



NEW YORK STATE ORGANIZATION OF MOTHERS OF TWINS CLUBS

BYLAWS

Amended May 6, 2023

Article I NAME

Section 1. NAME

The name of this organization shall be the New York State Organization of Mothers of Twins Clubs (aka NYSOMOTC).

Section 2. FOUNDED

NYSOMOTC was founded in November 1966 by Mrs. Thomas (Eleanor) Siegel and Mrs. Leon (Marie) Simmons, in Yonkers, New York.

Article II PURPOSE AND POLICY

Section 1. PURPOSE

The purpose of NYSOMOTC is to join together educationally and further facilitate research through member clubs throughout the State of New York and to exchange information pertaining to the rearing, development and encouragement of individuality of multiple birth children, as may be forthcoming from appropriate sources.

Section 2. POLICY

- A. The New York State Organization of Mothers of Twins Clubs is to be noncommercial, nonpartisan, nonprofit, nonracial and nonsectarian. All member clubs shall be self-governing. In keeping with its purpose. NYSOMOTC supports activities to:
 - i. Assist member clubs.
 - ii. Promote and help organize clubs.
 - iii. Strengthen the bond of fellowship between parents of multiple birth children
 - iv. Focus attention on solutions of those problems relating directly to multiple birth children and their families.
 - v. Make information and material concerning multiple births available to the public.
 - vi. Supplement the work and encourage participation of its members in Multiples of America (aka National Organization of Mothers of Twins Clubs, Inc.).
- B. NYSOMOTC Name and Logo - The name and logo of the NYSOMOTC belongs solely to NYSOMOTC and may be used only as outlined in the Procedure Manual – NYSOMOTC Name and Logo.

Article III MEMBERSHIP

Section 1. CLASSIFICATION

Membership shall consist of member clubs throughout **New York State**, agreeing and conforming to the stipulated requirements.

Section 2. REQUIREMENTS

All individual members of participating clubs in NYSOMOTC must be

- A. Parents or guardians of multiple birth children.
- B. Accept the Bylaws, Standing Rules and official Procedures of the NYSOMOTC.
- C. Pay the required dues annually, at the designated time.

Section 3. **APPLICATION**

Clubs meeting the above requirements shall submit proper dues and club statistics form to the State Vice President.

Section 4. **DELINQUENCY**

- A. Failure to pay dues by October 1st will result in forfeiture of membership in NYSOMOTC. Such member clubs and their serving State officers and chairperson(s) shall be so notified by the State Treasurer.
- B. The serving State officers or chairperson(s) from said club shall be permitted to fulfill their term of office.
- C. Such delinquent member clubs shall surrender all materials and shall cease any further identification with the NYSOMOTC.

Section 5. **WITHDRAWAL**

- A. Local clubs are required to notify their members, at least five (5) days prior to their club meeting, of its intention to withdraw as a member club of NYSOMOTC.
- B. Member clubs shall submit written notice to the State President of intention to withdraw and immediately cease all identification with the NYSOMOTC.

Section 6: **EXPULSION**

Member clubs may be permanently expelled from NYSOMOTC for conduct harmful to the integrity of NYSOMOTC. Expulsion must be approved by a majority vote of the Executive Board.

Section 7. **REINSTATEMENT**

Past member clubs may apply for reinstatement by following the same procedure as a new club. [Article III Section 3.]

Section 8. **REPRESENTATION**

Properly certified and registered delegates shall represent member clubs at the Saturday General Meeting.

Article IV DUES AND FISCAL YEAR

Section 1: DUES

- A. An initiation fee of \$5.00 per new member club is required with application, in addition to annual dues.
- B. Annual dues shall be \$15 for a club with 1-10 members; \$20 for a club with 11-30 members; \$25 for a club with 31-75 members; \$30 for a club with 76-150 members and \$30 for a club with 151+ members, plus \$0.25 per member as of June 1st of the current year. Dues shall not be prorated.
- C. Dues are paid to the State Vice President on June 1st of the current year and shall be considered delinquent if not postmarked by July 15th. Failure to pay dues by this date will result in a late charge of \$5.00 per each month in default.

