**BYLAWS**

**ARTICLE I. NAME**

The name of the organization shall be the Austin Texas A&M University Mothers’ Club.

Plans to approve at October 2016 Meeting

**ARTICLE II PURPOSE**

By individual and united effort to contribute in every way to the comfort and welfare of the students, and to cooperate with Texas A&M University in maintaining a high standard of moral conduct and intellectual attainment.

Said Organization is organized exclusively for charitable and educational purposes, including for such purpose the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Amended and Approved April ‘95

**ARTICLE III MEMBERSHIP**

The membership shall be composed of mothers of students and former students of the Texas A&M University. Members shall be divided into four classes: Active, Honorary, Honorary Live, and Adopted.

Change to: The membership shall be composed of mothers of students and former students of the Texas A&M University. Members shall be divided into four classes: Active, Honorary, Honorary Life, and Adopted.

Rationale: The word Live should be Life.

 Section 1 An active member shall be the mother, stepmother or guardian of a student or former student of Texas A&M University. Only active members shall have the privilege of holding office and voting.

Section 2 Honorary Members shall be those whom the Club votes to honor for service to the Club or University. All Former Presidents shall automatically become Honorary Members.

Section 3 Members with twenty years of consecutive membership shall be designated Honorary Life Members and shall not pay dues. All Former Presidents shall pay dues until designated as Honorary Life Members.

Section 4 An adopted mother shall be selected and voted on by the Executive Board. Said member will be afforded a one-year gratis membership and thereafter membership dues will be $10 per year.

Change to: An adopted mother shall be selected based on interest. Adopted members shall pay membership dues of $25 per year.

Rationale: The Austin Aggie Mothers’ Club will accept any interested qualifying member that desires to be affiliated with our club. It was suggested by the Federation of Texas A&M Mothers’ Club that we have all adopted mothers pay dues as they are considered active members.

Section 5 Only those active members who have paid their full dues and only those who are listed under the title of Honorary Life Members shall be counted as Members of the Federation.

Section 6 The Club, whose active members consists of mothers, stepmothers or guardians of students or former students of Texas A&M University must maintain bylaws in harmony with the constitution and bylaws of the Federation of Texas A&M University Mothers’ Clubs.

Amended and Approved September 2010.

**ARTICLE IV OFFICERS**

The officers shall be President, Vice President at-Large (who will be the Immediate Past President), four elected Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Historian and Parliamentarian.

Change to: The officers shall be President, Vice President at-Large (who will be the Immediate Past President), President Elect, four elected Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Historian and Parliamentarian.

Rationale: The office of President Elect has been considered a vice president role, however the club has been listing the First Vice President as Chairman of the Membership committee, the Second Vice President the Chairman of Program and Social Committee, the Third Vice President the Chairman of Singing Cadets, and the Fourth Vice President as Chairman of Jewelry. In order to help define the roles the President Elect will stand alone so that the verbiage does not get confused with Vice President. This change helps better define the roles that are currently used.

Amended and Approved May 2009.

**ARTICLE V. ELECTIONS**

Section 1 The Officers shall be elected for a term of one year. No officer shall serve more than two consecutive years in the same office. The President must have served at least two consecutive years on the Executive Board with a minimum of one year as an Elected Officer which may be service as First Vice President. The First Vice President must have served at least one year on the Executive Board and recommended to be a current member of the Board when nominated.

Change to: Section 1 The Officers shall be elected for a term of one year. No Officer shall serve more than two consecutive years in the same office. The President must have served at least two consecutive years on the Board with a minimum of one year as an Elected Officer which should be service as President Elect. The President Elect must have served at least one year on the Board and is recommended to be a current member of the Board when nominated.

Rationale: Following the change of the definitions “Executive Board” to “Board” to help in the clarification that the Officers (elected) and the “Standing Committee” comprise the makeup of the “Board”. Executive Board is confusing and makes one think of the officers only.

Our Club has been using different verbiage for the President Elect. This change helps define the roles more clearly.

We have changed “May” to “Should” as it would be more helpful to the club if the President Elect transitioned into President. However, this word change does allow for the exception if the President Elect cannot fulfill the role as President.

