

***Constitution and By-Laws***

***The Wednesday Mothers' Club***

***at the***

***United Methodist Church***

***of Floral Park***

***Revised April 2013***

**ARTICLE I**  
**Name and Objects**

**SECTION 1**

This organization shall be know as THE WEDNESDAY MOTHERS' CLUB at THE UNITED METHODIST CHURCH of FLORAL PARK.

**SECTION 2**

The purposes of the **Wednesday Mothers' Club** shall be:

- To provide an opportunity for mothers of young children to establish a network of support and friendships.
- To welcome new residents into a caring fellowship and acquaint them with the resources of the community.
- To provide an opportunity for mothers of young children to grow in their understanding of themselves, their families and the community.
- To provide opportunities for creative services to the church and community.

**SECTION 3**

The activities of the **Wednesday Mothers' Club** shall be non-partisan and non-sectarian.

**ARTICLE II**  
**General Rules and Guidelines**

**SECTION 1**

Any mother with a pre-kindergarten child shall be eligible for membership. Membership shall continue while a mother has a pre-kindergarten child.

**AMENDMENT VI TO ARTICLE II, SECTION 1**

Membership in Wednesday Mothers' Club may continue through the year (September-June) that a member's youngest child is in Kindergarten. (9/11/91)

**AMENDMENT VII TO ARTICLE II, SECTION 1**

Membership in Wednesday Mothers' Club may continue through the year (September-June) that a member's youngest child is in 1<sup>st</sup> grade. However, children may not attend club past the age of 5.

**SECTION 2**

The amount of dues may be changed by a majority vote of the Board of Directors and shall be payable in advance each year: half at registration time and the balance payable at the first meeting in September. (Whenever the term "year" is used it will be understood to represent the period from July 1-June 30 inclusive.)

**AMENDMENT I TO ARTICLE II, SECTION 2**

Dues are non-refundable, unless under extenuating circumstances, as determined by the President.

### **SECTION 3**

Application for membership must be made on an application form and presented to the President, to be placed on the waiting list. When openings exist, new members will be accepted on the following basis. When a spot of a child becomes available:

- First priority will be given to both Alumni and members of the United Methodist Church of Floral Park.
- Second priority will be given to residents of the local community, i.e., those who are eligible to utilize the schools within the Floral Park-Bellerose School District.

#### **AMENDMENT I TO ARTICLE II, SECTION 3**

The ratio of children to sitters per room shall be 7:1 (Children : Permanent Sitters). A waiting list will be established on a per room basis, once a maximum ratio of 21:3 is reached in a room.

### **SECTION 4**

All members must give one year of service (serving as board members or permanent sitter) for every four years that they belong to the club. This service must be completed within a member's first two years in the club. Any member leaving the club for any reason and returning must also be responsible for completing service requirements. Any service that a past member has completed does not count upon rejoining Wednesday Mothers' Club.

#### **AMENDMENT I TO ARTICLE II, SECTION 4**

An emergency /medical leave of absence will be granted to a club member up to three months. At the end of this time the leave will be re-evaluated, if necessary, subject to the approval of the President. A member who is on leave is still obligated to pay dues in order to reserve her spot. An extended leave may result in Alumni status. (5/4/88)

#### **AMMENDNEMENT II TO ARTICLE II, SECTION 4**

A permanent sitter is a person who is doing her service by taking care of a given room. As such, she is allowed on day off of her choice in a month. A permanent sitter will be obligated to give up her day off in a given month if her absences exceed two (2) per ½ year of sitting. If a permanent sitter's absences are in excess of the above, she forfeits her service requirement at that time and must make it up. Pregnant members are not exempt from this rule. (5/4/88)

#### **AMENDMENT III TO ARTICLE II, SECTION 4**

Returning members need to complete one half year of service within the first year of returning to club.

#### **AMENDMENT IV TO ARTICLE II, SECTION 4**

All General Members are required to:

- Attend (at least) 2 Board Meetings per year. (That may include in club board meetings.)
- Fulfill 4 "Service Hours" per semester (examples include, but are not limited to, the following: Volunteer Hours at Liz' Day, Volunteer Hours at Trash to Treasure, Host Welcome Tea (2 hours), Host Halloween, Holiday, or Spring Party (2 hours), Clean-up after a Party (1 hour)).
- Fulfill sitting requirement each semester as determined by the President and Sitting and Attendance Chairperson.

## **SECTION 5**

Six consecutive absences are permitted after the birth of a baby. If any member is absent ten times (excluding the allowable 6 week maternity leave) within one year, a vote of the board will be taken to determine continuation of membership. Any member absent four consecutive weeks must contact the president. Any member asked to leave can not return to the waiting list and is not eligible for future membership. Members in good standing, leaving of their own accord, can return to the top of the waiting list and await future membership.

