

OKLAHOMA MOTHERS OF MULTIPLES
CONVENTION POLICIES AND PROCEDURES

As Revised April 28, 2007

As Revised April 11, 2010

PROCEDURES FOR AN OMOM CONVENTION

OMOMs is a statewide organization comprised of member clubs, their members, and members at large who are committed to the exchange of information as well as education and emotional support of fellow Mothers of Multiple birth children.

Guidelines for fulfilling duties are as follows:

1. CONVENTION FUNDS

A. PLACEMENT OF CONVENTION FUNDS

1. There is to be a separate bank account for OMOMs Convention. There shall be 2 signers on the account with one being the State Convention Planner.
2. Records of budget and actual spending shall be kept by State Convention Planner and a report turned in by July 15th along with receipts and bank statements to OMOMs Treasurer.
3. All requests for a complete 100% refund should be made three days (72 hours) prior to convention. Refund requests the day of convention and up to 10 days following are subject to 50% forfeiture. Request should be submitted in writing and shall be reviewed by the Board of Directors.
4. A \$10.00 fee will apply to all returned checks.

B. PROFIT AND LOSS

OMOMs shall be responsible for any profit and loss made over and above revenue and expenses associated with the convention.

2. DOOR PRIZES

Door prizes are the responsibility of OMOMs. Any and all collected door prizes must be distributed at convention. Trading may be done amongst winners only after door prizes are completely handed out.

3. MEMBER CLUB RESPONSIBILITIES

- A. RAFFLE –Each member club will be responsible to provide 1 raffle basket. All profits go to OMOMs.
- B. Activity/Entertainment – Each member club will be responsible for hosting 1 activity or entertainment during convention.

4. CONVENTION SURVEYS

OMOMs shall design and distribute surveys to be given to each convention attendee. The survey should include meals served, workshops, speakers, Friday night party, Show/Tell/Sell sale, business meeting, things they would like to see or not see at convention, etc. The Advisor Board of Directors will collect the survey for review by the Board of Directors. A summary shall then be given to the State Convention Planner.

5. LOCAL CLUB REPORTS

State Convention Planner shall see that all local clubs do a written report for the year. Include: your club responsibilities, what worked for you and what didn't work, what you would do differently.

6. USE OF STATE ORGANIZATION LOGO

Any items utilizing OMOMs, Inc. logo  shall be approved by the Board of Directors. The proceeds from the sale of such items remain the property of OMOMs, Inc. organization.

POLICIES FOR REGISTRATION

1. Convention registration shall reflect a 20% increase for non-members of OMOMs over the fee for members. If funds are available, the board members may receive a percentage of their registration fee back as a thank you for helping plan and host convention. The amount to be voted on at the discretion of the board once the funds have been received. This amount shall not exceed 30% of the individual registration cost, and shall not reduce the balance of the Convention Account to lower than \$200.
2. Convention attendees shall be responsible for individual registration; local clubs may provide scholarships for individuals at their discretion.
3. A late fee of \$10 will be added to registrations received after the registration deadline.

POLICIES FOR CONVENTION BUSINESS MEETING

1. Voting

Voting shall occur by a show of hands unless there is more than one candidate for office. Then voting by secret ballot shall occur.

2. Election of Officers

Those running for office should submit a resume, found in newsletter, 30 days prior to convention date to the OMOMs President. Nominations will be accepted from the floor during the General Business Meeting. Each candidate for office shall receive two minutes to disclose why they are running for office and what qualifications they hold. Campaigning will only be allowed outside of business meeting.

SHOW, TELL, AND SELL POLICIES

To participate in Show, Tell, and Sell, a club or individual must be a member of OMOMs.

1. Each member club and attendee is eligible to solicit items for sale.
2. Anyone wanting to participate in the Show, Tell, & Sell must submit a written request to the State Convention Planner.
3. Local club products will take priority over individual member products. For example, a member and a local club both submit a request to sell Premiere Jewelry. The local club would be approved to sell this product line instead of the member.
4. Items for sale should be advertised in an 8 ½ x 11" flyer/sign.
5. These flyers will be displayed in the central gathering room. Flyer should clearly indicate name of individual or club selling, contact person and item(s) for sale. If Catalogue sales, seller may post one flyer and staple one flyer to front of one Catalogue.

NATIONAL SHOWCASE POLICIES

Any Member in good standing of OMOMs may participate in the National Showcase as follows:

OMOM will sponsor the NOMOTC National Convention Registration cost for one board member or one OMOMs member in good standing for their administration of all participating OMOMs clubs fundraising items if funds and merchandise are available.

OMOMs will sponsor the cost of at least one table for Showcase if funds and merchandise are available. However, each club can option to reserve a table of their own at their club expense.

It will be the responsibility of each participating club to notify OMOMs of their intent to participate by the transitional OMOMs Board Meeting generally held at the end of May. OMOMs will accept multiple related items ONLY. Duplicate products will not be taken. Decision will be based on postmark, or receipt date. Inventory count of items to be sent and pricing for the same should be included.

The OMOMs board will notify participating clubs of their approval and the OMOMs National Showcase Representative's name. It will be the responsibility of each participating club to deliver products to the Representative with completed inventory sheet including pricing. In the event that the amount of merchandise or distance necessitates shipping, each club will accept responsibility of equal division of shipping costs uncured.

A 10% administration fee will be assessed by OMOMs on all sales to offset Representatives registration and table cost.

Sales products and funds will be returned to participating clubs no later than the next scheduled OMOMs Board Meeting after the National Convention.