

COASTSIDE FAMILIES CLUB BYLAWS

Last amended: January 26, 2025

MISSION STATEMENT:

The Coastside Families Club (CFC) is a volunteer-led organization committed to enriching the lives of all Coastside families with young children. CFC builds community through social and educational events and provides opportunities for members to share resources and give back to the community at large.

STATEMENT OF PURPOSE:

The Coastside Families Club is a non-profit volunteer organization, serving the communities along the San Mateo County coast (from Montara to Pescadero), formed to achieve the following goals:

- (i) to create a community of families and caregivers with young children working together to provide support, socialization, friendship and fun.
- (ii) to promote the continuing education of parents and children, including both members and nonmembers.
- (iii) to volunteer to benefit those in need within our greater community of the San Mateo County coast.

MEMBERSHIP:

1. Geographical boundaries of the Coastside Families Club (CFC) extend along the San Mateo coast from Montara to Pescadero.
2. Members must be current parents, expectant parents, guardians, or caregivers. An expectant parent is someone who is expecting a child through pregnancy, surrogacy, or is in the midst of an adoption. We recognize family takes many different shapes and structures. If you have questions about eligibility, please contact the membership coordinator.
3. The Coastside Families Club welcomes all attendees and members regardless of age, race, religion, sexual orientation, gender identity or marital status.
4. Members must pay dues in a timely manner.
5. Members are required to acknowledge and agree to abide by the club's Bylaws as a part of the online application process.
6. The Membership period is annual based on date of enrollment.

TERMINATION:

1. A member may voluntarily request Membership termination at any time by notifying the Membership Coordinator(s) via email.
2. A person's membership will become inactive if dues are not received by March 6th of the current membership period. Payment of dues will reactivate membership status.

3. The Board reserves the right to terminate a person's membership or take other action, as determined by the Board, if the member does not abide by the Bylaws or other club guidelines.

DUES:

1. Dues are payable during the renewal period. The amount will be determined by the Board members. Dues may be paid either in cash, by check made payable to the Coastside Families Club, or credit card.
2. Dues may be waived on the basis of financial hardship by appealing to the Treasurer.
3. Any increases in dues for the coming year will be voted upon by the Board. The Membership will be notified in advance, by email or on the website or any combination thereof.
4. Membership will be automatically renewed annually based on the date of enrollment. If a valid form of payment is not on file, members must log-on to the system to renew membership.

BOARD POSITIONS:

All Board positions can be held by more than one person.

There will be the following executive officers of the Club:

1. President
2. Vice President
3. Secretary
4. Treasurer

The officers will serve with additional Board members on the Board of the Club. Additional roles may be added as the year requires or roles may stay unfilled for the year if they do not fit within what the Board is accomplishing for the year. Example Board member roles and responsibilities can be found in the directory of past and current Board members positions [here](#).

GENERAL CONSIDERATIONS AND RESPONSIBILITIES:

1. It is recognized that there is no hierarchy on the Board and that all Board members carry the same authority within the Club.
2. It is the responsibility of each Board member to serve as a backup for all Board members as necessary.
3. It is each Board member's responsibility to communicate all relevant event information (i.e., date, time, address, place, who can attend, and all other pertinent information members would need for an event) via the agreed upon Event forum. The executive officers have the authority to approve or deny events based on the needs of the club.
4. When possible, vacating Board members should give as much notice as possible and assist in the recruiting effort to fill that position. In addition, the Board member should do their best to transition the new Board member by meeting and/or passing over all

relevant information and resources to the new Board member.

5. It is each Board member's responsibility to keep track of pertinent information, via Google files or whatever is decided by the Board, to review with their replacement when vacating a position, so as to avoid duplication of efforts for future Boards.
6. It is each Board member's responsibility to develop a plan for the coming year and estimate a budget, where relevant.
7. The website must be hosted by an independent server. Passwords should be updated on an annual basis. Passwords should be maintained by the executive officers and administered only on an as needed basis in order to maintain security.

