



TEXAS MOTHERS OF MULTIPLES

PROCEDURE MANUAL

Revised July, 2026

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I.

GENERAL INFORMATION AND GUIDELINES

A. AMENDMENTS

Changes in these procedures may be made in the following manners:

1. Amendments to the Bylaws may automatically require corresponding changes to this *Procedure Manual*.
2. Written suggestions will be sent to the Advisor or Parliamentarian.
3. After careful consideration, the Advisor or Parliamentarian will make recommendations to the executive directors. No change will be final without written approval of the President.
4. The revised *Procedure Manual* will be distributed to all TMOM Officers and Volunteers and the official contacts for all Local Clubs Members as well as posted on the website.

B. TMOM VOLUNTEERS (Committees, Committee Chairs and Officers)

1. The President, with recommendations from the officers and chairs, appoints committee members. Members who submit resumes for an elected Director position but are not selected or elected are eligible to serve on a committee.
2. The President notifies committee chairs and committee members of their appointments.
3. Committee chairs are responsible for informing committee members of specific committee activities, responsibilities, and other pertinent business.
4. Officers should review Sections I and III, as well as Pages 14-15 and your office specific guidelines in Section IV of this *Procedure Manual*.
5. Committee Chairs and Committee Members should review Sections I and III, as well as Pages 26-27 and your office specific guidelines of this *Procedure Manual*.

C. EMAIL DIRECTORY OF TMOM CONTACTS

Each TMOM position has an official TMOM email address. These email addresses are the property of TMOM and are transferred to each successor upon assuming office to ensure continuity of communication. The following is a list of TMOM email addresses:

TMOM OFFICERS

President	president@tmom.info
Convention Vice President	convention@tmom.info
Membership Vice President	membership@tmom.info
Communications Vice President	communications@tmom.info
Secretary	secretary@tmom.info
Treasurer	treasurer@tmom.info
Advisor	advisor@tmom.info
Parliamentarian	parliamentarin@tmom.info

TMOM COMMITTEE CHAIRS

Audit Chair	audit@tmom.info
Chaplain	chaplain@tmom.info
Credentials Chair	credentials@tmom.info
Higher Order Multiples Liaison	higherorder@tmom.info
Historian	historian@tmom.info
Nominating	nominating@tmom.info
Research	research@tmom.info

Single Parent Liaison
Special Needs Liaison
Ways & Means Chair
Web Administrator
2027 Convention
2028 Convention
BASF Scholarship Chair

singleparent@tmom.info
singleparent@tmom.info
waysmeans@tmom.info
webadmin@tmom.info
2027convention@tmom.info
2028convention@tmom.info
betteadescholarship@gmail.com

D. TMOM CALENDAR AND DEADLINES

The annual TMOM Calendar is prepared and distributed by the President. Information and documents necessary for deadlines should be prepared and emailed in advance of deadlines listed on the calendar. Adhering to deadlines helps ensure the efficient operation of TMOM. Unless otherwise noted, all deadlines are midnight on the due date.

E. MOMS MESSENGER

MOMS MESSENGER is the official newsletter of the Texas Mothers of Multiples and is published four (4) times annually by the Communications Vice President. Members and member clubs are encouraged to submit articles, photographs, and other information of interest to the Editor (Communications Vice President) for inclusion in the *MOMS MESSENGER*. Submissions should be emailed and received by the deadline listed on the Calendar.

E. TMOM LOGO

The official logo of Texas Mothers of Multiples appears on *MOMS MESSENGER*, research forms, donation and sponsorship requests, and all other official TMOM correspondence.

G. TMOM PROPERTY

Each officer and chair is responsible for any TMOM property, including folders, flash drives, files, and equipment assigned to the position. All physical TMOM property must be passed on to the successor or returned to TMOM at the end of the term.

H. HISTORICAL ARCHIVES AND PERMANENT RECORDS

TMOM's historical archives and permanent records preserve the organization's history, governance, and operations and provide continuity from year to year. Permanent records include, but are not limited to, governing documents, Business Meeting minutes, financial records retained in accordance with applicable record retention requirements, historical publications, convention records, photographs, and other materials of historical or administrative significance.

The Records Custodian is responsible for maintaining and preserving TMOM's permanent records and historical archives. Officers, Committee Chairs, and other individuals in possession of official TMOM records shall transfer those records to their successors or to the Records Custodian, as appropriate, in accordance with this *Procedure Manual* and TMOM's record retention practices. Official TMOM records shall not be destroyed or discarded without first consulting the Records Custodian to determine whether the records should be retained, archived, or transferred.

Official records may be maintained in electronic and/or physical format, as appropriate, to ensure their preservation, accessibility, and continuity.

I. TMOM WEBSITE

1. The official TMOM Website is www.tmom.info.
2. Access to the “Members Only” section of the TMOM website is restricted through individual passwords.
3. Members who do not have access to the Members Only section should contact the Web Administrator at webadmin@tmom.info.
4. Club officers are encouraged to inform members about the website and encourage them to request access.
5. Access is granted only to individuals who are listed on the club's current membership roster.

J. SOCIAL MEDIA GUIDELINES

1. Members should not directly add individuals to the TMOM Facebook group. Only designated Facebook Administrators are authorized to add members.
2. Members are encouraged to promote the TMOM Facebook group and invite eligible members to submit a request to join. Membership requests are reviewed and approved by a group administrator. Applicants must complete the TMOM membership form for verification and approval. If a Facebook name differs from the name listed on the TMOM membership roster, the applicant should include their roster name for verification. Only current TMOM members are eligible for approval, and the group is limited to active members.
3. The purpose of the TMOM Facebook group is to share TMOM information, promote club activities and events, and provide support and encouragement to members. To maintain a welcoming environment, all comments and interactions must remain respectful, constructive, and positive.
4. Personal business promotion, sales posts, and commercial advertising are not permitted in the TMOM Facebook group, as they are not aligned with the purpose of the group. Members are expected to follow these guidelines and keep content focused on TMOM-related topics and member engagement.

K. AREA DIVISIONS OF TMOM

The state is divided into three (3) sections for purposes of rotating Convention sites.

- See list of Member Clubs By Area under the Membership page on the TMOM website.
- See this year’s Membership List under the Membership page on the TMOM Website.

L. TMOM CONVENTION

The annual TMOM Convention is held on a weekend between the last calendar weekend in March through the second calendar weekend in May. The date is selected by the Host Club and approved by the Executive Directors. Any TMOM member may attend the annual Convention. All TMOM volunteers, local Club Presidents and State Representatives are encouraged to attend the annual Convention. See Section III, Convention Guidelines.

II.

MEMBER CLUB GUIDELINES

Any organization is only as strong as its individual members. For the Texas Mothers of Multiples (TMOM) to grow and thrive, each Member Club must fulfill its responsibilities and actively support the organization's mission and objectives.

A. COMMUNICATION TO/FROM TMOM:

1. All official TMOM correspondence is distributed by email to each Member Club's State Representative, Local Club President, and third designated club contact.
2. If the email address of any designated club contact changes during the year, the Member Club should promptly notify the TMOM Membership Vice President (membership@tmom.info) and TMOM President (president@tmom.info) to ensure TMOM communications continue without interruption.
3. Member Clubs should regularly monitor the TMOM website, social media platforms, and official email communications for announcements, updates, deadlines, and other important information.

B. GENERAL RESPONSIBILITIES OF A MEMBER CLUB:

1. Review this Section in detail as well as Sections I and III of this *Procedure Manual*.
2. Uphold the purpose of TMOM as outlined in the Bylaws and ensure that club members are familiar with the organization's mission and goals.
3. Select a State Representative to serve as the liaison between the Member Club and TMOM.
4. Encourage all club members to request access to the Members Only section of the TMOM website, join the TMOM Facebook group, and follow TMOM's other official social media platforms.
5. Ensure that the Club State Representative and Local Club President maintain, distribute, and report all information and materials received from TMOM. Specific duties are outlined in greater detail in this section of this *Procedure Manual*.
6. Member Resources - It is important that club members know how to access the following resources available on the TMOM website:
 - a. TMOM Calendar
 - b. Current Executive Director, Board and Volunteer List
 - c. TMOM Member Club List
 - d. Convention information (Convention Call Letters, Registration Documents and "How to Host a Convention" document).
 - e. The *Procedure Manual*
 - f. TMOM Bylaws
 - g. TMOM Business Meeting Minutes
 - h. Presidents Postings and Letters
 - i. TMOM Budget
 - j. TMOM's Newsletter *MOMS MESSENGER*
 - k. Bette Ade Scholarship Fund information
 - l. Membership Renewal Form
 - m. Volunteer Resume Form

C. STATE REPRESENTATIVE AND LOCAL CLUB PRESIDENT:

In addition to fulfilling the responsibilities of their Member Club, State Representatives and Local Club Presidents are responsible for the following:

1. Maintain, distribute, and report to the club on information and materials received from TMOM and keep members informed of TMOM updates through newsletters, meetings, and social media.
2. Submit annual membership renewals to the Membership Vice President and provide payment at Convention or through the online payment option.
3. Provide changes or updates to club officers and contacts to the Membership Vice President.
4. Provide updates to the club's membership roster at least quarterly, or more frequently as needed, to ensure members are promptly added to TMOM social media groups and granted access to the Members Only section of the website. This helps maintain accurate records and ensures timely access to TMOM communications and benefits.
5. Attend the Pre-Convention Executive Board Meeting, Saturday Business Meeting, Post-Convention Executive Board Meeting and Mid-Term Meeting.
6. Encourage members to attend the Annual State conventions.
7. Ensure credential forms for delegates and alternates are submitted online by the deadline.
8. Ensure Delegates and Alternates are registered for Convention before submitting credential forms.
9. Review Credentials Procedures in Section III, Subsection E.
10. Encourage members to submit a Volunteer Resume Form.
11. Submit club news to the Communications Vice President by providing club newsletters, articles, and photographs of club activities for *MOMS MESSENGER*.
12. Submit prayer requests and memorials to the TMOM Chaplain as needed.
13. Provide club members with website information and instructions for requesting login credentials for the Members Only section.
14. Check the TMOM website and social media regularly for updates.

D. CONVENTION PARTICIPATION:

1. Member Clubs are encouraged to support the Annual Convention by promoting it through meetings, newsletters, and social media.
2. Member Clubs should encourage all members to attend and participate in the Annual Convention and TMOM meetings.
3. Convention participation provides opportunities to exchange ideas, share solutions, and connect with TMOM officers, Chairs, and members from across the state. The Annual Convention is where future plans are developed, officers are elected, questions are addressed, and challenges are discussed. Participation strengthens TMOM by fostering collaboration, leadership development, and engagement.
4. Each club is encouraged to send Delegates and Alternates to participate and vote at the Business Meeting.
5. Clubs should strive to have at least one representative attend TMOM meetings, including the Pre-Board Meeting, Business Meeting, and Post-Board Meeting.

E. CLUB CONTRIBUTIONS TO TMOM:

1. *MOMS MESSENGER*: Members and clubs are encouraged to submit articles, photos, poems, stories, and other content to *MOMS MESSENGER*. Written submissions by members must include permission for reprint. Submissions from outside sources require prior permission. Club newsletters should be sent to the Communications Vice President (*MOMS MESSENGER* Editor) and the TMOM President.
2. Volunteer Service: The Volunteer Resume Form provides members an opportunity to express their willingness to serve and contribute to TMOM. To maintain a strong and effective organization, each club is encouraged to provide at least two volunteers to serve TMOM in various capacities.
3. Encourage members to attend the Annual State conventions.
4. Research Participation: One of TMOM's purposes is to cooperate in research related to multiple births. Each year, clubs are requested to submit current statistics regarding the number and types of multiple birth children represented in their membership. This information is submitted annually with dues and is vital to TMOM's ongoing relationships with researchers. All statistics should be accurate, as they are relied upon for research and reporting purposes.

