

COASTSIDE MOTHERS' CLUB BYLAWS

Last amended: November 9, 2017

MISSION STATEMENT:

The Coastside Mothers' Club is a volunteer-led organization committed to enriching the lives of Coastside families with young children. CMC builds community through social and educational events and provides opportunities for members to share resources and give back to the community at large.

STATEMENT OF PURPOSE:

The Coastside Mothers' Club is a non-profit volunteer organization, serving the communities along the San Mateo County coast (from Montara to Pescadero), formed to achieve the following goals: (i) to create a community of families and caregivers with young children working together to provide support, socialization, friendship and fun (ii) to promote the continuing education of parents and children, including both members and nonmembers, and (iii) to design, coordinate and execute charitable drives and volunteering to benefit those in need within our greater community of the San Mateo County coast.

MEMBERSHIP:

1. Geographical boundaries of the Coastside Mothers' Club (CMC) extend along the San Mateo coast from Montara to Pescadero.
2. Members must be pregnant, going through adoption process or meet the membership requirements listed in point 3 below.
3. The Coastside Mothers' Club welcomes all parents, grandparents, and guardians regardless of age, race, religion, sexual orientation, gender identity or marital status.
4. Members must pay dues in a timely manner.
5. Members are required to acknowledge and agree to abide by the club's Bylaws as a part of the online application process.
6. The Membership period is from March 1st to February 28th (or 29th) of each year.

TERMINATION:

1. A member may voluntarily request Membership termination at any time by notifying the Membership Coordinator(s) at membership@coastsidemothersclub.org.
2. A person's membership will become inactive if dues are not received by March 6th of the current membership period. Payment of dues will reactivate membership status.
3. The Board reserves the right to terminate a person's membership or take other action, as determined by the board, if the member does not abide by the bylaws or other club guidelines.

DUES:

1. Dues are payable during the renewal period. The amount will be determined by the board members. Dues may be paid either in cash by check made payable to the Coastside Mothers' Club, or credit card.

2. Dues may be waived on the basis of financial hardship by appealing to the Treasurer.

3. Any increases in dues for the coming year will be voted upon by the Board. The Membership will be notified in advance, by email or on the website or any combination thereof.

4. Members must log-on to the system to renew membership.

5. A grace period is applicable for NEW members who join the club in January and February.

BOARD POSITIONS:

All board positions can be held by more than one person.

There will be the following officers of the Club:

1. President
2. Vice President
3. Secretary (a.k.a. Recording Secretary)
4. Treasurer

The officers will serve with the following board members on the Board of the Club:

- §Babysitting Co-op Coordinator
- §Business Liaison
- §Community Connection Coordinator
- §Education Coordinator
- §In-a-Pinch Coordinator
- §Kids' Outings Coordinator
- §Kids' Social Coordinator
- §Membership Coordinator
- §Dads' Social Coordinator
- §Moms' Social Coordinator
- §Moms' Swap Coordinator
- §New Member Coordinator
- §Playgroup Coordinator
- §Bagels in the Park Coordinator
- §Publicity Coordinator
- §Social Media Editor
- §Speaker Series
- §Swap Coordinator
- §Webmaster

§ Working Parents' Coordinator

Additional roles may be added as the year requires or roles may stay unfilled for the year if it does not fit within what the Board is accomplishing for the year.

JOB DESCRIPTIONS:

PRESIDENT: The President chairs all board meetings and general meetings, oversees the general functioning of the Club, recruits members to fill vacant board positions and promotes communication between board members as well as between the board and the membership.

VICE PRESIDENT: The Vice President assists the President and other board members when necessary, at board meetings and events. The Vice President fills in for the President when the President is not available. The Vice President is responsible for coordinating the annual camping trip, CMC participation in the Fourth of July and Pumpkin Festival parades and organizing CMC attendance for Festival of Lights. The Vice President keeps the master calendar for all events for the.

SECRETARY: The Secretary takes minutes at all board meetings or arranges for them to be taken and distributes them to board member prior to the next scheduled meeting. The Secretary assists the other board members in their record keeping as necessary, is responsible for organizing and running all ballots (if necessary) and incorporating approved amendments into the body of these Bylaws.

TREASURER: The Treasurer receives all funds for the Club and is responsible for all disbursements. The Treasurer develops the budget plan and keeps records of all financial transactions for the Club, including the bank checking account. The Treasurer files taxes on behalf of the club for every fiscal year this person is the treasurer. She assists other board members involved in financial transactions for the Club, if necessary.

BABYSITTING CO-OP COORDINATOR: The Babysitting Co-op Coordinator oversees the function of the Babysitting Co-op according to the bylaws of the Babysitting Co-op.

