetings held in January and June of each year.
3. The term of each Board position is one year, commencing on November 1<sup>st</sup>, with the exception of one Co-Director, the Newsletter Designer, and the Social Events Coordinators. The Co-Directors terms are overlapping (one Co-Director) November 1<sup>st</sup> through October 31<sup>st</sup>, and (one Co-Director) May 1<sup>st</sup> through April 30<sup>th</sup> of each year. The Newsletter Editor's term shall begin May 1<sup>st</sup> and end April 30<sup>th</sup> of the following year. The Social Events Coordinators terms shall begin September 1<sup>st</sup> and end August 31<sup>st</sup> of the following year.
4. Any Board Member who cannot complete his/her term should notify the Co-Directors 30 days prior to his/her resignation.
5. Board Members should take the initiative to introduce themselves to new and prospective members at General Meetings and social events.
6. All Board Members should keep a notebook of all pertinent information and materials pertaining to his/her position. This notebook is to be handed to the successor at the end of the term.
7. Board Members are to submit write-ups for the monthly newsletter wherever applicable.
8. A Board Member may be asked to step down from their position, if he/she is not fulfilling the duties of the position and/or not acting trustworthy with Club resources.

## CHANGE OF OFFICE

### *Co-Directors:*

1. It is recommended that to be a candidate for the position of Co-Director, a member should be an active Board Member, with regular attendance at most Club meetings and events; particularly the Board Meetings. This will guarantee that all Board Members are comfortable and confident of the nominee's skill to carry out his/her term successfully.
2. The Co-Directors terms are overlapping, each serving a total of one year on the Board. (November 1<sup>st</sup> ending October 31<sup>st</sup>, and May 1<sup>st</sup> ending April 30<sup>th</sup>). Any qualified member may volunteer for a position as Co-Director. The present Co-Director/s will then choose one of the candidates, with a majority vote by the rest of the Board, to support the decision. If a majority does not approve of the choice, another choice can be made, or the present Co-Director/s will have a chance to state to the Board why he/she/they made his/her/their particular choice. The method of selection is volunteerism, not elections by the general membership.
3. The Co-Directors divide up the responsibilities at their discretion.
4. If a Co-Director takes on the position 90 days before the next term he/she may continue in that position for the following term.

### *All Other Board Positions:*

1. All Board positions shall be filled on a volunteer basis. All Board positions shall be open to all members of the Club on November 1<sup>st</sup> of each year, or whenever necessary, with the following exceptions: The Newsletter Editor and one Co-Director will serve her term from May 1<sup>st</sup> through April 30<sup>th</sup>. The Social Events Coordinators will serve their terms from September 1<sup>st</sup> through August 31<sup>st</sup>.
2. If a Board position was filled in the previous 180 days, that member may continue to hold that position for the next term.
3. Members wishing to fill a Board position should contact a Co-Director. Volunteers will be informed of the expected duties and responsibilities of the position favored either by one of the Co-Directors or by the current position holder.
4. The Board shall decide as a group if there is more than one candidate per open position.
5. If no one volunteers for a specific position and the current Board Member wishes to continue, then he/she may.

## DECISION MAKING PROCESS

Decisions will be made by consensus. If consensus cannot be reached during a Board Meeting, additional information may be collected, and Board Members will volunteer to follow up on the issue, so that a consensus can be reached at the next Board Meeting. The Board may table an issue once.

## BANKING

1. Bank accounts in the name of Pleasant Hill/Walnut Creek Mothers' Club shall be maintained by the Treasurer and the Co-Directors.
2. The Treasurer and the Co-Directors shall have the authority to sign checks and withdraw funds, to endorse and deposit checks, manage, transact and settle all manners of banking business related to the bank accounts in the name of the Pleasant Hill/Walnut Creek Mothers' Club.
3. Checks issued against bank accounts and other withdrawals are required to have the signature of two persons who have signing authority.

## SUB-CLUBS

### *Definitions:*

A sub-club is made up of members who share a common interest and wish to meet together in a social setting, in order to promote and facilitate and exchange of information and to build friendships.

Although the Pleasant Hill/Walnut Creek Mothers' Club is not intended to be political, partisan, or sectarian, we recognize that sub-clubs may be formed which have these beliefs, so long as they abide by all of the Club's by-laws. Any sub-club's purpose does not represent or reflect the views or beliefs of the Club as a whole.

Sub-clubs shall govern themselves and run financially independent of the Pleasant Hill/Walnut Creek Mothers' Club.

Sub-clubs may be disbanded if they fail to abide by any of the Club by-laws, or if their intent or focus is to harm or threaten individuals, or if there is a perceived harm or threat. If any member of the Club brings forth a concern about a sub-club, the issue will be brought to the Pleasant Hill/Walnut Creek Mothers' Club Board for a vote to further investigate the sub-club. After reviewing all the pertinent information, the PH/WC Mothers' Club Board will then vote on the appropriate action to take regarding the sub-club's activities.

### *Guidelines:*

1. All members in good standing may start or join a sub-club.
2. Sub-clubs may not exclude any member of the Pleasant Hill/Walnut Creek Mothers' Club from joining. The only exception is if a particular sub-club has grown to such a number that it can no longer support new members. In such a case, a second sub-club shall be formed.
3. A sub-club cannot be formed with the intent to financially benefit any individual.
4. Each sub-club shall appoint a contact person to interface with the sub-club coordinator, newsletter editor and the general membership.
5. Any member interested in forming a sub-club should contact the sub-club coordinator and then submit a written invitation to be placed in the newsletter.
6. The sub-club contact person is responsible for contacting the sub-club coordinator on a monthly basis, by the submission deadline, with the content to be included in the next issue of the newsletter.
7. Sub-clubs should meet on a regular basis. For instance, monthly, quarterly, or whatever schedule that particular sub-club determines works best for them.
8. If any dispute arises within a sub-club that cannot be settled by its members, the Pleasant Hill/Walnut Creek Mothers' Club Board will attempt to arbitrate the dispute.

## TERMINATION OF MEMBERSHIP

Any member may voluntarily terminate their membership by notifying a membership coordinator in writing.

The Board may request termination of a membership for the following reasons:

1. A member has become delinquent in payment of her dues.
2. A child consistently causes damage and/or harm to others and the parent is unable/unwilling to prevent the damage or harm.
3. A member's conduct is deemed to be inappropriate to the purpose and mission of the Club.

## BY-LAW UPDATES

The by-laws should be updated and revised yearly. By-law changes should be distributed to all Board Members and made available to all general members upon request.