



2023 State Rep Packet

This packet is emailed to the
Member Clubs' State Representative and President
www.nysomotc.org

Club Members Password: **MariE2023**

The State Representative is the liaison between the local club and the State Organization. Their primary role is to share information about its annual projects and activities, provided via the Presidential Papers. The newsletter is emailed to the club's State Rep and the President six (6) times per year. Please forward it to the members as soon as received and copy the State Vice President in the mailing.

Reminders:

- Email the State Vice President your club's newsletter, if one is published.
- Clubs without a newsletter, should send a short summary of their monthly activities.
- Clubs' news are featured in the "*Turtle*" column.
- The Procedure Manual is accessible on the website and linking to "Club Members" Updates are posted on a regular basis.
- Notify the State President, the Vice President and the Newsletter Editor when a change of president or state representative occurs within the local club.
- Notify the State President and the Reflections Chair when a member suffers a loss or shares their happy news.
- If you are not the current State Representative, please forward this file to the new person.

Enclosures: Please review the following:

- **State Representative Procedure** – All that you need to know
- **Super State Rep Guidelines** - Special recognition given at the annual State Meeting
- **Club Statistics/Dues Form** – Mail with payment to the State Vice President by **June 1st**
- **Marie Simmons Scholarship Application** – Applicant contacts the MSS Chair directly at NYSOMSScholarship@gmail.com
- **Member News - Form for the Reflections Chair** - Notify the Chair of members' news
- **Unity Project Article Form** – Encourage members participation in the Unity Book project
- **NYSOMOTC's Executive Board Positions** - Encourage club members to become a State Worker. Volunteers are always needed. **The MSS Alternate and Twin Photo Registry positions are currently open for the 2023-2024 year.

Please remind the members to fill out:

- **Annual Research Survey** - Sent by the Research Chairperson
- **Twin Data Registry Form** – Available on the website

STATE REPRESENTATIVE

The State Representative serves as an important communication link between the NYSOMOTC and their local club. They inform the club members of the organization's news and activities; they receive the annual State Rep Packet and forwards 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 it is also posted on the website. Link to the "Club Member's" section. The packet contains current 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 "Turtle" column of 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: Inform the Reflections Chair the members' news, especially related to a birth, illness, the loss of a member, a spouse, child or grandparent.

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

- Forward the newsletter to the club members within one (1) week of receipt.
- Copy the Vice President when sending the newsletter to the club members.
- Share NYSOMOTC information in the club's newsletter.
- You may submit a special article or photo to the State 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 Manual Chair for questions.

Annual Projects and Contests: Encourage the members' participation in the two annual MS Scholarship Fundraisers: Calendar Dates (Spring) and Scratch-offs Raffles (Fall), the Research Survey, the Twin Data Registry, Unity Book, the Club Scrapbook Page, the Newsletter and 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 Data Registry Form: Remind the club members to fill it out. The form is available from the website - nysomotc.org. Forms are returned to the Twin Data Registry Chair.

Marie Simmons Scholarship Fund: Two annual (2) 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 is also included in the State Rep packet. Application forms are requested by the applicant directly contacting the MSS Chair at NYSOMSScholarship@gmail.com.

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

- The State Meeting registration packet, known as **Third Call**, is emailed by early December, to the member club's State Representative and President.
- The State Rep forwards the Third Call to the club members.
- The State Rep should monitor that all the deadlines, especially 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 Delegate(s) and as Alternate(s) 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 annual Credential Mailing.

Ways & Means Raffles: Each club represented at the State Meeting is asked to donate a gift or basket (minimum value \$25) to this raffle. Upon your arrival, deliver your club's donation to the Ways & Means Chairperson. The Presidential Papers, the Third Call packet and the website have 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. The club's State Rep and President and interested members are welcomed. Attending this annual meeting offers the opportunity to meet the Executive Board and learn about the NYSOMOTC's functions. Specific information and registration form for this meeting are published in the Presidential Papers and posted on the website.

