

Bylaws of Gold Country Mom's Club

ARTICLE I. ESTABLISHMENT OF GOLD COUNTRY MOMS

SECTION 1 NAME

The name of this organization shall be Gold Country Moms.

SECTION 2 – GUIDELINES

Gold Country Moms shall operate under the following guidelines:

- a) No part of the group's activities shall consist of carrying on propaganda or otherwise attempting to influence legislation. The group shall not participate or intervene in any political campaign, including the publishing or distributing of statements, on behalf of any candidate for public office.
- b) The group shall be a nonprofit organization and not organized or operated for the private gain of any person. It shall not carry on any activities not permitted by corporations exempt from federal income tax under Section 501©(3) of the Internal Revenue Code. Should the group disband or cease its activities, all assets remaining after payment of debts or liabilities must be immediately distributed to a nonprofit fund, foundation or corporation. This group must be organized and meet the requirements of Section 214 of the California Revenue and Taxation Code and any other applicable state regulations and which has previously established its tax-exempt status under Section 501©(3) of the Internal Revenue Code.

ARTICLE II. PURPOSE & PRINCIPLES

SECTION 1 –PURPOSE

The Purpose of the Gold Country Moms shall be

- a) to provide a support group for mothers who choose to stay home part-time or full-time with their children;
- b) to educate and inform moms & families about issues relating to children, parenting, child-rearing, homemaking, personal improvement, and the family;
- c) to engage in activities that enrich the lives of children in the community; and
- d) to complete at least one service project benefiting children and/or mothers each year.

SECTION 2 –PRINCIPLES

The principles of the Gold Country Moms shall be

- a) that women must be free to choose their own personal path to fulfillment
- b) that raising children is an important and fulfilling job
- c) that although the group primarily supports mothers who are at home either part-time or full-time, mothers who work full-time outside the home also need support and should be allowed to participate as they are able
- d) in certain instances when a father is home with the children, the club will try to support him as well
- e) that a family's decision for a parent to stay at home to raise the children often involves considerable financial sacrifice;
- f) that there is no one right way to raise children
- g) mothers/fathers who are raising children need support and activities in the evenings as well as during the day.

ARTICLE III. MEMBERSHIP

SECTION 1-- MEMBERSHIP

A member in good standing is defined as one who is current in her dues, or whose dues have been waived or reduced by the Executive Board, and who has a current, unamended liability waiver on file with the group.

Only members in good standing may hold office, serve as activity group leaders/coordinator or committee chairs, participate in group activities, meetings, programs, parties, committees or activity groups and be eligible to vote.

Gold Country Moms prohibits discrimination of any member or potential member on the basis of race, color, national origin, religion, age, disability, political beliefs, income, sexual orientation, or marital or family status.

ARTICLE IV. MEETINGS

SECTION 1—MEETINGS

Regular business meetings of the Gold Country Moms shall be held quarterly on the same day of the week. A quorum of members shall be those members who attend the meeting, provided said meeting was announced to all members in good standing at least one month in advance. If the meeting was not announced to all members in good standing at least one month in advance, then the quorum shall be a majority of the members in good standing.

Except for Executive Board meetings, no business may be conducted at any time other than at the regularly scheduled monthly business meetings.

The Executive Board may hold a special business meeting for matters too pressing to wait for the next business meeting, as long as all members have been notified either by telephone or by mail in advance of the meeting.

ARTICLE V. FISCAL YEAR AND DUES

SECTION 1—FISCAL YEAR

The fiscal year of the Gold Country Moms shall be from June 1 to May 31.

SECTION 2-- DUES

Dues for the Gold Country Moms shall be \$32.00. Renewal of due will be on the month that the member joined the club.

Any member whose dues have not been collected within 30 days of their joining month will be contacted and informed that her dues are past due. Members whose dues are not paid within the 30 days may no longer be considered in good standing and will no longer be considered a member.

Any member who belongs to one of the Gold Country Moms co-ops or activity groups and whose dues have not been received within the 30 days of shall forfeit their membership in that co-op or activity group.