CONTENT OF CFC NEWSLETTER, WEBSITE, SOCIAL MEDIA AND PRESENTATIONS

1. The CFC will not take a stand on any political issue. Due to restrictions as a 501(c)(7) tax exempt social club, CFC cannot be seen as endorsing any political position or candidate.
2. At the start of political seasons, the CFC President will remind CFC membership with a message on the CFC News Forum of the inappropriate nature of political posts.
3. The CFC will not permit political candidates to advertise their campaigns on the CFC website, newsletter or in CFC presentations.
4. Promotional content about a member's own business, event, product, or any other activity to which a member is directly commercially related may be posted no more than twice per year by said member in a single forum (e.g., Classifieds, Local Events, or CFC Facebook Member Chat) per post. Members shall clearly state the commercial nature of such postings. Members shall state any connection they have to the event host, if applicable. Member postings about third party events, products, vendors, etc., must not be deceptive or contain any false or misleading information. All such postings shall include the following disclaimer: *The Coastsides Families Club is not affiliated with nor endorses any third parties and the opinions expressed by third parties are not the opinions of the Coastsides Families Club.*
5. The CFC will not permit presentation of slanderous material in the CFC newsletter, website or in CFC presentations.
6. The CFC will make every attempt, when using a website link, to point to information that is useful to its members within the bounds of these guidelines. The CFC is not responsible for the content of links on any website other than the official CFC website.
7. Members agree not to use the membership information available to CFC members through the website or forum to build a mailing list or other contact list for commercial, political or any other purpose.
8. Members posting about community events must clearly state that the event is NOT a CFC-sponsored event.
9. Members agree to abide by any additional guidelines for conduct as posted on the club website and forums.
10. If there are concerns that a member is using the Forum or Facebook group as a form of advertising or otherwise repeatedly violating the Bylaws with their posts, these concerns should be brought up to the Board. If a majority of the Board agree that the

postings violate the Bylaws, the member in question will receive a written warning via email. Continued posting of this nature may result in the termination of an individual's membership.

11. The Club retains the right to delete posts that do not conform to the Bylaws. Members whose posts are deleted will be informed of the decision.

SUCCESSION:

All positions will be considered vacant at the end of each term. The term for all Board positions is one (1) year. Positions will turn over every January. Volunteerism is the preferred method of filling vacancies. The procedure shall be as follows:

1. Every October, the President will announce that all Board positions are open and to be filled by January. Any member can volunteer for a position. Ideally, executive officers (i.e., President, Vice President, Treasurer, and Secretary), should be filled by a previous Board member. Positions that have at least one person volunteering for them are considered filled at the November meeting. All unfilled positions will be announced in January and volunteers will be called for.
2. If more than one person volunteers for any position, the volunteers may choose to share the position or try to work out a mutually acceptable arrangement between them, consulting the Board as to which other positions are still available. If they are unable to arrive at a solution, all the names will be placed on the ballot and presented to the January general meeting. All elections shall be by simple majority of those present at the general meeting. In the case that no volunteer gets a majority, there shall be a vote by secret ballot at the January Board meeting.
3. The Board will be responsible for recruiting members for any position unfilled by January. Any positions left unfilled after such a recruiting effort will be subject to elimination or combination with another position, as determined by the Board.
4. When possible, January will serve as the transition month, with all Board members, old and new, serving together. For each position, the former Board member will hand over all relevant information and resources to the new Board member.
5. The Secretary is responsible for organizing and running all ballots (as necessary).

TERMS:

Board Positions: The maximum number of terms for a Board position shall be two (2), unless there are no other volunteers for the position.

INABILITY TO COMPLETE TERM:

It is the responsibility of the Board member who is unable to complete their term to give the Board as much notice as possible and to pass on all information for the position. It is the responsibility of the Board to fill that position as it sees fit.

REMOVAL FROM OFFICE:

If the Board deems that a Board member is not fulfilling her/his responsibilities or is acting in a way such that the public image and/or full functioning of the Club is at risk,

and repeated informal counseling has not corrected the situation, that person may be removed from office. An extraordinary meeting of the Board will be held, where the Board will determine by secret ballot whether there are sufficient grounds for removal from office. All Board members must be notified of the meeting and may attend, including the person in question. All Board members except the person in question must vote, either in person or by proxy. The person in question may choose to vote or not. An extraordinary majority of two thirds of the Board must be reached for the person in question to be removed from the Board. In the event such a vote is reached and the person in question did not attend the meeting, the Board will nominate a Board member to communicate the outcome to the person in question with thoughtfulness and tact.