F. MEMBER CLUB DUES:

1. TMOM's fiscal year runs from May 1 through April 30, corresponding with the period between annual Conventions. Membership dues for the upcoming fiscal year are based on each Member Club's paid membership total as of March 1. Dues are payable at Convention but may not be submitted before March 1 and are considered delinquent after May 1, unless May 1 falls during Convention. A late penalty is assessed on all delinquent dues payments.
2. The paid membership total as of March 1 is used to determine the Member Club's dues for the upcoming May 1 through April 30 fiscal year. This membership total is considered the Member Club's membership count for dues purposes for the entire fiscal year. This March 1 membership total determines the number of votes the Member Club is entitled to cast at the Convention Business Meeting for the upcoming May 1 through April 30 fiscal year.
3. Member Clubs that submit their dues payment, Membership and Officer List, and Renewal Form by the start of Convention will be recognized as a Star Club at Convention.
4. Members who join a Member Club after March 1 do not result in additional TMOM dues for that fiscal year. However, Member Clubs should provide updates to their membership roster at least quarterly, or more frequently as needed, to ensure new members are promptly added to TMOM social media groups and granted access to the Members Only section of the website. This helps maintain accurate records and ensures timely access to TMOM communications and benefits.

III.

CONVENTION GUIDELINES

The annual TMOM Convention is held on a weekend between the last calendar weekend in March through the second calendar weekend in May. The date is selected by the Host Club and approved by the Executive Directors. Any TMOM member may attend the annual Convention. All TMOM volunteers, local Club Presidents and State Representatives are encouraged to attend the annual Convention.

A. ATTENDING THE ANNUAL CONVENTION:

1. Register for the Annual Convention using the registration forms provided by the Host Club by the published deadline.
2. Reserve hotel room within the TMOM hotel block by the published deadline.
3. Member Clubs and TMOM Past Presidents should submit their Credential Forms in accordance with the Credentials Guidelines set forth in Section III, Subsection E.

B. CONVENTION FUNDS:

1. Funds collected for Convention purposes shall be used exclusively for Convention-related expenses.
2. Any surplus funds remaining after a Convention are carried forward to a future Convention and allocated towards expenses that impact all attendees. Such expenses may include, but are not limited to, hotel food and beverage costs, meeting room fees, service fees, speaker fees, and other Convention-wide expenses.
3. Surplus funds are not used to subsidize events that are not available to all Convention attendees, including optional excursions or other limited-participation activities.

C. POSITIONS DEFINED:

1. EXECUTIVE DIRECTORS – All elected officers (President, all Vice Presidents, Secretary and Treasurer)
2. TMOM OFFICERS - all Elected officers (Executive Directors) and the appointed Officers (Advisor and the Parliamentarian).
3. EXECUTIVE BOARD – All elected officers plus Advisor, Parliamentarian and active TMOM Past Presidents, as well as all appointed Chairs and committees.
4. DELEGATE – The official representative selected by a Member Club to represent the club in business matters.
5. ALTERNATE – The official representative selected by a Member Club to act in the absence of a delegate. Alternates should attend all business meetings and may communicate their club's views through the delegate when not serving in the delegate's place.
6. JUDGE – The person designated by the President to supervise the activities of the tellers, pages and report the results to the President.
7. TELLER – The person or persons designated by the President to count the votes and present them to the Judge.
8. PAGE – The person or persons who have been designated to carry messages for the general assembly during the convention.

D. COMMON MOTIONS AND HOW TO MAKE THEM:

1. The use of Parliamentary Law enables an assembly to conduct its business accurately and fairly. Through parliamentary procedure, Delegates may express their will and the will of the majority may be determined.
2. Below are guidelines to follow when you wish to make a motion and/or second a motion:
 - a. Raise your hand and wait to be recognized by the Chair.
 - b. Stand, state your name, Member Club name and motion.
 - c. All motions and seconds must be submitted in writing on the Motion Form. with the exact wording of the motion or second. Complete a Motion Form including your name, Member Club, and the exact wording of the motion. The Delegate seconding the motion should add their name and Member Club to the Motion Form. The Page will deliver the Motion Form to the Secretary.
3. Delegates should become familiar with common motions, how to state them, and when they may be used.
 - a. STANDARD MOTION - A motion that introduces business for consideration by the assembly. State the motion by saying, "I move that..."
 - b. TO POSTPONE – This motion may be used to postpone, recess, reconsider, adjourn, or lay a matter on the table.
 - c. TO WITHDRAW – A motion to withdraw does not require a second and may be used to withdraw a previously made motion.
 - d. TO RECONSIDER – This motion takes precedence over new business and may be used to reopen a motion that has already been acted upon. It requires a second and places the motion before the assembly again.
 - e. TO NOMINATE – Nominations from the floor do not require a second. Nominations may be closed by motion, unanimous consent, or announcement by the presiding officer. *When nominating from the floor complete a Nomination Form, including the nominee's name, your name, and your club. Give the form to a Page for delivery to the Secretary.

E. CREDENTIALS PROCEDURES

The Credentials process ensures that each Member Club is properly represented at the TMOM Convention Business Meeting and that only authorized Delegates and eligible TMOM Past Presidents participate in official business. Credentials authorize Delegates to enter the Convention meeting room, speak from the floor, and vote. These procedures outline the selection and registration of Delegates and Alternates, recognition of TMOM Past Presidents, issuance of credentials, voting eligibility, and the responsibilities of Member Clubs, State Representatives, Local Club Presidents, Delegates, Alternates, TMOM Past Presidents, and the Credentials Chair throughout the Convention credentialing process..

1. The number of votes allocated to each Member Club at the Convention Business Meeting is based on the club's paid membership total as of March 1 of the preceding year. (See Member Dues Section II, subsection F). Each Member Club is entitled to two (2) votes for the first ten (10) members or fewer, plus one (1) additional vote for each full additional ten (10) members. A single Delegate may cast all of the Member Club's votes, or the votes may be divided among multiple Delegates. The number of votes assigned to each Delegate does not have to be equal.
2. Questions regarding Delegate allotment and vote allocation should be directed to the Membership Vice President.
3. Delegates and Alternates are selected by their Member Club to represent the Member Club at Convention and are officially recognized by the Convention body.
4. A Member Club may designate one or more Alternates to serve as replacements for any of its Delegates. An Alternate may serve in the absence of any Delegate from that Member Club and may vote only while serving in place of an absent Delegate. A Delegate may also

serve as an Alternate for another Delegate. A Member Club may designate an Alternate from another Member Club. If a Member Club is unable to attend Convention, it may designate a member from another Member Club to serve as its Delegate. If a Delegate is unable to attend the Business Meeting and no designated Alternate is available to serve in their place, that vote is lost.

5. TMOM Past Presidents who are present at the Annual Convention and are members of a Member Club are entitled to one (1) Delegate vote. TMOM Past Presidents must be present at the Business Meeting to vote and may not designate an Alternate.
6. The Credentials Chair emails all Member Clubs and eligible TMOM Past Presidents a link to the online Delegate and Alternate Credential Registration Form between March 1 and March 15. Delegate and Alternate information must be submitted electronically by the Local Club President, State Representative, or the TMOM Past President to the Credentials Chair by the specified deadline, typically the Friday before the start of convention. All Delegates and Alternates must be registered for Convention. Any subsequent changes must be submitted using the Delegate/Alternate Change Form. Changes may be submitted during Convention check-in if time does not permit electronic submission. Active TMOM Past Presidents must complete the Delegate and Alternate Credential Registration Form to receive voting credentials.
7. Member Clubs should expect full participation from their Delegates and Alternates at all Convention meetings. Member Clubs should review and discuss proposed Bylaw revisions, resolutions, and other matters requiring a vote with club members prior to Convention. Delegates are selected to represent their Member Club and should vote in accordance with the wishes of the Member Club's membership. Communicating with members in advance helps ensure Delegates accurately represent the views and interests of the Member Club. Member Clubs should provide Delegates and Alternates with copies of the current and proposed Bylaws. These documents are available on the TMOM website and included in the Convention Booklet provided to attendees. Proposed Bylaw revisions must be distributed to Member Clubs at least 45 days prior to Convention.
8. Credential sign-in is conducted prior to the Business Meeting, preferably during Convention registration. When picking up registration materials, all Delegates and Alternates should check in at the Credentials Desk, sign the credentials register, verify their email address and contact information, and receive their Delegate or Alternate ribbon and credential form. Any credential changes should be addressed at that time. There are no credential sign-in books at the Business Meeting.
9. Delegates and Alternates must present their credential form when entering the Business Meeting in order to receive show-of-hands voting materials and any electronic voting information. Before entering the meeting, Delegates should verify they have received the correct voting materials. Delegate and Alternate ribbons should be worn throughout the Business Meeting to assist in easy identification of Delegates.
10. Delegates and Alternates are seated with their Member Club during the Business Meeting if space permits. Other club attendees may be seated in a different designated area of the meeting room.
11. When a vote is conducted, Delegates vote by displaying their designated show-of-hands voting materials as directed by the presiding officer.
12. The number of votes required for approval is determined by the number of properly credentialed votes represented at the Business Meeting. For ballot and electronic voting, a majority is based on the number of valid ballots cast.
13. Electronic voting may allow limited voting participation for certain matters, such as proposed Bylaws amendments or approval of a proposed slate of officers. However, electronic voting may not accommodate last-minute motions or amendments presented during the Business Meeting. Electronic voting is conducted in accordance with the same credentialing and voting eligibility requirements that apply to ballot voting.

14. Should TMOM adopt electronic voting procedures that permit remote voting participation in the future, such voting shall be conducted in accordance with policies approved by the TMOM Executive Directors.
15. All voting, whether conducted by show of hands, ballot, or electronic means, is conducted by credentialed Delegates present at the Business Meeting. Any tie vote is resolved immediately following the vote count. The Credentials Chair is the only individual authorized to process credential changes and should be consulted regarding any questions, discrepancies, or issues involving credentials, voting eligibility, or credential changes.

F. ELECTION PROCEDURES

1. Election of Executive Directors:
 - a. The Nominating Chair reads the slate of candidates for the elected Executive Directors offices to the membership.
 - b. Nominations will be opened for each office by the Chair. For each office, the Chair announces: "Nominations for [Office] are now open. Are there any nominations for [Office]?" The Chair calls for nominations three (3) times and adds eligible nominees to the ballot as nominations are received. After the third call for nominations, the Chair announces: "Nominations for [Office] are now closed." This process is repeated for each office in the following order:
 - President
 - Convention Vice President
 - Membership Vice President
 - Communications Vice President
 - Secretary
 - Treasurer
 - c. Any member nominated from the floor must have submitted a Volunteer Resume Form before the nominee's name is added to the ballot. If necessary, the Volunteer Resume Form may be completed at the time of nomination.
 - d. Floor nominations must be submitted in writing and include the nominee's name, the nominee's club name, and the nominator's name.
 - e. Only nominations that meet the requirements established in the TMOM Bylaws are accepted and added to the ballot.
 - f. Candidates are introduced and given an opportunity to present a brief speech.
 - g. Upon completion of nominations and candidate speeches, the Nominating Chair announces the voting instructions and balloting timeline.
2. Election of Nominating Committee:
 - a. One member and one alternate from each TMOM Area are elected to serve on the Nominating Committee. The nominee receiving the highest number of votes in each Area is elected to the committee. The nominee receiving the second highest number of votes in each Area serves as the alternate for that Area. More than one member from the same club may be nominated from an Area. Members may nominate themselves.
 - b. To expedite the nomination process, the current Nominating Committee is encouraged to identify and nominate potential candidates from submitted Volunteer Resume Forms.
 - c. When nominations have concluded, the Nominating Chair requests a motion to close nominations. After the motion has been made and seconded, a show-of-hands vote is conducted to close nominations.
 - d. After nominations are closed, each nominee for the Nominating Committee is introduced and given an opportunity to present a brief speech.
 - e. Upon completion of nominations and candidate speeches, the Nominating Chair announces the voting instructions and balloting timeline.

