



09/01/2021

MOMS Club of Downingtown, PA
1291 West Strasburg Road
West Chester, PA 19382

Dear Cristina:

After final review of your chapters 2020-21 Annual Reports, there was an excessive amount spent by your chapter for parties and other related activities benefiting members only. By IRS rules, all of our local chapters must follow the same local chapter Bylaws, and all instruction from International. All chapters have been instructed that the total paid for parties and other activities benefiting members only are not to exceed an amount equal to 15% of the dues received by the chapter during the year.

Because your chapter exceeded the guidelines relating to party expenses, we have no choice but to place your chapter on probation. The terms of your chapter's probation are simple:

1. Submit quarterly Financial Reports online, outlining the amount of dues received both during that quarter and year-to-date, and the amount of funds spent on parties or other related activities, both during the quarter and year-to-date using this form:
<https://momsclub.org/financial-report/>
2. Submit a budget for each individual party or event held by your chapter, for which the chapter pays more than \$25. This budget is due to the Primary Coordinator at least 2 weeks prior to the planned activity or party.

While your chapter is on probation, at International's discretion, you may be suspended from the Board Member Forum and/or the chapter's website link on momsclub.org may be dropped.

Normally probation lasts for at least a year, but when we are assured that the chapter is fulfilling the terms of their probation and is following the Bylaws and other guidelines, we will consider shortening the length. If the terms of probation are not fulfilled, we will have no choice but to revoke your chapter's registration, and your chapter will have to disband, losing its nonprofit status (for both the current and past fiscal years) and MOMS Club support.

Because of the seriousness of this situation, you must reply to me in writing (email is fine) so that I receive your reply by September 15, 2021, indicating that you and your chapter understand and agree to comply with the terms of this probation.

This probation is not intended to punish your chapter, but rather to give your chapter the opportunity to be sure you thoroughly understand the guidelines, and to work closely with your Primary Coordinator to ensure your chapter's operation is in compliance with the MOMS Club Bylaws and guidelines, along with all applicable IRS rules.

If you have any questions concerning either your chapter's probationary status, or how to appropriately budget parties and other activities and events that benefit members only, please do not hesitate to contact your Primary Coordinator or myself.

Sincerely,

Jackie McHenry

Jackie McHenry
Conference Coordinator
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