We have added the word “is” to help with the definition of the election of the President Elect.

Amended and Approved October, 2011.

Section 2 The Officers of the Club shall be nominated by a Nominating Committee composed of the Vice-President at-Large, as Chairman and two members appointed in February. Nominations for Elected Officers may be made from the floor at the April meeting. All such nominations must have the approval of the person being nominated. When there is more than one nominee for an office the election shall be by ballot. The election of Officers shall be held at the April meeting. The officers shall be installed at the May meeting and assume office on June 1st of each year.

Amended and Approved October ’02.

**ARTICLE VI DUTIES OF OFFICERS**

Section 1 It shall be the duty of the President to preside at all meetings and perform all the duties which pertain to her office and act as Ex-Officio Member on all Committees/Chairpersons except the Nominating Committee. She shall appoint the Chairmen of the Standing Committees.

Section 2 The Vice-President at-Large shall fill any vacancy until said vacancy is filled. She shall serve as Chairman of the Nominating Committee.

Section 3 It shall be the duty of the Vice President at-Large and elected Vice-Presidents, in their order, to preside in the absence of the President and to perform all duties of the President.

Change to: Section 3 It shall be the duty of the Vice President at-Large, President Elect, and elected Vice-Presidents, in their order, to preside in the absence of the President and to perform all duties of the President.

Rationale: The addition of President Elect has been added to help define roles of the Officers.

1.The First Vice President will become familiar with all activities pertaining to the office of the President and share primary responsibilities with the President for service as club representative as requested by the President. The First Vice President will be responsible for:

a. Attending all meetings and assisting with any special projects.

b. Collaborating with the Vice-President of Membership on recruitment of members.

c. Facilitating the transfer of officer and chairman procedure books from current board members to incoming board members at the May meeting.

Change to: The President Elect will become familiar with all activities pertaining to the office of the President and share primary responsibilities with the President for service as club representative as requested by the President. The President Elect will be responsible for:

Rationale: This change helps define President Elect and the role.

2.The Second Vice President shall be Chairman of the Membership Committee.

Change to: The First Vice President shall be Chairman of the Membership Committee.

Rationale: This further helps define the roles and names of officers.

3.The Third Vice President shall be Chairman of the Program and Social Committee.

Change to: The Second Vice President shall be Chairman of the Program and Social Committee.

Rationale: This further helps define the roles and names of officers.

4.The Fourth Vice President shall be Chairmen of the Fund Raising Committees.

Change to: The Third Vice President shall be Chairmen of Singing Cadets.

Rationale: This further helps define the roles and names of officers.

5.The Fourth Vice President will be the Chairman of Jewelry.

Addition: This is an addition of the Vice President Roles.

Rationale: This further helps define the roles and names of officers

Amended and Approved May 2009.

Section 4 It shall be the duty of the Recording Secretary to record the proceedings of all the Club and Executive Board Meetings. She shall submit written minutes to the President within seven days after the meetings.

Change to: It shall be the duty of the Recording Secretary to record the proceedings of all the Club and Board Meetings. She shall submit written minutes to the President within seven days after meetings.

Rationale: This continues with the definition of “the Board”. Deleting the word “the” makes the sentence grammatically correct.

Section 5 The Corresponding Secretary shall have charge of the correspondence and invitations, as directed by the President. She shall also send birthday cards to students and appropriate cards or notes to members or students as needed.

Section 6 The Treasurer shall receive and disburse all monies, plus keep an itemized account of same, subject to the order of the Club or Executive Board. She shall make monthly and yearly reports. No money shall be disbursed without documentation.

Change to: The Treasurer shall receive and disburse all monies, plus keep an itemized account of same, subject to the order of the Club or Executive Board. She shall make monthly and yearly reports to the Officers. No money shall be disbursed without documentation.

Rationale: This helps all of the Officers to be knowledgeable of the funds of the club and allows for a checks and balance of those funds.

Section 7. The Historian shall keep record of club activities and work with the Federation Historian to participate in Federation History Records and with the Cushing Library for the preservation of important club history now contained in hard copy notebooks from previous years and currently contained on the shared Google Drive used by Board Members.

