**Mariemont Preschool Parents Group Procedures and Membership Agreement**

**Name of Group**

The name of the group shall be Mariemont Preschool Parents Group (MPPG).

**Purpose**

The Mariemont Preschool Parents Group exists to provide expectant mothers and parents of children from birth through preschool with activities for preschool age children and a forum for parental education, discussion, and social interaction.

**Definition of the Group**

MPPG is a group open to all people regardless of race, religion, or gender. We do not discriminate. We are a member-led social and support group for parents of children from birth (or expecting) through preschool age. Each member will be encouraged to volunteer, participate, and share her/his ideas and talents. MPPG is not intended to be political, partisan, or sectarian. However, as part of a larger community, the group may provide a forum to openly and fairly discuss current issues and concerns of parents and children. Despite the group’s name, membership is not restricted to residents of Mariemont. We welcome anyone who has preschool age children and is interested in meeting other parents.

**Member Definitions**

**● New Member:** Person in their first year of MPPG membership.

**● Active Member:** Person who has been a MPPG member for 1-4 years.

**● Sustaining Member:** Person who has been an active MPPG member for 5+ years. Sustaining members earn the privilege to choose the Luminaria committee on which they’d like to work. Committees are filled on a first come, first serve basis. When all Sustaining Member committee positions are filled, the Sustaining Member will need to choose another committee or request assignment from the Luminaria Vice Presidents. All other member requirements remain the same.

**● Graduating Member:** Person in their last year of MPPG membership; their youngest child (ren) will enter Kindergarten the following fall. Members who graduate are deleted from the MPPG directory and will no longer receive members-only MPPG website and private MPPG Facebook privileges at the beginning of the following year.

**● Alumni Member:** Graduated members may opt to join MPPG as alumni. Dues of $10/year grant them access to the members-only section of the MPPG website and private MPPG Facebook page. Alumni do not have access to signature events, monthly meetings, or Beyond events.

**Requirements**

● Members are required to serve on the annual Luminaria fundraiser committee and one additional event committee of their choice. The committee sign-ups take place during the September opening meeting and are assigned throughout the year as members join.

● Members are required to provide one Meal Baby meal throughout the year or pay $25.00 to Meal Baby fund at time of annual dues.

● Members must have children between the ages of birth through preschool (or are expecting).

● Members must pay the annual dues including 25.00 Meal Baby contribution if member chooses, by the date provided at the September opening meeting.

**Dues**

● Dues can be paid in two methods:

1. Using paper membership form downloadable at [www.mariemontppg.com/join](http://www.mariemontppg.com/join). The paper form should be sent in with check or case of $75.00 for annual membership and additional $25.00 meal baby contribution if the member so chooses. \*
2. Online using the online form found at [www.mariemontppg.com/join](http://www.mariemontppg.com/join) and through PayPal credit card payment. The dues are $77.00 dollars online (to account for transaction fees). And if the member choose to add the meal baby contribution it is $26.00. \*

A $10 late fee will be assessed for anyone registering by the opening meeting and not paying by the set deadline. The deadline will be set each year by the President. For members joining later in the year, dues will be prorated for the remainder of the MPPG year, based upon events and activities that have already taken place.

 \*Dues are subject to change following the annual budget and membership review by the

Executive Board.

● Members can opt to pay an additional $25.00/$26.00online for the annual Meal Baby contribution, which would meet the membership requirement to provide one Meal Baby meal throughout the year.

● The current Membership Chair will be responsible for collecting membership dues.

● Dues are non-refundable. Dues must be paid in order to participate in any group function. Payment of dues acknowledges acceptance of current bylaws and gives member access to the MPPG private Facebook page and member login section of the website.

● Dues include admission to all signature family events, member monthly meetings and most MPPG Beyond activities, with the exception of couples events and Kiddie Kamp. The MPPG year runs from September through May.

● Alumni Members may opt to join MPPG at a rate of $10/year.