Any increase or decrease in dues shall be set by the Executive Board with the approval of a majority vote at a regular business meeting. Dues should be reasonable to cover the expenses of the organization, and should never be set so high as to intentionally exclude any potential members.

SECTION 3—WAIVING OF DUES

Dues for the Executive Board shall be waived for the their term on the board. Starting with the month they joined and continuing for a year. Note: month joined may not coincide with the fiscal year.

No family shall be denied membership in Gold Country Moms because of financial hardship. If a member cannot meet her financial obligation, she may ask the Executive Board for special consideration. The Executive Board should consider each request individually and should waive or reduce the dues of any member who is unable to meet their financial obligation.

If the Executive Board decides to waive or reduce the yearly dues of a member, that member shall be accepted in the group for that year as a member in good standing, with all the rights and privileges thereof. Information about which members have had their dues waived or reduced shall remain confidential.

SECTION 4—PROSPECTIVE MEMBERS

Park days and general business meetings are open to prospective members. They may attend these activities for one month before joining. Prospective members may not vote, attend or participate in activity groups or co-ops in any way until they are a member in good standing.

SECTION 5—ROSTER OF MEMBERS

A roster of all members shall be prepared by the Membership Vice President and distributed at least once a year to all members in good standing. Only the names of members in good standing may appear in the roster, and only members in good standing may have access to the roster. The roster may be used for club business only and may not be used for business, political, or religious purposes. The roster of members is considered to be private information and may not be sold to any persons or company at any time.

ARTICLE VI. OFFICERS

SECTION 1—OFFICERS

The elected officers of Gold Country Moms shall be the President, Administrative Vice President, Membership Vice President, Secretary, Newsletter Editor and Treasurer.

SECTION 2—PRESIDENT

The duties of the President shall include, but not be limited to

- a) preside over general business and Executive Board meetings;
- b) act as the liaison with other organizations and the community; and
- c) organize the group's activities with the help of the Board.

SECTION 3—ADMINISTRATIVE VICE PRESIDENT

The duties of the Administrative Vice President shall include, but not be limited to

- a) assist the President and the Board in fulfilling their duties;
- b) assume the duties of the President when she is not available;
- c) oversee all committees and coordinators with the help of the President; and
- d) coordinate the service project detailed in Article II, Section 1, Paragraph d.

SECTION 4—MEMBERSHIP VICE PRESIDENT

The duties of the Membership Vice President shall include, but not be limited to

- a) assist the President and the Board in fulfilling their duties;
- b) keep up to date records, including a signed liability form, for all members in good standing;
- c) compile a roster of all members to be distributed at least once a year; and
- d) assist the Treasurer with the collecting of dues.

SECTION 5—SECRETARY

The duties of the Secretary shall include, but not be limited to

- a) assist the President and the Board in fulfilling their duties;
- b) publicize the group in the community and coordinate such publicity with the President, who is the group's liaison to the community;
- c) coordinate or prepare any correspondence necessary for the group in cooperation with the President.; and
- d) take minutes of business, special, and Executive Board meetings and to keep those minutes on file, and to make them available for review by members and the Board.

SECTION 6—NEWSLETTER EDITOR

The duties of the Editor shall include, but not be limited to

- e) assist the President and the Board in fulfilling their duties;
- f) publicize the group in the community and coordinate such publicity with the President, who is the group's liaison to the community;
- g) prepare the newsletter in a timely manner, and coordinate the distribution to the members in good standing;
- h) assist in uploading the newsletter to the website;

SECTION 7—TREASURER

The duties of the Treasurer shall include, but not be limited to

- a) assist the President and the Board in the fulfilling their duties;
- b) be responsible for all funds of the group and to deposit all such funds in the name of Gold Country Moms in such banks, trust companies, or other depositories as shall be selected by the Executive Board;

- c) maintain financial records of the group and to keep those records available for review by the President, the Executive Board, and group members;
- d) receive and legally disperse any funds as directed by the Executive Board and to give proper vouchers and receipts for any transactions; and
- e) prepare and present a financial report to the Executive Board and members of the group at least once a year. To prepare other financial reports that may be required by the Executive Board, the IRS, or the Franchise Tax Board.