### **AMENDMENT I TO ARTICLE II, SECTION 5**

Any member absent four consecutive weeks will be contacted by the President to determine if membership will continue. Any member who has paid dues and is asked to leave or any member who has paid dues and cannot return to the club on their own accord, will be placed on the alumni list.

## **SECTION 6**

Members shall be entitled to all privileges of the **Wednesday Mothers' Club**: to vote, hold office, and serve on committees.

## **SECTION 7**

All members are ultimately responsible for the behavior of their children. Any member whose child cannot be controlled through verbal discipline will be asked to leave, if the matter cannot be rectified between sitter, mother and Board of Directors. All children must be in appointed rooms during the full session. A child is marked absent unless physically in his/her room. This is in case of an emergency, i.e. fire or drill, where attendance must be taken. Children should not attend meetings or parties. No children, with the exemption of the Refreshments Committee's children while they are sitting up, are allowed in the kitchen. If you must bring an inconsolable child with you, he/she must be held. Mothers are strongly encouraged to leave their child in their rooms.

### **AMENDMENT I TO ARTICLE II, SECTION 7**

Children should not attend parlor programs. If you must bring a child with you into the parlor, he/she must be held, so long as they are not disrupting the program/speaker.

## **SECTION 8**

A member may attend without her child. No child may attend without his/her mother, unless cleared by the President. This also applies to mothers who wish to bring other children, whether or not they are members.

### **AMMENDMENT VIII TO ARTIVLE II, SECTION 8**

At no time may a mother bring a child who is not a member of the Wednesday Mother's Club (5/95)

### **AMENDMENT IX TO ARTICLE II, SECTION 8**

If a child's mother is not present at the club, the child may not attend club. If your child is not currently placed in the club (i.e. over the age of 5/has already graduated from WMC), they may not attend club.

## **ARTICLE III**

### **Meetings**

#### **SECTION 1**

Meetings shall be held from 9:25 a.m. to 11:30 a.m. Sitters and alternate sitters must be in their rooms by 9:15, attendance folders must be in the room by 9:15 as well. All children must be in their assigned rooms by 9:25. Promptness keeps the club running smoothly. Mothers must sign each child in at their designated room assignment upon drop off, and also sign themselves in each week in the Parlor. Club members should begin to leave the parlor by 11:30 to allow the Refreshments Committee to clean and get home in a timely manner.

#### **SECTION 2**

Alumni are members of the Wednesday Mothers' Club who have left the club in good standing. They may return to attend programs, but not open meetings or parties.

##### **AMMEDNEMNT VII TO ARTICLE III, SECTION 2**

Alumni members may return to attend any meeting except club parties. This shall include paid speaker programs and open meetings. (9/23/92)

##### **AMMEDNMENT X TO ARTILCE III, SECTION 2**

Alumni members may return to attend all meetings. This shall include club parties if the Vice President has been notified one week in advance and an agreed upon donation has been made. (5/1/96)

#### **SECTION 3**

The election of officers shall be held during May of each year.

##### **AMMEDNEMNT XI TO ARTICLE III, SECTION 3**

A member wanting to run for a position on the board will submit her name to the Election Committee (formerly known as the Nominating Committee). All positions will be voted for on an individual basis. People wishing to work together on a board position can make those wishes known to the general members; however, votes will be cast for each member separately. (3/28/01)

#### **SECTION 4**

Re-registration for the new year shall be held in April. Payment of half of the dues for the year is required at this time. Any member failing to register at this time will be presumed as not returning in September and dropped from the membership list.

##### **AMENDMENT I TO ARTICLE III, SECTION 4**

Re-registration for the new year shall be held in April. Payment of half of the dues for the year is recommended at this time, and is required by September 1<sup>st</sup>, unless special arrangements are made and approved by the President.

#### **SECTION 5**

Meetings shall be held in the *UNITED METHODIST CHURCH OF FLORAL PARK* each Wednesday that the Floral-Park Bellerose School District #22 has school. Weather closings shall be by the fire horn at 7:30am of Radio Station WHLI or WOR (same as for School District #22 closings) or by phone chain enacted by the President to the Board, et. al.

**AMMENDMENT I TO ARTICLE III, SECTION 1**

Meetings shall be held in the *UNITED METHODIST CHURCH OF FLORAL PARK* each Wednesday that the Floral-Park Bellerose School District #22, and surrounding Catholic Elementary Schools have school. Emergency closings will be confirmed by phone chain and/or email.