Section 2: **FISCAL YEAR**

The fiscal year of NYSOMOTC shall be from June 1st to May 31st.

Article V OFFICERS

Section 1. OFFICERS

- A. The Elected Officers shall consist of: President, Vice President, Recording Secretary and Treasurer.
- B. The Appointed Officers shall be the Advisor and the Parliamentarian.
 - i. They shall be appointed at the Sunday Executive Board upon the recommendation of the President, with approval from the Executive Board.

Section 2. **TERM**

- A. The term of office shall be two (2) years.
- B. Officers shall not serve more than one (1) term in the same office consecutively.
- C. Newly elected officers shall assume their duties immediately at the close of the Saturday General Meeting at which they are elected.

Section 3. **DUTIES**

All officers shall

- A. Perform the specific duties outlined in the Procedure Manual.
- B. Attend the annual Executive Board Meetings and the Saturday General Meeting.
- C. Maintain the Procedure Manual, including the current Bylaws, the duties and activities of their office and a record of expenses.
- D. Cooperate in every way with their fellow officers and fellow members to promote the best interest of the NYSOMOTC.

Section 4. **VACANCIES**

- A. In case of a vacancy in the office of President, the Vice President shall serve as President until an election at the Saturday General Meeting is held.
- B. Vacancies occurring in any other elected or appointed office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Section 5. **RESIGNATION**

- A. State Officers must submit written notice to the State President with their intention to resign from their position in NYSOMOTC.
- B. Vacancies are to be filled in the manner set forth in these Bylaws.

Article VI EXECUTIVE BOARD

Section 1. **MEMBERS**

- A. Shall consist of the Elected and Appointed Officers, Nominating Chairperson, Nominating Committee, Standing Committee members and Past Presidents.
- B. Elected and Appointed Officers and the Nominating Chairperson and Nominating Committee shall serve one (1) term.
- C. Other members of the Executive Board shall serve until their successors are appointed.
- D. Operation of the Executive Board may be by mail, virtual or in person meetings.

Section 2. **DUTIES**

The Duties of the Executive Board shall be to:

- A. Approve the appointment of the Advisor and the Parliamentarian.
- B. Assist and report to member clubs the activities of NYSOMOTC via the Presidential Papers, Website and social media.
- C. Manage the affairs and funds of NYSOMOTC, subject to the Bylaws and Standing Rules.
- D. Transact necessary business as may be referred to them by member clubs.
- E. Fill vacancies in Elected and Appointed Officers in accordance with Article V Section 4 of these Bylaws.

Section 3. **MEETINGS**

Meetings of the Executive Board shall be held:

- A. The Sunday after the Saturday General Meeting.
- B. The third weekend in October.
- C. The Friday prior to the Saturday General Meeting.
- D. At the discretion of the President.

Section 4. **QUORUM**

- A. The quorum for a meeting of the Executive Board shall consist of eight (8) or more Executive Board members including two (2) Elected Officers.
- B. A majority vote (50% plus one) of those present shall be necessary to approve any measure.

Section 5. RESIGNATIONS

- A. Executive Board Members must submit written notice to the State President with their intention to resign from their position in NYSOMOTC.
- B. Vacancies shall be appointed for the unexpired term by the President.

Article VII NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE

- A. There shall be a Nominating Committee of five (5) members (Nominating Chairperson and four (4) Nominating Committee members) elected by the properly certified and registered delegates present at the Saturday General Meeting
- B. The Nominating Chairperson shall be elected first. To be eligible, the candidate must have been a member of the Executive Board for the last two (2) years, including the current year.
- C. The Nominating Chairperson and Committee shall serve one (1) term of two (2) years.