SECTION 8 –TERMS OF OFFICE

The term of each office shall run for one year, concurrent with the fiscal year.

ARTICLE VII. EXECUTIVE BOARD

SECTION 1—EXECUTIVE BOARD

The governing body of Gold Country Moms shall be the Executive Board, consisting of the elected officers, as referred to in Article VI.

The Executive Board shall meet once a month, independent of the business meeting or as needed on the call of the President.

SECTION 2—DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall coordinate the activities of the group. Any program, activity, or expenditure of the group must first be reviewed and approved by the Executive Board. Any program, activity, or expenditure accepted by the Executive Board for forwarding to the membership, as a whole shall be taken to the membership for voting at the next regular business meeting.

ARTICLE VIII. COORDINATORS AND COMMITTEES

SECTION 1—COORDINATORS

The Executive Board may create a position and appoint a coordinator, which they find necessary to the function of the Gold Country Moms in order to fulfill its purpose.

The terms of any such position are to be defined and approved by the Executive Board.

The President may remove any coordinator and /or eliminate a coordinator position with the approval of the Executive Board.

SECTION 2—COMMITTEES

The Executive Board may form any committee and appoint a chairperson, which they find necessary to direct the various functions of the group in the fulfillment of its purpose.

The work of the committees shall be planned and presented to the Executive Board for approval before an action is taken.

The President is a member of any and all committees.

The President may remove any committee chairperson from her post with the approval of the Executive Board. The chairpersons may remove committee members with the approval of the Executive Board.

ARTICLE IX. ACTIVITY GROUPS & CO-OPS

SECTION 1—ACTIVITY GROUPS & CO-OPS

An activity group is defined as members joined together in similar interest areas. Only members in good standing may participate in activity groups.

Activity groups may be governed by their own bylaws (if necessary or if they so choose), which must be approved by the Executive Board in advance and may not contradict the bylaws of the Gold Country Moms. Otherwise, they act under the current bylaws of Gold Country Moms.

Activity groups must submit their plans to the Executive Board for approval before action is taken.

ARTICLE X. NOMINATING COMMITTEE AND ELECTIONS

SECTION 1 -- NOMINATING COMMITTEE

The Nominating Committee shall consist of at least three members, including a chairperson, and shall be appointed by the President with the approval of the Executive Board. A call for volunteers for the committee shall be announced at the February business meeting. The Committee members shall be announced at the March business meeting.

SECTION 2—NOMINATIONS

A call for members who wish to run for election of any officer's post shall be announced at the February business meeting. The Nominating Committee shall consider all members who express an interest in running for election, but shall not be limited to those members when preparing the slate of officers. The Nominating Committee shall attempt to contact every member by phone, mail, or e-mail to let them know of positions available, and invite any members interested in serving to contact them.

The Nominating Committee shall present a slate of candidates at the March business meeting. After the slate has been presented, additional nominations from the floor may be made and seconded by members in good standing.

SECTION 3—ELECTIONS

The Nominating Committee shall conduct the election at the April business meeting. Voting shall be by secret ballot and shall be counted by the members of the Nominating Committee or the Executive Board. Candidates receiving a majority of the votes cast by members in good standing present at the April business meeting shall be declared elected. No proxy votes shall be allowed. If the slate of officers contains only one candidate for each post, then members may vote by casting a slate vote, by a show of hands.

Members of the Nominating Committee may not be candidates for office. Members of the Executive Board that are also candidates for office may not participate in the administration of the balloting for that office.

It is required to have at least one elected Board member for the Gold Country Moms to continue. The remaining vacancies may then be filled by appointment and a majority of the Executive Board as stands. If there are no candidates for all Executive Board positions and the existing Executive Board is not willing to carry over for another term, then the club will cease to exist. The outgoing Executive Board is required to disburse funds as stated in Article I, section 2, paragraph b.

