

# ***CONSTITUTION AND BYLAWS OF***

The New Haven Chapter of the  
Mother's of Twins+ Association, Inc.

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**CONSTITUTION AND BY-LAWS OF THE  
NEW HAVEN CHAPTER OF THE MOTHERS OF TWINS +  
ASSOCIATION OF  
CONNECTICUT, INC.**

**ARTICLE I - NAME**

Section 1. The name of this organization shall be known as the New Haven Chapter of the Mothers of Twins + Association of Connecticut, Inc.

**ARTICLE II - OBJECTIVES**

Section 1. To offer emotional and social support for mothers/caregivers of multiples.

Section 2. To provide mothers/caregivers with practical information on the rearing of their children and to provide access to current educational literature.

Section 3. To provide an exchange of clothing and/or equipment to ease the financial burden of families with multiples.

Section 4. To support the community through philanthropic donations.

Section 5. To award a scholarship. (See Article VIII, Scholarship Award Bylaws.)

**ARTICLE III - MEMBERSHIP**

Section 1. Qualification

A. Any mother/caregiver of multiples is eligible for membership.

Section 2. Classification of membership

- *Full membership*: granted all privileges including **Social Media Privileges**, newsletter, club activities, meetings and voting rights. Pays 100% of membership dues.
- *Associate membership*: includes monthly newsletters and special events. Pays 50% of membership dues.
- *Expectant membership*: expectant mothers accorded full membership privileges but pay no dues until the birth of their multiples.

- *Honorary membership*: shall be conferred by a two-thirds majority vote of the Executive Board. An honorary member does not have the power to vote and is exempt from payment of dues.
- *Second family member membership is half price of current dues and is granted full membership privileges.*

### Section 3. Dues

- Amount of dues shall be determined by the chapter at the May general meeting. Dues shall be payable to the New Haven Chapter by **September 15th**.

1. A potential or present member may not be denied membership because of lack of finances. The treasury may cover this deficit.

- Our fiscal year shall be **August 1st** through **July 31st**. **New Members joining for first time** shall pay a **prorated portion** of membership dues.

## **ARTICLE IV - OFFICERS**

### Section 1. Elected and Appointed Officers

- The elected officers of the New Haven Chapter shall consist of a President, First Vice-President, Second Vice-President, Corresponding Secretary, **Four Membership Officers; one dedicated to New Moms, and one dedicated to Outreach**, and Treasurer.
- The appointed officer shall be the outgoing President, who will assume the Office of Parliamentarian for the entire term of the succeeding President. If the outgoing President does not retain membership in the Chapter, the President shall appoint her Parliamentarian.
- Two state delegates are elected for a two year term by the chapter but are not classified as officers. These delegates are in addition to any other club members holding office within the state organization.

### Section 2. Eligibility of Officers

- The President's position will be filled by the current First Vice-President. A nominee President, if the First Vice-President cannot fulfill her obligation, will be a member who has served on the Executive Board or as an officer for a minimum of two years. (One year is considered [August 1st through July 31st](#)).
- The First Vice-President will succeed the office of President on completion of the President's term(s).
- Nominees for other offices shall have served on the Executive Board for one year.
- In the event there is an insufficient number of qualified candidates, anyone who has been a member for a period of one year prior to the election may be considered for office, excluding the office of President.

### Section 3. Eligibility of Voters

- In order to cast a ballot, a voter must be a paid member.
- She must have attended three meetings prior to the election.

### Section 4. Election of Officers

- The nominating committee shall consist of three members to be nominated and voted upon by a simple majority of the general membership by the March meeting.
- Before the slate of nominees is presented to the membership at the April meeting, assent of the nominees for candidacy must be received.
- The slate shall consist of qualified nominees (see Article IV, Section 2) for each office, plus qualified nominees will be accepted from the floor..

- The election of officers, two state delegates and one national delegate shall be held at the May meeting.
- In the event of a tie, the position shall be shared by co-officers.

## Section 5. New Officers

A. Installation of officers shall take place one month after the election.

## Section 6. Term of Office

- Officers shall be elected for a period of one year and may be re-elected to the same office.
- No member shall hold the same office for longer than two consecutive years.
- If the President's office becomes vacant at any time, the First Vice-President shall become President. The President will then appoint a new First Vice-President with the approval of the Executive Board.
- If an elected officer is unable to complete a one year term, her replacement (Article IV, Section 7) will complete the term and be eligible for re-election.