**Monthly Membership Meetings**

Meetings are usually held on the first Thursday of each month, September through May. Meetings typically begin at either 7:00 or 7:30 pm with social time followed by speakers or activities related to the early childhood years or other topics of interest to our members are typically planned for each meeting. Minutes will be taken by the Secretary during member meetings if there is a vote or related need to discuss. The Executive Board will have a meeting in the summer, January and April of each year. And the Committee Chairs will have one additional meeting in the summer to review the annual budget, membership and the upcoming year's signature events.

**Member Directory**

All member names will be published on the private member login section of our website

(www.mariemontppg.org). Members may choose to withhold their personal information from the directory; it is the member’s responsibility to inform the Membership Chair of their decision.

**Communication to Members**

Communication of upcoming meetings, events and/or important announcements will be done via weekly emails and on the private MPPG facebook group. Website updates will also be available. The website for MPPG is www.mariemontppg.com. There is a public section and a member login section. To access the member login section, the username is MPPG. The password will be changed each September when the new MPPG year begins and will be given to current dues paying members. MPPG also has a private Facebook page for current dues paying members. Only the acting President and Marketing Chair may add members to the group Facebook page. This page is also used for members to share information and for MPPG related announcements and postings to the group.

**Financial Policy**

MPPG is a non-profit and therefore has 501(c)(3) tax exempt status.

● The acting Treasurer, President, and Executive Board determine MPPG’s annual budget. The

Executive Board must approve the annual budget for the upcoming year by an affirmative vote of 2/3 of the Board members. The acting Board may institute budget adjustments during the fiscal year by an affirmative vote of 2/3 of the Board members.

● The MPPG bank account must maintain a 15% cash reserve at all times.

● In order to ensure accurate cash flow reporting (budget vs. actual), expense reports with receipts must be submitted within 60 days of incurred expense(s) in order to be reimbursed. Exceptions to this may be made by the discretion of the Treasurer.

● Distribution of annual Luminaria profits is as follows:

 ● 75% to a charity or organization of choice, as submitted by members and receiving a majority vote by general membership

 ● 20% to the MPPG community fund

● 5% to long term fund

**MPPG Community Fund**

Community fund from Luminaria profits and excess funds from membership fees and other programs and been used for the general improvement of parks in the Village of Mariemont or other local communities that impact our membership. Additionally these funds can be used to fund a local non profit which the membership and Board have determined are aligned with the goals and interests of the membership and group as a whole. Prudent fund management ensures opportunity for investment in both the short and long term.

● Ideas for community fund spending are welcome and encouraged from all MPPG members.

● Past projects include, updates to local parks, sidewalk improvement in Village of Mariemont, Little Library at Dogwood Park in Mariemont, donation to Mariemont Library for child learning tools and classes.

● Community fund spending decisions must be approved by the acting Executive board.

● Short term (annual) and long term (5+ years) spending strategies are established and managed by the acting Executive Board.

● If membership fee income exceeds need for annual budget, the difference will be added to community fund.

**MPPG Excess Funds**

If checking account exceeds one year’s budget (approx. $10,000), Executive leadership will consider voting on usage of funds to either new community projects in the Village of Mariemont, or surrounding communities in which membership resides.

**Executive Board**

There are 7-8 members of the MPPG Executive Board consisting of President, Vice President, Treasurer, Secretary, 1-2 Vice Presidents of Luminaria, Membership Chair, and Marketing Chair. Membership on the Executive Board takes the place of volunteering for an additional committee of choice (this does not include Luminaria). Executive Board has responsibility to vote on budget, changes to events and programs, local political interests, by law and policy changes. In person votes can be approved by majority. Email votes must be approved 100 percent.

● The positions of the board are voluntary and filled on a first come, first serve basis, with the exception of the president who will only have one term.

●The Vice President will become the President in the following year.

● Board members are able to add additionally years to serve as long as they continue to be MPPG members. The President and Vice President can take on another position in the board after their years serving as President are complete.

● Participation of new members is encouraged.

● All board members serve a one-year term, which begins each summer. Once the new position is in place, the previous board member will be available for support, as needed. Board member can serve a consecutive 5 terms with the exception of President and Vice President roles.

● Executive board meetings take place. At each meeting minutes from previous meeting will be reviewed and voted on by the current board.