G. CONVENTION BIDS

1. Convention bids are accepted at least 24 months before the proposed Convention date. Refer to the TMOM Calendar for bid submission deadlines. Hosting a State Convention is both a rewarding and exciting opportunity. While it requires planning, organization, and teamwork, it provides a meaningful way to support TMOM and create a memorable experience for members across the state.
2. A Member Club interested in hosting a convention should contact the Convention Vice President for more information and review the "How to Host a Convention" document.
3. Clubs are encouraged to consider submitting a bid, and multiple clubs may collaborate to host a Convention together. Sharing responsibilities and resources can make hosting more manageable and enjoyable for all involved.

H. CAMPAIGN RULES

Campaigning by nominees, Delegates, Alternates, or Convention attendees is strictly prohibited. All candidates are introduced to the assembly and given equal opportunity to deliver a campaign speech. This policy also applies to Convention bids. Clubs submitting bids to host a Convention are given equal opportunity to present their proposals.

I. TMOM CONVENTION CONTEST AND AWARDS

TMOM Contests (Newsletter, Website, etc.) are intended to encourage clubs to share how they function, communicate with their members and support their local communities. TMOM contests are the discretion of the Executive Board. Convention specific contests such as Name tags, t-shirts and themed contests are intended to enhance participation and fellowship at the annual convention.. For any contest held, 1st, 2nd and 3rd place will be awarded.

1. NEWSLETTER CONTEST:
 - a. Guidelines and Entry forms for the Newsletter Contest will be updated annually by the Communications Vice President.
 - b. Any newsletter issued March 1st to March 1st is eligible.
 - c. The entry form and newsletter Submission is electronically sent to the Communications Vice President (Editor) by the deadline. The Communications Vice President will have the newsletters judged prior to convention.
 - d. The Newsletter Awards will be presented at Convention by the Communications-Vice President.
2. WEBSITE CONTEST:
 - a. Guidelines and Entry forms for the Website Contest will be updated annually by the Communications Vice President.
 - b. Entries for the Website competition should be submitted to the Communications Vice President by the deadline.
 - c. The Website Awards will be presented at Convention by the Communications Vice President.
3. CONVENTION CONTEST:
 - a. Standing convention contests are Namtags and T-shirts.
 - b. The Convention Chair will provide any changes or twists on the standard theme.
 - c. The Convention Chair will provide information on where/when to turn in contest items.
 - d. Other convention contests (such as themes, scavenger hunts, etc. may be held at the discretion of the convention committee and guidelines for such will be communicated by the Convention Chair.
 - e. All Convention contest awards will be presented at Convention by the Convention Chair.

IV.

TMOM VOLUNTEER GUIDELINES

FOR OFFICERS, CHAIRS AND COMMITTEE MEMBERS

OFFICERS

Officers include the Elected Officers (Executive Directors) and the Appointed Officers (Advisor and Parliamentarian). TMOM Officers provide leadership and oversight for the organization and are responsible for carrying out the duties of their offices in accordance with the TMOM Bylaws and *Procedure Manual*. In addition to the responsibilities specific to each office, all Officers are expected to fulfill the following responsibilities.

Responsibilities of All Officers:

1. Read the TMOM Bylaws and *Procedure Manual* in their entirety and become familiar with TMOM's mission, purpose, goals, and the procedures applicable to the position.
2. Communicate with the predecessor regarding files, duties, records, and other information pertinent to the position.
3. Review all files thoroughly and become familiar with the contents and responsibilities of the position. If files are incomplete, contact your predecessor. If files are delayed, notify the Advisor and President immediately by email.
4. Review the Organizational Flow Chart of Volunteers on the TMOM website to confirm the TMOM Committees you mentor and support.
5. Join and actively participate in the TMOM Facebook group and other official TMOM communication platforms, as appropriate.
6. Engage, educate, and assist Member Clubs. Although the Membership Vice President has primary responsibility for assisting, informing, and encouraging membership in TMOM, all Officers share responsibility for supporting Member Clubs. As a TMOM Officer, recognize that your words and actions may be interpreted as representing TMOM; therefore, exercise care when speaking or writing on TMOM's behalf.
7. Join and actively participate in private Officers communication groups, which may include Facebook, GroupMe, text messaging, email, or other communication methods designated by the TMOM President.
8. Respond to President round-robin emails concerning operational matters within the established response timeframe.
9. Keep the President informed of all matters pertinent to your position by providing copies of correspondence and relevant emails. In the event of an emergency, notify the President immediately.
10. Respond promptly to texts, phone calls, mail, and emails. Respond within one week, at a minimum. At a minimum, acknowledge receipt and indicate when a full response can be expected. If you are unable to respond promptly due to illness, personal matters, or workload, notify the President as soon as possible.
11. Reimbursement Requests:
 - a. Submit reimbursement requests for approved budgeted expenses to the Treasurer using the TMOM Money Request Form, together with all required receipts, invoices, and supporting documentation, by established deadlines.
 - b. As TMOM is a tax-exempt organization, TMOM's tax-exempt documentation should be used for eligible purchases whenever possible.
 - c. Expenses that exceed the approved budget will be presented to the Executive Directors for approval prior to reimbursement. The President has access to review all reimbursement requests and supporting receipts.
12. Submit an article for each issue of *MOMS MESSENGER* by the established publication deadlines. Articles should provide information regarding activities, accomplishments, upcoming events, important announcements, and other matters relevant to the position and TMOM.

13. Prepare and submit Mid-Term and Year-End reports by the established deadlines. Reports should summarize activities, accomplishments, challenges, recommendations, and any matters that will assist your successor.
14. Attend the following meetings and be prepared to present a report when called upon by the President: Post-Convention Executive Board Meeting, Mid-Term Meeting (written Mid-Term Report required)m Pre-Convention Executive Board Meeting and Business Meeting during convention (written Year-End Report required)
15. Maintain confidentiality of information discussed in Executive Board meetings or otherwise designated as confidential.
16. Maintain all official records, incoming and outgoing correspondence, reports, and other documents for the position in the TMOM Google Drive. Copies of outgoing correspondence should also be provided to the President.
17. Ensure that official TMOM records maintained in the Google Drive remain current, organized, and accessible to authorized TMOM volunteers.
18. Before destroying or discarding any official TMOM records, consult the Records Custodian to determine whether the records should be retained, archived, or transferred in accordance with TMOM's record retention practices.
19. Deadlines: Prepare and submit all required information and documents by the deadlines established on the TMOM calendar distributed by the President. Adhering to deadlines helps ensure the efficient operation of TMOM. Unless otherwise noted, all deadlines are midnight on the due date.
20. Convention Duties:
 - a. Review the TMOM Calendar and comply with all applicable deadlines.
 - b. Register for Convention and reserve hotel accommodations.
 - c. Review all files to ensure they are organized, complete, and up to date.
 - d. Remove unnecessary materials, such as personal notes or memoranda.
 - e. Bring any materials, supplies, reports, or equipment necessary to perform the duties of the position.
 - f. Prepare or update an outline of the position's duties for your successor.
 - g. Attend all meetings scheduled by the President during Convention.
 - h. Arrive at the assigned area before the Convention Business Meeting begins so that seating can be completed promptly.
21. Maintain familiarity with the following resources available in the Members-Only section of the TMOM website and access them as needed:
 - a. The *Procedure Manual*
 - b. TMOM Bylaws
 - c. TMOM Calendar
 - d. TMOM Budget
 - e. Current Executive Director, Board and Volunteer List
 - f. Organizational Flow Chart of Volunteers
 - g. TMOM Member Club List
 - h. President's Postings and Letters
 - i. TMOM Business Meeting Minutes
 - j. Convention Information
 - k. TMOM Newsletters (*MOMS MESSENGER*)
 - l. Bette Ade Scholarship Fund information
 - m. TMOM Money Request Form
 - n. Volunteer Resume Form
 - o. TMOM Stationery
22. Transfer any physical TMOM property to your successor at the end of your term or return it to the TMOM President if no successor has been identified.
23. Perform any additional duties assigned by the President or required by the TMOM Bylaws, *Procedure Manual*, or the position-specific responsibilities that follow.

A. PRESIDENT

The President provides leadership for TMOM and works closely with all Officers and Committee Chairs to support their efforts in advancing the organization's mission, goals, and objectives.

The President's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Selects Appointed Officers, Committee Chairs, and Committee Members from the submitted Volunteer Resume Forms, with the recommendations and approval of the Executive Directors. Appointments are formally announced before the Installation and Awards Banquet.
3. Prepares the agenda for and conducts the Post-Convention Executive Board Meeting to ensure position handoffs are completed, the approved budget is reviewed, the annual calendar is distributed, and recommended updates to the *Procedure Manual* are considered.
4. Prepares agendas for and presides over the Mid-Term Meeting, the Pre-Convention Executive Board Meeting, the Business Meeting during Convention and Installation and Awards Banquet
5. Recognizes First Time Convention attendees at all events and meetings.
6. The President may use email or designated communication platforms, such as Facebook or GroupMe, to solicit input from the Executive Directors and Appointed Officers regarding operational matters requiring consideration. Any TMOM member may submit a matter for consideration. If the submitter is not an Executive Director, the President will distribute the matter via email to all Officers, Committee Chairs and the submitter. Established response deadlines will be observed to ensure timely discussion and decision-making. After reviewing the input received, the President, in consultation with the Parliamentarian or Advisor when necessary, will compile the responses and communicate the final decision or outcome to the appropriate parties.
7. Makes other volunteer appointments as needed:
 - a. Appoints special committees (e.g. Minutes Approval Committee, Audit Committee, and other special committees) and officially discharges such committees upon completion of their assigned duties.
 - b. Appoints Convention volunteers, including tellers, a timekeeper, and pages for the Convention Business Meeting.
8. Prepares the annual TMOM Calendar with input from Executive Directors, Officers, Chairs, and other volunteers as needed.
9. Prepares three President's Postings to communicate to clubs important deadlines, provide forms or links to forms and communicate important updates.
10. Maintains regular communication with Member Clubs throughout the year as needed through email, text messages, and telephone calls.
11. Writes an article for each issue of *MOMS MESSENGER*.
12. Writes a Welcome Letter for the Convention Booklet.
13. Writes letters to newly formed clubs and clubs in the process of formation for use by the Membership Vice President.
14. Prepares the official Mid-Term and Year-End Reports summarizing actions taken, significant activities, and recommendations for the future.
15. Maintains copies of all correspondence and reports in the President's Google Drive.
16. Collects Mid-Term and Year-End Reports from all Officers and Chairs. Provides copies of these reports to the Secretary for inclusion with the official meeting minutes and provides Year-End Reports to the Convention Booklet Chair for inclusion in the Convention Booklet.
17. Website responsibilities:
 - a. Works with the Web Administrator to ensure that all President's Postings are published on the website as well as the documents referenced in the Postings are also uploaded and accessible to members.
 - b. Works with the Web Administrator to ensure that website content and files are kept updated on the website and available to the membership.

18. Works with the Secretary, Records Custodian, and Web Administrator to ensure that TMOM historical records and files are maintained, archived, and updated as appropriate.
19. Maintains administrative oversight of TMOM's Google Drive, including creating user accounts, granting and removing access permissions, and ensuring appropriate access is transferred to successors as officers and volunteers change.
20. Maintains communication with TMOM Past Presidents to keep the TMOM Past President's List current and accurate, including updating contact information as needed.
21. President's Financial Oversight Responsibilities:
 - a. Serves as an authorized signer on the TMOM financial accounts.
 - b. Maintains secure access credentials and account information for all TMOM financial platforms.
 - c. Reviews reimbursement requests and supporting documentation submitted through the TMOM Money Request Form.
 - d. Monitors financial statements and account activity.
 - e. Maintains secure records of account information of all financial platforms.
21. Contracts:
 - a. Reviews and approves contracts.
 - b. Reviews the Convention hotel contract in consultation with the Executive Directors and, upon their approval, signs the contract on behalf of TMOM.
 - c. Works with the Convention Vice President and Convention Chair to review and approve Convention-related vendor contracts. After approval, signs the contracts or designates an authorized representative to sign on behalf of TMOM.
22. Ensures the orderly transition of Presidential records, files, TMOM property, and administrative responsibilities to the incoming President following the completion of the term of office.