At the inception of the organization, the founding members may serve as the Executive Board in the interim period, until elections are held in May.

ARTICLE XI. VACANCIES ON EXECUTIVE BOARD

SECTION 1—VACANCIES

Vacancies on the Executive Board shall exist on the death, resignation, or removal of any officers. A vacancy in any office shall be filled by a majority vote of the Executive Board.

If the vacancy can not be filled, the remaining Executive Board members will share the responsibility of the vacancy.

SECTION 2—REMOVAL OF ELECTED OFFICERS

Elected officers may be removed from office only for cause. Valid reasons for removal shall be that:

- a) the officer has been declared of unsound mind by a final order of the court or has been convicted of a felony;
- b) the officer has failed to uphold the bylaws; or
- c) the officer has failed to perform her duties of office.

In the case of "a" or "b", a majority vote of the Executive Board shall declare the office vacant. Filling the vacant office shall the procedure outlined in Section1 of this article.

In the case of “c”, the group shall use the following procedure for removal of the officer in question:

- 1) A proposal to remove an officer for failure to perform her duties of office may be brought before the Executive Board by any member in good standing. The proposal shall be considered by the Executive Board and if approved by the Board, shall be presented to the membership at the next business meeting. If the officer is not present at the Executive Board meeting, she shall be notified immediately of the charges and impending motion for removal. Notification shall be considered to have occurred if, either (1) the officer had been told of the charges by telephone at least five days before the business meeting, or (2) a letter detailing the charges has been mailed by registered mail to the last known address of the officer at least ten days before the business meeting.
- 2) At the business meeting, the proposed motion to remove the officer in question shall be announced to the membership, with a specific list of the incidents in which she allegedly failed to perform her duties of office. No vote or discussion of the motion shall be made at this meeting, but an announcement shall be made that a discussion and vote on the motion shall be conducted at the next business meeting.
- 3) At the next month’s business meeting, the motion to remove the officer in question shall be presented and debated according to Robert’s Rules of Order, Revised. The motion and its specific list of incidents must not be changed from that presented to the membership at the previous meeting or the process of removal must begin again at Step 1. Voting shall be conducted by secret ballot and shall require a three-fourths vote of the members in good standing present at the meeting to pass. No absentee or proxy votes shall be allowed.

If the Executive Board refuses to consider a proposal for removal of an officer for failure to perform her duties of office, or the Board decides not to present the motion to the membership, a petition containing the names of fifty percent of the total membership in good standing presented at a business meeting shall require that the Executive Board immediately continue the procedure for removal of that officer.

SECTION 3—REMOVAL OF APPOINTED POSITIONS

Any appointments made by the Executive Board may be removed by a majority vote of the Executive Board.

ARTICLE XII. RULES OF ORDER

SECTION 1—RULES OF ORDER

All Meetings shall be conducted according to Robert’s Rules of Order, Revised, except when doing so would be inconsistent with these bylaws.

The President may appoint a parliamentarian to be in attendance at the business meetings or any other meetings to advise the President.

ARTICLE XIII. AFFILIATIONS AND PROGRAMS

SECTION 1—AFFILIATIONS

Gold Country Moms shall not support, affiliate with, or participate in any political party or campaign. Gold Country Moms shall not affiliate itself with any religious group.

No outside organization may participate in a Gold Country Moms activity or program unless approved in advance by the Executive Board and majority of the member in good standing present at a regular business meeting.

ARTICLE XIV. AMENDMENTS

SECTION 1—AMENDMENTS

Because of the nonprofit status of Gold Country Moms, these bylaws may be amended only as follows:

- a) A member in good standing may submit her proposed amendment to the Executive Board who will review it to determine how it affects Gold Country Moms’ nonprofit status and its goals and principles. The Executive Board shall approve no changes jeopardizing the nonprofit status of Gold Country Moms.

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- b) If a majority of the Executive Board approves the proposed amendment, then the amendment will be presented to all the members at the monthly business meeting. If a majority of the members in good standing present at a regular business meeting vote in favor of the amendment, then the amendment shall become part of the bylaws.