If the State Rep is 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 State 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 their 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 Scratch-offs and the Calendar Dates MSS 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 Reflections Chair** of a 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 first week of April.



New York State Organization of Mothers of Twins Clubs

Member Club Statistics and Dues 20__ - 20__

*** State Representative – Mail form and fees to the current Vice President ***

Check one: Renewal _____ New Club _____

Club's Name _____ Year Founded _____

Official Mailing Address _____

Area Served _____ Meeting Day & Time _____

Meeting Place _____ Newsletter Name _____

Club Slogan _____ Website Address _____

Year club joined NYSOMOTC _____ Member of Multiples of America: ____yes ____no

Month of Elections _____

President _____ Partner's Name _____

Address _____ E-mail Address _____

City _____ Zip Code _____ Phone () _____

State Rep _____ Partner's Name _____

Address _____ E-mail Address _____

City/ _____ Zip Code _____ Phone () _____

Newsletter Editor _____ Partner's Name _____

Address _____ E-mail Address _____

City _____ Zip Code _____ Phone () _____

After July 15th – a late fee of \$5.00 applies for each month or portion of month in arrears.

Annual Club Fee (see back of form for club's size) \$ _____

Members as of June 1st _____ x .25 each \$ _____

Initiation Fee (New Club only) \$5.00 \$ _____

Late Fee [Dues paid after July 15] \$5.00 per each month/
or fraction \$ _____

Club check or money order paid to NYSOMOTC \$ _____
Dues may be paid to NYSOMOTC via Zelle (see back of this form)

Submitted by: _____ Date _____

***** For NYSOMOTC Use Only *****

Date received _____ Amount Paid \$ _____

Date sent: Stats to President _____ Stats & Dues to Treasurer _____ Stats to Editor _____

Vice President's Signature _____

**The Statistics Form is filled out by the local State Representative
and mailed with the club's dues
to the State Vice President by June 1st.**

**Dues may also be paid to NYSOMOTC via Zelle
nysomotcpays@gmail.com**

Annual Dues

Extra Small clubs (1-10 members)	\$15.00 + \$.25 per member fee.
Small clubs (11-30 members)	\$20.00 + \$.25 per member fee.
Medium (31 – 75 members)	\$25.00 + \$.25 per member fee
Large (76 – 150 members)	\$30.00 + \$.25 per member fee
Extra Large (151 + members)	\$30.00 + \$.25 per member fee

Late Fees

July 16 - Aug. 15 incur \$5.00 late fee.
Aug. 16 - Sept. 15 incur \$10.00 late fee.
Sept. 16 - Oct. 15 incur \$15.00 late fee.

Newsletter Editor

If Co-Editors - list both names and contact information

Any Questions??

Contact the State Vice President.

Marie Simmons Scholarship of the New York State Organization of Mothers of Twins Clubs

The Marie Simmons Scholarship honors the Co-Founder of the New York State Organization Mothers of Twins Clubs. These awards, offered annually on a competitive basis, are currently \$1500.00 each. Two (2) scholarships are awarded to children of Multiple Birth families attending college.

Checklist for Eligibility

1. An unmarried offspring who lives at home with their parent or legal guardian. The parent or legal guardian must currently reside in New York State and has for the last five years.
2. Applicant must be a high school graduate or equivalent and completed at least one term of post-secondary education. A GPA of 2.50 or higher is required.
3. Attached application must be completed and returned.
4. A complete personal resume is required. It should include all work history, education, plus involvement in any extra-curricular activities, clubs, civic or community service.
5. At least two letters of recommendation that state the strengths and character of the applicant. The name, address, and phone number of the person writing the recommendation, as well as, the nature of the relationship and the length of time the applicant is known by said individual must be included.
6. Official sealed copies of academic transcripts from High School, College or other accredited education facilities attended. If the applicant is a college Junior, Senior or Post Graduate, the High School Transcript is not needed.
7. Applicant must submit a 250-400 word essay. The title must be "How Higher Education Will Affect My Future." The essay must be typewritten, double-spaced and printed on white paper only.
8. Copies of Birth Certificates for the applicant and the multiple birth children (to verify multiple birth family status).
9. All documents need not be sent at the same time but must be postmarked no later than February 20th. In the lower left hand corner of all envelopes it must be written, "To be opened by the MSS Chair only."