B. CONVENTION VICE PRESIDENT

As Convention Vice President, maintain regular communication with the President regarding all Convention-related and operational matters. The Convention Vice President must remain informed of ongoing activities, decisions, and priorities. Should the President become unable to fulfill her duties, the Convention Vice President must be prepared to immediately assume those responsibilities to ensure continuity of TMOM operations.

The Convention Vice President's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Current Convention Responsibilities:
 - a. Maintains regular communication with the Convention Chair and keep the President informed of all Convention matters.
 - b. Coordinates with the Convention Chair on the Convention schedule and order of business, in consultation with the Executive Directors, to ensure TMOM requirements are met and Convention activities are conducted efficiently.
 - c. Works closely with the Convention Chair in all aspects of Convention planning and coordination. Reviews, provides recommendations, and suggests edits to hotel contracts for submission to the Executive Directors for final approval.
 - d. Collaborates with the Convention Chair to review and provide suggested edits to all Convention publications, including call letters, registration packets, and the Convention Booklet, to ensure accuracy, consistency, and compliance with TMOM policies and procedures.
 - e. Ensures the Convention Chair provides timely Convention information to the Web Administrator for publication on the TMOM website, including registration materials, schedules, forms, deadlines, updates, and other member communications.

- f. Ensures awards are available for all approved contests and distributes them to the appropriate Contest Chairs for presentation at the Saturday night banquet. Maintains an adequate supply of extra awards for ties or additional recognitions.
 - g. Obtains the official Delegate list from the Credentials Chair prior to Convention and coordinates with the Convention Chair to develop seating assignments for the Business Meeting.
 - h. Coordinates with the President to ensure Executive Director position placards are available for meetings and the Installation and Awards Banquet, as needed.
 - i. Purchases and presents the President's gift at the Saturday night banquet.
 - j. Purchases and presents flowers or a recognition gift for the Convention Chairs at the Saturday night banquet.
3. Future Convention Responsibilities:
- a. Sends a letter following Convention to all Member Clubs that have not hosted a recent Convention, encouraging them to consider doing so. The letter should encourage participation and remind Member Clubs—especially smaller clubs—that TMOM Officers, Committee Chairs, and Past Presidents are available to provide guidance and assistance throughout the Convention planning process.
 - b. Reviews and updates the "How to Host a Convention" document with approval from the Executive Directors and ensures the updated document is shared with interested clubs and made available via the website.
4. Communications and Reports:
- a. Emails Convention bid forms to each Member Club within the designated rotation area in accordance with the TMOM Convention rotation schedule and deadlines established on the TMOM calendar.
 - b. If no Convention bids are received from Member Clubs within the designated rotation area by the established deadline, distributes the Convention bid form to all Member Clubs and announces that the Convention is open for bids from clubs in any area.
 - c. Submits an article for each issue of *MOMS MESSENGER* by the established publication deadlines.
 - d. Maintains historical Convention planning resources and provides guidance to prospective Convention host clubs throughout the bidding and planning process.

C. MEMBERSHIP VICE PRESIDENT

As Convention Vice President, the officer maintains regular communication with the President regarding all Convention-related and operational matters. The Convention Vice President must remain informed of ongoing activities, decisions, and priorities. Should the President become unable to fulfill her duties, the Convention Vice President must be prepared to immediately assume those responsibilities to ensure continuity of TMOM operations.

The Membership Vice President's responsibilities are as follows:

- 1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
- 2. New Member Club Responsibilities:
 - a. Promptly contacts newly formed clubs to congratulate their members and encourage them to join TMOM.
 - b. Contacts a nearby TMOM Member Club and request that its members reach out to the new club and, if possible, attend one of its meetings.
 - c. Submits information about the new club for inclusion in the next issue of *MOMS MESSENGER* and ensures the club receives a copy.
 - d. Approximately four months after the initial contact, follows up with the club to determine whether additional assistance is needed and to answer any questions. Encourages the club to join TMOM if it has not already done so.

- e. Approximately four months after the initial contact, follows up with the club to determine whether additional assistance is needed and to answer any questions. Encourages the club to join TMOM if it has not already done so.
 - f. Upon receipt of a new club's membership, sends a welcome letter and advises the club that it will be added to the *MOMS MESSENGER* distribution list.
3. Maintains the official TMOM Member Club List for publication on the TMOM website. The list shall include each Member Club's mailing address, designated representatives, delegate vote allotment, and other information approved for publication. Coordinates with the Communications Vice President to ensure Member Club and representative information remains current and accurate.
4. Serves as an administrator of the TMOM Facebook group and reviews membership requests against official club rosters. Club representatives should update membership rosters at least twice annually. Maintains updated Member Club rosters and processes roster changes promptly to facilitate member access to the Members-Only section of the TMOM website and official TMOM social media platforms. May enlist assistance as needed to fulfill these responsibilities.
5. Membership Renewal Duties:
- a. Updates the Membership Renewal Form, including collection of annual statistical information and preparation of the dues invoice for posting on the website by March 1.
 - b. Coordinates with the Web Administrator to ensure renewal materials are posted on the website.
 - c. Distributes Membership Renewal Forms to each club's designated representatives and provides timely reminders regarding membership renewal and Star Club deadlines.
 - d. Contacts clubs that have not renewed their membership.
 - e. Forwards all membership dues received by check or cash to the Treasurer and coordinates with the Treasurer to ensure all dues payments, including those received through PayPal or other approved payment methods, are properly recorded, reconciled, and accounted for.
 - f. Reports the status of membership renewals at Convention and includes this information in the Year-End Report.
6. Pre-Convention Duties:
- a. Compiles membership statistics from Membership Renewal Forms as of March 1 and provides the information for inclusion in the Convention Booklet. Reviews membership-related reports, statistics, listings, and other information included in the Convention Booklet to ensure accuracy and completeness.
 - b. Calculates delegate allotments and records them on the membership list. Provides delegate allotment information to the Credentials Chair by the deadline established on the TMOM Calendar to assist with preparation of credential materials. Immediately notifies the Credentials Chair of any new clubs or late renewals received after delegate allotments have been calculated.
 - c. Submits an updated current Member Club distribution by area to the Convention Chair for the Convention Booklet, and to the Web Administrator for inclusion on the website.
7. Convention Duties:
- a. Recognizes New Clubs at Convention.
 - b. Recognizes all Member Clubs at the Business Meeting.
 - c. Recognizes Star Clubs at the Business Meeting.
 - d. Recognizes all TMOM Past Presidents in attendance at convention at the designated times.
8. Maintains historical membership records and transfers official membership files to the incoming Membership Vice President or Records Custodian in accordance with TMOM record retention practices.

D. COMMUNICATIONS VICE PRESIDENT

The Communications Vice President is responsible for coordinating TMOM communications, publishing TMOM Newsletter *MOMS MESSENGER*, promoting TMOM activities, and administering the Newsletter and Website Contests.

The Communications Vice President's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Forwards important TMOM communications and deadline reminders to TMOM Officers, Chairs, Club Representatives, and active TMOM Past Presidents as directed by the President
3. Newsletter Responsibilities:
 - a. Reminds TMOM Officers, Chairs, and Club Representatives of newsletter submission deadlines.
 - b. Solicits articles and other content from TMOM Officers, Chairs, and Club Representatives for publication in *MOMS MESSENGER*.
 - c. Publishes *MOMS MESSENGER*, four times annually.
 - d. Posts *MOMS MESSENGER* on the TMOM website and TMOM Facebook page and distributes it electronically to all TMOM Volunteers, Club Representatives (Local Club Presidents, State Representatives, and Third Representatives), and active TMOM Past Presidents.
 - e. Recruits Convention reporters, as needed, to cover speakers, workshops, events, and activities during the Annual Convention. Coordinates the collection of reports and photographs and ensures they are submitted to the incoming Communications Vice President by May 15 for inclusion in the first issue of *MOMS MESSENGER* following Convention.
4. Newsletter Contest Responsibilities:
 - a. Reviews and updates Newsletter Contest guidelines and entry forms for newsletter contest and provides them to the President for inclusion in the President's second mailing.
 - b. Acknowledges receipt of all Newsletter Contest entries.
 - c. Recruits independent judges and coordinates and oversees the judging of the Newsletter Contest entries prior to convention to ensure a fair and impartial evaluation process.
 - d. Prepares participation certificates and presents them to all participating clubs at the Business Meeting. Obtains ribbons for first, second and third place winners, including any ties from the Convention Vice President and presents the awards at the Saturday night banquet.
 - e. Submits a list of the winning clubs to the Secretary at the Post-Convention Executive Board meeting for inclusion in the minutes.
5. Publicity Responsibilities:
 - a. Directs and coordinates publicity activities that promote TMOM programs, events, and Member Club involvement.
 - b. Coordinates publicity between TMOM and individual Member Clubs and provides publicity information to the Advisor for communication with the National Organization.
 - c. Serves as an administrator of TMOM's Facebook page and other social media platforms as instructed by the President. Posts updates to TMOM's Facebook page and other social media platforms as instructed by the President.
 - d. Oversees the planning, administration, and judging of the Website Competition.
6. Website Contest Responsibilities:
 - a. Reviews and updates Website Contest guidelines and entry forms for the website contest and provides them to the President for inclusion in the President's second mailing.
 - b. Acknowledges receipt of all Website Contest entries.
 - c. Recruits independent judges and coordinates and oversees the judging of the website contest entries prior to convention to ensure a fair and impartial evaluation process.
 - d. Prepares participation certificates and presents them to all participating clubs at the Business Meeting. Obtains ribbons for first, second and third place winners, including any ties from the Convention Vice President and presents the awards at the Saturday night banquet.
 - e. Submits a list of the winning clubs to the Secretary at the Post-Convention Executive Board meeting for inclusion in the minutes.

E. SECRETARY

The Secretary is responsible for maintaining the official records of TMOM, preparing and preserving meeting minutes, coordinating the minutes approval process, and working with the President, Records Custodian, and Web Administrator to maintain the historical records of the organization.

The Secretary's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Transition Responsibilities:
 - a. Prepares the Banking Resolution when a new President or Treasurer is elected. Executes the Banking Resolution and provides the original and a copy to the President and Treasurer at the conclusion of the Post-Convention Executive Board Meeting. Records in the Post-Convention Executive Board Meeting minutes that the Banking Resolution has been executed and attaches a signed copy to the minutes.
 - b. Transfers the Pre-Convention Executive Board Meeting and Business Meeting minutes and supporting documents to the incoming Secretary no later than May 15 for submission to the Minutes Approval Committee. Maintains all minutes and supporting documents in the TMOM Google Drive.
3. The incoming Secretary assumes office at the conclusion of Convention and is responsible for recording the minutes of the Post-Convention Executive Board Meeting.
4. Meeting Minutes Responsibilities:
 - a. Attends and records minutes at the Post-Convention Executive Board Meeting, the Mid-Term Executive Board Meeting, the Pre-Convention Executive Board Meeting, and the Business Meeting. The minutes should accurately reflect motions, actions taken, reports received, and other official business conducted at each meeting.
 - b. Ensures the Post-Convention Executive Board Meeting minutes contain the Contest Winners and Bette Ade Scholarship Fund recipients announced at the Installation and Awards Banquet. Includes significant events and announcements from the Installation and Awards Banquet and attaches the list of TMOM Volunteer appointments announced at the Installation and Awards Banquet. Ensures the minutes include any changes to authorized bank account signatories resulting from the election of a new President or Treasurer, the Banking Resolution, and a signed copy of the resolution. Includes a list of meeting attendees or attaches the Attendance List and copies of all reports submitted.
 - c. Ensures the Mid-Term Meeting minutes include a list of meeting attendees or attach the Attendance List and a copy of all reports submitted.
 - d. Ensures the Pre-Convention Executive Board Meeting minutes include a list of meeting attendees or attach the Attendance List and a copy of all reports submitted.
 - e. Ensures the Business Meeting minutes include a list of meeting attendees or attach the Attendance List and a copy of all reports submitted.
5. The Minutes Approval Process:
 - a. Uploads draft Minutes to the TMOM Google Drive for review.
 - b. Provides draft minutes to the Minutes Approval Committee and all Executive Directors for review, comments and suggested edits.
 - c. The Minutes Approval Chair notifies the Secretary within two weeks, preferably sooner, that all comments and suggested revisions have been submitted.
 - d. Reviews all suggested revisions and incorporates appropriate corrections. If a suggested revision is not accepted, provide an explanation when necessary.
 - e. Returns revised minutes to the Minutes Approval Committee for final approval.
 - f. Ensures approved minutes contain the approval statement, names of the Minutes Approval Committee members, and approval date.
 - g. Attaches attendance records and all required reports to the final approved minutes.