## Section 7. Duties of Officers

A. The *President* shall preside at all meetings of this chapter and shall perform such other duties as regularly pertain to her office.

- She shall be an ex-officio member of all committees, except the Nominating Committee.
- She shall ensure each committee is chaired with the approval of the Executive Board.
- She shall ensure all vacancies for officer positions are filled with the approval of the Executive Board.

B. In the absence of the President, the *First Vice-President* shall have all her powers and shall perform her duties.

- **She Shall act as Program Chairperson**
- **She shall arrange meeting place**

C. In the absence of the President and First Vice-President, the *Second Vice-President* shall perform their duties.

1. She shall act as the chairperson of the bi-annual clothing exchange program
2. She shall be a State Representative, unless State By-Laws prohibit, then she shall designate a replacement.
3. She shall be in charge of Special Projects Committee and Fundraising.

D. The *Secretary* shall keep the minutes of chapter and Executive Board meetings and other meetings as may be called.

- She shall attend to all correspondence of the chapter unless specifically delegated to another officer or chairperson.
- She shall keep an attendance record at each chapter and Executive Board meeting.

E. The *Membership Officers* shall stimulate and stabilize membership, which includes completing membership forms and receiving dues.

- **They** shall keep statistical records of pertinent information on the members' children.
- **They** shall make available to the entire membership a current roster.
- **They** shall be responsible for distributing new member packets including a copy of the Chapter Bylaws.
- **They** shall contact all news media and supply them with information concerning the organization's

activities, including special interviews on radio, television or in publications.

- They shall, hold New Moms Meetings when applicable.
- They shall keep attendance at all general meetings.
- Outreach shall assume duties of Sunshine as needed and is responsible for all necessary communications.

F. The *Treasurer* shall collect and deposit all moneys belonging to the chapter, and shall disburse such funds upon the approval of the Executive Board and/or the general membership.

- She shall present a financial report at each business meeting and shall render an annual financial statement.
- A written receipt must be received by the treasurer for payment of chapter expenses.
- All disbursements must be in accordance with the approved annual budget, otherwise be co-signed by the members of the Finance Committee before payment. (Refer to Article VII, Section 2A).
- It shall be the duty of the treasurer to allocate the remainder of year end funds, above and beyond startup costs for the next fiscal year, to the Scholarship Fund account.

G. The *Parliamentarian* shall preserve order at all meetings.

- She shall be in possession of Robert's Rules of Order and the Chapter bylaws.
- She shall be consulted when a question of procedure arises.
- She may also raise a point of order during the course of a meeting.



H. The duties of the *State Delegates* shall be:

- To represent our chapter on the State Board of Directors.
- To present chapter business to the State Board.
- To report to the chapter any State Association business.
- To vote in all state business.

I. The duties of the *National Representative* shall be:

- Collect moneys of individuals wishing to join the National organization
- Present National business to the chapter **and handle coorespondence.**

## **ARTICLE V - MEETINGS**

Section 1. Regular meetings

A. This chapter shall meet once a month from September through June.

Section 2. Special Meetings

A. The Executive Board shall meet once a month prior to the general meeting at a place designated by the President.

Section 3. Quorum

A. The quorum of the chapter will be a simple majority of all paid members present according to a common parliamentary law principle which may be found in Robert's Rules of Order.

Section 4. Order of Business

- The order of business shall be: meeting called to order, mother's prayer, Secretary's report, Treasurer's report, announcements, committee reports, unfinished business, new business, adjournment and program.

- Order of business is subject to change as the President deems necessary.

## **ARTICLE VI - EXECUTIVE BOARD**

### Section 1. Members

A. The Executive Board shall consist of the officers mentioned in Article IV, Section 1A, state delegates and all chairpersons of standing and special committees.

B. Each member of the board shall have one vote.

- In the case of a tie vote, a secret ballot shall be cast.

- The President shall have the deciding vote.

C. The first meeting of the Executive Board (held in August) shall be a combined meeting of the old and new board members.

### Section 2. Function

- The function of the Executive Board is to discuss business and policy brought to the attention of the board by officers or chairpersons. The Executive Board shall have all the power of the general membership between regular meetings, except that they cannot change any action taken by the general membership.

- New and old business that has been seconded and passed by the Executive Board must be brought to the general membership for approval.

