



**Bylaws
Of
Michigan Military Moms**

Article One – Organization

Section One – Name

The name of this organization shall be Michigan Military Moms.

Section Two – Logo

The organization logo shall be in the following form:



Article Two – Purpose

Section One – Purpose

The following is the purpose for which this organization has been organized, and shall be known as our mission statement:

The Michigan Military Moms is a support group united by pride and dedicated to our sons and daughters, either serving or who have served, in the United States military. We have no political, ideological, or religious agenda.

Section Two – Non-Profit

1. The organization is incorporated under and shall operate as a Non-Profit Corporation in the State of Michigan
2. We shall operate and have such powers as granted by the laws of a Non-Profit Corporation as outlined by the State of Michigan

Article Three – Membership & Dues

Section One – Eligibility

Membership in this organization shall be open to all Mothers, Step-Mothers, Mothers-in-law, and other female caregivers of our military members who are serving, or who have served, in the United States military.

Section Two – The Two Categories of Membership & Dues

Membership in this organization shall be Active and Associate.

1. Active Member
 - a. Will donate dues as established by the Executive Board
 - b. Will serve on the Executive Board, OR
 - c. Will serve as a Committee Chair, OR
 - d. Will donate time in service each year by working on at least two (2) committees or special events sponsored by the organization, OR
 - e. Will attend six (6) meetings in a twelve (12) month period
 - f. Will have voting rights

2. Associate Member
 - a. Will pay annual dues as established by the Executive Board in lieu of complying with the duties of an Active member
 - b. Does not have any voting rights

Section Three – Rights & Privileges

Active members who contribute to the operation of the organization shall be considered members in good standing.

Section Four – Termination

1. Any member, Active or Associate, may terminate their membership at any time
2. Membership of Active or Associate may be terminated if it is determined by the Executive board that the said member does not abide by the eligibility requirements; does not adhere to the Sensitivity guidelines or Standing Rules; or is ruled not to be a “member in good standing.” The Executive Board would then notify the member by written correspondence of the termination of her membership.

Article Four – Meetings

Section One – Regular Meetings

1. Regular meetings of this organization shall be held on the 2nd and 4th Thursday of each month, except if such day be a legal holiday, then the Board shall notify the general membership when and if the meeting shall take place
2. The 1st meeting of each month shall be the Business Meeting where the Executive Board members and Committee Chairs report to the general membership

Section Two – Annual Meetings

The Annual Membership meeting of this organization shall be held the 3rd Saturday in October every year, at a date and time to be determined by the Executive board. Notice of this meeting shall be in compliance with these By-Laws and the following agenda items shall be on the agenda:

1. Receiving reports of the Officers and Committee Chairs;
2. Election of Executive Board members;
3. And transacting any other business that may arise.

Section Three – Special Meetings

Special meetings may be called by the Executive Board and the general membership shall be notified of such meeting by email or first class mail or directly by phone of the member as it appears on the membership list at least five (5) days and not more than thirty (30) days before the scheduled date set for the said meeting. Only business stated may be discussed.

Section Four – Voting

1. Voice vote is the regular method of voting on a motion unless otherwise specified in these Bylaws.
2. A simple majority shall prevail unless otherwise specified in these Bylaws.
3. Each member in good standing is entitled to one (1) vote and may be present or vote by proxy.

Section Five - Quorum

1. A quorum shall consist of 10% of the membership list.

Article Five – Executive Board

The Executive Board shall consist of seven (7) members and shall have the control and management of the affairs and business of this organization. The board shall meet no less than once every six (6) months; preferably in March and October of each year. Vacancies in the Board shall be filled, by appointment, through a vote of the majority of the remaining members of the Board. A quorum shall be defined as the majority of the remaining members of the Board. All Executive Board members shall have one vote and such voting may not be done by proxy. No Board member shall be entitled to receive any salary or compensation.

A Board member may be removed when sufficient cause exists for such removal as deemed by the majority of the remaining Executive Board.