 Beginning of year: July

 Middle of year: January

 End of year: April

**At large membership voting**

During the February monthly meeting membership in attendance of the meeting can vote on the 75% Luminaria funds donation.

**Executive Board Responsibilities**

*President*

● Work with the Vice President, Executive Board, and Committee Chairs to develop a calendar of meetings, events, and activities for the group.

● Preside over Executive Board meetings, leadership meetings, and general monthly meetings, attending as many as possible.

● Edit Membership Agreement with Executive Board annually and as needed

● Set in place policies for MPPG, annually reviewed and signed by Executive board

● Set and copy agendas for each meeting and make announcements at that meeting.

● Introduce and welcome new members and speakers at each meeting.

● Attend as many MPPG events as possible.

●Respond to all phone calls and emails directed to the MPPG leadership.

● Oversee all facets of the group and performance of board members.

● Mediate problems within the group and address non-performance of duties by board members and event co-chairs by requesting that they step aside or by placing an additional person in the position.

● Attend annual Luminaria fundraising event, give welcome speech, and help as needed.

● Coordinate committee sign-ups at the September opening meeting and throughout year as new members join and communicate assignments to the Membership Chair, Committee Chairs, and individual members on that particular committee.

● Initiate new Membership enrollment communication with membership chair, and other chairs involved

● Act as liaison between the Village Council and MPPG for all meetings, decisions, announcements, etc. related to park matters.

● Oversee an annual financial audit.

● Be available as an advisor to the next President.

*Vice President*

● Plan monthly meetings for the upcoming year.

● Plan one couples event with the help of a committee, if needed.

● Plan new member social(s).

● Recruit members to fill any open Executive Board, Event Chair, and Program Chair positions. Conduct and oversee the placement process.

● Communicate any details about monthly meetings to Marketing and Hospitality Chair.

● Create annual group calendar and Google Calendar for distribution at the opening meeting in September.

● Maintain Evite list, and send out all Evites related to MPPG including Monthly, Signature and Beyond events.

● Provide assistance and support to the President as needed in completion of her/his duties.

● Preside over board or monthly meetings in case of the President's absence, unless other arrangements are made.

● Complete the President's term should she/he be unable to complete her/his term of office.

● Attend and help as needed at the annual Luminaria Fundraising Event.

● Act as second signatory on bank account.

● Become President the following year.

● Oversee an annual financial audit.

*Treasurer*

● Prepare and manage the group’s annual budget.

● Provide updates to the Executive Board and general membership on all financial matters.

● Maintain the group’s bank account.

● Oversee all financial transactions, including (but not limited to) event expenses, community fund spending, and member expense reimbursement.

● File and preserve all receipts, bank statements, and canceled checks.

●Manage the PayPal account for MPPG work with Membership Chair and Luminaria Sales committee and Kiddie Kamp regarding funds for programs and sales.

● Sit on the executive board for MPPG

*Secretary*

● Attend all Executive board and Leadership meetings and monthly member meetings and record minutes to be published

* Document votes and attendance at Executive Board meetings
* Record all membership votes from monthly meeting

● If unable to attend a meeting, find someone to take minutes.

● Send copy of minutes to President and Vice President within one week of meeting.

● Keep copies of minutes to be passed on to future Secretary.

● Sit on the executive board for MPPG

*Vice Presidents of Luminaria (1-2 per year)*

● If two leaders consider division of responsibilities.

● Coordinate and oversee the annual Luminaria fundraising event.

● Supervise Day of Event, Sales, Assembly & Distribution and Sponsorship committee chairs.

● Coordinate with Village officials any details for the event, including contacting the mayor to set the date for Luminaria (usually the first Saturday in December).

● Provide Publicity chair info needed to give the press.

● Make sure that all vendors are paid and/or tipped.

● Organize and assign members to committees during and after the opening meeting in September.

● Supervise event set up and attend the event, helping out as needed.

● Sit on the executive board for MPPG

*Marketing Chair*

● Make updates to MPPG website including meeting and event updates, membership directory and Luminaria event.

● Maintain the MPPG member directory housed on the member login section of the MPPG website.

● Publish 2-4 articles about MPPG in either the Mariemont Crier or Eastern Hills Journal.

