Group Policies
Moms & More, Inc.
Updated April 1, 2025

These group policies outline the following:

1. To determine how an organization is structured.
2. To determine the rights of the participants.
3. To determine the many procedures by which rights can be exercised within the Group.

Below is a listing of the Moms & More policies. These policies cannot contradict the bylaws of Moms & More. If any provision of these policies is found to contradict the bylaws of Moms & More, the bylaw provision shall govern and the policy provision shall be without effect.

ARTICLE 1: Name

The name of the group shall be Moms & More, Inc. (the "Group").

ARTICLE 2: Purpose

Moms & More is a non-profit organization dedicated to improving the lives of mothers through support, education and advocacy. We address mothers' needs as individuals and members of society, and promote the value of all the work mothers do.

This includes, but is not limited to, Oswego, Aurora, Naperville, Montgomery, Plainfield, Yorkville, and Sugar Grove. We provide opportunities for mothers to connect with one another in ways that assist them in developing their unique identities as women and help them move more confidently through the transitions that affect their family, work and life.

The Mission Statement of Moms & More, Inc. is to improve the lives of women within the community; through all stages, phases and transitions of motherhood.

ARTICLE 3: Membership

Section 3.1 Membership

(1) Prospective members may attend up to a total of TWO Moms & More events before joining the Group and becoming a dues paying member. The prospective member may attend either two Moms-only events or may choose to attend one Moms-only event and one Mom & Tot event provided it is held in a public location. If the Moms-only event is to be held at a member's home, permission must be given by the host member before the prospective new member may attend.

The membership chair needs to be informed of all prospective members attending events. She will keep track of all prospective members and then follow up after the event.

(2) Prospective members should complete an online application and pay their dues at https://momsandmoreoswego.org

(3) Upon joining, new members will receive a welcome letter and information on how to subscribe to the groups' social media platforms. New members will be referred to the "files" section of the closed Facebook group for current Group Bylaws, Social Media Code of Conduct, newsletter and current membership roster. Playgroup guidelines will be emailed to those new members that are interested in joining a playgroup.

(4) Each member shall fulfill the following requirements in order to maintain a "good standing" status:

(a) Pay dues as scheduled and determined by the Moms & More, Inc;

(i) Members elected to the Governing Board will be exempt from paying dues based on the term of their services. Members holding a 12 month position will have their membership extended by 12 months. Members holding 6 months positions will have their membership extended by 6 months. Summer members must extend their membership for a full year to hold a board position.

If a position is terminated prior to the end of term, the membership coordinator will adjust the membership renewal date accordingly and dues may need to be paid in order to maintain member status depending on the member's renewal date.

(b) Support the purpose and objectives of Moms & More;

(c) Notify the Membership Coordinator of any change in membership status, address, or phone number

(d) Abide by the bylaws of Moms & More, Inc.

(e) With the exception of book club, discussions regarding divisive issues are strictly prohibited at member events and within Group social media. Such discussions include pro-life or pro-choice topics, religion, gun control, and politics. Members in violation of this will: (i) receive a verbal warning by a Co-Leader; (ii) second violations will receive a written warning by a Co-Leader; and (iii) third violations will lose all Group privileges for sixty (60) days. Any social media posting of a divisive nature will be immediately removed.

Section 3.2 Rights of Members

(1) Each member is entitled to one vote on any issue before the membership, i.e. governing board elections, bylaw amendments and annual budget approval.

(2) Each member is entitled to hold the offices as prescribed by the bylaws. Any member, other than the Treasurer, may hold more than one office, but shall have only one vote.

(3) At any time members may request a copy of the Group's income and expense statements.

Section 3.3 Termination of Membership

(1) Membership in Moms & More shall be terminated the last day of a member's renewal month. Memberships are good for 12 months for members who signed up for a year and 6 months for members who signed up for half a year. Summer memberships are valid for June, July and August with an option to extend membership for a full year.

(2) Membership privileges, including membership in social platforms, and participation in all social

events and playgroups, will be revoked upon termination of membership in the Group.