Section One – Eligibility

1. Executive Board members must be Active Members of the organization and in good standing
2. Executive Board members must have been Active Members for twelve (12) months or more
3. Vacancies shall be appointed by the current Executive Board
4. An Active member may hold only one (1) Board position, with the exception of the Secretary/Treasurer

Section Two – Executive Board Members of the Organization

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer, and
5. Three (3) members at large

Section Three – Duties of Executive Board Members and Officers, and Term Limits

All Executive Board members shall perform the duties prescribed by, these Bylaws and will attend all Executive Board meetings, shall transmit to their successors all material pertaining to the office at the time the successor is elected or appointed, and shall be responsible for the following:

1. Chairperson

Term Three (3) Years Commencing: October 2007 to September 2010

- a. To be the general executive officer of the organization
- b. Preside over all general membership meetings, and its Executive Board
- c. Sign contracts and/or legal paperwork for the organization
- d. Co-sign checks or drafts of the organization
- e. Encourage team building
- f. Give all communications and assignments thoughtful and prompt attention

2. **Vice-Chairperson**

Term Three (3) Years Commencing: October 2007 to September 2010

- a. Preside at general membership and Board meetings in the absence of the Chairperson
- b. Serve as committee liaison to the Committee Chairs
- c. Assist the Chairperson, as requested
- d. May co-sign checks or drafts of the organization
- e. Shall, in the event of the absence or inability of the Chairperson to exercise her office, become acting Chairperson of the organization with all rights, privileges and powers as if she were appointed the Chairperson.

3. **Secretary**

Term Two (2) Years Commencing October 2007 to September 2009

- a. Record the minutes of all membership and Executive Board meetings
- b. Publish said minutes
- c. Maintain an updated copy of the corporate records. Carry forth with any other correspondence as necessary
- d. Maintain files of all correspondence for the organization
- e. Act as the custodian of minutes and reports as required by law
- f. See that all books, reports, & certificates, as required by law, are properly kept or filed

4. **Treasurer**

Term Two (2) Years Commencing October 2007 to September 2009

- a. Act as the custodian of the organization's funds subject to the direction of the Executive Board
- b. May co-sign checks or drafts of the organization
- c. Pay expenses of the organization as directed and approved by the Executive board
- d. Deposit funds as collected
- e. Prepare and give a financial report at all 1st membership meeting of each month
- f. Collaborate with the Chairperson in preparation of an annual budget
- g. Prepare financial reports for the accountant
- h. Surrender books and records to the accountant at the Fiscal Year end, December 31st

5. **Members-at-Large**

Term One (1) Year Commencing October 2007 to September 2008

- a. Represent the general membership and convey member interests and concerns to the Board
- b. Serve as liaison to committees as requested

Article Six – Committees

The organization shall have standing committees for Hospitality, Membership, Events, Packaging, Deployment, Education, Media, Historian, and Ways & Means. Additional committees may be formed at the direction of the Executive Board and the general membership or the Executive board as needs dictate. Committee Chairs will rotate term limits and new Chairs will be voted in by the general membership. Terms that rotate October to September shall hold elections the 2nd Thursday of August; terms that rotate January to December shall hold elections the 2nd Thursday of October. Nominations will be taken from the floor at the appointed meetings and voted upon by the members present. Committee Chairs shall be invited to the Annual Executive Board Meetings, but shall not retain any voting rights at the said meetings.

Section One – Eligibility

1. Committee Chairs must be Active Members of the organization
2. Committee Chairs must be members in good standing

Section Two – Duty of Committee Chairs and Term Limits

1. *Hospitality Committee – Term Two Years (October to September)*
 - a. Shall coordinate all refreshments and products needed
 - b. Coordinate meeting potlucks
 - c. Ensure clean up
 - d. Assist with any event with food needs
2. *Membership Committee – Term Two Years (October to September)*
 - a. Welcome new members – ensures each new Mom is networked with a mom
 - b. Distribute Blue Star Banners
 - c. Coordinate and keep New Member Packets
 - d. Speak with those interested in becoming a member of our organization
3. *Events Committee – Term Two Years (January to December)*
 - a. Coordinate and initiate Chairpersons for all events
 - b. Prepare an event book for each event that outlines the event complete with contacts, time lines, and how the event functions; and Is the keeper of said book of events
 - c. Act as the organization contact for all events with the community
 - d. Stay in close communication with the Ways & Means Chair
4. *Packaging Committee – Term Two Years (January to December)*
 - a. Coordinate the packaging meetings
 - b. Ensure all necessary supplies are ordered and on hand
 - c. Purchase goods needed for packaging
 - d. Keep inventory of items in reserve
 - e. Arrange mailing of packaging

5. *Deployment Committee – Term Two Years (October to September)*
 - a. Maintain an adequate supply of “Surviving the War from your Kitchen Table” books
 - b. Research new information and books in regards to deployment issues
 - c. Maintain deployment tracker list of currently deployed service members

6. *Education Committee – Term Two Years (October to September)*
 - a. Maintain a lending library and resources for the organization
 - b. Ensure these materials are accessible to all members
 - c. Research and purchases new material

7. *Media Committee – Term Two Years (January to December)*
 - a. Draft and distribute press releases for the organization
 - b. Maintain the bulletin board and keeps information current
 - c. Assist with and help the webmaster in maintaining our organization website