Section 2. ELIGIBILITY

- A. Club membership in the NYSOMOTC of at least one (1) year shall be required before eligibility as a State Officer
- B. The candidate for President must have served
 - i. On the Executive Board during the current year.
 - ii. As an Officer or Chairperson in the previous five (5) years excluding the current year.
- C. To be eligible to run for the office of President, a Past President must have been active on the current Executive Board. To be considered active, they must have attended at least two (2) Executive Board meetings in the NYSOMOTC current year.
- D. Other Elected Officers must have served in one (1) of the following capacities:
 - i. An Officer.
 - ii. A Chairperson.
 - iii. Have held an elected office in a local club.

Section 3. NOMINATING PROCEDURES

- A. A resume of qualification, signed by an officer of the local club, shall be submitted to the Nominating Chairperson no later than a date announced.
- B. A candidate that has served on the Executive Board for two (2) consecutive years need not obtain a signature of an officer from their local club; instead a signature of a member of the NYSOMOTC Nominating Committee will suffice.
- C. The Nominating Chairperson must submit to the President, the Parliamentarian and the Newsletter Editor no later than the second Tuesday of February, a list of all candidates selected by the committee so that the ballots may be printed and the slate should appear in the March/April Presidential Papers.
- D. At the Saturday General Meeting, the President must call for nominations from the floor for each elected position.
- E. When a nomination is made, a completed resume and verbal consent must be obtained, prior to the election.

Section 4. REOPENING NOMINATIONS

If for any reason it is desired to reopen nominations within the business session of the Saturday General Meeting, it may be done by a majority vote. This motion is not debatable and no other subsidiary motion can be applied to it.

Section 5. ELECTIONS

- A. Shall be by ballot at each Saturday General Meeting.
- B. A majority of the properly certified and registered delegates present shall elect.
- C. When there is only one slate of officers and no nominations from the floor, the Recording Secretary shall cast one (1) ballot.
- D. Only ballots printed with the names of the nominees selected by the Nominating Committee will be considered.

- E. Any questionable ballots are to be brought immediately to the attention of the President for consideration by the membership.
- F. In the event of a tie, additional votes will be held.
- G. Unless a question arises, the ballots will be destroyed at the conclusion of the Saturday General Meeting.
- H. Electronic Voting: Business items that would require a vote of properly certified and registered delegates and which includes but are not limited to election of Officers, Nominating Chairperson, Nominating Committee and future State Meetings, may be held via electronic voting with a minimum of thirty (30) days notice, with the opportunity for discussing electronically or otherwise.

Article VIII STATE COMMITTEES

Section 1. STANDING COMMITTEE/EXECUTIVE BOARD

- A. All members of the Standing Committee shall be appointed by the President.
- B. Any member may be replaced by the President for failure to carry out required duties, after receiving approval of the Elected and Appointed Officers.
- C. All specific duties are outlined in the Procedure Manual.

Section 2. MEMBERS:

- A. Archivist
- B. Certificates
- C. Club Scrapbook Page Contest
- D. Future State Meeting
 - a. Chairperson
 - b. Co- Chairperson
- E. Librarian
- F. Marie Simmons Scholarship
 - a. Chairperson
 - b. Treasurer/Vice Chairperson
 - c. Fundraiser
 - d. Judging Members (5)
 - e. Alternate (1)
- G. Membership Pins
- H. Midterm Executive Board Meeting
 - a. Chairperson
 - b. Co- Chairperson
- I. Newsletter Contest
- J. Newsletter Editor
- K. Photographer
- L. Procedure Manual
- M. Reflections
- N. Research/Twin Data Registry
- O. State Meeting
 - a. Chairperson
 - b. Co - Chairperson
- P. State Meeting Liaison
- Q. State/National Liaison
- R. Twin Photo Registry
- S. Unity Project
- T. Ways & Means
 - a. Chairperson
 - b. Committee Members
- U. Website/Social Media Committee
 - a. Webmaster
 - b. Committee Members

Section 3. **SPECIAL COMMITTEES**

- A. Special Committees may be created by the Executive Board as needed for specific duties.
- B. These committees shall be appointed by the President with the Executive Board's approval.
- C. These committees shall terminate after completing their assignment and reporting to the Executive Board.