(3) The Membership Coordinator shall be responsible for communicating to members whose dues have become delinquent; reminding them to bring their dues current. Two attempts will be made to contact members before removing them from the Group.

ARTICLE 4: Meetings of Members

Section 4.1 Group Meetings (Board Meetings)

(1) Regular Group meetings, shall be held 8-12 times a year. Meetings will be held either virtually or in-person at a location with adequate Wifi for members who would like to join virtually. Only children under 6 months of age may attend unless permission is given from a co-leader.

(2)The Governing Board may cancel any meeting in case of bad weather or when a chapter meeting falls too close to, or on, a holiday. Efforts will be made to contact members when the cancellation occurs with short notice.

(3) A speaker may never use meetings for solicitation of any products or services even if it follows a presentation.

Section 4.2 Playgroups

(1) In order to participate in an organized playgroup, a person must be a paid group member in good standing.

(2) Any member who participates in playgroups must comply with the Playgroup Guidelines, which are maintained by the Kids Coordinators, distributed to new members by the Membership Coordinator, and are posted in the files section.

(3) The Kids Coordinators shall periodically contact members, and as needed, organize new playgroups.

(4) Playgroups shall generally be composed of 4-5 members with no limit on the number of children.

(5) The Kids Coordinators should be notified of any changes of members within a playgroup.

Section 4.3 Non-Members' Children at Events

(1) Non-Members' children (e.g., Members' babysitting charges) are only allowed at mom and tot events not funded by Moms & More.

Section 4.4 Subgroups

(1) Subgroups (e.g., book group, bunco group, recipe group, etc.) are available to all members in good standing.

(2) All attempts should be made to keep regularly scheduled events (i.e., book group and recipe group) on the same day of the week each month unless it falls on a holiday. If a hostess is not available on the regularly scheduled date, then the hostess may select another date that works best for her.

(3) Social Coordinators will coordinate hostesses for each event. Volunteers will be taken on a first come

first serve basis. If no one volunteers, the event will be cancelled for that month. The hostess will coordinate her night topic/theme through the Social Coordinator. Socials Coordinators will help encourage our hostesses to meet the needs of our group's events. In the event a cancellation occurs on the side of the hostess 3x in a calendar year, the Socials coordinator may ask the hostess to volunteer in other areas of the group in lieu of hosting in her home. i.e. resale committee member, open house committee member, or any of our group's community activities.

(4) New subgroups may be formed as interest dictates.

(5) All subgroups must follow the Group policies and procedures as they apply.

(6) All subgroups may establish and abide by their own guidelines as needed, provided they do not contradict the Group bylaws.

ARTICLE 5: Governing Board

Section 5.1 General Powers

(1) The property, affairs and business of Moms & More shall be managed by or be under the direction of the Board of Directors.

(2) Meetings shall be announced and all group members are welcome to attend these meetings.

(3) The annual budget and minor revisions to the bylaws will be voted on and approved on an as needed basis by any members present and any members who vote in absentia.

(4) Any member of The Board may call for the formation of a committee when necessary.

(5) Offices/Coordinator positions may be combined or shared.

(6) Group positions, if vacant, may be filled as needed for the remainder of that term, without a membership vote, but with majority approval by the board.

(7) If more than one member expresses interest in the nomination for a position that was not filled during elections, an announcement shall be made, and a confidential vote will be held at the next regular meeting.

(8) If, after solicitation for members interested in a nomination for a position, only one member is interested, the board may approve that member with a majority vote.

(9) The Governing Board shall make frequent announcements to the general membership of open positions and committees.

(10) Board Members will maintain the technological platforms that correspond with their duties. They are required to update the corresponding passwords yearly.

(11) Board Members are encouraged to bring expenses over $500 to the board for discussion.

(12) Any new, large community event being planned needs to have a Chair, co-Chair, established committee, have held at least one committee meeting, as well as a full written proposal given to the

board, before any group funds will be allotted. Timely updates will be presented to the board between the first committee meeting and conclusion of the event.

