

## **BYLAWS of Professional Moms at Home**

### ***Article I - Name***

The name of this non-profit organization shall be Professional Moms at Home.

### ***Article II - Purpose***

To provide support and enrichment to women residing in or around Anne Arundel County, MD who have elected to stay at home full- or part-time with their children.

### ***Article III - Membership and Dues***

**Sec. 1** Membership: Membership is granted after completion and receipt of a membership application and annual dues.

**Sec. 2** Dues: Yearly dues shall be set by the Board and shall be payable by September 1st of every year for the upcoming membership year (where "membership year" is defined as September 1st through August 31st). New members shall pay quarterly pro-rated dues for the remainder of the membership year in which they join. Continued membership is contingent upon being up-to-date on membership dues.

**Sec. 3** Membership Requirements: Requirements for membership in Professional Moms at Home are as follows:

- a. Members must not be employed full-time.
- b. Members must have a child under 6 years of age.

**Sec. 4** Alumnae Status: Women who have been dues paying members for at least one year who no longer meet the requirements for membership set forth in Section 3, but are willing to pay a portion of the regular membership dues may qualify for Alumnae status. Members whose youngest child attends full time school, regardless of age, also may elect Alumnae status. Alumnae may attend any function so long as any expenses are paid for out of pocket. They will also receive the monthly newsletter. Alumnae may serve on the Board. Except where explicitly stated, references to members throughout the bylaws also refer to Alumnae.

**Sec. 5** Resignation and Termination: Any current member may resign by filing a written resignation with the Membership Director. Resignation shall not relieve a member of other charges previously accrued. Upon application by the resigning member, the Board, in its sole discretion, may refund her full or prorated dues. The Board, in its sole discretion, may terminate a membership "for cause" after notifying the member and allowing the member a hearing with the Board.

**Sec. 6** Solicitation: PMAH members shall not be solicited or contacted by mail, email, or phone for any purpose other than club business without prior approval of the Board.

### ***Article IV – Membership Meetings***

**Sec. 1** Regular Subgroup Meetings: Regular subgroup meetings shall be held at a time and place designated by each subgroup leader.

**Sec. 2** Biannual Meetings: Meetings of the entire membership shall take place once in the spring and once in the fall, the specific date, time and location of which will be designated by the President. At these meetings the membership shall receive reports on the budget and activities of the organization

**Sec. 3** Special Meetings: Special meetings of the entire membership may be called by the President, a simple majority of the Board, or a petition signed by 20% of the entire membership and submitted to the Secretary.

**Sec. 4** Notice of Meetings: Written notice of each biannual or special meeting will be given to each member, by email or in the newsletter, not less than one week prior to the meeting.

**Sec. 5** Quorum: The members present at any properly announced biannual or special meeting shall constitute a quorum.

**Sec. 6** Voting: All issues to be voted on shall be decided by a simple majority of those present at the biannual or special meeting in which the vote takes place.

**Sec. 7 Children's Behavior:** Members are permitted to bring their own children to regular subgroup meetings and activities. However, it is their sole responsibility to oversee their child's behavior. Professional Moms at Home will not be held responsible for the conduct or injuries that may occur at their sponsored events. In the event that a child hits, bites or otherwise hurts another child, the following policy will be enforced:

First Offense: Mother will be asked to place the child in "time out".

Second Offense: Child and mother will be asked to leave the meeting, but will be allowed at future meetings / events.

**Sec. 8 Illness:** Members may not attend activities if either they or their child is ill. Guidance for determining which symptoms disqualify a child for attendance may be found at the Anne Arundel County Department of Health website, [aahealth.org/a2z.asp?id=55](http://aahealth.org/a2z.asp?id=55) , Look it Up A-Z, Illness: How do I know when to keep my child home from school because of illness?

**Sec. 9 Vaccination Policy:** Professional Moms at Home vaccination policy will be that of the State of Maryland. Mothers must sign a form that states the child is not vaccinated for religious reasons. If an epidemic occurs, the mother and children will be asked not to attend any PMAH-sponsored function until said outbreak has been deemed over by the State of Maryland.

**Sec. 10 Home Safety:** In the event that a meeting or activity takes place in a member's home, that member shall secure all roaming pets for the duration of the meeting and provide reasonable child-safe areas commensurate with the age level of children expected to attend.

### ***Article V – Board of Directors***

**Sec. 1 Board Responsibility:** The Board is responsible for overall policy and direction of the organization, and delegates responsibility of day-to-day operations to the committees. The Board shall transact the business of the organization whenever it is impossible or impractical for the organization to take action as a whole. The Board of Directors will follow all guidelines as delineated in PMAH's Procedures and Bylaws. Each Director is a voting member of the PMAH Board. The Board receives no compensation other than reasonable expenses.

**Sec. 2 Directors on the Board:** The Directors of this organization shall be President; Secretary; Treasurer; Vice-President for children born in the current membership year; Vice-President for the children born one year prior to the current membership year; Vice-President for the children born two years prior to the current membership year; Vice-President for the children born three years prior to the current membership year; Vice-President for the children born four to six years prior to the current membership year (where "membership year" is defined as the Maryland State school year, September 1<sup>st</sup> through August 31<sup>st</sup>); Membership Director; Chairs of the standing committees: Events, Hospitality, Newsletter and Publicity. Said Directors constitute the Board.