Article IX STATE MEETINGS

Section 1. **DATE**

The State Meeting of the NYSOMOTC shall be held annually on the last Saturday of April, unless altered by a majority (50% plus one) vote of the member clubs.

Section 2. **CALLS**

Meeting calls shall be issued as specified in the Procedure Manual.

Section 3. **REGISTRATION FEE**

The non-refundable registration fee to cover expenses shall be set by the host club with the approval of the Executive Board.

Section 4. **INVITATIONS**

- A. Clubs wishing to host a future meeting should present their invitation in writing to the State President.
- B. Approval of future sites requires a majority vote of the properly certified and registered delegates present and shall be limited to two [2] years in advance.
- C. When a future State Meeting bid is unavailable to be voted on as stated in Letter B of this section:
 - i. Bids will be accepted by the President until September 1st.
 - ii. Notification will be presented to the general membership via an official correspondence by the President, listing the bids being presented.
 - iii. The bids will be voted on at the Midterm Executive Board Meeting by the Executive Board.
- D. All meetings shall be held in New York State and only current members of a member club(s) shall host a meeting.
- E. The State Meeting shall be self-sustaining. Any surplus after expenses, shall be given to the next State Meeting to be used for State Meeting expenses only.

Section 5. **QUORUM**

- A. A quorum for the Saturday General Meeting shall consist of 60% of the member clubs present including three [3] Elected Officers.
- B. A majority vote (50% plus one) shall be necessary to approve any measure.

Section 6. **VOTE**

The voting body of the Saturday General Meeting shall consist of:

- A. Properly certified and registered delegates of member clubs. Each member club will be allowed three [3] votes. There shall be an alternate for each delegate, who shall vote only in the absence of the delegate.
- B. Each Elected Officer, Appointed Officers and Past Presidents of the NYSOMOTC shall have one [1] vote.

Section 7. **EMERGENCY MEASURE**

Safety considerations may warrant the location and format to be decided by the Elected and Appointed Officers.

Article X PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern NYSOMOTC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or Standing Rules of NYSOMOTC.

Article XI AMENDMENTS

Section 1. BYLAWS

These Bylaws may be amended at the Saturday General Meeting as follows:

- a. If written notice has been given to all member clubs at least sixty (60) days prior to the meeting, these Bylaws may be amended by a majority vote (50% plus one) of properly certified and registered delegates.
- b. If there has been no previous notice given, these Bylaws may be amended by a two-thirds [2/3] vote of the certified and registered delegates present.

Section 2. STANDING RULES OF ORDER

Standing Rules may be presented, approved, amended or rescinded by a majority vote (50% plus one) of properly certified and registered delegates at the Saturday General meeting.

Section 3. PROCEDURE MANUAL

With the input and consensus of the Executive Board, the Procedure Manual may be amended as needed by the Manual Chairperson.

Article XII PERSONAL LIABILITY AND DEBT OBLIGATIONS

No Officer or member shall be personally liable for payment of any debts or obligations of NYSOMOTC.

Article XIII DISSOLUTION

Should it become necessary, the Executive Board, after review and discussion, will recommend to the member clubs the dissolution of NYSOMOTC.

- A. This recommendation would be presented at the Saturday General Meeting and would require a two-thirds (2/3) vote of the properly certified and registered delegates and in accordance with all New York State requirements.
- B. In the event of the approval of the dissolution, NYSOMOTC will be disbanded no later than six months from the date of the vote.
- C. After all expenses have been satisfied, any remaining funds held by NYSOMOTC shall be distributed to a Section 501(c)3 organization.
- D. The organization chosen shall be by the recommendation of the Executive Board with the approval of a two-thirds (2/3) vote of the properly certified and registered delegates at the Saturday General Meeting.



