



Mariemont Preschool Parents Group Bylaws

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.

Requirements

- Members are required to serve on the annual Luminaria fundraiser committee and one additional committee of their choice. The committee sign-ups take place during the September opening meeting.
- Members are required to provide one Meal Baby meal throughout the year.
- Members must have children between the ages of birth through preschool (or are expecting).
- Members must pay the annual dues by the date provided at the September opening meeting.

Dues

- Current dues are \$75.00* per year, payable at the opening meeting held in September. 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.

- Dues may be paid either by cash or check payable to Mariemont Preschool Parents Group (MPPG).
- 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 club 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 events and 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.

Meetings

Meetings are usually held on the first Thursday of each month, September through May. Meetings typically begin at 7:30 pm with social time followed by the business meeting. 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 beginning with the business portion of our monthly meetings. The Executive Board and 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/or posted in the private newsletter section of our website. 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 Membership Chair may add members to the group Facebook page. This page is also used for announcements and postings to the group.

Voting

Throughout the year, items of interest and application to MPPG members are presented for voting by the membership.

- Determination of voting items is at the discretion of the acting President and/or Executive Board.
- A motion must be made by the President (or VP when standing in) and seconded by another member present before the vote by the members in attendance takes place. The motion must be approved by a 2/3 majority.
- In the event that the voting members cannot come to a 2/3 majority, the acting President will make the final decision.
- Meeting minutes must be voted on and approved by 2/3 of the members present at the general monthly meetings, when applicable.

Financial Policy

MPPG is not currently incorporated as a non-profit and therefore does not qualify for 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:
 - 10% to a charity or organization of choice, as submitted by members and receiving a majority vote by general membership
 - 90% to the MPPG capital fund

MPPG Capital Fund

Capital fund income has traditionally derived from Luminaria profits and been used for the general improvement of parks in the Village of Mariemont. Prudent fund management ensures opportunity for investment in both the short and long term.

- Ideas for capital fund spending are welcome and encouraged from all MPPG members.
- Capital fund spending decisions must be approved by the general MPPG membership.
- Short term (annual) and long term (5+ years) spending strategies are established and managed by the acting President and Executive Board.
- Distribution recommendations based on annual Luminaria income are as follows:
 - Annual Luminaria Charity/Organization Donation: 10%
 - Contribution to Long-Term Fund: 30%
 - Annual Capital Fund Items: 60%

Executive Board

There are 15 members of the MPPG Executive Board consisting of President, Vice President, Treasurer, Secretary, 2 Vice Presidents of Luminaria, Membership, Publicity, Hospitality, Newsletter, Outreach/Cultural Event, Playgroups, Meal Baby and Preschool/Summer Camp Guide. Membership on the Executive Board takes the place of volunteering for an additional committee of choice (this does not include Luminaria).

- With the exception of President, the positions of the board are voluntary and filled on a first come, first serve basis. A member with a position may add another year to her/his term. There is no limit to number of terms served. 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.
- Vice President will become President the following year

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 beginning of the year Executive Board meeting and general monthly meetings, attending as many as possible.
- 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.
- Act as group spokesperson and community liaison.
- Mediate problems within the group and address non-performance of duties by board members and event co-charis 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 communicate assignments to the Membership Chair, Committee Chairs, and individual members on that particular committee.

- Act as liaison between the Village Council and MPPG for all meetings, decisions, announcements, etc. related to park matters.
- Assign new members to committees as they join throughout the year.
- 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 a new member social.
- Recruit members to fill any open Executive Board and Committee Chair positions. Conduct and oversee the placement process.
- Communicate any details about monthly meetings to Publicity and Hospitality Chair.
- Create annual group calendar for distribution at the opening meeting in September.
- 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.

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, capital fund spending, and member expense reimbursement.
- File and preserve all receipts, bank statements, and canceled checks.
- Oversee an annual financial audit.

Secretary

- Attend all meetings and record minutes to be published and voted upon by the general membership.
- If unable to attend a meeting, find someone to take minutes.
- Send copy of minutes to President and Vice President.
- Keep copies of minutes to be passed on to future Secretary.

Vice Presidents of Luminaria

- 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.

Newsletter/Website Chair

- Gather information for, create, and post a quarterly newsletter to the MPPG website.
- Send out weekly email reminders and updates as needed to the general membership.
- Maintain the group's website, updating information as needed.

Membership Chair

- Manage annual enrollment, including the collection of membership forms and dues at the September opening meeting and throughout the year.
- Maintain the MPPG member directory housed on the member login section of the MPPG website.
- Maintain the group's gmail and evite contact lists.
- Inform VP, Hospitality, Playgroups, and Luminaria VP's of new members as they join throughout the year.

Publicity Chair

- Communicate information about MPPG, meetings and events to MPPG members and the community through multiple media sources such as Facebook, the MPPG sign, Mariemont Town Crier NextDoor Mariemont, and the Eastern Hills Journal.
- Set out the MPPG sign to announce meetings and events. Store the sign when not in use. Send a letter to the Mayor with dates that the sign will be displayed.
- Requires ability to transport sign to and from the median in front of the Mariemont Strand businesses.

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.

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.
- 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.
- Inform Newsletter/Website Chair of members providing meals and updates to include in the newsletter.

Preschool/Summer Camp Guide Chair

- Research and gather information about local preschools and summer camps.
- Create and distribute the guide for posting to the MPPG website.

Playgroups 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.
- Plan and organize a Dad's Day Out event.

Signature Events

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
- Couples Party (2 per MPPG year)
- Kiddie Kamp

Luminaria

Luminaria leadership will consist of two Sponsorship Chairs, two Assembly & Distribution Chairs, two Sales Chairs, and three Day of Event Chairs. Serving as a Luminaria Chair fulfills both membership requirements of serving on a Luminaria Committee as well as another event committee of choice.

Bylaws 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 these bylaws. In order to participate in MPPG, all members must have signed a bylaws acknowledgment statement that is included on the annual membership form. Bylaws are also posted on our website, www.mariemontppg.com.