**Sec. 3 Nomination:** Open Board positions shall be published in the newsletter or announced via email for consideration by the membership. Members may self-nominate by notifying the President or any Board member prior to the next scheduled Board meeting. Elections to the Board require a simple majority vote of the Board members present.

**Sec. 4 Terms:** Board members shall serve a one year term starting from the month that they take office, renewable for one additional year with Board approval. No member shall serve more than two two-year terms in the same Board position; however, a member who fills a vacancy until the end of a one-year term may then serve two additional two-year terms in that position.

**Sec. 5 Vacancies:** If vacancies occur in any office of the Board, they shall be filled in the following manner: Secretary shall assume the role of President, and any other vacancies shall be appointed by the President with the approval of the Board. Vacancies will be filled only to the end of the vacating Board member's term.

**Sec. 6 Resignation, Termination, and Absences:** Resignation from the Board must be in writing and received by the Secretary. A Board member may be terminated from the Board for excessive absences (e.g., more than two unexcused absences from Board meetings in a year) or any other reason by a three-fourths vote of the remaining Board members.

**Sec. 7 Regular Board Meetings and Notice:** Regular Board meetings shall be held monthly, at a time and place designated by the President. The business portion of the biannual meetings shall constitute the Board meeting for that month. Written notice of each meeting will be given to each member, by email or newsletter, not less than one week prior to the meeting. Any member in good standing is invited to attend.

**Sec. 8** Special Meetings: Special meetings of the Board shall be called upon the request of the President, or one-third of the Board. Written notices of special meetings shall be sent out by the Secretary via email to each Board member at least one week in advance.

**Sec. 9** Board meeting quorum: The Board Members present at any properly announced meeting shall constitute a quorum.

**Sec. 10** Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

### ***Article VI - Duties of Directors***

**Sec. 1** President: The President will preside over Board meetings and all general meetings. The President will stay in contact with Board members to remain updated on all PMAH activities. The President will organize biannual meetings of the entire membership, one to be held in the spring and the other to be held in the fall.

**Sec. 2** Secretary: The Secretary shall keep minutes at each Board meeting, write all letters and business correspondence for the organization (except as explicitly provided in these Bylaws or subsequent Procedures), and maintain and update PMAH's Procedures and Bylaws.

**Sec. 3** Treasurer: The Treasurer shall have charge of the funds and shall render to the entire membership a biannual statement of accounts. A monthly report of all receipts and disbursements shall be submitted at each Board meeting. The Treasurer shall have the authority to pay individual bills up to \$250.00 without Board approval. At the last Board meeting of the fiscal year, the Treasurer will present, for approval, a new budget for the upcoming year. The Board shall oversee an audit of the Treasurer's statements at the end of each fiscal year.

**Sec. 4** Membership Director: The Membership Director will record each new member in the database when a membership form is received from the Treasurer. The Membership Director will forward new member information to the appropriate Board Members and will maintain the member directory.

**Sec. 5** Class Vice President: Each Vice President will help organize and facilitate subgroup meetings for moms with children born in her year, work with the Membership Director in placing new members in appropriate subgroups and manage the overall status of subgroup members.

**Sec. 6** Hospitality Committee Chair: The Hospitality Chair will supervise the planning and organization of New Member Teas and coordinate refreshments at general membership events. In addition the Hospitality Chair coordinates support for PMAH members with special needs during a family crisis.

**Sec. 7** Events Committee Chair: The Events Chair will supervise the planning and organization of events for the members of PMAH and their children, and the preparation of a monthly calendar to inform members of the events for that month.

**Sec. 8** Publicity Committee Chair: The Publicity Chair will endeavor to publicize the services offered by PMAH to new stay-at-home moms, to recruit new members, and to promote the positive image of the organization in the community at large.

**Sec. 9** Newsletter Committee Chair (Editor): The Newsletter Editor shall oversee the content, direction, and final product of the newsletter each month, including copy and content editing, staff management, assignment of submissions and correspondence.

**Sec. 10** Succession: The Secretary shall assume the duties of the President in the President's absence. The Secretary shall succeed the President if the President is unable to complete the term of office. If the President and Secretary are both absent from a meeting, the attending Class Vice President of the oldest children will preside over the meeting.

**Sec. 11** All retiring officers shall submit a written report, in duplicate, to be turned over to the incoming officer and the President's permanent file prior to the end of term.

**Sec. 12** Procedures: The Board, in its sole discretion, may adopt Procedures and resolutions to further detail the intent of the Bylaws. The membership shall be notified within one week of changes to existing Procedures.

### ***Article VII - Committees***

**Sec. 1** The existence of a Committee shall be dictated by the desires of the membership with the approval of the Board. The Board may appoint any committee deemed necessary.

**Sec. 2** Each Committee Chair shall submit a written report to the President by June 1.

***Article VIII - Amendments***

These bylaws may be amended by providing notice to the members in the Newsletter of the proposed amendment(s), followed by a one month comment period (comments to be provided to the Secretary via email, telephone or presence at a Board meeting). After the one month comment period has ended, amendments will be approved by a simple majority vote of the members present at the subsequent Board Meeting.

***Article IX - Dissolution***

In the event of dissolution all assets shall be donated to a charitable organization at the discretion of the members present at the final Board meeting. The Treasurer shall carry out the dissolution.

***Certification***

These bylaws were approved at a meeting of the Board of Directors by a majority vote on 08 May 2008 .

Secretary

Date