BAGELS IN THE PARK COORDINATOR: The Coordinator plans breakfast-themed park socials quarterly, welcomes members and encourages connections between club members.

BUSINESS LIAISON: The Business Liaison builds and manages CMC's relationship with local businesses. Updates the CMC Member's Discount Page to reflect discounts offered by local businesses. Confirms continuing discounts with all participating businesses at least every other year. Coordinates sponsorships of CMC events while communicating and planning with the event's coordinator.

COMMUNITY CONNECTIONS COORDINATOR: The Community Connections Coordinator coordinates CMC outreach and service activities in the community. Examples may include diaper drive, school supply drive, coat drive, Giving Tree and more.

DADS' SOCIALS COORDINATOR: The Dads' Socials Coordinator arranges regular Dads' Night Outs and other events throughout the year.

EDUCATION COORDINATOR: The Education Coordinator arranges club functions and information flow on the topic of education, with the emphasis on preschool and elementary education. This coordinator is responsible for coordinating and overseeing the Preschool Open House, the Kindergarten Forum and producing/updating the preschool directory as necessary.

IN-A-PINCH COORDINATOR: The In-a-Pinch Coordinator responds to members' requests for a helping hand due to events such as the birth of a baby, illness, injury or death in the family or other life-changing events. The coordinator organizes CMC members who have volunteered to provide meals for the family in need and sends out requests to the whole Club. If requested, additional services such as transportation, babysitting, running errands or other support may be solicited.

KIDS' OUTINGS COORDINATOR: The Kids' Outings Coordinator makes arrangements for four to six various outings throughout the year around the community focused on the varying age groups of our members' children. Kids' Outings Coordinator also works with the Kids' Socials Coordinator to put on Sandy Feet.

KIDS' SOCIALS COORDINATOR: Kids' Socials Coordinator arranges several events a year for CMC families. These events include but are not limited to the Spring Egg Hunt, Spring Family Picnic, Fall Fest and a winter holiday celebration. The socials include entertainment, crafts, and other festivities. Kids' Socials Coordinator also works with the Kids' Outings Coordinator to put on Sandy Feet.

MEMBERSHIP COORDINATOR: The Membership Coordinator is responsible for personally emailing and welcoming new members and sending out New Member Packets. This should be done ideally every two weeks, but at a minimum once a month. The Membership Coordinator will cc the President and appropriate Playgroup Coordinators on the Welcome Emails. Other duties include planning and hosting quarterly Membership Events, being sure to send encouraging invitations to New Members since the last event, ensure that all new members meet the membership requirements as set out by the bylaws and track membership renewals and expiration. At renewal time, the Membership Coordinator also sends out emails encouraging members to renew, as well as assisting members who have questions about their membership status. The Membership Coordinator will also work closely with the Treasurer and Webmaster to resolve issues that arise for members relating to membership, such as dues, renewals, and status.

MOMS' SOCIALS COORDINATOR: The Moms' Socials Coordinator arranges regular social events for Members. Social events include, but are not limited to, the anniversary party in April, Moms' night outs throughout the year and the holiday party in December. She recruits board members and general members to assist in these functions as necessary.

NEWSLETTER COORDINATOR: The Newsletter Coordinator acts as the editor in chief of the newsletter and is responsible for gathering a committee who assists with tasks such as content development. The goal for newsletter distribution would be at least every other month.

PLAYGROUP COORDINATOR: The Playgroup Coordinator organizes and

coordinates all playgroups for the club. This includes directing new members to appropriate playgroups, serving as a communicator between the playgroups and the Board, acting as mentor for evolving playgroups, keeping a record of the playgroups, creating new playgroups on a semi-annual basis and updating the playgroup leader list. The Playgroup Coordinator will also organize semi-annual meetings for the playgroup coordinators to discuss how the playgroups are doing and review playgroup offerings as listed on the website.

SOCIAL MEDIA COORDINATOR: The Social Media Coordinator is responsible for developing and managing club communication directed to the public, works with the other board members to identify applicable events and builds an annual media calendar. The Social Media Coordinator also supports print communication to the public, such as fliers or brochures.

SPEAKER SERIES COORDINATOR: The Speaker Series Coordinator is responsible for arranging at least two guest speaker events during the membership year.

SWAP COORDINATOR: The coordinator organizes semi-annual clothing and gear swap for members and donates the remaining items to charity.

WEBMASTER: The Webmaster is responsible for maintaining the CMC website, App, assisting with membership database issues and managing the forums.

WORKING PARENTS COORDINATOR: The Working Moms Coordinator is responsible for creating and coordinating activities, events, and resources designed specifically to serve the needs of working parents. The Coordinator may work in conjunction with other Board positions and/or create committees to fulfill this responsibility.

