

STATE REPRESENTATIVE

The State Representative serves as an important link between the NYSOMOTC and the local club. They inform the club members of the organization's activities and forward the Presidential Papers to the club members in a timely manner.

State Rep Packet: the packet is emailed by the Manual Chair, following the State Meeting and posted on the website in the "Club Member's" section. The packet contains NYSOMOTC information and forms for the new membership year.

Club Statistics/Dues: The membership renewal form is to be filled out and mailed along with the dues fee to the Vice President **by June 1st**.

- Dues become delinquent on July 15th.
- Club dues postmarked after that date shall pay \$5 fee for each delinquent month or portion of a month.
- Any problem with the club's dues renewal, notify the Vice President.

Club's Newsletter: Mail a copy to the current Vice President. Your club's activities are featured in the Presidential Papers.

- Include NYSOMOTC related articles as often as possible.
- If the club does not publish a newsletter, email a summary of the club's monthly activities to the Vice President.

Member News to the Chaplain: Inform the Chaplain of a member's news, especially related to a birth, illness, the loss of a club member, a spouse, child or grandparent.

The Presidential Papers are emailed to the club's State Rep and President every other month and posted on the NYSOMOTC website.

- Forward the newsletter to the club members within one week of receipt.
- Copy the Vice President when sending the newsletter to the club members.
- Share NYSOMOTC information at the meetings.
- Submit a special article to the Editor at any time.
- The Executive Board Directory is mailed with the May/June issue; the Member Clubs' Directory is mailed with the Sept/Oct issue.

Procedure Manual: is accessible on the website, by linking to the "Club Members" section. It is updated on a regular basis. Contact the Webmaster or the Manual Chair for password or questions.

Annual Projects and Contests: Encourage members' participation in the MS Scholarship two annual fundraisers (Scratch-offs Raffles and the Calendar Dates), the Research Survey, Unity Book, the Club Scrapbook Page, the Newsletter and the Door Sign contests held at the annual State Meeting. Details and entry forms are published in the Presidential Papers, on the website and in the Third Call packet.

Twin Registry Data Form: Remind club members to fill out. The form is available from the website - nysomotc.org. Forms are returned to the Twin Data Registry Chair.

Marie Simmons Scholarship Fund: Two scholarships are available to children of multiple birth families (residing in New York State), who are attending a college or university. Scholarship information is found in the Presidential Papers, the website, the Procedure Manual and also included in the State Rep Packet. Application forms must be requested by the applicant directly contacting the MS Scholarship Chairperson.

State Meetings: Information about the annual meetings is provided in the Presidential Papers and posted on the website.

- **Third Call**, the State Meeting registration packet, is emailed by early December to the Member Club's State Representative and President.
- The State Rep emails the Third Call to the club members.
- The State Rep should monitor that the deadlines for registration, hotel reservations and payment of fees are carefully observed.
- Handle other arrangements as directed by the club.

Delegates/Alternates Registration: The Credential Registration packet is mailed by the Parliamentarian by **February 1st**

- Fill out the Credentials Registration Form indicating who will represent the club as Delegates and as Alternates at the Saturday General Meeting.
- The club's State Rep and President, if attending, may serve as delegates.
- Return the form to the Parliamentarian by the deadline.
- The club's delegate(s) and alternate(s) must attend a brief meeting on Friday evening of the State Meeting, to register and pick up their voting materials. Time and location of this meeting is in the Third Call.
- Failure to register with the Parliamentarian, will forfeit the club's three (3) votes at the Saturday General Meeting.

Bylaws/Standing Rules: Discuss the proposed amendments to the Bylaws/Standing Rules at the club's meetings prior to the annual State Meeting. This information is provided in the Presidential Papers and in the Credential Mailing.

Ways & Means Raffles: Each club represented at the State Meeting is asked to donate a gift/basket (minimum value \$25) to this State Raffle. Upon arrival, deliver your club's donation to the Ways & Means Chair. The Presidential Papers, the Third Call packet and the website has details regarding the basket's theme. If club members are not attending, there is no obligation.

Super State Rep Award: This special recognition is presented at the annual State Meeting by the Vice President. Based on a point system, points are earned when the club's State Representative fulfills their duties, as listed on the Super State Rep Award Guidelines.

Hosting a State Meeting: The State Meeting Guidelines (in the Procedure Manual) provide all the information for the clubs interested in hosting. Bids are presented and voted on at the State Meeting, two (2) years in advance. Email the President of your club's intention, at least one (1) month before the current State Meeting.

Midterm Executive Board Meeting: Held on the third Saturday of October in the Binghamton area. The club's State Rep, President and members are welcomed to attend. This annual meeting offers the opportunity to meet the Executive Board and learn about the NYSOMOTC activities. Hotel information and registration form for this meeting are published in the Presidential Papers and are posted on the website.

If unable to perform these duties: Please notify the club's president so that a new State Rep may be appointed. Transfer all NYSOMOTC paperwork to the new person. Notify the President, Vice President and Newsletter Editor of any changes.

Super State Rep Award Guidelines

This special recognition is presented at the annual State Meeting by the Vice President. Points are earned when the club's State Representative fulfills her duties, as listed below or "above & beyond".

25+ Points to earn this distinction

1. **Club's Statistics Form & Dues** – send to the Vice President on or before June 1st: **2 Points**
2. **Club's News** – Clubs publishing a newsletter, send a copy to the Vice President via email. Clubs without a newsletter, send a summary about the club's monthly news & activities: **1-12 Points** (State Rep earns 1 point per monthly newsletter or report sent)
3. **Presidential Papers** are distributed to the club members in a timely manner – (within one week of receiving from the Editor). Copy the Vice President when emailing the PPs to the club membership: **1- 4 Points**
4. **Send photo or article to the Newsletter Editor** for the Presidential Papers, featuring the club's history, an anniversary, support of a local community project and/or charity event: **1- 4 Points**
5. **Club representation** at the annual Midterm Executive Board Meeting and the State Meeting: **2 Points**
6. **State Rep as a club delegate or alternate** at the annual State Meeting: **1 Point**
7. **State Rep** serving as a member of the NYSOMOTC Executive Board: **1 Point**
8. **Club's Ad placement** in the State Meeting Program Booklet: **1 Point**
9. **Resume** submitted by a club member for a position on the Executive Board: **1 Point**
10. **Club Participation** in the annual Research Survey, the Twin Photo Registry, the MS Scholarship Scratch-offs and Calendar fundraisers, Show & Sell, Club Scrapbook Page and Newsletter Contests, the Unity Book project, the Ways & Means Raffles: **1- 9 Points**
11. **Club Assistance** in the previous State Meeting's Host Committee endeavors, such as the hospitality room, raffles or other areas: **1 Point**
12. **Donations** made by a club or club member to the Eleanor Siegel Memorial Fund or the MSS Scholarship Fund: **1 Point**
13. **Informing the Chaplain** of club member's news: **1 Point**

For Vice President only: prior to tallying final points, consult with the chairs or officers in charge of each of the categories mentioned above and request a list of participants. Tallying should be completed by March 31st to allow time for SSR pins order to be processed.