

Here is your Chapter Binder from MMOTA. Listed below is what you need to have readily available for your members and your state officers. You can make as many copies of the state forms as needed. However, keep the original intact. There is a section for your chapter by-laws and your recorded minutes. Please add them into the labeled section. In order to receive your compliance certificate renewal each year, your binder will have to be presented to the Parliamentarian in the fall. You will have three (3) opportunities to do this. The September State Meeting, October President's Meeting and the last chance will be at the State Convention (only) during registration. She will supply you with any updated and new materials that need to be added to the binder. If your binder is in order and you have complied with state requirements, then the Parliamentarian will sign off on your binder this being your compliance certificate.

Chapter Binder Contents:

1. Chapter By-Laws
2. Massachusetts Mother of Twins Association Procedure Manual and By-Laws
3. Massachusetts Mothers of Twins Association Directory
4. Chapter Charter
5. Chapter compliance renewal certificate
6. State dues record
7. Recorded minutes of Chapter Board meetings and General Meetings
8. Copies of state forms:
 - a. Resume
 - b. Mom Career Award
 - c. Children Education Award
 - d. Convention Bid Form
 - e. Volunteer Form information sheet for hosting President's Meeting
 - f. Volunteer Form information sheet for hosting Hospitality for a general meeting
 - g. Volunteer Form information sheet for hosting an Installation Night
 - h. Standard Meeting Agenda
 - i. Standard Board Meeting Agenda
 - j. Checklist for Chapter Name Change
 - k. Rita Lewis Service Award Application

It is our goal by providing all the information to you in this binder combined with your own chapters required sections, each Chapter President and her Board is knowledgeable with all the procedures, by-laws and forms. We have found a breakdown of passing information to the incoming officers with in chapters to be a repetitive trend. This I not only sad for the officers who have worked so hard on your behalf before you in your chapter, it breaks the compliance agreement put forth in this organization. We need the continuity to stay strong and firm on the rules and regulations that are the standard of this organization. They are in place for your own protection against dissention and lapses in organizational structure. This binder is provided to you by the State Organization.

If your chapter needs a replacement binder, the cost is \$30.00. Contac the MMOTA Parliamentarian.

Thanks for your cooperation.