

NORTH COAST PARENTS BYLAWS

ARTICLE I. NAME & PURPOSE

Section A. The name of this organization shall be North Coast Parents. It is a not for profit organization and is not designed for the private gain of any persons. All dues, donations and grants go directly to activities, educational classes and newsletter publications. The organization shall be referred to in these bylaws as the "Club" or "NCP".

Section B. The purpose of this organization is to serve as a support group for parents of young children and to offer meetings in a safe, nurturing, and tobacco free environment providing socialization for young children.

ARTICLE II. MEMBERSHIP

Section A. Membership is open to anyone raising or caring for young children.

Section B. A member in the association is any family who has paid current membership dues. Memberships in the club shall be for a term of one year. Dues are payable on the first day of the anniversary month. The anniversary month is based on the month following the receipt of initial payment.

Section C. A membership dues reminder will be placed with the member's newsletter in the month prior to dues lapsing. Non-payment of dues by the end of the month following the anniversary month shall automatically drop a member from the Club roll.

Section D. Each member shall be required to participate in fundraising events that allow the Club to provide low cost membership and activities. If a member is unable or unwilling to participate in fundraising efforts, the member shall donate monetarily equivalent funds to what the fundraising event would have generated. This donation amount will not exceed \$40.00 annually. Any voluntary donations of prizes by members for the fundraiser will be in addition, and cannot be credited in part or in whole toward the \$40.00 contribution.

Section E. Scholarships: A limited number of scholarships will be available to members to help with dues. The number of scholarships distributed during a calendar year will not exceed 10% of the total general membership, e.g., if club has 50 member families then no more than 5 scholarships will be distributed. The scholarships awarded will either waive or reduce the membership fees in extenuating circumstances.

Section F. Each member shall sign NCP's liability release form/membership agreement upon initial membership and/or annual renewal of membership.

Section G. Each member is entitled to receive a copy of the North Coast Parents' monthly newsletter and to attend all functions planned for North Coast Parents.

Section H. Each member, i.e., family, is entitled to one vote for the annual elections of the Board held in March of each year.

Section I. Each member may attend and participate in general meetings, but only Board Members may vote on agenda items. Any relevant conflicts of interest shall be presented to the Board prior to discussion of that agenda item.

Section J. Membership rosters are for use by NCP members only in regards to NCP activities (playgroup information, meetings, phone tree, etc.). Membership rosters will not be provided to outside parties for distribution of non-club information or activities.

ARTICLE III. GENERAL AND SPECIAL MEETINGS

Section A. General meetings to discuss current Club business will be held monthly. The location, date and time will be scheduled during the preceding month's general meeting, and listed in the next monthly newsletter.

Section B. All members are invited and encouraged to attend and participate, but only Board Members may vote on Club issues. Only at the annual March meeting will general members have a vote in order to elect Board Members. The quorum for the annual March meeting shall consist of fifty percent plus one of the voting members attending the meeting.

Section C. Any relevant conflicts of interest shall be presented to the Board prior to discussion of that agenda item. The Board shall determine, by vote, that member's degree of participation in decisions where that member may have a personal financial gain or other interest.

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Section D. Quorum for Board Meetings. The presence of a simple majority of the Board of Directors shall constitute a quorum at any regular or special meeting of the Board of Directors.

Section E. Voting Procedure

1. A Board Member must make a motion.
2. Second the motion by another Board Member.
3. Director asks "All in favor" and "All opposed". A simple majority vote determines if a motion passes or not.
4. Only Board Members are given a vote on club issues.

Section F. Board Members will address and vote on any issues that arise concerning NCP at general meetings or special board meetings.

1. The Director will chair general meetings and special meetings.
2. The most current member roster will be distributed at the monthly general meetings. The Board will then divide the roster for the current month phone tree.
 - a. Any member of the Board may activate the phone tree for communication of information to the general membership at any time by phoning the Board members.
3. All Board Members may provide items for the general meeting agenda to the Director prior to the meeting.
4. Anytime an urgent issue arises, any Board Member can call a special board meeting in order to resolve the issue by discussion or vote.
 - a. The presence of a simple majority of the Directors shall constitute a quorum at special meeting of the Board. A simple majority votes by the Board present shall decide all questions and motions carried.
 - b. Special Board Meetings shall be held at a neutral location, such as a restaurant, not at a member's home.
 - c. At least 24 hours notice shall be given to the Board Members for a special Board meeting.