- The Executive Board shall have the power to enforce the policies of the bylaws without the approval of the general membership.

### Section 3. Missed Board Meetings

- Any member of the board who is absent three consecutive meetings without good cause shall forfeit her office.
- If a member of the Executive Board cannot make a meeting, she shall inform the President or another officer of her intended absence.

## **ARTICLE VII - STANDING AND SPECIAL COMMITTEES**

### Section 1. General Categories

A. A committee may be either a "standing committee" appointed for one year's service or a "special committee" appointed for a special purpose.

- All chairpersons of standing and special committees shall become members of the Executive Board and shall attend these meetings immediately following their appointment.
- No member shall hold in one year more than two chairpersonships unless there is an insufficient number of candidates.

B. The standing committees are: Finance, Historian, Hospitality, Librarian, Scholarship, Sunshine, [Newsletter](#), and Ways and Means.

C. The special committees are: Auditing, Bylaws, Installation Dinner, Nominating, Special Projects and Social Events i.e. Appreciation Tea, Children's Holiday Party, [Spring Fling](#), Family Picnic, Halloween Party and Pot Luck Dinner.

- All standing and special committee chairpersons shall be selected by the President, except Scholarship and Nominating chairpersons.
- All standing and special chairpersons shall submit written reports to the President as required.
- All standing and special committee chairpersons shall not spend any moneys exceeding the

budgeted amount without prior approval of the Executive Board. Excessive amounts shall not be reimbursed without approval of the Finance Committee.

## Section 2. Duties of Committees

It is the duty of the President to ensure that each of the following positions are filled. (Refer to Article IV, Section 7. )

A. The *Finance* committee is a standing committee consisting of three members.

- This committee shall approve, by their signatures, all bills not incorporated in the budget before they are presented in writing to the Treasurer.
- Bills shall be given in writing to the Finance Committee Chairperson, who will present said bills to the general membership.
- In the event that one or more members of the Finance Committee are absent, the President and/or First Vice-President may sign vouchers.

B. The *Historian* is a standing chairpersonship. It shall be the duty of this chairperson to:

- Keep a scrapbook record of the group's activities.
- Take photographs of special events.
- Keep a picture album of members' children and display these at social activities.
- Ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1 F.)

C.. The *Librarian* is a standing chairpersonship. It shall be the duty of this chairperson to:

- Keep articles of special interest concerning multiple births and the rearing of children.

- Purchase new library material and be responsible for books owned by the club.
- Maintain as a lending library.
- At her discretion, appoint a committee of no more than two members.
- Ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1F.)

D. *Hospitality* is a standing committee. It shall be the duty of this chairperson to:

- Plan refreshments for all regular meetings.
- Be responsible for the necessary equipment for the preparation of refreshments.
- Contact members to assist her each month.
- At her discretion, appoint a committee.
- Ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1F.)

E. *Scholarship*. See Article VIII, which contains Scholarship Award Bylaws.

F. *Sunshine* is a standing committee. It shall be the duty of this chairperson to:

- Send cards acknowledging a birth or death in the immediate family of a paid member.
- Send an acknowledgment of flowers or a gift in cases where a member is hospitalized.
- Ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1 F.)

G. The *Newsletter* editor is a standing chairpersonship.

1. This chairperson may at her discretion appoint an assistant.

- It shall be the duty of this chairperson to compile news of the Chapter's activities, edit, and

publish the **Newsletter** nine months of the year excluding January, July and August

- The chairperson shall ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1F.)

H. **Ways and means** is a standing chairpersonship.

1. It shall be the duty of this committee to **assist** fund raising projects.

I. The *Auditing* Committee is a special committee of three members selected at the May general meeting. The committee shall reconcile the canceled checks and paid bills against the treasurer's ledger before the **end of the fiscal year**.

J. The *Bylaws* Committee is a special committee consisting of a chairperson and four members. The bylaws shall be reviewed at least once every five years. The committee shall amend the adopted bylaws when deemed necessary and publish same upon approval of general membership.

K. The *Installation Dinner* is a special chairpersonship.

1. This chairperson may at her discretion appoint a committee.
2. It shall be the duty of this chairperson to make all arrangements for the dinner and gifts.
  - A gift for the outgoing president may be purchased in the amount of twenty to thirty (\$20-30) dollars.
  - The organization shall pay for the dinner of the outgoing president.
  - The chairperson shall provide and present a gift for 10, 20 & 30 year members in the amount of ten to fifteen (\$10-15) dollars.
  - If the general membership and/or Executive Board deems a certain individual eligible for an Outstanding Member Award, the Chairperson shall

provide and present a gift, not to exceed fifteen (\$15) dollars.