● Post events and information on EXTERNAL facebook page

● Post on Nextdoor especially during summer close to opening meeting and during Luminaira sales

● Set out the MPPG sign to announce monthly meetings. Store the sign when not in use.

● Requires ability to transport sign to and from the median in front of the Mariemont Strand businesses.

● Sit on the executive board for MPPG

*Membership Chair*

● Manage annual enrollment, including the collection of membership forms and dues at the September opening meeting and throughout the year.

● Uses shared excel spreadsheet to update member’s information as received from member sign up.

● Inform President, Hospitality, Playgroups, marketing Chair, and Luminaria VP's of new members as they join throughout the year.

● Sit on the executive board for MPPG

*Hospitality Chair*

● Purchase, deliver, and set up refreshments and supplies for monthly meetings.

● Organize raffle for monthly meeting attendance.

● Provide small hostess and/or speaker gifts.

● Coordinate with Vice President and hostesses to arrange details for monthly meetings.

● Create and distribute new member welcome bags at opening meeting and throughout the year.

● Purchase gifts for outgoing members and President/Vice President at the final meeting

*Outreach/Cultural Chair*

● Identify a charity or organization that MPPG can donate to and/or support during the year. Coordinate donations and/or support to the designated charity or organization.

* Set up at least two service days for parents to participate in throughout the year.

● Plan and organize a cultural event geared towards helping children learn about and appreciate the arts.

*Meal Baby Chair*

● Coordinate volunteers to provide meals for members of MPPG with new babies or other family circumstances where meals would be helpful.

● Keep track of members who have provided meals.

● Purchase gift cards for members on Meal Baby Fund, and deliver to member.

● Inform President of members providing meals and updates to include in the newsletter.

*Child Development Chair*

● Coordinate, schedule, and communicate playgroup assignments to those in the group who are interested.

● Provide playgroup updates or other relevant information for the newsletter.

● Provide playgroup information to new members who join throughout the year.

● Research and gather information about local preschools and summer camps.

● Create and distribute the guides for posting to the MPPG website and Facebook internal page.

**Signature Event Committees:**

As a member of MPPG, you and your family are invited to enjoy many events throughout the year. These events are planned specifically by and for our members and have proven to be loads of fun year after year.

Additionally, couples events are also planned to give much needed time to reconnect with your partner. Each event will have Committee Chairs and a committee to help organize and coordinate the event. Serving as a Committee Chair takes the place of volunteering for an additional committee of choice (this does not include Luminaria).

Current MPPG events include, but are not limited to:

● Fall Festival

● Dad’s Day Out

● Luminaria (open to public)

● Breakfast with Santa

● Valentine’s Dance

● Cultural Event

● Easter Egg Hunt

● Spring Couples Party

● Fall Couples Party

● Kiddie Kamp: offered once a year at the end of May to members with children ages 2-5 at the local Community Church Preschool. The camp lasts one – two weeks, for up to 5 hours of camp experience. The fees associated with the camp go to the cost of supplies and teachers, but remaining resources are used as revenue to fund future programs for MPPG.

**Signature Event Chairs:**

Event Chairs are responsible for the coordination, planning and implementation of the event. Each event is assigned members on the working committee to help delegate responsibilities as needed. Chairs attend one leadership meeting to establish plan for upcoming year, budget and number of committee members.

**Beyond MPPG Events:** Beyond events are extra events and meet-ups that members can participate. These are either coordinate by a member who has an interest or wants to explore something in Cincinnati with other MPPG members or by the leadership of MPPG. If members have an interest in creating a Beyond event, they can contact the Vice President of that current year. Previous Beyond events include, a South 80 Trail Family Hike, Pottery Making, High Tea and MariElders, Tour of Cincinnati Ballet and dinner out.

**Meal Baby Program:** As a benefit to being a member, the MPPG membership gives parents who have a newborn baby, medical illness, death in the family, or other major life stressor- up to four meals delivered to their home. Members can opt out of this program if they do not wish to receive a meal. However part of becoming a member is agreeing to either make a meal, pay for a meal and deliver it, or at the time of when you pay your annual dues to add the addition $25/$26 dollars online. The meal baby fee must be paid at the time of membership due collection. If you know of a MPPG member who might qualify to receive Meal Delivery, please let the Meal Baby Chair know.