ARTICLE IV. DUTIES OF THE BOARD OF DIRECTORS

Section A. Club officers shall exercise the management of North Coast Parents' affairs. Board Members will also act as public ambassadors for the Club. Board Members will be welcoming to any new or potential members and help them meet other members.

Section B. The officers of NCP shall consist of Director, Assistant Director, Secretary, Treasurer, Membership Coordinator, Activities Coordinator, Small Group Coordinator, Grant Coordinator, Newsletter Editor and Quartermaster. The Board may elect to separate and/or combine positions as necessary. Each officer is responsible for the maintenance of records and relevant information for the succeeding officer.

Section C. All Board Members shall keep their membership current.

Section D. Confidentiality is imperative as a Member of the Board. It is expected that the issues arising during a special meeting not be shared outside of the Board. Should it appear that any issue is causing heated debate or conflict during a general meeting, this issue should be tabled and addressed at a special Board meeting. It is imperative that the Board representing NCP present a unified and cooperative position in order to provide effective leadership.

Section E. Any relevant conflicts of interest shall be presented to the Board prior to discussion of that agenda item. The Board shall determine, by vote, that member's degree of participation in decisions where that member may have a personal financial gain or other interest.

Section F. Board Members will address and vote on any issues that arise for NCP at general meetings or special Board meetings.

1. The Director will chair general meetings and special meetings.
2. The most current member roster will be distributed at the monthly general meetings. The Board will then divide the roster for current month phone tree.
 - a. Any Member of the Board may activate the phone tree for communication of information to the general membership at any time by phoning the Board Members.
3. All Board Members may provide items for the monthly general meeting agenda to the Director prior to meeting
4. Anytime an urgent issue arises, any Board Member can call a special Board meeting in order to resolve the issue by discussion or vote.
 - a. The presence of a simple majority of the Directors shall constitute a quorum at special meeting of the Board. A simple majority of votes by the Board Members present shall decide all questions and motions carried.
 - b. Special Board Meetings shall be held at a neutral location, such as a restaurant, not at a member's home.
 - c. At least 24 hours notice shall be given to the Board for a special Board meeting.

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Section G. The Board of Directors oversees nominations and elections as stated in ARTICLE VI. BOARD NOMINATIONS AND ELECTIONS.

Section H. Any changes in the dues amount shall be adopted annually at the December general meeting, and put into effect January 1 of the following year. Any differences in dues will be announced in the January newsletter with reasons for the adjustments.

Section I. Scholarships: Potential scholarship candidates will be brought to the attention of the Board and reviewed for acceptance during general or special Board meetings. The number of scholarships distributed during a calendar year will not exceed 10% of the total general membership, e.g., if the club has 50 member families then no more than 5 scholarships will be distributed. Members or potential members being considered for scholarships or those who are recipients of scholarships shall be held in confidence by past and current Board Members. Their names will not be noted in the Secretary's meeting notes since these notes are available to all members of NCP. Only Membership Coordinator will record name and date of scholarship in the membership records.

Section J. All Board Members will be responsible for their duties listed under ARTICLE V. DUTIES OF OFFICERS as well as help other Board Members with their duties.

Section K. Board Members will attend monthly general meetings. If a Board Member is unable to attend, they shall notify the Director in advance. The need for an active and working Board is imperative in order to make NCP successful. If any Board Member fails to attend three consecutive meetings without prior notification, they shall be regarded as thereby resigning from the Board and shall be notified by the Secretary of their termination. If Board Members anticipate a number of absences, they are encouraged to resign and be reinstated at a future time.

Section L. The Director, subject to approval of the Board of Directors, shall fill vacancies on the Board.