GENERAL COURTESIES:

1. The Coastside Families Club is a cooperative organization which assumes as a basis, cooperation. Cooperation is possible only through mutual respect. It is understood that each member will respect the rights, property, person and family of every other member and will treat them as the member would like theirs to be treated.
2. General meetings are intended for adult members. However, we recognize that there may be exceptional circumstances in which you may need to bring your child(ren). If your child(ren) becomes disruptive, please remove the child(ren) from the room until they become quiet. A fellow playgroup member or Board member will be happy to relay the content of the meeting if you are unable to stay until the end of the meeting.
3. Parents are responsible for the well-being, safety and behavior of their child(ren) when attending playgroup and other club functions. The CFC requests that you do not attend playgroup or club functions when you or your child(ren) are ill. Children should not be brought in contact with other children if they have had a fever anytime within 24 hours, if they have vomited more than once within 24 hours, if they have colored nasal discharge, diarrhea, eye discharge, head lice or nits, severe coughing, or yellow skin or eyes, or if your pediatrician has recommended isolation.
4. Help and encourage your child(ren) to pick up toys when playgroup is over. Adhere to the rules of the sponsoring household when playgroups and club functions are held in members' homes.
5. Members who participate in club activities such as playgroups or the Babysitting Co-op are expected to follow the guidelines or Bylaws for those activities.
6. New club functions should be brought to the Board for approval prior to implementation.
7. Any solicitation of goods or services must be approved by the Board.
8. Members are not permitted to use the name THE COASTSIDE FAMILIES CLUB as an endorsement for their product or service or for any reason not specifically approved by the Board.
9. All member information lists and rosters are to be used by the members as a resource, not as a means for solicitation.
10. Members using the website, forum, or social media are expected to abide by the guidelines for conducting themselves as described on the Club website.

DECISION MAKING:

1. All decisions for the Club should be finalized at the Board meetings by consensus. In the event that a consensus is impossible, a decision may be confirmed by a simple majority vote by those present at the Board meeting.
2. All members wishing to participate in making decisions for the Club should attend Board meetings.
3. Ideas, suggestions and comments are welcome and should be directed to the appropriate Board member.
4. Should a substantive decision be necessary between Board meetings, the President, Vice President and the appropriate Board members will reach a consensus decision on behalf of the Board.

BYLAWS APPROVAL AND AMENDMENT PROCEDURE:

1. These Bylaws were approved by an affirmative vote of 2/3 of those members present and voting at the January 26, 2025 meeting. They took effect on the date on which they were approved.
2. These Bylaws may be amended by affirmative vote of 2/3 of the Board followed by affirmative vote of 2/3 of those members who voted. At least quorum of all Board members must be present and vote in person on a bylaw amendment. Any Board member who cannot be present in person may vote online for a period of 24 hours after the close of the meeting so long as the quorum is reached.
3. Voting by the Club shall be conducted electronically for a pre-announced period of seven calendar days. Voting opening and closing times must be specified to the Club. Votes shall be counted by the Secretary and verified independently by the President and Vice President. Only CFC members in good standing may vote and only one vote is permitted per member.
4. Members wishing to amend the Bylaws need to present a written proposal at a Board meeting.
5. Any proposed amendment shall be published publicly on the appropriate CFC forum at least one month before the vote begins. Notice shall include the date and time in which voting shall open and close.
6. The Secretary shall be responsible for incorporating approved amendments into the body of these Bylaws.
7. Members will be notified of amendments on the appropriate CFC forum. Current members may request copies of the amended Bylaws and they will be made available on the website.
8. Online member acknowledgments and agreements to abide by the Club's Bylaws incorporate present and future amendments. Should a member disagree with approved amendments and not wish to adhere to them, membership may be terminated by notifying the Membership Coordinator in writing.