**Fundraisers: Annual Mariemont Luminaria and Tree Lighting Ceremony**

1. **Luminaria and Tree Lighting Ceremony**

Luminaria is the only fundraiser established and run by MPPG to help bring in revenue for community fund, and donations to charities and long term fund for MPPG. Luminaria is usually held the first weekend of December and takes place at the same time as the Mariemont Tree Lighting Ceremony. This event is open to the entire community and surrounding neighbors to celebrate the holiday season. It is a much honored tradition in Mariemont and surrounding communities. The event is free to attend. MPPG sells tickets to attendees for carriage rides and other items sold at the event may contribute to income of event. Luminaria kits are sold from Oct-Dec to residents of Mariemont and surrounding communities to light on the night of the event. All sales, luminaria kit, carriage rides, and other sales are donations to MPPG as a non profit 501c3 (status pending August 2017)

**Luminaria Volunteer Requirements:** Each MPPG member is required to either serve as a chair to a Luminaria event or to serve as a committee member. Committees are described below. Chairs volunteer at the end of the year when President and Vice President seek leadership for upcoming year. All first year members will be on the Day of Committee so to learn how the event works. Other members will be selected at random at the opening meeting for a committee. Any members who join MPPG after October deadline will be assigned a committee that requires additional support up to the day of the event.

**Day of Event Committee:**

Day of Event Committee is run by three chairs with assigned committee members. This is the largest committee of the event as the responsibilities of day of requires the most member-power. The Day of Event chairs are responsible to help the committee members sign up and understand their role the day of event and planning and execution of the event including, set up and clean up of decorations, coordination of vendors, lighting and clean up of Luminaria in public determined locations, delivery of equipment, coordination with Village of Mariemont.

**Sponsorship Committee:**

In order to cover the costs of the event, Sponsorship committee run by two chairs works to collect funds from local businesses. Those businesses that contribute receive specially marketing in the event program and other benefits as decided on by MPPG leadership.

**Program Chair:**

This positions is filled by one member who will work on the design and layout of the program for the Luminaria and Tree lighting. Program Chair works closely with Sponsorship and VPs to determined layout of sponsors information as well as agenda and other details.

**Sales Committee:**

Sales committee is chaired by two members with other assigned committee members to contribute to the collection of funds for the luminaria kit sales, carriage rides and raffle for tree lighting and to sell at either the Boy Scout Christmas tree sale or other location. Sales committee works directly with Assembly and Distribution to determine numbers of kits. Sales chairs are responsible for posting messages on Nextdoor, Facebook and articles in the Mariemont Crier regarding sales dates and forms as well as updating Marketing Chair of dates and form for website.

**Assembly and Distribution Committee:**

A and D is run by two chairs and with assigned committee members. Responsibilities of committee is to purchase supplies for Luminaria kits, assemble the kits and distributing them to households that purchases kits and to Day of Event Committee for luminaria on public spaces.

**Vice President(s) of Luminaria (1-2 chairs)**

● If two leaders consider division of responsibilities.

● Coordinate and oversee the annual Luminaria fundraising event.

● Supervise Day of Event, Sales, Assembly & Distribution and Sponsorship committee chairs.

● Coordinate with Village officials any details for the event, including contacting the mayor to set the date for Luminaria (usually the first Saturday in December).

● Provide Publicity chair info needed to give the press.

● Make sure that all vendors are paid and/or tipped.

● Organize and assign members to committees during and after the opening meeting in September.

● Supervise event set up and attend the event, helping out as needed.

● Sit on the executive board for MPPG

**Procedures and Membership Acknowledgment**

The Mariemont Preschool Parents Group and its officers cannot be held liable for the safety of members at group events. Each member is responsible for the safety and behavior of her/his own child/children and must sign an acknowledgment that they have read and understand this agreement. In order to participate in MPPG, all members must have signed a Procedures and Membership Agreement acknowledgment statement that is included on the annual membership form. Procedures and Membership Agree are also posted on our website, www.mariemontppg.com .

Updated 8/23/2017