Section M. Board Members, upon accepting a position on the Board, must be familiar with the articles of the Bylaws and abide by them. If a Board Member fails to comply with the Bylaws of NCP, this will be sufficient cause for dismissal from the Board.

Section N. Board Members will insure that membership rosters are used by NCP members only in regards to NCP activities (playgroup information, meetings, phone tree, etc.). Also Board Members will insure that membership rosters are not distributed to outside parties for distribution of non-club information or activities.

Section O. In the event of a long absence of the Director (a month or more), the Assistant Director shall assume all responsibilities of the Director in her or his absence and all duties and powers of the Director shall transfer to the Assistant Director until the Director's return.

ARTICLE V. DUTIES OF OFFICERS

Section A. The Director shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Chair general meetings and special meetings.
3. Arrange parent education classes.
4. Prepare a monthly article for the newsletter.
5. Provide Agenda for monthly general meeting.
6. Be the contact person for the group and all NCP members.
7. Disperse membership information to prospective members.
8. Perform banking activities.
9. Review monthly the current bank account statement provided by the Treasurer.

Section B. The Assistant Director shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Chair meetings in the Director's absence.
3. Head fundraising committee, including organizing members to complete the necessary work.
4. Arrange for meals to be delivered to new parents and members with family emergencies upon request by a member.
5. Create and print out forms required by Board Members and general members for the efficient operation of NCP.
6. Assume all responsibilities and powers of the Director if she or he has a long (a month or more) absence (see Article IV, Section O).

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Section C. The Secretary shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Attend general meetings; take clear and comprehensive notes to record NCP business.
3. Provide notes of the general meetings for the newsletter each month.
4. Provide notes from the previous month's meeting to each Board Member at general meetings.
5. Prepares thank you notes when needed.
6. Create and print out forms required by Board Members and general members for the efficient operation of NCP.
7. Notify a Member of the Board of their termination from the Board in the event that they are absent from a significant number of meetings, as defined in Article IV. Section K, with Board approval and the assistance of the Director.

Section D. The Membership Coordinator shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Maintain an updated roster and distribute it at the monthly meetings.
3. Provide member-of-the-month, and new member information.
4. Provide receipt of payment for membership to new and renewing members. Forward payment to Treasurer in a timely manner.
5. Stamp all membership forms received with a "date received" stamp for accurate tracking of anniversary dates of members.
6. Provide membership mailing labels to Newsletter Editor in a timely manner.

Section E. The Treasurer shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Provide treasurer's report and dues due report for the board each month.
3. Maintain a current balance of the checking account and perform banking activities.
4. Provide receipt of payment to advertisers for ads placed in newsletter.
5. Provide a current bank account statement monthly to the Director for his/her review.
6. Provide a current bank account statement quarterly to the Board for its review.

Section F. The Activities Coordinator shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Arrange general membership activities.
3. Submit a list of activities to the Newsletter Editor each month in a timely manner.
4. Have access to a \$50 per month activities fund to help cover costs of monthly activities (fieldtrips, parties, etc). Any amount above and beyond the set amount of \$50 shall be made up by donations or fees from members in attendance of the activity or by NCP funds with approval of the Board of Directors prior to activity. If the fund is not used one month it does not roll over and accumulate with the next month's fund. On the first day of each month the funds renew at \$50.
5. Prepare a list of local family-oriented community events with the assistance of the Publicity Coordinator and provide the list to the newsletter editor in a timely manner for monthly publication.

Section G. The Small Group Coordinator shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Coordinate Small Groups and help interested members find appropriate small groups.

Section H. The Newsletter Editor shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Prepare and distribute the monthly newsletter.
3. Provide receipt of payment to advertisers for ads placed in newsletter. Forward advertisers information (name, address, advertisement information) and payment to Treasurer in a timely manner.

Section I. The Grant Coordinator shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Seek out grants that apply to NCP.
3. Head grant writing committees.
4. Seek alternate funds from community programs.

Section J. The Quartermaster shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Store all NCP belongings, including party supplies, maternity clothing, library, NCP archives, etc.
3. Maintain current inventory of NCP belongings.
4. Store fundraiser donations.