- h. Coordinates with the Web Administrator to ensure approved minutes are posted to the TMOM website and distributed as appropriate.
 - i. Ensures all meeting minutes are approved by the Minutes Approval Committee and that all deadlines established on the TMOM Calendar for review, correction, approval, and posting of minutes are met.
6. Attends and records minutes at any additional Executive Director or Executive Board Meetings called by the President and maintains these minutes as part of TMOM's official records, even when they are not required to be posted on the TMOM website.
 7. Maintains official TMOM records and minutes in the TMOM Google Drive.
 8. Works with the President and Web Administrator to maintain and update the TMOM historical records published on the website.

F. TREASURER

The Treasurer is responsible for managing TMOM financial records, maintaining accurate accounts, overseeing deposits and disbursements, and preparing financial reports and budgets.

The Treasurer's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Responsibilities:
 - a. Provides Executive Directors and Committee Chairs with access to TMOM's tax-exempt documentation and encourages its use for eligible purchases whenever applicable.
 - b. Deposits all funds received (cash, checks, or electronic payments) and records each transaction in the Treasurer Financial Records Workbook.
 - Records all checks issued and electronic payments in the Treasurer Financial Records Workbook.
 - Makes all deposits to the current TMOM account.
 - Adds ledger sheets for any additional accounts (savings, CDs, or other accounts) as they are opened.
 - c. Maintains records of all TMOM financial accounts in the President's and Treasurer's files, including checking, savings, CDs, and electronic payment accounts (such as PayPal or similar services).
 - d. Maintains secure access credentials and account information for all financial platforms and provides access to authorized TMOM Officers as required.
3. Financial Reports:
 - a. Prepares a comprehensive Treasurer's Report that includes all receipts and disbursements, clearly identifying sources of income and purposes of expenditures.
 - b. Presents the Treasurer's Report at the Convention Business Meeting and provides it for inclusion in the Convention Booklet. The published report includes the approved budget along with itemized receipts and disbursements.
 - c. Ensures the Treasurer's Report reconciles with the Auditor's Report.
 - d. Following the close of the books and transfer of records to the incoming Treasurer, updates the report as necessary to reflect final financial activity.
 - e. Prepares a fiscal year-end report (May 1–April 30) for inclusion in the First President's Posting.
 - f. Submits a financial statement for each issue of *MOMS MESSENGER*. Provides additional updates and articles as appropriate to inform Member Clubs of financial matters, Treasurer activities, and upcoming deadlines.

- g. At the Mid-Term Meeting, prepares a proposed budget for the upcoming year in consultation with the Executive Directors. The proposed budget is based on historical expenditures, anticipated expenses, and organizational needs. Requests budget input from officers, directors, chairs, and other budgeted positions, incorporates approved revisions, and prepares the final proposed budget for presentation and approval at the Convention Business Meeting.
4. Disbursements:
 - a. Ensures the current TMOM Money Request Form is available on the TMOM website.
 - b. Reviews each TMOM Money Request Form for completeness and accuracy prior to payment.
 - c. Verifies that all reimbursement and payment requests are supported by appropriate receipts and documentation and that requested totals match supporting documentation. No reimbursement or disbursement is issued without proper documentation.
 - d. For postage expenses where receipts are unavailable, obtains a list of mailed correspondence or other appropriate supporting documentation.
 - e. Issues checks or processes electronic payments only after all required documentation has been reviewed and approved.
 - f. Maintains the TMOM Money Request spreadsheet in Google Drive and retains electronic copies of all reimbursement requests, receipts, vouchers, and supporting documentation in Treasurer files.
 5. Provides the Audit Chair with copies of all financial records, including reports, budgets, financial statements for all TMOM financial accounts (including checking, savings, PayPal, and other accounts), check registers, ledgers, the TMOM Money Request spreadsheet, receipts, and all supporting documentation required to complete the audit. Provides financial records as authorized in accordance with TMOM policies and procedures to the membership upon request.
 6. Works with the Convention Vice President, Convention Chair, and Convention Treasurer regarding all financial matters related to Convention.
 - a. Assists in the development and review of the Convention budget.
 - b. Assists the Convention Treasurer with documentation and recordkeeping related to sponsorships, grants and donations, and consults with the Convention Vice President and/or President as needed.
 - c. Assists the Convention Treasurer in reconciling Convention registration payments. Provides payment records to the Convention Treasurer monthly, and more frequently as Convention approaches, as needed.
 - d. Ensures that a final convention financial report is prepared by the Convention Treasurer and presented at Mid-Term Meeting.
 - e. Following the close of Convention and final reconciliation of expenses, authorizes payment of \$1.00 per registered attendee to the host club in accordance with TMOM Bylaws.
 7. Tax-Exempt Compliance and Reporting Responsibilities:
 - a. Maintains records necessary to preserve TMOM's tax-exempt status and ensures compliance with all applicable federal and state reporting requirements.
 - b. Prepares, files, or coordinates the preparation and filing of all required federal and state nonprofit reports, tax returns, registrations, and related documents by established deadlines.
 - c. Prepares, files, or coordinates the preparation and filing of the annual Internal Revenue Service Form 990-N (e-Postcard) by August 30. Retains copies of all filings in the Treasurer's records and the TMOM Google Drive.
 - d. Maintains copies of TMOM's Articles of Incorporation, Employer Identification Number (EIN) documentation, IRS tax-exempt determination letters, Texas sales tax exemption documentation, and other regulatory records.

G. ADVISOR/NATIONAL REPRESENTATIVE

The Advisor/National Representative is responsible for providing guidance to TMOM Officers and Member Clubs, maintaining organizational governing documents, serving as a liaison to Multiples of America, and supporting the President and Nominating Committee as needed.

The Advisor/National Representative's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Assists the President with duties and special projects as requested.
3. Provides guidance and assistance to TMOM Volunteers and Member Clubs regarding TMOM operations, policies, procedures, and organizational matters.
4. Works with the Parliamentarian to review, update, and maintain the *Procedure Manual*. Receives suggestions for additions, deletions, and corrections and incorporates approved revisions as necessary. Upon written authorization of the President, notifies *Procedure Manual* holders of approved changes.
5. May request that the President appoint committees or volunteers as needed to assist with responsibilities assigned to the position.
6. Convention Responsibilities: Conducts the installation of incoming Executive Directors at the Installation and Awards Banquet.
7. Prepares and submits reimbursement requests, including all required receipts and supporting documentation, to the Treasurer using the TMOM Money Request Form by established deadlines. Ensures expenses associated with the installation ceremony are properly documented.
8. Submits an article for each issue of *MOMS MESSENGER* to inform Member Clubs about Multiples of America activities, opportunities, and deadlines, as well as other information relevant to the position.
9. National Duties:
 - a. If the Advisor is not a member of a club affiliated with Multiples of America, the Advisor may appoint a qualified designee to perform National Representative duties.
 - b. Prepares and submits an advertisement for inclusion in the Multiples of America National Convention Booklet, if approved in the budget. The advertisement shall include current contact information for the Advisor/National Representative.
 - c. Provides Multiples of America with updated information regarding TMOM's upcoming Annual Convention.
10. Oversees the activities of the Nominating Committee and provides guidance and assistance as needed to ensure the committee fulfills its responsibilities in accordance with the TMOM Bylaws and established deadlines. Assists the Nominating Committee in obtaining Volunteer Resume Forms and identifying qualified candidates for elected positions as needed. Serves as a resource to the Nominating Committee regarding procedures, timelines, and requirements related to nominations and elections.

H. PARLIAMENTARIAN

The Parliamentarian is responsible for providing guidance on parliamentary procedure, overseeing the bylaw amendment process, and assisting TMOM in maintaining governing documents that are consistent, accurate, and compliant with adopted policies and procedures. Reviews proposed bylaw amendments for completeness and compliance with TMOM requirements prior to distribution.

The Parliamentarian's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All Officers."
2. Responsibilities:
3. Maintains familiarity with the TMOM Bylaws *Procedure Manual*, and the current edition of *Robert's Rules of Order Newly Revised*, and is prepared to provide parliamentary guidance when requested.

4. Advises the presiding officer and members on questions of parliamentary procedure to help ensure that business is conducted in a lawful, efficient, orderly and impartial manner.
5. Provides guidance and assistance regarding parliamentary questions and procedural matters as needed throughout the year.
6. Bylaw Amendment Responsibilities:
 - a. Updates the Bylaw Amendment Form and coordinates with the Web Administrator to ensure it is available on the TMOM website.
 - b. Issues the call for proposed bylaw amendments in accordance with the deadlines established in the TMOM Bylaws and TMOM Calendar.
 - c. Review proposed bylaw amendments for completeness, proper format, and compliance with TMOM requirements upon receipt.
 - d. Acknowledges receipt of all proposed bylaw amendments within two weeks of receipt.
 - e. Prepares a report of all proposed by-law amendments and submits it to the President for inclusion in the President's Third Posting and to the Communications Vice President for publication in *MOMS MESSENGER*.
 - f. Ensures proposed bylaw amendments are distributed to all Club Representatives no later than forty-five (45) days prior to Convention.
 - g. Provides the proposed bylaw amendments to the Convention Booklet Chair for inclusion in the Convention Booklet.
 - h. Works with the Advisor to incorporate all bylaw amendments adopted by the membership and provides the updated Bylaws for publication on the TMOM website.
 - i. Assists the Advisor in preparing corresponding revisions to the *Procedure Manual* when adopted bylaw amendments require changes to TMOM policies, procedures, or responsibilities.
7. Reviews the definitions and parliamentary procedures contained in Section III, Subsections C and D of this *Procedure Manual*, and recommends revisions as necessary. Provides approved revisions to the Convention Booklet Chair for inclusion in the Convention Booklet.
8. Submits articles for *MOMS MESSENGER* as needed to inform Member Clubs of bylaw amendment deadlines, proposed amendments, parliamentary matters, and other information related to the duties of the position.
9. Convention Responsibilities:
 - a. Assists in ensuring parliamentary procedure is properly followed during the Convention Business Meeting.
 - b. Recommends discussion time limits at the Pre-Convention Executive Board Meeting. Standard discussion limits are generally two (2) minutes per speaker and ten (10) minutes per topic, unless extended by the assembly or modified for substantial proposed bylaw amendments.
 - c. Announces approved discussion time limits during the Convention Business Meeting and coordinates with the designated Timekeeper to monitor compliance.
 - d. Reads the current bylaw provision, presents the proposed amendment, and explains the purpose of the proposed change.
 - e. Calls for a motion regarding each proposed amendment. All motions must be submitted in writing to the Secretary and include the name, club affiliation, and exact wording of the motion.
 - f. Calls for a second to the motion. All seconds must be submitted in writing to the Secretary and include the name and club affiliation of the member making the second.
 - g. Calls for discussion of the motion. Discussion may be initiated by the member submitting the amendment or by an appropriate officer familiar with the proposal and its impact.
 - h. Calls for a vote when discussion has concluded or the approved discussion time has expired, unless a motion to extend debate, postpone consideration, table the motion, or take other parliamentary action is pending.
 - i. Monitors and verifies the voting process for proposed bylaw amendments, whether conducted by ballot, electronic vote, or show of hands, verifies vote counts, and announces the results.