Selection of Recipients

1. The Marie Simmons Scholarship Judging Members will review only completed application packets to choose the recipients.
2. The awards will be given on a year-to-year basis. Scholarship recipients may not apply again.
3. Award Certificates will be presented at the Saturday General Meeting of the Annual State Meeting to the recipient or appointed representative.

Responsibilities of Recipients

1. An original official receipt from the college or their student clearinghouse, indicating recipient is registered and paid tuition in the current academic year, or the first academic year after the award certificate is presented, is required before the scholarship will be issued.
2. If the scholarship has not been issued and if the recipient is unable to attend college during the first academic year after the award certificate is presented, the Marie Simmons Scholarship Fund Chair must be contacted immediately. The award may be put in abeyance for only one academic year.
3. If the recipient chooses to accept the award certificate in person at the Saturday General Meeting of the Annual State Meeting and stay for the luncheon, the cost of the luncheon and registration fees, if applicable, will be paid by the Marie Simmons Scholarship Fund.

Free Act of the New York State Organization of Mothers of Twins Clubs

The creation of this scholarship is a Free Act of the New York State Organization of Mothers of Twins Clubs. The NYSOMOTC retains its rights to alter, suspend, cancel or halt the Marie Simmons Scholarship at any time and without giving reasons.



The Marie Simmons Scholarship of the NYSOMOTC

Est. 1996

Two annual Scholarships of \$1500 each
for children of multiple birth families,
residing in New York for the past 5 years,
and who are currently attending
an accredited college or university.

For Application and Eligibility Requirements
Contact:
NYSOMSScholarship@gmail.com

Application Form available upon request as of
September 1st

Application form and required documents
are due to the MSS Chair by
February 20th



The Marie Simmons Scholarship Fund of the NYSOMOTC

A primary goal of the MSS Committee is to achieve 100% membership participation in its annual fundraising endeavors.

Calendar Dates - \$2 per date

Raffles held at the State Meeting in April

Scratch-Off Tickets - \$1 ticket donated by club members \$2 per chance

Raffles held at the Midterm Executive Board Meeting in October

State Reps:

- Please share the information at your club meetings and newsletter articles, especially during the scholarship fundraising months.
- Earn points towards your qualification for the Super State Rep Award for club participation in these MSS Fundraisers and for including MS scholarship information in your club's newsletters or other means of communication that your group uses.
- Donations may also be sent in by the members on their State Meeting Registration Form.

Let's all work united to maintain the Marie Simmons Scholarship thriving for our future college-age daughters and sons. Thank you!

Twincerealy,

Marie Simmons Scholarship Committee



New York State Organization Mothers of Twins Clubs

Membership News

State Representative: Send news to the current Reflections Chair

Club: _____

State Representative: _____

E-mail: _____

Phone: _____

Reporting news of: _____ Birth _____ Marriage _____ Anniversary

_____ Illness _____ Get Well _____ Death

Date: _____

Member's Name: _____

Address: _____

E-mail: _____ Phone: _____

Information:

**Donations to the Eleanor Siegel Memorial Fund or to the Marie Simmons Scholarship Fund
may be from a club or member, in memoriam or a significant event.**

Check is payable to the designated fund and mailed to the corresponding Treasurer

Donation is for: _____ ESMF _____ MSSF Amount: \$ _____

NYSOMOTC EXECUTIVE BOARD

SUMMARY OF JOB DESCRIPTIONS

OFFICERS

President: serves as the official representative of the NYSOMOTC. They work with the Executive Board to provide a smooth-running organization, to initiate new projects, answer questions and resolve conflict. They appoint the Parliamentarian and the Advisor as well as Standing Committees and Special Committee Chairs. They work with the State Meeting Co-Chairs to ensure the success of the annual State Meeting.