Amended and Approved February 2015

Section 8 The Parliamentarian shall be ready at all times to advise the Club in regard to all parliamentary procedure, guided by the reading of the Bylaws and Robert’s Rules of Order.

Amended and Approved October ’02.

**ARTICLE VII STANDING COMMITTEES**

Section 1 The President may add or delete Standing Committees with the approval of the Executive Board. The Standing Committees/Chairperson may include: Scholarship, Hospitality, Goody Bags, Fish Mom Mentors, Directory, Philanthropy, Assistant Treasurer, Audit, Assistant Jewelry, Website and Nominating.

Change to: Section 1 The President may add or delete Standing Committees with the approval of the Officers. The Standing Committees/Chairperson may include: Scholarship, Hospitality, Goody Bags, Fish Mom Mentors, Directory, Philanthropy, Assistant Treasurer, Audit, Assistant Jewelry, Website, Nominating, Name Tags, and Ring of Honor/Past Presidents.

Rationale: We have changed the Executive Board to Officers as the Standing Committees are considered a part of the Board and should not be approving themselves to said Board. This continues to help define the roles of Officers and Board Members. The addition of Name Tag and Ring of Honor/Past Presidents are two new Standing Committees added in 201-2017. This documentation will help President Elects in appointing Standing Committees.

Section 2 The duties of the Standing Committees/Chairpersons shall be as follows:

1.The Scholarship Committee/Chairperson shall be responsible for providing the General Membership and public with scholarship information, application, and deadlines. For this purpose, the Scholarship Committee/Chairperson shall edit and post on the Austin Texas A&M University Mothers’ Club website the "Merit Scholarship Application" during the first week of February. The Committee/Chairperson shall collect student applications, check eligibility, review content and rank applicants to receive merit scholarships based on the criteria set forth and approved by the Board. The Committee/Chairperson shall consider dollar amounts to be awarded based on available budget and make its recommendation to Board for final approval at the May meeting. The Scholarship Committee/Chairperson shall safeguard student applications and related correspondence for a period of two years.

Change to: The Scholarship Committee/Chairperson shall be responsible for providing the General Membership and public with scholarship information, application, and deadlines. For this purpose, the Scholarship Committee/Chairperson shall edit and post on the Austin Texas A&M University Mothers’ Club website the "Merit Scholarship Application" during the first week of February. The Committee/Chairperson shall collect student applications, check eligibility, review content and rank applicants to receive merit scholarships based on the criteria set forth and approved by the Officers. The Committee/Chairperson shall consider dollar amounts to be awarded based on available budget and make its recommendation to Officers for final approval at the May meeting. The Scholarship Committee/Chairperson shall safeguard student applications and related correspondence for a period of two years.

Rationale: The Officers are a smaller group that should be tasked with making the scholarship decisions since they are elected into their roles by the membership and the Standing Committees are not.

2.The Hospitality Committee/Chairperson shall be responsible for planning and arranging for food and drink at meetings and social gatherings as needed, working with VP Social on planning and arranging for decorations and special events as needed. Hospitality Committee/ Chairperson shall also be responsible for the orders and deliveries of Name Tags for club members.

Change to: The Hospitality Committee/Chairperson shall be responsible for planning and arranging for food and drink at meetings and social gatherings as needed, working with VP Social on planning and arranging for decorations and special events as needed.

Rationale: The Standing Committee position of “Name Tags” has been added, so there is no longer a need for Hospitality to be in charge.

3.The Goody Bag Committee (3-4 ladies)/Chairperson shall receive orders from members for Goody Bags two times a year to be delivered to College Station right before Finals of each semester. The Goody Bag Committee will plan Goody Bags based on member and student feed-back and based on the Budget approved by the Board for that year and the price charged to members. They will procure the items, coordinate the assembly (Stuffing Party), set up, and deliveries of the Goody Bags by volunteer Moms at the MSC in College Station, as directed by the University.