Section 5.2 List of Governing Board Positions and Job Duties

The complete job descriptions are maintained by the Secretary and are posted on the Moms & More Facebook page in the files section. Members can request copies from the Secretary at any time. Except for Board of Director positions, all other Governing Board positions may be co-chaired.

(1) Co-Leaders- (2) Individuals will serve as Co-Leaders. They are responsible for the overall direction of the Group. Co-Leaders are responsible for scheduling and running Board meetings, ensuring that Moms & More, Inc. Bylaws are met and handle escalations on issues from Board and Group members. They may ask Secretary to assist with finding a location for in-person board meetings or setting up virtual board meetings. Members should contact a Co-Leader when they have an issue with another member that cannot be resolved between themselves. Co- Leaders are responsible for organizing special group events and campaigns that do not fall under subgroups. Co-Leaders are also responsible for completing the tasks of any open position for the first thirty (30) days the position becomes vacant, and for thirty (30) days after elections if the position is not filled. If the position remains vacant, co-leaders may form committees and recruit volunteers from the group to help fill these duties as needed. If the Group has more than one (1) of the following board positions open at one time: Membership Coordinator, Social Coordinator; Co-Leader shall not be expected to fill more than one open position at a time. Co-Leaders are members of the Board of Directors.

(2) Secretary. The Secretary is responsible for the creation, distribution (posting to the files section of social media platforms), and maintenance of Board meeting minutes. Co-leaders may ask the Secretary to assist with finding a location for in-person board meetings or setting up virtual board meetings. She is also responsible for running the Group Election process and Election Night. The Secretary is responsible for the seal, books, records, and papers of the corporation. The Secretary is a member of the Board of Directors.

(3) Treasurer. The Treasurer is responsible for the Group money including maintaining the Group checkbook, handling all distribution of Group money, completing any audit information and documentation and reporting Group financial information to the Board of Directors. The Treasurer is responsible for all annual filings on behalf of the Group. The Treasurer is a member of the Board of Directors.

(4) Fundraising Coordinator. The Fundraising Coordinator is responsible for the Group's fundraising efforts, except Resale. Responsibilities include obtaining Governing Board approval for fundraising, organizing and completing at least one fundraising activity per quarter, and reporting fundraising results to the Governing Board. She must report on and submit all fundraising income to the Treasurer with thirty (30) days of the completion of the fundraising event.

(5) Membership Coordinator. Membership is responsible for serving as a point of contact for prospective members, signing up new members, and assisting new members with general questions. The Membership Coordinator is also responsible for making sure that dues are collected and contacts members when their renewal date is approaching. She is responsible for coordinating collection of dues with the Treasurer. She removes members that have not renewed and maintains the member access to our social platforms. The Membership Coordinator maintains and distributes the current membership list to the group.

(6) Marketing/Publicity& Social Media Administrator(s). The Marketing and Social Media Admins are

responsible for communicating the Group's events to local papers and social media as well as creating the necessary flyers and materials to advertise the Group. They also help promote the Group and all Group activities and events, and they create and distribute the quarterly newsletter. The Marketing and Social Media Admins work on membership drives, including organizing and attending the annual Open House event(s), in order to recruit new members. In addition, they are responsible for posting and enforcing the online code of conduct. They must work to resolve problems, assist members with the use of, and maintain all social media platforms. They are also responsible for monthly updates to our website and ensure that the website domain is renewed annually.

(7) Social Coordinator(s). The Social Coordinators are responsible for scheduling and planning at least six events per quarter on the social calendar, finding hostesses to host events, communicating the social calendar to the Group, sending out invitations/notices of events and reminding members of upcoming social events as the date approaches.

(8) Community Coordinator. This position reaches out to both the internal community of members and externally to the communities we serve. The internal outreach includes organizing Secret Sister and meals for members in times of need i.e. Illnesses, new baby/child is born or adopted, after the death of a close family member, or deployment of a spouse. She then reports who has volunteered to help to the Board and in the "Care Corner" article in the newsletter. The external outreach includes planning at least one charitable collection drive and service project per quarter i.e. back to school supplies, holiday drive and updating the Board on the result of those efforts.