NEW YORK STATE ORGANIZATION OF MOTHERS OF TWINS CLUBS

STANDING RULES

Amended May 6, 2023

I. MEETINGS

A. VOTING

- i. If a club wishes to present a proposal to the voting body for discussion, the President must receive notification at least ten [10] days prior to the meeting.
- ii. Delegates and Alternates representing the member clubs must be properly certified and registered with the Parliamentarian in order to vote.
- iii. Voting on any issue other than the election of Officers or Nominating Committee will be done by roll call or show of hands unless a ballot is requested.

B. FEES

- i. Registration and luncheon expenses of the four (4) Elected and two (2) Appointed Officers for the annual State Meeting will be paid by the State Treasurer, who will send one check to the host club to cover these expenses.
- ii. The President's lodging, consisting of three [3] nights for the Annual State Meeting is the responsibility of the host club.
- iii. One (1) night's lodging for the President, in a standard room, and their registration fee for the Midterm Executive Board Meeting, shall be paid by the State Treasury.
- iv. The increase of registration fees applies equally to the Midterm Executive Board meeting and the annual State Meeting.
- v. A \$1.00 surcharge will be collected by the host club as part of each individual's registration fee. These funds are to be used by the NYSOMOTC General Fund.

C. MIDTERM

The location of the Midterm Executive Board Meeting will be determined with the approval of the President, in consultation with the Elected and Appointed Officers.

D. ATTENDANCE

Non-member clubs are welcome to attend the Saturday General Meeting as a registered guest. They must submit the proper registration forms and fees.

II. MEMBERSHIP CONFIDENTIALITY

The release of membership or guest lists outside of NYSOMOTC is strictly forbidden and shall be so stated in the front of the listing.

III. JOURNAL AD

NYSOMOTC shall take an ad in the Multiples of America (aka National Organization of Mothers of Twins Clubs, Inc.) convention booklet. The size of the ad will be determined by the State/National Liaison and the Treasurer with the approval of the President.

IV. PUBLICATIONS

- a. The Presidential Papers shall be mailed electronically to the State Officers, Executive Board members, Past Presidents, the local club presidents and state representatives. Prospective clubs may receive the newsletter via email for two (2) editions. The Editor shall mail a paper copy to those who do not have email capability.
- b. The following shall be sent electronically: Meeting Minutes, Directories, Third Call and the State Rep Packet. Those that do not have email capability will be sent a copy via regular mail.

- c. The Credential mailing will be sent via regular mail and/or electronically based on the preference of the State Reps, Officers and Past Presidents.
- d. The website shall contain updated general NYSOMOTC information.

V. STATE MEETING LOAN

Upon bid acceptance, a portion of the Eleanor Siegel Memorial Fund, not to exceed \$2000.00, will be offered to the future host club. These funds must be requested at the first Executive Board Meeting of the new business year. This money is a loan, to be repaid before the State Meeting that they host, specifically at the Friday Executive Board Meeting.

VI. DONATIONS

- a. The Treasurer, on behalf of NYSOMOTC, will accept donations to the Eleanor Siegel Memorial Fund or the Marie Simmons Scholarship Fund, in memoriam. Appropriate cards will be sent by the Reflections Chairperson.
- b. If no designation is made, the donation will be placed in the Marie Simmons Scholarship Fund.

VII. MEMBERSHIP PINS

All membership pins shall be awarded in five-year increments to the recipient by the President with the assistance of the Membership Pins Chairperson. Members receiving twenty-year pins or higher should be given special attention with a reading of their personal statement.

VIII. FINANCIAL DEADLINE

The Treasurer shall designate a deadline when the NYSOMOTC financial books will be closed for the current fiscal year. Expense vouchers need to be submitted prior to this date so that they can be paid and attributed to the current year's accounts.