Change to: The Goody Bag Committee (3-4 ladies) /Chairperson shall receive orders from members for Goody Bags two times a year to be delivered to College Station right before Finals of each semester. The Goody Bag Committee will plan Goody Bags based on member and student feed-back and based on the Budget approved by the Officers for that year and the price charged to members. They will procure items, coordinate the assembly, set up, and deliver Goody Bags, with volunteer Moms at the MSC in College Station, as directed by the University.

Rationale: The Officers make budget decisions as elected members of the Board. Currently, there are no longer stuffing parties and deleting this from the bylaws allows the Goody Bag Committee the discretion on how the Goody Bags are prepared. Other changes correct grammar.

4.The Fish Mom Mentors (2-3 ladies) shall meet with our Fish Moms for 30 minutes prior to regular meetings to give the Fish Moms a place to ask basic questions and seek advice regarding any concerns. The Mentors will foster community and friendship between the Fish Moms and encourage them to be active involved members and future leaders of our club.

Change to: The Fish Mom Mentors (2-3 ladies) shall meet with our Fish Moms for 30 minutes prior to regular meetings. The Mentors will foster community and friendship between the Fish Moms and encourage them to be active involved members and future leaders of our club.

Rationale: The words, “to give the Fish Moms a place to ask basic questions and seek advice regarding any concerns” have been deleted so that the Fish Mom Mentors can define their role under job descriptions.

5.The Directory Committee (2 or 3 ladies)/ Chairperson shall be responsible for publishing and distributing a directory listing all Members, Meetings and Bylaws. They will sell advertisements in the Directory for members and member related businesses. They will work with VP Membership to have Directory ready to hand out at the Christmas party.

Change to: The Directory Committee (2 or 3 ladies)/ Chairperson shall be responsible for publishing and distributing a directory listing all Members, Meetings and Bylaws. They will sell advertisements in the Directory for members, member related businesses, and/or outside businesses. They will work with VP Membership to have Directory ready to hand out at the Christmas party.

Rationale: This allows the Directory Committee the option of selling advertisement to outside businesses to help with the cost of the directory.

6.Philanthropy Committee/Chairperson will present opportunities to the club for giving back and selfless service. At least two times per year they shall coordinate such activities for members to have the option to participate in. Examples: “Whoop for our Troops” or other veteran support, Big Event Participation or other community give back program, Aggies in Need, 12th Can or other support for A&M students in need.

Change to: Philanthropy Committee/Chairperson will present opportunities to the club for giving back and selfless service. At least two times per year they shall coordinate such activities for members to have the option to participate in.

Rationale: The example should not be part of the bylaws and should be found in the job description

7.Assistant Treasurer shall be the previous Treasurer. She will assist the current Treasurer to provide consistency and guidance in the handling of the Club Treasury.

Change to: Assistant Treasurer will assist the current Treasurer to provide consistency and guidance in the handling of the Club Treasury. This Standing Committee member should be willing to be elected to the office of Treasurer.

Rationale: In order to have a more fluid transfer to the office of Treasurer. This will help with the learning curve in keeping the books. The past treasurer can still be referred to with questions if needed.This also alleviates the possibility of double roles as a Board member.

8.Assistant Jewelry Chair shall be the previous Jewelry VP who will assist the current 5th VP of Jewelry to provide consistency and guidance in the handling of Club Jewelry Inventory, Ordering, Recording Sales and Reconciling Cash and Credit Card sales.

Change to: Assistant Jewelry Chair will assist the current Fourth Vice President of Jewelry to provide consistency and guidance in the handling of Club Jewelry Inventory, Ordering, Recording Sales and Reconciling Cash and Credit Card sales. This Standing Committee member should be willing to be elected to the office of Fourth Vice President.

Rationale: This will help in a more fluid transfer to the office of Fourth Vice President of Jewelry. This will help with the learning curve of selling jewelry. The past Officer can be referred to with questions if needed. This alleviates the possibility of double roles as a Board member.

9.Financial Review Chairperson shall review practices and procedures of Treasury and provide additional oversight.

Change to: Audit Chairperson shall review practices and procedures of Treasury and provide additional oversight.

Rationale: Name change reflects the name change in appointed Standing Committees.