(9) Kids Coordinator(s): The Kids Coordinator is responsible for planning at least six all kid-related events per quarter. These events include, but are not limited to, kids' parties, monthly Mom & Tot Events, and weekly park play dates in the summer. She must also give dates and details of the upcoming events to the Social Coordinator. The Kids Coordinator is also responsible for contacting all new members, helping members get involved in playgroups, maintaining current list of playgroup membership, maintaining Playgroup Guidelines, enforcing playgroup policies, and creating new playgroups as needed.

(10) Resale Coordinators: The Resale Coordinators are responsible for overseeing the Spring and Fall resales. The Resale Coordinators will act as liaisons between the Resale Committee and the Governing Board. The Resale Coordinators must have served as Resale Committee Members for at least one sale. They are responsible for keeping the board up to date on all resale matters and serve as internal communication liaisons between the Resale Committee and general membership. The Resale Coordinators will be elected on staggering one year terms with one elected in April and the other in October.

(11) Garden Coordinator: This is a 6-month position elected in April. The Garden Coordinator oversees our group's community garden at Sunnymere retirement community. This includes serving as a liaison with community partners, including Sunnymere and the Hilltop Gardeners Garden Club, as well as establishing any new partnerships, such as with students needing service hours. She is responsible for planning garden planting in May including purchasing plants and gardening supplies, and garden teardown at end of season in September/October. The Garden Coordinator also oversees garden maintenance including repairing the garden beds as needed, bringing donations from Hilltop to Sunnymere kitchen, and setting up schedules for members/community partners to help with watering, picking produce and pulling weeds throughout the season. She may enlist the help of a Garden Committee to assist with these efforts.

The terms of the Co-Leader, Marketing, Socials, Kids Coordinator, and Resale Coordinators; shall be

staggered with one being elected in April and the other in October.

ARTICLE 6: Elections

Section 6.1 Nominations

(1) Nominations for the Governing Board positions can be made during the open nomination period by those who present themselves as candidates for the position, or may be nominated by any other Group member.

(2) Any member in good standing is eligible to volunteer or to be nominated for Board positions. Some amount of Moms & More experience is recommended for the Co-leader positions and Treasurer position.

(3) Call for nominations shall be announced forty-five (45) days prior to the election via email, on the Group's social platforms.

(4) Positions will be open for nomination/volunteering for at least 30 days. Nominees do not have to accept a nomination. It is suggested that the member discuss this option with the candidate they wish to nominate prior to nominating them.

(5) Volunteers and Nominees can contact the Secretary for more information on each position.

(6) The Secretary will contact all nominees to notify and ask if they are accepting the nomination.

(7) Nominations and volunteering will then be closed and the ballot will be made two (2) days prior to elections.

(8) Any positions that have not been filled will again be listed and available until elections.

(9) Names of the Candidates will be announced periodically throughout the open nomination period by the Secretary. The Secretary will work closely with the Co-Leaders to ensure a full ballot.

Section 6.2 Elections

(1) Elections will be held in April and October.

(2) Each Member is entitled to vote for one nominee for each position that is open. Members are not required to vote for all open positions.

(3) Each vote may be cast by a Member voting directly at the meeting or by an absentee ballot.

(4) Members voting by absentee ballot should arrange to have their ballots emailed or sent to them by the Secretary at least 2 days prior to the election.

(5) It is the voting Member's responsibility to send their ballot back to the Secretary by the given deadline.

(6) The Secretary will tally the absentee ballots and bring the results and ballots to the election. In the event that there is only one candidate per position, the Board Members may accept all candidates by a majority vote and cancel the election.

(7) After all Members in attendance have voted, the Secretary will count and tally the results with the Treasurer or another assigned Board Member.

(8) A Co-Leader will fill any positions not filled for a maximum period of thirty (30) days after elections. At that time, a special election will be held to fill the position. If there are no volunteers, the position will remain “Open” until the next election. Co-leaders may form committees and recruit volunteers from the group to help fill these duties as needed.