TMOM COMMITTEE CHAIRS AND COMMITTEE MEMBERS

TMOM Committee Chairs and Committee Members provide leadership and support to the organization and are responsible for carrying out the duties of their positions in accordance with the TMOM Bylaws and *Procedure Manual*. In addition to the responsibilities specific to each position, all Committee Chairs and Committee Members are expected to fulfill the following responsibilities.

Responsibilities of All TMOM Committee Chairs and Committee Members:

1. Read the TMOM Bylaws and *Procedure Manual* in their entirety and become familiar with TMOM's mission, purpose, goals, and the procedures applicable to the position.
2. Communicate with the predecessor regarding files, duties, records, and other information pertinent to the position.
3. Review all files thoroughly and become familiar with the contents and responsibilities of the position. If files are incomplete, contact your predecessor. If files are delayed, notify the Advisor and President immediately by email.
4. Review the Organizational Flow Chart of Volunteers on the TMOM website to confirm which TMOM Officer you report to.
5. Join and actively participate in the TMOM Facebook group and other official TMOM communication platforms, as appropriate.
6. Engage, educate, and assist Member Clubs. Although the Membership Vice President has primary responsibility for assisting, informing, and encouraging membership in TMOM, all TMOM volunteers share responsibility for supporting Member Clubs. As a TMOM volunteer, recognize that your words and actions may be interpreted as representing TMOM; therefore, exercise care when speaking or writing on TMOM's behalf.
7. Respond to President round-robin emails concerning TMOM operational matters within the established response timeframe.
8. Keep the President informed of all matters pertinent to your position by providing copies of correspondence and relevant emails. In the event of an emergency, notify the President immediately.
9. Respond promptly to texts, phone calls, mail, and emails. Responses should be provided within one week, at a minimum. If a complete response cannot be provided within that timeframe, acknowledge receipt and indicate when a full response can be expected. If you are unable to respond promptly due to illness, personal matters, or workload, notify the President as soon as possible.
10. Reimbursement Requests:
 - a. Submit reimbursement requests for approved budgeted expenses to the Treasurer using the TMOM Money Request Form, together with all required receipts, invoices, and supporting documentation, by established deadlines.
 - b. As TMOM is a tax-exempt organization, TMOM's tax-exempt documentation should be used for eligible purchases whenever possible.
 - c. Expenses that exceed the approved budget will be presented to the Directors for approval prior to reimbursement. The President has access to review all reimbursement requests and supporting receipts.
11. Committee Chairs prepare and submit official Mid-Term and Year-End written reports by the established deadlines. Articles should provide information regarding activities, accomplishments, upcoming events, important announcements, and other matters relevant to the position and the organization.
12. Committee Chairs and Committee Members are expected to attend the following meetings, as applicable to their positions:
 - a. The Post-Convention Executive Board Meeting
 - b. The Mid-Term Meeting (written Mid-Term Report required)
 - c. The Pre-Convention Executive Board Meeting
 - d. The Business Meeting during convention (written Year-End Report required)

13. Committee Chairs should be prepared to present a report of their activities when requested by the President. Written reports are required for the Mid-Term Meeting and Business Meeting, respectively.
14. Maintain confidentiality of information discussed in Executive Board meetings or otherwise designated as confidential.
15. Committee Chairs maintain all official records, incoming and outgoing correspondence, reports, and other documents for the position in the TMOM Google Drive. Copies of outgoing correspondence should also be provided to the President.
16. Before destroying or discarding any official TMOM records, consult the Records Custodian to determine whether the records should be retained, archived, or transferred in accordance with TMOM's record retention practices.
17. Deadlines: Prepare and submit all required information and documents by the deadlines established on the calendar distributed by the President. Adhering to deadlines helps ensure the efficient operation of TMOM. Unless otherwise noted, all deadlines are midnight on the due date.
18. Convention Duties:
 - a. Review the Calendar and comply with all applicable deadlines.
 - b. Register for Convention and reserve hotel accommodations.
 - c. Review all files to ensure they are organized, complete, and up to date.
 - d. Remove unnecessary materials, such as personal notes or memoranda.
 - e. Bring any materials, supplies, reports, or equipment necessary to perform the duties of the position.
 - f. Prepare or update an outline of the position's duties for your successor.
 - g. Attend all meetings scheduled by the President during Convention.
 - h. Arrive at the assigned area before the Convention Business Meeting begins so that seating can be completed promptly.
19. Maintain familiarity with the following resources available in the Members-Only section of the TMOM website and access them as needed:
 - a. The *Procedure Manual*
 - b. TMOM Bylaws
 - c. TMOM Calendar
 - d. TMOM Budget
 - e. Current Executive Director, Board and Volunteer List
 - f. Organizational Flow Chart of Volunteers
 - g. TMOM Member Club List
 - h. President's Postings and Letters
 - i. TMOM Business Meeting Minutes
 - j. Convention Information (Convention Call Letters, Registration Documents & "How to Host a Convention" document)
 - k. TMOM Newsletters (*MOMS MESSENGER*)
 - l. Bette Ade Scholarship Fund information
 - m. TMOM Money Request Form
 - n. Volunteer Resume Form
 - o. TMOM Stationery
20. Transfer any physical TMOM property to your successor at the end of your term or return it to TMOM if no successor has been identified.
21. Perform any additional duties assigned by the President or required by the TMOM Bylaws, *Procedure Manual*, or the position-specific responsibilities that follow.

I. AUDIT CHAIR AND COMMITTEE

The Audit Chair and Committee are responsible for reviewing TMOM financial records, verifying accuracy of accounts, and preparing an independent audit report of the organization's financial activity.

The Audit Chair and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Receives TMOM financial records, ledgers, and supporting documentation at the close of Convention for audit and review of all TMOM financial accounts.
3. Prepares and presents the Audit Report of findings at the Mid-Term Meeting and again at the Convention Business Meeting. The report provides members with two opportunities to ask questions or request clarification. This report is also entered into the Business Meeting Minutes at Convention.
2. Ensures each Committee Member signs and dates the Audit Report before it is presented.
3. Distributes the finalized Audit Report to the President, Treasurer, and Secretary. Retains one copy for committee files.
4. Ensures that at least two (2) Committee Members are appointed by the President. Committee Members assist in carrying out audit responsibilities assigned by the Chair.

J. CHAPLAIN

The Chaplain is responsible for providing non-denominational spiritual support at TMOM events, offering expressions of care to members, and coordinating memorial and recognition observances.

The Chaplain's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members"
2. Convention duties:
 - a. Delivers an opening non-denominational prayer, meditation, poem, or reading at the Convention Business Meeting and the Installation Banquet.
 - b. Coordinates the "In Memory" display at the Installation and Awards Banquet.
 - c. Presents, or assists the TMOM President in presenting, a donation to the Bette Ade Scholarship Fund in memory of TMOM members' loved ones.
3. Correspondence responsibilities:
 - a. Sends Get Well cards to members who experience serious illness, surgery, or hospitalization.
 - b. Sends cards of condolence upon the death of a member's immediate family member. Includes a note that a donation to the Bette Ade Scholarship Fund will be made at Convention in memory of the member's loved one.
 - c. Sends flowers, plants, or other appropriate expressions of recognition or sympathy at the direction of the Executive Directors.
4. Coordinates with the Treasurer to ensure authorized memorial donations and expressions of sympathy are processed in accordance with the approved TMOM budget and policies.

K. CONVENTION CHAIR, CONVENTION TREASURER AND COMMITTEE

The Convention Chair, Convention Treasurer, and Convention Committee are responsible for planning, coordinating, and conducting the Annual Convention in accordance with TMOM policies, procedures, budgets, contractual obligations, and the "How to Host a Convention" document. The Convention Chair and Convention Treasurer work closely together, and responsibilities may overlap or be delegated to Convention Committee members, as appropriate.

The Convention Chair's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Follow the guidelines established for convention in the "How to Host a Convention" document.
3. Work closely with the Convention Vice President throughout the planning and execution of Convention and utilize the Convention Vice President as a resource for guidance, support, and assistance.
4. Makes all arrangements for the Annual Convention, subject to approval by the Executive Directors, including the following:
 - a. Identify and recommend a Convention hotel.
 - b. Obtain a proposal from the proposed hotel within the parameters provided by the Convention Vice President and submit the proposal to the Convention Vice President for review by the Executive Directors.
 - c. Obtain a bid from the proposed convention hotel within the suggested parameters of the food and beverage minimum and hotel room block obtained from Convention Vice President and present to Convention Vice President. The Convention Vice President will present to the Executive Directors.
 - d. Provide the hotel with TMOM's tax-exempt documentation. If needed, obtain the documentation from the Convention Vice President or Treasurer.
 - e. Negotiate hotel terms as directed by the Executive Directors.
 - f. Upon approval of the hotel proposal, obtain the hotel contract in the name of Texas Mothers of Multiples, Inc. and submit it to the Convention Vice President for review and presentation to the Executive Directors.
 - g. Work with the Convention Vice President, President, and hotel representatives to complete any revisions required before final approval.
 - h. The TMOM President will sign all approved hotel contracts. The Convention Chair will serve as the hotel contact and may co-sign contracts when appropriate.
 - i. Submit all Convention-related vendor contracts to the Convention Vice President and President for approval before execution. Contracts shall be issued in the name of Texas Mothers of Multiples, Inc. and signed by the TMOM President unless another authorized representative is designated.
 - j. Monitor hotel room block usage and food and beverage commitments. Immediately notify the Convention Vice President and President of any concerns regarding contractual obligations.
5. Convention Planning Responsibilities:
 - a. Ensure Convention information, registration materials, schedules, forms, and deadlines are provided to the Web Administrator for posting on the TMOM website.
 - b. Coordinate with the Convention Vice President regarding seating arrangements for Delegates and Alternates and any audio-visual requirements.
 - c. Coordinate with other TMOM Officers and Chairs regarding meeting space, display space, registration areas, and other Convention requirements as outlined in the "How to Host a Convention" document.
 - d. Coordinate with the Communications Vice President and Historian regarding contest display areas.
 - e. Coordinate with the Credentials Chair regarding registration and credential sign-in space.
 - f. Coordinate with the Ways and Means Chair regarding sales room requirements.

- g. Coordinate with the Chaplain regarding display space at the Installation and Awards Banquet.
 - h. Coordinate with the Higher Order Multiples, Single Parent, and Special Needs Liaisons regarding meeting space and scheduling needs.
6. Submit an article for each issue of *MOMS MESSENGER* regarding Convention activities, updates, and upcoming deadlines.
 7. Convention Booklet Responsibilities:
 - a. Determine, in consultation with the Convention Vice President, whether a Convention Booklet Chair will be appointed and who will prepare the Convention Booklet.
 - b. Ensure the Convention Booklet contains all required information and is reviewed and approved by the Executive Directors before publication.
 - c. Notify the Convention Vice President of any available printing discounts, sponsorships, or printing resources.
 - d. Prepare a Welcome Letter for inclusion in the Convention Booklet.
 - e. Request a Welcome Letter from the Mayor or other appropriate local official for inclusion in the Convention Booklet.
 - f. Provide the Convention Booklet Chair with the Convention schedule, event descriptions, hotel maps, attendee information, advertisements, acknowledgments, and other materials required for publication.
 8. Maintain copies of all official correspondence, contracts, reports, and related records in the Committee Google Drive.
 9. After Convention has concluded and all financial reconciliation and closeout activities are complete, provide the Convention Vice President with all necessary Google Drive access information to ensure future access to Convention records.
 10. Attend the following meetings and be prepared to present a report when requested by the President:
 - a. The Mid-Term Meeting. (written report and presentation required)
 - b. The Pre-Convention Executive Board Meeting. (report any updates or changes to the schedule)
 - c. The Business Meeting during convention. (report the convention statistics; *Note: there are usually preset blanks in the Agenda for those numbers that convention attendees will write in their booklet)
 - d. The Post-Convention Executive Board Meeting.
 11. Appoint Convention Committee members as needed
 - a. Assign responsibilities to Committee Members as needed.
 - b. Ensure all Committee members review the "How to Host a Convention" document and this *Procedure Manual*.
 - c. Ensure Committee members have access to TMOM's tax-exempt documentation for approved Convention purchases.
 12. Convention Contests:
 - a. Determine and announce the time and location for submission of Convention contest entries for T-shirts, Name Tags and any special Convention Contests.
 - b. Arrange for impartial judges for Convention contests.
 - c. Obtain ribbons from the Convention Vice President for the convention contests.
 - d. Announce contest results and present first, second, and third place awards for each Convention contest at the Installation and Awards Banquet.
 - e. Submit a list of the winning clubs to the Secretary at the Post-Convention Executive Board meeting for inclusion in the minutes
 13. Provide recommended revisions to the "How to Host a Convention" document to the Convention Vice President within sixty (60) days following Convention.
 14. Conduct a post-Convention evaluation with the Convention Treasurer and Committee and submit recommendations for future Conventions to the Convention Vice President within sixty (60) days following Convention.