GENERAL CONSIDERATIONS AND RESPONSIBILITIES:

It is recognized that there is no hierarchy on the Board and that all Board Members carry the same authority within the Club

1. It is the responsibility of each board member to serve as a backup for all board members as necessary.
2. It is each board member's responsibility to submit all relevant event information, ie, date, time, address, place, who can attend and all other pertinent information members would need for an event in final form to the Vice President to put on the calendar in a timely manner.
3. It is the board member's responsibility, when vacating a position, to assist in the recruiting effort to fill that position. In addition, the board member should do their best to transition the new board member by meeting and/or passing over all relevant information and resources to the new board member.
4. It is each board member's responsibility to keep track of pertinent information, via Google files or whatever is decided by the board, to review with their replacement when vacating a position, so as to avoid duplication of efforts for future boards.
5. It is each board member's responsibility to develop a plan for the coming year and estimate a budget, where relevant.
6. The website must be hosted by an independent server. The webmaster and one

additional executive board member must hold all passwords and have access to all aspects of the website.

CONTENT OF CMC NEWSLETTER, WEBSITE, SOCIAL MEDIA AND PRESENTATIONS

1. The CMC will not take a stand on any political issue. Due to restrictions as a 501(c)(7) tax exempt social club, CMC cannot be seen as endorsing any political position or candidate.
2. At the start of political seasons, the CMC President will remind CMC membership with a message on the CMC News Forum of the inappropriate nature of political posts.
3. The CMC will not permit political candidates to advertise their campaigns on the CMC website, newsletter or in CMC presentations.
4. Members may post, no more than twice per membership year and to the Classified Forum and CMC Member Chat Facebook page only, information about third party events, products, vendors, etc. Members shall clearly state the commercial nature of such postings. Members shall state any connection they have to the event host, if applicable. Member postings about third party events, products, vendors, etc must not be deceptive or contain any false or misleading information. All such postings shall include the following disclaimer: *The Coastside Mother's Club is not affiliated with nor endorses any third parties and the opinions expressed by third parties are not the opinions of the Coastside Mother's Club.*
5. The CMC will not permit presentation of slanderous material in the CMC newsletter, website or in CMC presentations.
6. The CMC will make every attempt, when using a website link, to point to information that is useful to its members within the bounds of these guidelines. The CMC is not responsible for the content of links on any website other than the official CMC website.
7. Members agree not to use the membership information available to CMC members through the website or forum to build a mailing list or other contact list for commercial, political or any other purpose. Members may post, no more than twice per calendar year and to the Classified Forum and CMC Member Chat Facebook page only, information about their own businesses. Members shall clearly state the commercial nature of such postings. Members posting about their own businesses must not be deceptive or contain any false or misleading information.
8. Members may post about community events on the Local News and Events forum or CMC Member Chat Facebook page only. Events posted must clearly state that the event is NOT a CMC-sponsored event.
9. Members agree to abide by any additional guidelines for conduct on the website and forum as posted at www.coastsidemothersclub.org.
10. If there are concerns that a member is using the Forum or Facebook group as a form of advertising or otherwise repeatedly violating the Bylaws with their posts, these concerns should be brought up to the Board. If a majority of the Board agree that the

postings violate the Bylaws, the member in question will receive a written warning via email. Continued posting of this nature may result in the termination of an individual's membership.

11. The Club retains the right to delete posts that do not conform to the Bylaws. Members whose posts are deleted will be informed of the decision.

SUCCESSION :

All positions will be considered vacant at the end of each term. The term for all Board positions is one (1) year. Positions will turn over every January. Volunteerism is the preferred method of filling vacancies. The procedure shall be as follows:

1. Every October, the President will announce that all board positions are open and to be filled by January. Any member can volunteer for a position, with the exception of President, Vice President, Treasurer and Secretary, which must be filled by a previous board member. Positions that have at least one person volunteering for them are considered filled at the November meeting. All unfilled positions will be announced in January and volunteers will be called for.

2. If more than one person volunteers for any position, the volunteers may choose to share the position or try to work out a mutually acceptable arrangement between them, consulting the Board as to which other positions are still available. If they are unable to arrive at a solution, all the names will be placed on the ballot and presented to the January general meeting. All elections shall be by simple majority of those present at the general meeting. In the case that no volunteer gets a majority, there shall be a vote by secret ballot at the January Board meeting.

3. The Board will be responsible for recruiting members for any position unfilled by January. Any positions left unfilled after such a recruiting effort will be subject to elimination or combination with another position, as determined by the Board.

4. January will serve as the transition month, with all board members, old and new, serving together. For each position, the former board member will hand over all relevant information and resources to the new board member.

5. The Secretary is responsible for organizing and running all ballots (as necessary).

TERMS:

Board Positions: The maximum number of terms for a Board position shall be two (2), unless there are no other volunteers for the position.