10.Website Chairperson shall maintain our Club website as needed to provide current information and work with the Federation Information Officer on any improvements or changes that may be made to Website from time to time.

Change to: Website Chairperson shall maintain our Club website as needed to provide current information and work with the Federation Website Chairperson on any improvements or changes that may be made to Website from time to time

Rationale: The wording is changed to align to that of the Federation.

11.Nominating Committee: Is the VP at-Large (Chairperson) and two committee members appointed in February.

Additions:

12.Name Tags Chairperson: Shall be responsible for ordering and delivering name tags to the members of our club.

Rationale: Defines the duty of the Name Tag Chairperson.

13.Ring of Honor/Past Presidents Chairperson: Shall be responsible for organizing the Past Presidents gathering and serve as the liaison for the Austin Texas A&M University Mothers’ Club to the Past Presidents She shall also create an oral history of Past Presidents, sharing all information with the Historian.

Rationale: Defies the duty of Ring of Honor/Past Presidents Chairperson.

Amended and Approved February 2015.

Amended and Approved September 2010.

**ARTICLE VIII. EXECUTIVE BOARD**

Section 1 The Executive Board shall be composed of the Officers and all Chairmen of the Standing Committees.

Change to: The Board shall be composed of the Officers and all Chairmen of the Standing Committees.

Rationale: The change helps with the definition of the Board.

Section 2 The duties of the Executive Board shall be to plan the activities of the Club and see that these plans are carried out.

Change to: The duties of the Board shall be to plan the activities of the Club and see that these plans are carried out.

Rationale: The change helps with the definition of the Board

Section 3 In case of the resignation of an Officer, the office shall be filled by the Executive Board and ratified at the next regular meeting.

Change to: In case of the resignation of an Officer, the office shall be filled by the Board and ratified at the next regular meeting.

Rationale: The change helps with the definition of the Board.

Amended and Approved May 2009.

**ARTICLE IX PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order Revised, in all points not covered by the Bylaws, shall govern the Club.

**ARTICLE X. AMENDMENTS**

The Bylaws may be amended by a majority vote at any meeting, provided advance written notice has been given; or they may be amended by the unanimous vote of the Body without the formality of a previous notice.

**ARTICLE XI RESTRICTION CLAUSE**

No part of the new earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distributions in furtherance of the purpose set forth in these articles. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation and organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted by (a) an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE XII DISSOLUTION**

Upon the dissolution of the organization, the Executive Board shall, and after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purpose of the organization in such manner, or to such organization organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed by the District Court in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Reviewed, revised and approved October 2002.

**Addition:**

**ARTICLE XIII DONATIONS**

All donations are non refundable.

Rational: By adding this to our Bylaws, we are protecting the club and the donations made to the club.

**STANDING RULES**

1. The dues of the Texas A&M University Mothers’ Club of Austin, Texas shall be $25 per year.
2. The Executive Board shall meet the second Tuesday of each month from September through May. The President of the Club may call special, or additional meetings at any time deemed necessary.

Change to: The Officers and/or Board shall meet at the discretion of the President. The President of the Club may call special or additional meetings at any time deemed necessary.

Rationale: This allows the President to call meetings as needed with the Officers and/or the Board as she feels is necessary. This eliminates unnecessary meetings.

1. The General Membership meeting dates will usually be the second Tuesday of each month from September through May, with dates changed, as deemed appropriate for the function, by the Executive Board.

Change to: The General Membership meeting dates will usually be the second Tuesday of each month from September through May, with dates changed, as deemed appropriate for the function, by the Board

Rational: Allows for continuity of the definition of “Board”.

1. Board members have a duty of loyalty to the organization and shall maintain confidentiality of any and all information relating to discussions at its meetings unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. Violation of this policy will result in loss of eligibility to serve on the Board.

Addition:

1. All Board members shall email a monthly board report to the President and Recording Secretary one week before the general meeting.

Rationale: The Board members need to be communicating regularly with the President and Recording Secretary. This will help the President in completing Form D

 Reviewed, revised and approved October‘08

Reviewed, revised and approved February ’15