15. Transfer all permanent Convention records, contracts, electronic files, photographs, reports, and other official Convention records to the Convention Vice President and/or Records Custodian, as appropriate, following completion of Convention activities.

The Convention Treasurer's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Follow the guidelines established for convention in the "How to Host a Convention" document.
3. Work closely with the TMOM Treasurer regarding all Convention financial matters.
4. Prepare a proposed Convention budget in consultation with the TMOM Treasurer and submit it to the Executive Directors for review and approval. Work with the TMOM Treasurer on any revisions or updates required by the Executive Directors.
5. Present the proposed Convention budget at the Mid-Term Meeting.
6. Review all Convention expenses and reimbursement requests for accuracy and compliance with the approved budget. Submit TMOM Money Request Forms and supporting documentation to the TMOM Treasurer for reimbursement or payment processing.
7. Ensure Convention Committee members use TMOM's tax-exempt documentation whenever possible and assist members in obtaining the required forms.
8. Following final reconciliation of Convention expenses, submit a TMOM Money Request Form requesting the host club reimbursement authorized under the TMOM Bylaws.
9. Submit the final Convention income and expense report for publication in the next available issue of *MOMS MESSENGER*. Also submit the report as part of the Mid-Term Report and be prepared to present it at the Mid-Term Meeting.
10. Sponsorships, Grants, Donations, Rebates:
 - a. Ensure all sponsorships, grants, donations, rebates, and similar funds are obtained in the name of Texas Mothers of Multiples, Inc. Coordinate all sponsorships, grants, donations, rebates, and similar revenue with the Convention Vice President and TMOM Treasurer before acceptance.
 - b. All funds received for sponsorships, grants, donations and rebates should be payable to Texas Mothers of Multiples, Inc. and forwarded promptly to the Treasurer for deposit.

The Convention Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Review this Procedure Manual and the "How to Host a Convention" document before assuming assigned responsibilities.
3. Perform duties and complete assignments as directed by the Convention Chair or Convention Treasurer.
4. Keep the Convention Chair and Convention Treasurer informed on the status of all duties.
5. Obtain approval from the Convention Chair and Convention Treasurer prior to making any purchases. Use TMOM's tax-exempt documentation whenever possible.
6. Be available at Convention to assist Convention Chair and Convention Treasurer as needed.
7. Assist with post-Convention wrap-up activities, including dismantling Convention areas, organizing records and supplies, and completing any assignments necessary for the successful close of Convention.

L. CREDENTIALS CHAIR AND COMMITTEE

The Credentials Chair and Committee are responsible for administering the credentialing process for the Annual Convention, maintaining accurate Delegate and Alternate records, and ensuring the integrity of the voting process.

The Credential Chair and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members" and well as those included in Section III, Subsection E of this *Procedure Manual*.
2. Oversees the credentialing process for the Annual Convention and serves as the authority on credential questions and disputes.
3. Receive the official delegate allotment list from the Membership Vice President by the deadline established on the TMOM Calendar.
4. Prepare the online Delegate and Alternate Registration Form. The form shall identify each Member Club's authorized vote count, maximum number of Delegates and Alternates, and specify that all Delegates and Alternates must be registered before Convention.
5. Prepare the Delegate/Alternate Change Form and maintain copies for use during Convention.
6. Distribute registration links and instructions to Member Clubs. Registration links may also be provided to Past Presidents. A cover letter shall be included explaining the responsibilities and definitions of Delegates and Alternates. Past Presidents may either pre-register using the credential form or sign for their non-transferable vote during credential check-in at Convention.
7. Verify Delegate and Alternate registrations against the official delegate allotment list provided by the Membership Vice President.
8. Confirm with the Convention Vice President or Convention Chair that all Delegates and Alternates are registered for Convention.
9. Maintains accurate credential records throughout the credentialing process and ensures all approved changes are properly documented.
10. Provide Delegate and Alternate counts to the Convention Vice President and Convention Chair to assist with Business Meeting seating arrangements.
11. Monitor the supply of Delegate and Alternate ribbons and notify the Convention Vice President when additional supplies are needed.
12. Oversees the preparation of ballots, election materials, and Business Meeting signage for officer elections, Convention site selection, proposed Bylaw amendments, and Nominating Committee elections.

Convention Responsibilities

1. Prepares the master credential roster and obtains signatures from all Delegates and Alternates during credential check-in verifying their confirmed email address for electronic voting.
2. Oversee Delegate and Alternate check-in procedures.
3. Distributes Delegate and Alternate ribbons during credential check-in.
4. Processes and documents all approved credential changes promptly and in writing.
5. Distribute ballots and other voting materials to credentialed Delegates upon entry to the Business Meeting.
6. Provide voting statistics, including the number of credentialed votes eligible to participate, before any vote is conducted.
7. Works with the Parliamentarian, Nominating Chair, Secretary, and Convention Vice President to ensure voting procedures are conducted accurately and in accordance with the TMOM Bylaws, this Procedure Manual, and established parliamentary procedures.
8. Retains credential records (including downloading electronic results, audits, etc.), voting records, and other official credentialing documents until they are transferred to the appropriate TMOM officer or Records Custodian in accordance with TMOM record retention practices.

M. HISTORIAN AND COMMITTEE

The Historian and Committee are responsible for collecting, preserving, and maintaining the historical records of Texas Mothers of Multiples, Inc. and documenting Convention activities for future reference.

The Historian and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of all TMOM Committee Chairs and Committee Members"
2. Collects, preserves, and maintains photographs, publications, memorabilia, and other items of historical significance relating to TMOM and its Member Clubs in the official scrapbook, archives, or other approved historical records.
3. Document Convention activities through photographs, written summaries, memorabilia, and other historical materials.
4. Recruit Convention photographers, including non-committee members, as necessary to ensure adequate coverage of Convention activities, including speakers, workshops, contests, special events, and the Installation and Awards Banquet.
5. Ensure all photographers provide photographs, captions, and related information in a timely manner.
6. Compiles, organizes, and preserves photographs, notes, captions, memorabilia, and other Convention materials for inclusion in TMOM historical records.
7. Provides all photographs, captions, notes, electronic files, and other Convention materials to the incoming Historian before the close of Convention to ensure continuity of the historical record.
8. Presents the completed scrapbook to the outgoing President during the Installation and Awards Banquet.
9. Maintains historical records, electronic files, and related materials in the Committee Google Drive, as appropriate, and coordinates with the Records Custodian regarding the preservation and transfer of permanent historical records.

N. HIGHER ORDER MULTIPLES REPRESENTATIVE LIAISON

The Higher Order Multiples Representative Liaison serves as the communication link between TMOM and families with higher order multiples, as well as between TMOM and the corresponding representatives within the National Organization. The Liaison supports outreach, engagement, education, and communication efforts related to Higher Order Multiples.

The Higher Order Multiples Representative Liaison's responsibilities are as follows::

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Coordinates communication between TMOM and members with Higher Order Multiples.
3. Serves as liaison between TMOM and the corresponding Higher Order Multiples representatives within the National Organization.
4. Serves as Social Media Administrator for TMOM's Higher Order Multiples Facebook group.
 - a. Promotes awareness, engagement, and participation among TMOM members.
 - b. Ensures all social media communication complies with TMOM social media guidelines.
5. Promotes awareness, education, engagement, and participation in programs and resources available to families with Higher Order Multiples.
6. Convention Responsibilities:
 - a. Works with the Convention Chair to plan and coordinate workshops and/or share shops relevant to Higher Order Multiple members.
 - b. Assists in promoting participation and ensuring representation of Higher Order Multiple topics at Convention.
7. Maintains copies of all correspondence, reports, and other official records in the Committee Google Drive. Provides copies of outgoing correspondence to the President.

O. MINUTES APPROVAL CHAIR AND COMMITTEE

The Minutes Approval Chair and Committee are responsible for reviewing, suggesting revisions, and approving the official minutes of TMOM meetings to ensure accuracy, completeness, and consistency with TMOM records.

The Minutes Approval Chair and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. At least three (3) Committee Members are appointed by the President at the Pre-Convention Executive Board Meeting. The Committee Members select a Chair from among themselves.
3. Reviews the official minutes prepared by the Secretary, recommends revisions as needed, and approves the minutes when they accurately reflect the proceedings of the meeting.
4. Follows the established TMOM Calendar for review periods and deadlines for all minutes.

Additional responsibilities of the Minutes Approval Chair are as follows:

1. Submits articles to *MOMS MESSENGER* as needed regarding the minutes approval process, meeting records, or other matters related to the responsibilities of the committee.
2. Ensures all Committee Members review, comment on, and suggest edits to meeting minutes stored in the TMOM Google Drive.
3. Notifies the Secretary when Committee review of minutes is complete.
4. Ensures the minutes undergo at least two (2) formal review cycles:
 - a. Initial review, during which Committee Members submit suggested revisions to the Secretary.
 - b. Secondary review to verify the revised minutes and confirm final approval or provide explanations for any suggested revisions that were not accepted.
5. Provides final written approval of the minutes by adding the approval statement, approval date, and names of the Committee Members, and notifies the Secretary when final approval has been granted.
6. Prepares Mid-Term and Year-End Committee reports summarizing Committee activities.
7. Maintains copies of all reports and supporting documentation in the Committee Google Drive.
8. Ensures approved minutes and related review documentation are retained in accordance with TMOM record retention practices.

P. NOMINATING CHAIR AND COMMITTEE

The Nominating Chair and Committee are responsible for identifying, recruiting, and presenting qualified candidates for elected TMOM offices, and for ensuring the nomination and election process is conducted in accordance with the TMOM Bylaws, *Procedure Manual*, and established parliamentary procedure.

The Nominating Chair and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of
2. All TMOM Committee Chairs and Committee Members" as well as those included in Section III, Subsection F of this *Procedure Manual*.
3. The three (3) Area Representatives serving on the Nominating Committee shall share equal responsibility for the duties of the Committee.
4. Updates the Volunteer Resume Form and provides the link and completion instructions for inclusion in the first President's Posting no later than the Mid-Term Meeting.
5. Prepares a communication encouraging members to complete the Volunteer Resume Form to express interest in serving in elected offices, committee positions, or as committee chairs. This communication shall be included in the first President's Posting and the first issue of *MOMS MESSENGER*.
6. Acknowledges receipt of all Volunteer Resume Forms via email, except those received during Convention.