3. The Installing, Officer shall be the immediate past president or if she is not available, the president shall appoint an installing officer..

4. The chairperson shall ensure all moneys spent are in accordance with budgetary guidelines (Refer to Article VII, Section 1 F.)

L. The *Nominating* Committee is a special committee consisting of three members elected by the general membership ~~at the March meeting.~~

- It shall be the duty of this committee to nominate two candidates for each office except the office of President. (See Article IV, Section 2B) and to have full power and authority to conduct nominations and the election (Article IV, Sections 2,3, 4).

- No member shall serve on this committee for more than two consecutive years.

- Each nominee shall be presented to the general membership at the April meeting prior to the election in May.

M. *Special Projects* is a special committee headed by the **Second** Vice-President. It shall be the duty of this committee to:

- Dispense funds for philanthropic purposes.

- Form committees as deemed necessary to assist new members.

- Ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1F.)

N. The *Appreciation Tea, Children's Holiday Party, Spring Fling, Family Picnic, Halloween Party and Pot Luck Dinner* are special chairpersonships. It shall be the duty of each chairperson to plan her respective social function for the chapter.

1. Each of these shall operate as a separate committee lasting for the duration of the event.
2. Each chairperson (Refer to Article IV, Section 7A) shall appoint his/her own committee and co-chairperson as deemed necessary.
3. Each chairperson shall ensure all moneys spent are in accordance with budgetary guidelines. (Refer to Article VII, Section 1 F.)

## **ARTICLE VIII - SCHOLARSHIP AWARD BYLAWS**

### **Article VIII-i. Purpose**

Section 1. The sole purpose of the Scholarship Award is to assist a member's child or children in reaching an educational goal that he/she may not have been able to attain without outside assistance.

Section 2. The New Haven Chapter of Mothers of Twins + Association of Connecticut, Inc. will award an annual scholarship for a period of one year, provided an active paid member's child or children is eligible and meets all qualifications.

### **Article VW-H. Amount**

Section 1. Scholarships shall be funded with the current year end funds after club startup costs for the coming year have been removed.

Section 2. The minimum amount of this award will be \$200.00 for a period of one year. If a multiple is to be the recipient of the award, the minimum amount of the award will be increased to \$250.00 for a period of one year. In the event there is a set of multiples, they will each be awarded \$250.00 for a period of one year.



Section 3. More than one set of multiples and/or singletons may be awarded a scholarship in any one year by this chapter.

Section 4. It shall be left to the discretion of the Scholarship Award Committee to determine the percentage to be awarded to each recipient that year. Amount not to exceed \$400 per person.

Section 5. If the treasury is running a deficit, the stated amounts in Section 2 can be adjusted in accordance with the amount available in the treasury.

### **Article VIII-iii. Eligibility**

#### Section 1. Candidates

- Any student in the senior year of an accredited high school or any home-schooled student meeting CT state requirements/GED equivalent or any student entering his/her freshman year of college within a two year period from the date of high school graduation is eligible for application. The student must meet all qualifications (Refer to Article VIII-iv) and his/her mother/caregiver must be an active paid member.
- If there are no eligible candidates, the moneys will be accrued for future awards.

#### Section 2. Member

- The mother/caregiver must be a participating paid member **and** have participated in this chapter **for the previous** three (3) years.
- In the case of mothers/caregivers who have lived in the area for less than three years, the scholarship committee may vote to consider the application.

- In the case of death of a participating paid member, the child or children will at anytime thereafter be eligible to receive an application, provided the child or children meet all qualifications.

## **Article VIII-iv Candidate Qualifications**

Section 1. The applicant(s) must be accepted by an accredited college or technical school to attend as a full-time or part-time matriculating student intending to complete undergraduate course work in an uninterrupted span of time.

Section 2. If there are several applicants, the scholastic record (grade point average) of the students shall be considered.

Section 3. He/she must be a person in good standing in church, school and/or community.

Section 4. All applications must be completed in full and returned to the Scholarship Chairperson by March 31st of each year.

## **Article VIII-v Selection**

Section 1. The Scholarship Award selection shall be based upon scholastic record (grade point average), educational objectives and financial status.