Section 6.3 Term of Office

(1) Members of the Governing Board shall serve one (1) year term.

(2) All positions will be reopened for nomination in March and September of each year.

(3) The terms of the Co-Leader, Marketing, Socials, Kids Coordinator, and Resale Coordinators; shall be staggered with one being elected in April and the other in October.

Section 6.4 Transition

(1) When a new member is elected to an office, the previous officer will meet with them within 30 days to review the position's responsibilities.

(2) Outgoing social coordinators will plan the activities of the election month and the following month to ensure a smooth transition.

Section 6.5 Early Termination of Governing Board Positions

(1) A Governing Board member may terminate their position early by notifying a Co-Leader, preferably in writing, of their intent to vacate the position. A month's notice is requested.

(2) A Governing Board member vacating a position must turn over all Moms & More property, supplies, and documentation to a Co- Leader or to her replacement by the date of termination.

(3) Any officer may be removed for cause by the affirmative vote of a two-thirds majority of the entire Governing Board.

(4) The member with respect to whom action has been proposed shall be notified prior to the vote and is entitled to be heard by the Governing Board before any such motion is acted upon.

ARTICLE 7: Financial

The Group's fiscal year will begin July 1 and end the last day of June.

Section 7.1 Budget Approval Process

(1) The Treasurer shall prepare a Group budget based on the financial reserves available and projected income and provide to the Co-Leaders prior to the June board meeting. The Co-Leaders will present the budget for review and approval at the June board meeting.

(2) The board may vote to amend the budget at any time either at a board meeting or online.

(3) After the budget has been approved, it will be posted in the files section of the Moms & More private Facebook page and actual expenditures will be added or updated each quarter.

Section 7.2 Reimbursement

(1) A member may request reimbursement without prior approval by the Board for any amount where the cumulative total requested that year is less than the amount budgeted for that purpose.

(2) If the member's reimbursement request exceeds the approved budgeted amount for that purpose, the board must approve reimbursement before it is paid.

(3) Requests for reimbursement shall be submitted on the required form provided by the Treasurer, and have the appropriate documentation attached. Requests for reimbursement must be made within thirty (30) days of when the expense was incurred.

(4) If Treasurer needs reimbursement, one of the other signers on the account shall sign the check payable to the Treasurer.

Section 7.3 Signers and Special Events

(1) Signers on the checking account shall be Treasurer, Co-Leaders and Resale Coordinator. There should always be at least 3 signers on the account.

(2) Moms & More shall not profit from its special events. The cost of events shall be passed on directly to members. Moms & More, via a vote by the board, may choose to subsidize an event provided that all members have the opportunity to attend the event. If an event does not have a minimum attendance, individual members shall purchase tickets or pay directly for the event itself, i.e., a theater ticket, sporting event, etc.

(3) Moms & More members shall not profit off a Moms and More event or fundraiser. Moms and More members also shall not solicit or promote personal businesses at Moms & More events. Examples of promoting a business would be handing out promotional items, brochures or anything with their business logo or website.

    Excluded from this would be having a general discussion with another member at an event and them personally inquiring about a business. Also excluded is providing products or services for the Moms & More groups to raffle off at special events such as but not limited to Open House and Children's Resale.

Section 7.4 Newsletter Advertising

Newsletter advertising will be accepted from members and local businesses only. The dollar amounts will be determined as needed.

Section 7.5 Reimbursement of Members Dues

In extenuating circumstances, membership dues may be reimbursable on a prorated basis with board approval by a two-thirds vote.

ARTICLE 8: Rules of Conduct

Section 8.1 Problem Resolution Procedures

If a conflict or issue arises between members, they shall first attempt to handle it between themselves. If the issue cannot be resolved between them, they shall contact the Co-Leaders or appropriate board member for assistance.

Section 8.2 E-Communications

(1) Social Media Groups.

