



## 2025 State Rep Packet

Member Clubs' State Representative and President  
[www.nysomotc.org](http://www.nysomotc.org)

Club Members Password: **LcL2526**

The State Representative is the key liaison between the local club and the State Organization. Their primary role is to share information as is provided via the Presidential Papers, the Website and the Facebook page. 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 link 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 your 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 or President, please forward this file to the new person.

### Enclosures: Please review the following:

- **State Representative Procedures** – 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](mailto:NYSOMSScholarship@gmail.com)
- **Member News - Form for the Reflections Chair**
- **Unity Project Article Form** – Encourage members participation in the Unity Book project
- **NYSOMOTC's Executive Board Positions** - Club members are encouraged to become a State Worker. Volunteers are always needed. Contact the President or the Nominating Chair.

### For club members:

- **Research Survey** -
- **Twin Photo Registry** – submit a photo of you with your family
- **Twin Data Registry Form** – Available on the website
- **Unity Book** – form for members to submit an article of interest

## 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 forward the Presidential Papers to the club members in a timely manner.

**State Rep Packet:** is emailed by the Procedure 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 with the dues fee to the Vice President **by June 1<sup>st</sup>**.

- Dues payment - by a club's check, money order or via Chase/Zelle: **nysomotcpays@gmail.com**
- Dues become delinquent on July 15<sup>th</sup>.
- 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. Club 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, a child or grandparent. Copy the State President with the information.

**The Presidential Papers** are emailed to the club's State Rep and the President every other month and are 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 at your club's meetings and in the newsletter, if one is published.
- You may submit a special article or photo to the State Newsletter Editor at any time.
- The new 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. Information is updated on a regular basis. Contact the Manual Chair for questions.

**Annual Projects and Contests:** Encourage the members' participation in the annual MS Scholarship Fundraisers, the Research Survey, the Twin Data Registry, Unity Book, the Club Scrapbook Page, the Newsletter and Door Sign contests held at the State Meeting. Details and entry forms are 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 on the website [nysomotc.org](http://nysomotc.org). Forms are returned to the Twin Data Registry Chair.

**Marie Simmons Scholarship:** Scholarship information is found in the Presidential Papers, the website, the Procedure Manual and in the State Rep Packet. Application forms are requested by the applicant directly contacting the MSS Chair at [nysomsscholarship@gmail.com](mailto: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 - **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 monitors that all the deadlines are met, especially for registration, contests participation, hotel reservations and payment of fees.
- 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 a Delegate and as an Alternate at the Saturday General Meeting.
- The club's State Rep and/or President, if attending, may serve as delegates.
- Return the form to the Parliamentarian by the deadline.
- The delegate and alternate 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 Registration 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 annual 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 (see below)

**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 State President of your club's intention, at least one (1) month before the current State Meeting. Bids are also accepted at the state meeting.

**Midterm Executive Board Meeting:** Held on the third Saturday of October. State Reps and Presidents and interested members are welcomed. Attending this annual meeting offers the opportunity to meet the Executive Board and learn about the NYSOMOTC's functions. Registration form and other info for this meeting is 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 the 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 1<sup>st</sup>: **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** – email to the club members 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, a social gathering, support of a local community project 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 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 Twin Data Registry, the MS Scholarship 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 in charge of each of the categories mentioned above and request a list of participants. Tallying to be completed by first week of April.



# New York State Organization of Mothers of Twins Clubs

Member Club Statistics and Dues 20\_\_ - 20\_\_

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 \_\_\_\_\_

Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_

State Rep \_\_\_\_\_

Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

City/ \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Newsletter Editor \_\_\_\_\_

Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

After July 15<sup>th</sup> – 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 1<sup>st</sup> \_\_\_\_\_ x .25 each \$ \_\_\_\_\_

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

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

Club check or money order paid to NYSOMOTC \$ \_\_\_\_\_

OR

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 and the dues payment are mailed to the State Vice President June 1<sup>st</sup>.**

**Dues: paid to NYSOMOTC by a club's check, money order  
or 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 + 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**

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 \$2000.00 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 postsecondary 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 20<sup>th</sup>. 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 \$2000 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](mailto:NYSOMSScholarship@gmail.com)**

Application Form available upon request  
**September 1<sup>st</sup>**

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





## **The Marie Simmons Scholarship Fund of the NYSOMOTC**

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

*"For the Children"*

**Calendar Dates – 2 dates for \$5**

**&**

**Raffles held at the State Meeting**

### **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 the MSS Fundraisers and for including MS scholarship information in your club's newsletters or other communication platforms that your group uses.
- Donations may also be sent in by the members on their State Meeting Registration Form.

We are committed to work united to maintain the Marie Simmons Scholarship thriving for our 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 Reflections Chair

Club: \_\_\_\_\_

State Representative \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting news of: \_\_\_\_\_ Birth \_\_\_\_\_ Marriage \_\_\_\_\_ Anniversary  
\_\_\_\_\_ Illness \_\_\_\_\_ Get Well \_\_\_\_\_ Death

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 for a significant event. Payment is made to the designated fund and mailed to the corresponding Treasurer.

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

Date \_\_\_\_\_

## **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, initiate new projects, answer questions and resolve conflict. They appoint the Parliamentarian and the Advisor as well as the 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, pays vouchers, manage the bank accounts, prepares the financial reports for the Presidential Papers, submits the annual IRS Form 990, prepares the Midterm and year-end Financial Reports and presents 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, Standing Committee 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 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 the 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 materials 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 Contest:** 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 display and judging times. They prepare the Certificates of Participation and announce the contest winners at the State Meeting. The Club Scrapbook Contest Pages are organized in albums.

**Librarian:** serves as a resource person for the NYSOMOTC membership. They research and report on new books and publications for 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 judging committee. 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.

**MS Scholarship 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.

**MS Scholarship Committee:** consists of five (5) Judges and an Alternate. They evaluate the applications and return their results to the MSS Chair and the MSS Treasurer/Vice Chair by the designated date.

**MS Scholarship Fundraiser:** coordinates all phases of the 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 guests registered at the State Meeting each year and coordinates the pins presentation ceremony at the Saturday General Meeting.

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

**Newsletter Contest Chair:** coordinates all phases of the contest, publishes the rules and obtains the judges. They prepare and present the Certificates of Participation and announce 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:** This 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 the 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; purchases and 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, they send cards of sympathy or congratulations to acknowledge the local club members, 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:** collects photos of members and their family. They maintain the albums and display them at the State Meetings.

**Unity Project:** collects articles submitted by the local club members. They organize articles in the Unity Book which is displayed at the State meeting.

**Ways & Means Chair:** organizes the State Raffles conducted at the annual 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.

**Webmaster/Social Media Committee:** Webmaster manages all phases related to the Website, with the approval of the Executive Board. They organize the Power Point presentation of reports at the annual meetings. The Webmaster and the Committee maintain the NYSOMOTC website, social media and virtual meeting platforms.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

# **2025 State Rep Packet & Procedure Manual [www.nysomotc.org](http://www.nysomotc.org)**

**Link to “Club Members” \*LcL2526**

## **Bylaws & Standing Rules**

### **General Procedures for the Executive Board**

#### **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

State Meeting Chairs

State Meeting Guidelines

State Meeting Liaison

State/National Liaison

State Representative

Super State Rep Award

Tellers

Twin Data Registry

Twin Photo Registry

Unity Book

Ways & Means

Webmaster

Website/Social Media Committee

#### **Forms**