**ARTICLE IV**

**Officers and the Board of Directors**

**SECTION 1**

The officers must consist of a President, a Vice President, an Attendance Secretary, a Social Secretary, a Sitting Chairperson, a Church Liaison, two Programs Chairpersons, and Two Arts and Crafts Chairpersons, three Refreshments Chairpersons, two Editors (Mothers' Voice), and a Past President, or any other position deemed necessary by the board. At least one board member should be a member of the United Methodist Church, if possible.

**AMMENDMENT I TO ARTICLE IV, SECTION 1**

The officers must consist of a President, a Vice President, a Treasure Secretary, a Sitting and Attendance Chairperson, a Social Chairperson, a Church Liaison, two Program Chairpersons, two Arts and Crafts Chairpersons, three Refreshments Chairpersons, and two Editors (Mothers' Voice), or any other position deemed necessary by the board. If possible, at least one board member should be a member of the United Methodist Church of Floral Park, and if possible, the past president should remain on the board holding the position they desire.

**SECTION 2**

The term of office shall begin at the turnover meeting in June and shall run until the following June. No member may hold the same Board of Directors position for more than two (2) consecutive years.

**SECTION 3 -PRESIDENT**

The President shall be the Chief Executive Officer of the Wednesday Mothers' Club; she shall preside at all meetings of the members of the board and act as an ex-officio member of all committees; she shall have the general management of the affairs of the WMC and shall see that all orders and resolutions of the board are placed into effect. She shall appoint permanent sitters and committee members, as may be necessary. No member shall incur any debt against the WMC unless authorized by the President or Vice President. The President is exempt from paying dues.

**SECTION 4 -VICE PRESIDENT**

The Vice President shall perform the duties of the President in the latter's absence. She shall keep the minutes of all Board of Directors meetings. She shall have charge of such books and papers as the Board of Directors may direct and shall perform all duties incidental to this office. She shall receive and disperse all funds as directed by the Board of Directors. She shall also be responsible for sending all letters for congratulations and/or condolences to affected members.

## **PROPOSED AMMENDMNT I TO ARTICLE IV, SECTION 4**

The Vice President shall no longer perform any treasurer or secretary duties. When possible the Vice President should run for election as a partnership with a Presidential candidate. The Vice President shall perform the duties of the President in the latter's absence. In addition, she shall be responsible for new member mentorship (including new member packet), and for tracking general membership requirements. She is also responsible for sending all letters for congratulations and/or condolences to affected members, and initiate and implement meals or any needed services for members and their families during times of crises. In consultation with the President, other responsibilities will be distributed.

## **SECTION 5-TREASURER SECRETARY**

The Treasurer Secretary shall keep the minutes of all Board of Directors meetings. She shall have charge of such books and papers as the Board of Directors may direct and shall perform all duties incidental to this office. In addition, she shall receive and disperse all funds as directed by the Board of Directors.

## **SECTION 6- SOCIAL CHAIRPERSON**

The Social Secretary is responsible for the arrangement of various social events held by the club, as well as financial responsibilities associated with these events.

### **AMMENDMENT I TO ARTICLE IV, SECTION 6**

She shall also be responsible for maintaining the club's photo album and act as the club historian.  
(Formally under Church Liaison)

## **SECTION 7-SITTING & ATTENDANCE CHAIRPERSON**

The Sitting Chairperson is responsible for assigning members on a rotating basis each week in all classrooms. These assignments should be announced one week in advance. A member must sit where asked. Members who are unable to sit on the day assigned must arrange to have another member substitute. The President and Sitting Chairperson will be the only members excluded from sitting obligations. All other Board members shall sit half the amount of the general membership.

### **AMMENDMENT I TO ARTICLE IV, SECTION 7**

Combine Attendance Secretary duties with Sitting Chairperson duties, under new title Sitting and Attendance Chairperson. Section 5 formally designated for Attendance Secretary, will is now designated for the Treasurer Secretary position. Section 7 is now designated for Sitting & Attendance Chairperson.

### **AMMENDMENT II TO ARTICLE IV, SECTION 7**

Combine Attendance Secretary duties with Sitting Chairperson duties, under new title Sitting and Attendance Chairperson.

The Sitting and Attendance Chairperson's responsibilities shall include keeping accurate attendance records of members and children, and shall inform the president of such. She must also provide nametags for all members and children. In addition she is responsible for assigning members to sit on a rotating basis each week in all classrooms. These assignments should be announced one week in advance. A member must sit where asked. Members who are unable to sit on the day assigned must arrange to have another member substitute. The President and Sitting Chairperson will be the only members excluded from sitting obligations. All other Board members shall sit half the amount of the general membership.

## **SECTION 8-CHURCH LIAISON**

The Church Liaison should be a member of the United Methodist Church. She is responsible for maintaining contact between the church and the club, collecting food for the needy, and organizing baskets for the Spring Dance.