Section 2. The student shall demonstrate a willingness to aid in financing his own education.

Section 3. The Scholarship Committee will have the final say as to whom this award will be presented. In the case of a tie, the decision rests with the chairperson.

### **Article VIII-vi. Presentation of Award**

Section 1. The Scholarship Award may be presented to the recipient at the general school assembly. At this time, the recipient may receive a certificate stating that the award is given by the New Haven Chapter of Mothers of Twins + Association of Connecticut, Inc. and the amount of said award.

Section 2. The award shall be forwarded to the school of his/her choice. A copy of the letter enclosed with the check shall be forwarded to the recipient so that he/she will know these funds are now available.

### **Article VIII-vii Duties and rules governing scholarship chairperson and committee**

Section 1. Scholarship Committee shall consist of a chairperson and four members.

- The members of this committee shall be elected by the general membership at a general meeting by a show of hands.
- The election shall be conducted by the chapter President with nominations taken from the floor.
- Each person shall serve a one year term. The chairperson shall be appointed by the President.
- Club members who might have any one of their children eligible for scholarship within one year should withdraw his/her nomination to this committee.

## Section 2. Duties of the Scholarship Chairperson

- Chairperson shall preside and preserve order at all scholarship meetings.
  - She shall report the minutes of every Scholarship Committee meeting to the Executive Board.
  - She shall handle all correspondence of the committee unless specifically delegated to another committee member.
  - She shall keep duplicate records of all expenditures and receipts, filing originals with the Treasurer.
  - She shall keep a record of all members and their attendance at committee *meetings*.
  - She shall acknowledge all applications.
  - She shall notify all applicants as to the award recipient(s).
1. She may invite the recipient(s) to a regular general meeting for the express purpose of meeting the membership.
- H. She shall file the recipient's application for future reference and discard all other applications received that year.
- I. She shall not divulge any discussions or applications pertaining to the award.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

Section 1. Robert's Rules of Order shall be the Chapter's final authority on all questions of procedure and parliamentary law not covered by these bylaws.

## **ARTICLE X - DISSOLUTION**

Section 1. If for any reason the New Haven Chapter of Mothers of Twins + Association of Connecticut, Inc. dissolves, all remaining funds, after all outstanding debts have been paid, will be donated to a charitable organization.

Section 2. All clothing and equipment belonging to the Chapter will be donated to a charitable organization.

## **ARTICLE XI - AMENDMENTS**

Section 1. These bylaws may be amended at any regular meeting by a two-thirds vote of membership, provided an average attendance is present. The full text of the proposed amendment shall be made available to the general membership one month prior to the vote.

## **ARTICLE XII - ENACTMENT**

Section 1. Bylaws adopted 1964-1965, revised 1966-1967, 1978, 1980, 1982, 1989-90, 1995, 2015.

Section 2. These bylaws effective September 3, 2015.

Bylaws Committee:

1994-1995: Laura Dempsey, Pat Fritz, Deirdre Kurzawa, Traci Lorenz, Eve McPhail, Aura Wilson (alternate)

Bylaws Committee:

2014-2015: Anna Becker, Cynthia That-Cacopardo, Nicole Chardiet, Sandra Dias, Jodi Gerstenhaber, Mary Jo Casapulla, Denice Ford, Anne Stanislowski

**Amendment of By-Laws  
New Haven Chapter of the Mothers of Twins Plus  
Association of  
Connecticut, Inc.**

**Current By-Law:**

**Article IV — Officers**

**Section 7. Duties of Officers**

**F. The Treasurer**

**5. Does not exist**

**Amendment:**

**Current By-Law:**

**Article IV — Officers**

**Section 7. Duties of Officers**

**F. The Treasurer**

**5. Authorized Users on the Checking Account**

- The current President and Treasurer will be the Authorized Users Bank Checking Account (currently Webster Bank)
- It is the responsibility of the outgoing President and Treasurer to ensure that the proper paperwork is filed with the bank to remove their names and add the incoming President and Treasurer as Authorized Users.

Date: March 6, 2008

Amendments to By-Laws noted in blue

Date : September 3, 2015

Motioned By: \_\_\_\_\_ Diane Walker \_\_\_\_\_

2<sup>nd</sup> By: \_\_\_\_\_ Meg Stofko \_\_\_\_\_

Passed / Failed : \_\_\_\_\_passed\_\_\_\_\_