7. Maintains a secure Google Drive file containing Volunteer Resume Form responses to track volunteer interests, experience, and qualifications.
8. Ensures the Volunteer Resume Form database is shared among Nominating Committee members and designated alternates.
9. Candidate Review and Slate Development:
 - a. Reviews and evaluates nominees' qualifications and eligibility in accordance with the TMOM Bylaws.
 - b. Directs all questions regarding eligibility or qualifications to the Advisor and/or Parliamentarian.
 - c. Pursuant to the TMOM Bylaws, prepares a slate of two (2) qualified nominees for each elective office whenever two or more eligible Volunteer Resume Forms are received for that office.
 - d. Ensures all discussions and deliberations regarding candidate qualifications remain strictly confidential and are not shared outside the Committee.
 - e. If insufficient candidates exist to complete a slate, Committee members shall actively recruit additional qualified volunteers, including assistance from Alternates as needed.
 - f. Once a proposed slate is developed, obtains brief biographies from each nominee for inclusion in *MOMS MESSENGER* and the Convention Booklet.
 - g. Ensures the proposed slate is completed in time for publication in the third newsletter or no later than the final President's Posting, whichever occurs first.
 - h. Submits the final slate and candidate biographies for inclusion in all required TMOM publications, including President's Postings, *MOMS MESSENGER*, and the Convention Booklet. Actively recruits volunteers for future Nominating Committees and other TMOM committees.
10. A candidate shall not be disqualified from election due to inability to attend Convention. A nominee may designate a delegate to read a prepared statement on her behalf and arrange for transfer of materials if elected.
11. A Nominating Committee member seeking elected office shall resign from the Committee prior to nomination. A Nominating Committee member may be nominated from the floor after publication of the slate; upon acceptance of such nomination, the member shall resign from the Committee.
12. Convention duties:
 - a. Presents the slate of nominees at the Convention Business Meeting and calls for nominations from the floor.
 - b. Ensures all nominations and elections are conducted in accordance with the parliamentary procedures outlined in Section V and the TMOM Bylaws.
 - c. Ensures access to online Volunteer Resume Forms is available during Convention.
 - d. Works under the guidance and oversight of the Advisor.
13. Prepares articles for each issue of *MOMS MESSENGER*. The Chair prepares the initial article and the article announcing the proposed slate of candidates. Committee Members prepare additional articles as assigned.
14. Maintains copies of all correspondence, reports, and approved Committee records in the Committee Google Drive, except materials that are confidential under TMOM policies.
15. Transfers non-confidential committee records to the incoming Nominating Chair and securely disposes of confidential working documents that are no longer needed, in accordance with TMOM record retention practices.

Q. PAST PRESIDENTS

Past Presidents provide valuable experience, historical perspective, and guidance to TMOM. Their continued participation and support are encouraged and recognized by the organization.

The Past President's responsibilities and privileges are as follows:

1. Past Presidents who are members of a TMOM Member Club and attend the Convention Business Meeting are entitled to one (1) vote, which is separate from and not included in their Member Club's allocated votes. This vote is not transferable. Past Presidents must follow the credentialing procedures established by the Credentials Chair.
2. Past Presidents serve as Advisors to TMOM and provide assistance at Convention, the Mid-Term Meeting, and other TMOM activities as requested.
3. Past Presidents who have been active members of their local club for the preceding three (3) years are eligible to serve as an Executive Director for the following year.
4. Past Presidents who are no longer members of a TMOM Member Club may attend Convention as regular attendees but are not entitled to delegate status or voting privileges.

R. RESEARCH CHAIR AND COMMITTEE

The Research Chair and Committee are responsible for coordinating TMOM research efforts, facilitating studies involving multiple births, and distributing research surveys and findings to Member Clubs and external institutions.

The Research Chair and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Contacts prospective researchers to introduce TMOM and explain the organization's mission, resources, and services available to researchers
3. Prepares an annual survey for completion by Member Clubs and compiles the results for distribution to universities, medical schools, research institutions, and other interested researchers. Such distributions shall include a request that the information be retained for future reference.
4. Promotes participation in TMOM research projects by developing and coordinating research surveys to be completed by Member Clubs. Research surveys shall be submitted to the President for inclusion in the President's second posting. Except for the annual survey of information, no research survey should be distributed more than two consecutive years.
5. Solicits research ideas, topics, and surveys from Member Clubs.
6. Provides copies of TMOM research projects and results to the national organization and distributes national research projects, surveys, and results to Member Clubs.
7. Committee Members are appointed by the President and assist with carrying out the responsibilities of the Committee as assigned by the Research Chair.

S. SCHOLARSHIP CHAIR for BETTE ADE SCHOLARSHIP FUND (BASF)

The Scholarship Chair is responsible for administering the Bette Ade Scholarship Fund (BASF) scholarship program, coordinating the application and selection process, maintaining scholarship records, and serving as liaison between scholarship applicants, the Scholarship Selection Committee, and the BASF Trustees. The BASF operates separately from TMOM and is governed by its own Bylaws, Board of Trustees, and Committee Members.

The Scholarship Chair's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of all TMOM Committee Chairs and Committee Members."
2. Reviews and updates scholarship application forms for inclusion in the first President's Posting and coordinates with the Web Administrator to ensure they are published on the TMOM website.
3. Receives scholarship applications submitted by eligible TMOM active club members, spouses, and children.
4. Acknowledges receipt of all scholarship applications.
5. Administers the scholarship program in accordance with the BASF Bylaws, policies, and regulations.
6. Meets with the Scholarship Selection Committee to review scholarship applications and discuss recommended recipients.
7. Meets with the BASF Trustees to present and discuss the recommendations of the Scholarship Selection Committee.
8. Maintains and updates scholarship history and recipient information published on the TMOM website.
9. Scholarship Selection Process:
 - a. Prepares copies of scholarship applications with names, club affiliations, and other identifying information removed whenever practical to promote impartial evaluation.
 - b. Provides each Scholarship Selection Committee member with current scholarship guidelines and evaluation criteria for all scholarship categories.
 - c. Convenes and facilitates meetings of the Scholarship Selection Committee to review applications and develop recommendations for the BASF Trustees.
 - d. Maintains confidentiality of scholarship applications, applicant information, committee discussions, and recipient recommendations except as required for administration of the scholarship program.
10. Convention duties:
 - a. The Scholarship Chair and BASF Treasurer receive and acknowledge BASF donations during the Convention Business Meeting.
 - b. Announces scholarship recipients at the Installation and Awards Banquet.
 - c. Submits a list of scholarship recipients to the TMOM Secretary at the Post-Convention Executive Board Meeting for inclusion in the official minutes.
11. Writes a column for each issue of *MOMS MESSENGER*.
12. Prepares and submits Mid-Term and Year-End reports summarizing scholarship activities and actions taken.
13. Maintains copies of scholarship records, correspondence, reports, and related materials in the BASF Google Drive. Maintains scholarship records, correspondence, reports, and other official Committee records in the Committee Google Drive and transfers permanent records to the incoming Scholarship Chair.
14. Submits scholarship-related expenses funded through BASF to the BASF Treasurer in accordance with BASF policies and procedures. .

T. SINGLE PARENT REPRESENTATIVE LIAISON

The Single Parent Representative Liaison serves as the communication link between TMOM and single-parent mothers of multiples (MOMs), as well as between TMOM and corresponding representatives within the National Organization. The Liaison supports outreach, engagement, and communication efforts specific to single-parent families.

The Single Parent Representative Liaison's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Coordinates communication between TMOM and Single Parent members.
3. Serves as liaison between TMOM and corresponding representatives within the National Organization.
4. Serves as Social Media Administrator for TMOM's Single Parent Facebook group.
5. Promotes awareness, engagement, and participation among TMOM members.
6. Ensures all social media communication complies with TMOM social media guidelines.
7. Maintains communication channels that support outreach, engagement, and participation among Single Parent members.
8. Maintains records of all incoming and outgoing correspondence, reports, and other official Committee records in the Committee Google Drive. Provides copies of outgoing correspondence to the President.
9. Convention Responsibilities:
 - a. Works with the Convention Chair to plan and coordinate workshops and/or share shops relevant to Single Parent members..
 - b. Assists in promoting participation and ensuring representation of Single Parent topics at Convention.

U. SPECIAL NEEDS REPRESENTATIVE LIAISON

The Special Needs Representative Liaison serves as the communication link between TMOM and members with special needs children, as well as between TMOM and corresponding representatives within the National Organization. The Liaison supports outreach, engagement, and communication efforts related to families of children with special needs.

The Special Needs Representative Liaison's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Coordinates communication between TMOM and members with special needs children.
3. Serves as liaison between TMOM and corresponding representatives within the National Organization.
4. Serves as Social Media Administrator for TMOM's Special Needs Facebook group.
5. Promotes awareness, engagement, and participation among TMOM members.
6. Ensures all social media communication complies with TMOM social media guidelines.
7. Maintains communication channels that support outreach, engagement, and participation among members with special needs children.
8. Maintains records of all incoming and outgoing correspondence, reports, and other official Committee records in the Committee Google Drive. Provides copies of outgoing correspondence to the President.
9. Convention Responsibilities:
 - a. Works with the Convention Chair to plan and coordinate workshops and/or share shops relevant to members with special needs children.
 - b. Assists in promoting participation and ensuring representation of topics related to members with special needs children at Convention.

V. WAYS AND MEANS CHAIR AND COMMITTEE

The Ways and Means Chair and Committee are responsible for coordinating all fundraising activities for Texas Mothers of Multiples, Inc., ensuring compliance with TMOM policies, and overseeing all Convention sales operations.

The Ways and Means Chair and Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Plans, coordinates, and oversees all approved fundraising projects for TMOM.
 - a. Researches and confirms the legality and appropriateness of all proposed fundraising activities.
 - b. Submits all proposed fundraising projects to the Executive Directors for approval prior to implementation.
3. Coordinates with the Convention Chair to order the annual Convention disc designed by the Host Club.
4. Reviews and approves all sales activities conducted by Member Clubs during Convention and ensures that all clubs are informed that the TMOM name and logo may only be used for TMOM-approved sales.
5. Convention Ways and Means Sales Room:
 - a. Reviews and updates the Ways and Means Rules and Regulations and reservation forms as needed and provides updated documents to the President for inclusion in the President's second posting.
 - b. Works with the Convention Chair to determine space and scheduling requirements for the Convention Sales Room.
 - c. Establishes the Sales Room schedule, including set-up, operating hours, and closing procedures.
 - d. Staffs the TMOM Sales Table during designated hours.
 - e. Monitors and controls access to the Sales Room to ensure compliance with TMOM policies and procedures.
 - f. Delivers all monies collected in the Sales Room to the TMOM Treasurer for deposit, together with an accounting of receipts and sales activity.
6. Submits a detailed report at the Post-Convention Executive Board Meeting summarizing purchases, disbursements, sales, and all deposits made to the TMOM Treasurer.
7. Committee Members are appointed by the President. Additional members may be recruited to assist with carrying out the responsibilities of the Committee as assigned by the Chair.

W. WEB ADMINISTRATOR

The Web Administrator is responsible for maintaining and updating the TMOM website, ensuring accuracy of posted information, and supporting officers and committees with access to online resources and digital documents.

The Web Administrator's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Updates TMOM's website as needed to ensure all information remains current and accurate.
3. Following Convention, posts the newly elected officers on the website, as well as the previous year's Year-End Reports for all positions, and information regarding the next year's Convention site.
4. Maintains the organization and security of documents published in the Members-Only section of the TMOM website and coordinates with Officers and Committee Chairs to ensure current versions are available.
5. Archives older documents and maintains the most current three years of documents on the website.
6. Provides support to ensure all Officers and Committee Chairs have access to their TMOM Google Drive accounts and shared documents.
7. Collaborates with the President regarding website domain registration, hosting renewals, and other website-related services.

X. SPECIAL APPOINTED COMMITTEES

A Special Appointed Committee is a temporary committee established by the President or Executive Directors to research, investigate, or complete a specific assignment that is not otherwise assigned to an existing TMOM Officer, Committee Chair, or Committee. The Committee is automatically dissolved upon completion of its assigned duties unless continued by action of the President or Executive Directors.

The Special Appointed Committee's responsibilities are as follows:

1. Fulfills all duties and responsibilities outlined above under "Responsibilities of All TMOM Committee Chairs and Committee Members."
2. Investigates, researches, and reports on the special project, issue, or assignment for which the Committee was appointed.
3. Performs duties and completes assignments as directed by the President, Executive Directors, or the authority establishing the Committee.
4. Maintains records of research, findings, recommendations, correspondence, reports, and other official Committee records in the Committee Google Drive.
5. Provides reports, recommendations, or other deliverables as requested.
6. Transfers official Committee records and other permanent materials to the President, Records Custodian, or successor Committee Chair, as appropriate, upon completion of the Committee's assignment.