Vice President: serves as the second in command, working closely with the President. As the official NYSOMOTC-Clubs Liaison, they handle all matters related to the Membership and encourage non-member clubs to join.

Treasurer: has the custody of the NYSOMOTC General Fund and the Eleanor Siegel Memorial Fund. Works with the President to formulate an annual proposed budget, pay vouchers, manage the bank accounts, prepare the financial reports for the Presidential Papers, file the annual IRS Form 990; prepare the Midterm and year-end Financial Reports and present the financial books for Audit at the State Meeting.

Recording Secretary: takes the minutes at the annual State Meeting and the Executive Board Meetings. They call the Roll at the meetings. Using their notes and the digital recordings, they work with the Minutes Approval Committee to produce the Official Minutes of each NYSOMOTC Meeting.

Advisor: appointed by the President with the Executive Board's approval; they provide guidance and counsel to the Officers, Chairs and the Member Clubs. They obtain the gift plaque for the outgoing President. They tabulate the Evaluation Forms and report the results to the membership.

Parliamentarian: appointed by the President with the Executive Board's approval; they impartially explain the rules governing the NYSOMOTC to ensure that business is conducted in a proper manner. The specific duties include: preparing the Roll Calls for all the meetings; presenting amendments to the Bylaws and Standing Rules; distribution of the credentials, the certification of delegates and overseeing the voting process at the annual State Meeting.

STANDING COMMITTEES

Archivist: is the custodian of all the NYSOMOTC's permanent records (including photo albums) and memorabilia. They determine the historical value of individual files submitted, preserve the materials in safe containers, maintain a record of material saved and assist those who request archived items.

Certificates: they prepare the certificates for the Executive Board members which are presented at the annual State Meeting.

Club Scrapbook Page Chair: coordinates all phases of the contest including selecting a theme, publishing the rules and obtaining the judges. They work with the State Meeting Chair to arrange the contest set-up, display and judging times. She prepares the Certificates of Participation and announces the contest winners at the State Meeting.

Librarian: serves as a resource person for the NYSOMOTC membership. They research and report on new books and publications about multiples birth children and families.

Marie Simmons Scholarship Chair: mails the applications packet upon request; receives all documentation from the applicants and sends the application documents to the Committee members for judging. They notify the President, Vice President, the MSS Treasurer/Vice Chair and the Committee the names of the scholarship winners and present the awards at the State Meeting. They update the Album of MSS Recipients and display it at the annual State Meeting.

MSS Treasurer/Vice Chair: keeps an accurate accounting of all funds and financial records pertaining to the MSS Fund; presents the financial records for Audit at the State Meeting; receives unaltered copies of all documents sent by applicants and confers with the MSS Chairperson to determine the recipients. They issue the checks for the scholarship recipients and the winner(s) of the annual calendar dates raffle.

MSS Committee: consists of five (5) judging members and an alternate. The judging members and alternate evaluate the applications and return their judging results to the MSS Chair and the MSS Treasurer/Vice Chair by the designated date.

MSS Fundraiser: coordinates all phases of the two (2) annual MSS Fundraisers. They sell the MSS raffle tickets and distribute the prizes at the State Meeting. Reports are presented at the Midterm Executive Board Meeting and the State Meeting.

Membership Pins Chair: maintains an updated attendance record of the members and guest registered at the State Meeting each year and coordinates the pins presentation ceremony at the Saturday General Meeting.

Midterm Executive Board Meeting Chair: consults the President and organizes the Midterm Executive Board Meeting, held the 3rd Saturday of October. They work closely with the current meeting site to negotiate an acceptable contract for the room rates and the Luncheon.