Main: Group business and social chatter are permissible on the main pages. Examples of this include, but are not limited to, the communication of group sponsored events, programs and issues and the requesting and sharing of “advice” and community information (sale on diapers at Meijer, request for good dance studio, parade in downtown Oswego, etc).

Advertising: Members may choose to subscribe to the advertising groups. This group should be used to advertise garage sales, home-business parties, items for sale, and free items.

(2) Social Media Owners

(a) All Social Media Groups (with the exception of the resale groups) shall be owned by Marketing& Social Media Administrator(s). Moderator permissions should be granted to membership coordinator.

(3) Definitions and Privileges of Owners and Moderators.

(a) Owner Privileges. Owners have complete control over all features and settings of the group and can delete the group. Owners can change the status of a member of the group.

(b) Moderator Privileges. Moderators can change delivery and posting settings for individual members; approve, edit, or delete messages; approve, invite, add, unsubscribe, or ban members; add, remove, change moderator privileges; and change group / auto-delivered file settings.

(c) If a member “mis-posts” a message (i.e. posting in the main group about a garage sale rather than posting the advertising group), the message will be deleted by the social media administrator and discussed with the author. If this occurs more than once, the member will be contacted by a Co-Leader and will receive a written warning. If this occurs a third time, the member will lose social media privileges for sixty (60) days.

(d)Members wishing to post a “Cry for help” either for the community or themselves on the main group page need to run their post through the appropriate board member (e.g., Community Outreach or Care Coordinator). That board member will then determine if the post is appropriate or inappropriate for the group page, and will post those deemed appropriate. Members may post personal or community "Cries for help" to the advertising page on their own. Any community or personal “Cries for help” where funds are being raised will only be allowed on the advertising loop. Members who do not follow the above guidelines will first receive a warning and have their post deleted by a social media administrator. If this occurs a second time, they will receive a written warning from a Co-Leader. If this occurs a third time,

the member will lose social media privileges for sixty (60) days.

(e) Members may only post about their personal business(es) on the advertising page. Members in violation of this will first receive a warning and have their post deleted by a social media administrator. If this occurs a second time, they will receive a written warning from a Co-Leader. If this occurs a third time, the member will lose social media privileges for sixty (60) days.

(f) Under no circumstances will "flaming" will be tolerated. Flaming is defined as a rude or insulting e-communication attacking another member with the intent to upset or offend. Any member who feels she has been subjected to communication of this nature should immediately contact a Co-Leader. The situation will be handled confidentially, only involving members who are directly affected. Offenders will be disciplined as outlined in section 3.1 (e).

Section 8.3 Membership Roster

The Membership Roster, whether printed or electronic, is confidential and shall not be used for solicitation purposes. The email list shall not be used for solicitation purposes.

Section 8.4 Violation of Bylaws

If a member violates Group policies: (i) they shall first receive a verbal warning by a Co-Leader; (ii) the second violation will result in a written warning by a Co-Leader; and (iii) the third violation will result in losing all Group privileges for sixty (60) days, except attendance at board meetings.

ARTICLE 9: Group Policies

Section 9.1 Amendments

(1) These policies shall be reviewed by the Governing Board on an as-needed basis.

(2) Any revisions or amendments deemed necessary at that time will be published in the newsletter and online, and shall be voted on as needed.

(3) All new policies and amendments will be voted on by the general membership and approved by a two-thirds vote. Ballots will be made available online. Votes will be sent to the Secretary.

(4) Only members included on the roster by the first day of the voting month and that are in good standing will be entitled to vote on any policy amendments.

ARTICLE 10: Dissolution

(1) Dissolution of the Oswego Group of Moms & More shall occur:

(a) If the Group membership falls below ten (10) members; or

(b) If the Group exists for six (6) months without a Co-Leader.

(2) Upon dissolution, all Group funds shall be distributed in accordance to the articles of Incorporation.

MEMBER'S CONSENT TO BYLAWS

I, _____, have reviewed the Moms & More, Inc. policies and hereby approve them.

_____
Signature

_____
Date