## **SECTION 9-PROGRAM CHAIRPERSONS (2)**

The Program Chairpersons shall select, arrange and present programs of interest to the membership. They are also responsible for all gratuitous notes and the preparation of the program booklet. A schedule of programs shall be presented to the board prior to being printed.

## **SECTION 10-ARTS AND CRAFTS CHAIRPERSONS**

The Arts and Crafts Chairpersons are responsible for the weekly arts and crafts programs, as well as distributing coloring sheets/crayons and cleaning supplies. They also set up the fall and spring special events for the 3's, 4's and 5's.

## **SECTION 11- REFRESHMENTS CHAIRPERSONS (3)**

The Refreshments Chairpersons are responsible for the weekly supply, preparation, and clean up of refreshments for all members and their children.

## **SECTION 12-EDITORS (MOTHERS' VOICE) (2)**

The Editors of Mothers' Voice are responsible for the monthly publication of the Mothers' Voice. They are responsible for recruiting Big Sisters and having new members introduced in the publication.

### **AMMEDMENT V TO ARTILCE IV, SECTION 12**

#### **EDITORS (MOTHERS' VOICE)**

The Editors of the Mothers' Voice Shall be responsible for sending the Newsletter to those alumni members wishing to receive it. The Board shall decide upon a free to cover postage an any other costs involved and the Editors shall collect this fee, maintain a mailing list and send the paper to each month it is published to the aforementioned Alumni, to be know as the Alumni Club (5/90)

### **AMENDMENT VI TO ARTICLE IV, SECTION 12**

There is no longer an "Alumni Club" mailing list via USPS. The Editors are now responsible for forwarding an electronic copy to the Vice President so she may share with the Alumni on the email list and post to the website.

## **SECTON 13- FUNDRAISING CHAIRPERSON**

The Past President will act as an advisor to the current President and Board of Directors and does not carry a vote.

### **AMENDMENT IV TO ARTICLE IV, SECTION 13**

#### **PAST PRESIDENT**

She shall be responsible for organizing and running all fundraisers to benefit the Wednesday Mothers' Club. The goal shall be to keep membership dues and costs down to a minimum. (1/3/90)



**AMENDMENT IX TO ARTICLE IV, SECTION 13**

The Past President or the Fundraiser (when there is no Past President) shall carry a vote. In the case of a tie vote, the Past President/Fundraiser shall abstain from voting (5/95).

**AMENDMENT X TO ARTICLE IV, SECTION 13**

The Past President position shall now be formally know as the Fundraising Chairperson and shall assume all fundraising duties. The Fundraising Chairperson will always carry a vote and will not abstain from voting in the case of a tie.

**SECTION 14**

The Board of Directors shall hold a business meeting once a month from September through June. The board may hold its meetings at the UNITED METHODIST CHURCH OF FLORAL PARK or at such other places as it may determine. Additional meetings may be held if deemed necessary.

**SECTION 15**

A quorum is a majority of the Board of Directors. This quorum must be present to carry a vote. Decisions passed by this quorum will be deemed operative and adhered to by the membership.

**SECTION 16**

Any officer may be removed from office or membership for reasonable cause by the Board of Directors at any time.

**SECTION 17**

If a vacancy occurs among the officers, the Board of Directors, at its discretion, may elect a successor to complete the unexpired term subject to approval by membership.

**SECTION 18**

The Nominating Committee discusses the responsibilities, duties and pleasures of the various positions fo the Board of Directors, selects (if necessary) and nominated all Board positions. The Nominating Committee shall be composted of three (3) members: a leaving member, a new member, and a member who has been in the club more than one year; one of the above must be a board member.

It shall present its nominations to the general membership during a regular meeting at least two (2) weeks prior to elections. Additional nominations may be made by any member at the regular meeting prior to the election. The Officers shall be elected by a majority vote of the membership.

**AMENDMENT XII TO ARTICLE IV, SECTION 18**

No member of the Election Committee (formerly known as the Nominating Committee) should be running for a position on the board. The Election Committee will ask the general membership to run for board positions. This committee will be responsible for ensuring that there is at least one member interested in each board position. Additional names may be added by any member at the first meeting that the list of candidates is made public. (3/28/01)

**ARTICLE V**  
**Rules for Amendment**

**SECTION 1**

This Constitution and these by-laws may be amended by a three-fourths (3/4) vote of the members present at any regular meeting. This is provided that official notice of the article/section and the proposed amendment are posted one (1) week prior to the meeting at which they are to be acted upon.

**SECTION 2**

A committee shall be formed to review the Constitution and By-Laws every five years. The committee must consist of at least two (2) general members, two (2) perm sitters/new members, and two (2) members of the officer board.

**SECTION 3**

For historic purposes, a copy of last revised Constitution and By-Laws and all proposed changes sent to vote must be kept in the President's files.