8. *Historian Committee – Term Two Years (October to September)*
 - a. Oversee organization of MMM photographs
 - b. Maintain scrapbook for organization
 - c. Ensure our scrapbooks, awards, proclamations, and other organizational documentation is preserved and maintained for the organization

9. *Ways & Means Committee – Term Two Years (January to December)*
 - a. Organize and create fund raisers for the organization
 - b. Coordinate internal raffles, 50/50's and other such fundraising activities for the organization
 - c. Maintain close communication with the Events Chair
 - d. Ensure that all fundraising activities receive the approval of the Executive Board and/or the general membership
 - e. Ensure that funds generated by fundraising activities are distributed with the approval of the Executive Board and/or the general membership

10. *MMM Chapter Chairs – Term Two Years (January to December)*
 - a. Preside over Chapter meetings outside the Dearborn meeting
 - b. Retain financial responsibility for Chapter
 - c. Ensure that all books and financial records are in order and turned over to the accountant at the Fiscal Year End, December 31st.
 - d. Encourage team building
 - e. Acts as the liaison between her Chapter and the Dearborn Chapter

Article Seven – Dissolution

In the event of the dissolution of the Michigan Military Moms, the net assets of the organization shall be distributed to a Military organization whose purposes are similar to those of this organization, as decided upon by the Executive Board and the general membership. No funds shall be used to benefit any member of the organization.

Article Eight - Amendments

These Bylaws may be altered, amended, repealed, or added to by:

1. Approval of fifty-one (51) percent of the voting members of the Executive Board; OR
2. Approval of fifty-one (51) percent of the members present and voting at a general or special meeting.

Article Nine – Personal Liability and Forfeiture of Property Interest

Section One - Rights & Privileges

1. Any person whose membership in this organization has been terminated, for any reason, shall forfeit:
 - a. All rights & privileges as an Active or Associate Member
 - b. All interest in any funds or property belonging to the organization.

Section Two – Financial Responsibility

1. All persons or corporations extending credit to, contracting with, or having any claim against this organization, its Executive Board, or its members shall look only to the funds and property of the organization for payment of any contract, claim, payment, or debt that may otherwise become due or payable to them from the organization, Executive Board, or the membership.
2. Neither the Active nor Associate Members of the organization, the Executive Board (present or future) shall be personally liable for any debts contracted in the name of the organization.

Article Ten– Standing Rules

1. Individuals will remain a “member in good standing” if they maintain their membership either as an Active or Associate member, as outlined in Article Three
2. Both the Program Year and Fiscal Year for this organization shall be January through December.
3. When procedures are necessitated, Roberts Rules of Orders, as revised, shall govern all procedural and parliamentary matters.
4. Sensitivity Guidelines will be given to all members and shall be made a part of our standing rules
5. No member shall be denied benefits of membership due to hardship

SENSITIVITY GUIDELINES

Michigan Military Moms

Michigan Military Moms was established to encourage connecting and sharing among Moms of our heroes. The meetings are for support, encouragement, and answering questions.

The friendly atmosphere encourages conversation among friends who understand the emotions you are experiencing during these uncertain times—from basic training, through deployment to a combat zone, to separation from the military. The atmosphere is intended to promote camaraderie to help minimize general bewilderment by the military lifestyle and the fear of the unknown when a service member returns from deployment and family members don't know what to expect.

Our mission focuses in four distinct areas:

Informing – To research and providing reliable sources of information about the United States Military, deployment assistance, transitioning back to civilian life, or any other area as deemed appropriate

Connecting – To provide a means for mothers of the United States Military members in our area to connect with each other

Sharing – To provide an environment for sharing personal news, stories, and letters related to our troops in order to help others to feel more connected to their military hero

Supporting – To lend emotional and spiritual support and encouragement to each other in honor of our military heroes, as well as, supporting our children as they serve or have served

Guiding Principles to ensure proper decorum during our Meetings

1. This forum is meant to provide a place to connect and share
2. We do not address political, religious, or ideological views of the war or other conflicts in which the United States may be involved
3. No profanity or otherwise objectionable language will be tolerated
4. We are always faithful to the United States Military and the government of the United States
5. We consider every serviceperson to be a hero, regardless of his/her location or capacity
6. We will be sensitive to the feelings of others
7. Security and safety of our troops is always a top priority, so for that reason we will be sensitive to discussing issues such as location, deployment and return dates, troop movement, and other issues that may touch upon their safety or the safety of others
8. We will, at all times, be sensitive of our Gold Star families and hold them in the highest esteem