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Section K. The Publicity Coordinator shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Decide which activities should be publicized in local media.
3. Prepare press releases via email distribution to local media of selected monthly activities.
4. Prepare a list of local family-oriented community events with the assistance of the Activities Coordinator and provide the list to the newsletter editor in a timely manner for publication..
5. Coordinate participation in local family-oriented public events and venues (i.e. table or booth at a festival, etc.) to promote positive exposure for NCP.

Section L. The Babysitting Co-op Coordinator shall:

1. Abide by Article IV. DUTIES OF THE BOARD OF DIRECTORS.
2. Administer the babysitting co-op program
3. Track and report on point usage and co-op activity
4. Maintain the participant roster
5. Collect and store all forms related to the babysitting co-op participants

ARTICLE VI. BOARD NOMINATIONS AND ELECTIONS

Section A. Officer positions shall be elected annually in March from a ballot generated from the Board's nominations and general member nominations. General member nominations allow members expressing interest in officer positions the opportunity to fill Board positions by way of election.

Section B. Nominations by the Board will be made at the annual January meeting. Current Board Members can remain on the ballot if they so choose or new candidates can be nominated at that time. The Board's nominations will be presented to the general membership in the February newsletter.

Section C. General member nominations will take place at the annual February general meeting by the general members in attendance. This will give general members the opportunity to consider the Board's nominations as published January in the February newsletter. The February general meeting will take place in a neutral location, such as a restaurant, not at a member's home.

Section D. Ballot positions are closed after the February general meeting, and no further nominations may be made. Any positions remaining open after the close of nominations can be filled at the April general meeting or later after the March elections.

Section E. Board Member elections will be held at the general meeting in March of each year after the general membership has had an opportunity to consider the Board's nominations and general member nominations. The Board's and general member nominations will be listed in the March newsletter, which will be provided to the membership prior to the elections. The March general meeting will take place in a neutral location, such as a restaurant, not at a member's home, and will be published in the newsletter.

Section F. Board positions for the new term will be determined by a simple majority vote of members present at the March general meeting. Each member, i.e., family, receives one vote per Board position available. Ballot counting shall be confirmed by current Board Members. For members considering more than one position, voting shall be done in order of Board positions listed in ARTICLE V. DUTIES OF OFFICERS.

Section G. Term of Board Members shall be one calendar year, with no limit on the number of terms served. Terms begin on the first day of April following the elections.

ARTICLE VII. COMMITTEES

Section A. The Board will form committees and define their functions as the need arises.

Section B. A Chair will head each committee. The Chair will appoint members of the committee with the approval of the Board. Committees may consist of general members as well as Board Members.

Section C. Each committee will perform the functions specifically for which it was created. The committee shall serve for a term fixed by the Board. Reports from the committee shall be made at the monthly general meetings or as requested by the Board.

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ARTICLE VIII. BUDGET AND FINANCES

Section A. The Club's Board of Directors will be responsible for distribution of any funds raised by fundraising events, donations, membership fees and grants by way of a vote at a general meeting. The funds will be used for activities, newsletter publications and educational purposes as discussed in the current year's budget.

Section B. A budget shall be proposed to the Board of Directors at the annual December meeting. A budget committee composed of Board Members shall present this budget. During the January meeting the budget will be accepted or modified.

Section C. No money shall be expended except in accordance with the budget as approved or amended by the Board. The Board shall authorize the disbursement of all unbudgeted funds.

Section D. No NCP money shall be expended for the purchase of alcohol.

Section E. All checks will be signed by the Director or Treasurer and shall be recorded in the checkbook ledger.

Section F. The Treasurer is responsible for all deposits made in behalf of NCP into their accounts.

AMENDMENTS

The Bylaws may be amended or repealed and new Bylaws may be adopted by a 2/3 majority vote of the Board of Directors present at any general membership meeting. Notification of the revisions adopted by the Board of Directors shall be published in the newsletter. Bylaws are available to all members at anytime upon request.