INABILITY TO COMPLETE TERM:

It is the responsibility of the board member who is unable to complete their term to give the Board as much notice as possible and to pass on all information for the position. It is the responsibility of the Board to fill that position as it sees fit.

REMOVAL FROM OFFICE:

If the Board deems that a board member is not fulfilling her/his responsibilities or is acting in a way such that the public image and/or full functioning of the Club is at risk,

and repeated informal counseling has not corrected the situation, that person may be removed from office. An extraordinary meeting of the Board will be held, where the Board will determine by secret ballot whether there are sufficient grounds for removal from office. All board members must be notified of the meeting and may attend, including the person in question. All board members except the person in question must vote, either in person or by proxy. The person in question may choose to vote or not. An extraordinary majority of two thirds of the Board must be reached for the person in question to be removed from the Board. In the event such a vote is reached and the person in question did not attend the meeting, the Board will nominate a board member to communicate the outcome to the person in question with thoughtfulness and tact.

GENERAL COURTESIES:

1. The Coastside Mothers' Club is a cooperative organization which assumes as a basis, cooperation. Cooperation is possible only through mutual respect. It is understood that each member will respect the rights, property, person and family of every other member and will treat them as the Member would like theirs to be treated.

2. General meetings are intended for adult members. However, we recognize that there may be exceptional circumstances in which you may need to bring your child(ren). If your child(ren) become(s) disruptive, please remove the child(ren) from the room until he or she (they) becomes quiet. A fellow playgroup member or board member will be happy to relay the content of the meeting if you are unable to stay until the end of the meeting.

3. Parents are responsible for the well-being, safety and behavior of their child(ren) when attending playgroup and other club functions. The CMC requests that you do not attend playgroup or club functions when you or your child(ren) are ill. Children should not be brought in contact with other children if they have had a fever anytime within 24 hours, if they have vomited more than once within 24 hours, if they have colored nasal discharge, diarrhea, eye discharge, head lice or nits, severe coughing, or yellow skin or eyes, or if your Pediatrician has recommended isolation.

4. Help and encourage your child(ren) to pick up toys when playgroup is over. Adhere to the rules of the sponsoring household when playgroups and club functions are held in members' homes.

5. Members who participate in club activities such as playgroups or the Babysitting Co-op are expected to follow the guidelines or bylaws for those activities.

6. New club functions should be brought to the Board for approval prior to implementation.

7. Any solicitation of goods or services must be approved by the Board.

8. Members are not permitted to use the name THE COASTSIDE MOTHERS' CLUB as an endorsement for their product or service or for any reason not specifically approved by the Board.

9. All member information lists and rosters are to be used by the members as a resource, not as a means for solicitation.

10. Members using the website, forum or social media are expected to abide by the guidelines for conducting themselves as described on the website:
www.coastsidemothersclub.org.

DECISION MAKING:

1. All decisions for the Club should be finalized at the board meetings by consensus. In the event that a consensus is impossible, a decision may be confirmed by a simple majority vote by those present at the board meeting.
2. All members wishing to participate in making decisions for the Club should attend board meetings.
3. Ideas, suggestions and comments are welcome and should be directed to the appropriate board member.
4. Should a substantive decision be necessary between board meetings, the President, Vice President and the appropriate board members will reach a consensus decision on behalf of the Board.

BYLAWS APPROVAL AND AMENDMENT PROCEDURE :

1. These Bylaws were approved by an affirmative vote of 2/3 of those members present and voting at the September 28, 2017 meeting. They took effect on the date on which they were approved.
2. These Bylaws may be amended by affirmative vote of 2/3 of the Board followed by affirmative vote of 2/3 of those members who voted. At least quorum of all Board Members must be present and vote in person on a bylaw amendment. Any Board Member who cannot be present in person may vote online for a period of 24 hours after the close of the meeting so long as the quorum is reached. Voting by the Club shall be conducted electronically for a pre-announced period of seven calendar days. Voting opening and closing times must be specified to the Club. Votes shall be counted by the Secretary and verified independently by the President and Vice President. Only CMC members in good standing may vote and only one vote is permitted per member.
3. Members wishing to amend the Bylaws need to present a written proposal at a board meeting. The proposed amendment shall be published on the CMC News Forum at least one month before the vote begins. Notice shall include the date and time in which voting shall open and close.
4. The Secretary shall be responsible for incorporating approved amendments into the body of these Bylaws.
5. Members will be notified of amendment on the CMC News Forum. Current members may request copies of the amended Bylaws and they will be made available on the website.
6. Online member acknowledgments and agreements to abide by the Club's Bylaws incorporate present and future amendments. Should a member disagree with approved amendments and not wish to adhere to them, membership may be terminated by notifying the Membership Coordinator in writing.