Newsletter Contest Chair: coordinates all phases of the contest, publishes the rules and obtains the judges. She prepares and presents the Certificates of Participation and announces the winners at the State Meeting.

Newsletter Editor: receives articles, publishes and emails the Presidential Papers, the annual Executive Board and the Member Clubs' Directories.

Nominating Committee Chair: is an elected position. They work with the Nominating Committee to present a slate for the election of Officers, held every other year. They distribute and collect Resume Forms, create the Eligibility List of candidates for President, the Nominating Chair and Committee. They conduct the Installation Ceremony.

Nominating Committee Member: elected by the membership, these four (4) members work with the Nominating Chair to seek candidates and prepare the slate for the elections held every other year.

Photographer: creates a pictorial history of the NYSOMOTC at the annual meetings.

Procedure Manual Chair: prepares the manual revisions as approved by the Executive Board and provides them to the Executive Board and to the Member Clubs via the Website; distributes the badges; prepares and emails the annual State Rep packet to the Member Clubs and to the Webmaster.

Reflections Chair: presents the opening and closing reflections at the NYSOMOTC meetings; conducts the Memorial Service at the Saturday General Meeting; offers Grace at the Saturday Luncheon and at the Midterm Executive Board Meeting. She prepares the Memorial Page for the Program Booklet. On behalf of the NYSOMOTC, she sends cards of sympathy or congratulations to acknowledge local club members, as well as acknowledges memorial donations received for the Eleanor Siegel Memorial Fund and the Marie Simmons Scholarship Fund. They are the custodian of the Eleanor Siegel Memorial Album

Research: they create an annual Research Survey and report its results to the membership at the State Meeting.

State Meeting Chair: organizes and coordinates the annual State Meeting, assisted by the Co-Chair and their Host Committee, following the Guidelines in the Procedure Manual. This is a two-year planning process and commitment as a member of the Executive Board.

State Meeting Liaison: usually the previous State Meeting Chair, they advise and assist the current and future State Meeting Chairs.

State/National Liaison: reports information between the NYSOMOTC and the Multiples of America (NOMOTC) They are in charge of preparing and sending the Ad for the MOA (NOMOTC) Convention Journal, with the approval of the Executive Board.

Twin Data Registry: they collect the Twin Data Registry forms from member clubs and maintain a current database.

Twin Photo Registry Chair: collects photos of members and their family and maintains the albums as a permanent pictorial record of the NYSOMOTC membership.

Unity Project: collects written articles submitted by the local club members and maintains them in the Unity Book.

Ways & Means Chair: organizes the State Raffles conducted at the State Meeting. They create the theme, obtain and display the baskets donated by each member club in attendance, sell the raffle tickets and distribute the prizes. They present a sales summary at the Sunday Executive Board Meeting.

Website/Social Media Committee: Webmaster maintains and manages all phases related to the Website, with the approval of the President and the Executive Board. They organize the Power Point presentation of reports at the annual meetings. The Committee works with the Webmaster to upload updates, post messages on the NYSOMOTC Facebook page and other social media.

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2023 State Rep Packet & Procedure Manual

www.nysomotc.org

Link to "Club Members" PW: **MariE2023**

General Procedures for the Executive Board, Bylaws & Standing Rules

Officers

President
Vice President
Recording Secretary
Treasurer
Advisor
Parliamentarian

Standing Committees

Archivist
Audit Committee
Certificates
Club Scrapbook Page Contest
Librarian
Marie Simmons Scholarship Committee
Midterm Executive Board Meeting
Minutes Approval
Newsletter Contest
Newsletter Editor
Nominating Committee
NYSOMOTC Name & Logo
Past Presidents
Photographer
Procedure Manual
Reflections
Research
Twin Data Registry
State Meeting Chairs
State Meeting Guidelines
State Meeting Liaison
State/National Liaison
State Representative
Super State Rep Award
Tellers
Twin Photo Registry
Unity Project
Ways & Means
Webmaster
Website/Social Media

Forms