

BYLAWS of The Austin Texas A&M University Mothers' Club

Approved Dec 8, 2022

ARTICLE I. NAME

The name of the organization shall be the Austin Texas A&M University Mothers' Club, otherwise referred to as AAMC, a member of the Federation of Texas A&M University Mothers' Clubs (the Federation).

ARTICLE II. MISSION

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.

AAMC defines Texas A&M University as College Station, Galveston, McAllen and Qatar campuses as well as Texas A&M-Chevron Engineering Academy at Austin Community College.

AAMC 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).

ARTICLE III. MEMBERSHIP

The membership shall be composed of mothers, stepmothers, or female guardians of students and former students of Texas A&M University. Mothers, Stepmothers or female guardians must live in an Austin area zip code if the student attends the Texas A&M-Chevron Engineering Academy at ACC to qualify for membership.

Members shall be divided into five classes: Active, Associate, Life, Honorary, and Adopt-a-Mom.

Section 1. An Active member shall be the mother, stepmother or female guardian of a current student or former student of Texas A&M University. Only Active members shall have the privilege of holding elected office and voting. An Active member who also has a former student may elect to pay the additional fee to participate in Ring of Honor events.

Section 2. An Associate member shall be the mother, stepmother, or female guardian of a former student of Texas A&M University. Ring of Honor members are considered Associate members if they have not paid Active member dues.

Section 3. A Life member shall be a Former President who paid Active dues for one year after Presidency. A Life member has all privileges of an Active member. This list should be updated annually and maintained by the President and VP of Membership. A Life member is not required to pay annual dues to the club, but the club must still remit annual dues to the Federation for each Life member.

Section 4. Honorary members shall be those whom the Executive Board vote to honor for service to the Club or University. Honorary members shall not pay dues and the club shall NOT remit annual dues to the Federation for Honorary members. Honorary members do not have the privilege of voting or holding office, but may attend all meetings and socials. This list of Honorary members should be kept by the VP of Membership.

The President of the Federation of Aggie Moms' shall be considered an honorary member during her year as President of the Federation.

Section 5. An Adopt-a-Mom shall be a mother, stepmother or female guardian of a current student who resides in an area not served by an active Federation Club. Adopt-a-Moms shall pay Active membership dues.

ARTICLE IV. DUES

The annual dues of this club shall be set by the executive board and payable in full upon enrollment of the member.

ARTICLE V. MEETINGS

Section 1. The regular meetings of the club shall be held as scheduled by the Executive Board at the beginning of the year. The President or four elected members of the Executive Board may call a Special meeting with seven days prior notice to the membership.

Section 2. Quorum for general votes, including elections, is defined as a general meeting in which at least 25 Active members are present in person or online.

Section 3. The Executive Board and President's Council shall meet at the discretion of the President. A Special meeting of the Executive Board may be called by four elected members with seven days prior notice to the Executive Board members.

Section 4. Meetings may be in person or by digital communication method per the current edition of Robert's Rules of Order newly revised.

ARTICLE VI. EXECUTIVE BOARD

The Executive Board shall be President, Vice President at-Large, President Elect, six Vice Presidents, Recording Secretary, and Treasurer.

Section 1. All Executive Board members may co-chair, however each office is allotted one vote.

Section 2. All Executive Board members must be Active members of the club.

Section 3. Six Executive Board members shall constitute a quorum of the Executive Board.

ARTICLE VII. ELECTIONS

Section 1. The Executive Board shall be elected for a term of one year or until their successor takes office. The President and President-Elect must have been an Active member the year immediately prior to serving.

Section 2. The Executive Board of the Club shall be nominated by a Nominating Committee composed of the Vice-President at-Large, as Chair, and at least three members appointed by the President. In the absence of a VP at Large, the Executive Board should appoint a chair from the Active membership. Nominations for the Executive Board may also be made from the floor at the meeting in which the election occurs. All such nominees must agree to serve if elected. When there is more than one nominee for an office the election shall be by ballot.

The election date shall be set by the current Executive Board no later than the April meeting. The new Executive Board shall be installed at the May meeting or by June first of each year and assume office on June first.

Section 3. If an Executive Board Member resigns or a position is vacant, the opening shall be communicated to the club members. Nominations and applications will be reviewed by the Executive Board and brought to the membership for a vote at the next regular meeting. In the absence of a VP at Large, the President may appoint an Active member as Interim for the position until the position is filled.

Section 4: No officers, except the President shall be automatically advanced to any other office. The President shall advance to the position of Vice-President at Large.

Section 5: The Vice-President at Large is not voted on by membership, but instead assumes this role automatically after her term as President. In the event of a vacancy, this position may be appointed from the Active membership by the President.

ARTICLE VIII. DUTIES OF EXECUTIVE BOARD

Section 1. The President shall:

- A. Preside at all meetings of the club.
- B. Have general supervision over the affairs of the club.
- C. Appoint all Chairmen of the President's Council.
- D. Compose a newsletter to be sent to the club membership as needed.
- E. Act as an ex-officio member on all President's Council Committees except the Nominating Committee and the Audit Committee.
- F. Perform other such duties as pertaining to the office and in accordance with the Federation guidelines.

Section 2. The Vice President-at-Large shall:

- A. Fill any vacancy on the Executive Board or President's Council position until said vacancy is filled.
- B. Serve as Chair of the Nominating Committee and the Scholarship Committee. If she has a student eligible for scholarships, another chair for the Scholarship Committee will be appointed by the President.

Section 3. It shall be the duty of the 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.

Section 4. The President Elect shall:

- A. Become familiar with all activities pertaining to the office of President.
- B. Share primary responsibilities with the President for service as club representative as requested by the President.
- C. Assist with any special projects as requested by the President.
- D. Facilitate the transition of duties to the new Executive Board and President's Council.
- E. Coordinate the Howdy Social event.

Section 5. The First Vice President shall be Chair of the Membership Committee and Directory and shall:

- A. Be responsible for providing a method for member registration.
- B. Maintain membership records including Honorary and Life members and distribute information as requested by the President.
- C. Recruit new members.
- D. Coordinate with the Treasurer on the collection and recording of dues.

Section 6. The Second Vice President shall be Chair of Programs and shall:

- A. Be responsible for scheduling and coordinating speakers for club meetings.
- B. Be responsible for scheduling and coordinating Texas A&M University representatives and speakers for special events including the Howdy Social.

Section 7. The Third Vice President shall be Chair of the Social Committee and shall:

- A. Be responsible for providing social gathering opportunities for club members.
- B. Support the President-Elect in the coordination of the Howdy Social event.

Section 8. The fourth Vice President shall be Chair of the Fundraising Committee and shall:

- A. Oversee the chairs of the fundraising sub-committees, including but not limited to Raffle, Silent Auction and Singing Cadets.
- B. Recruit fundraising committee members as needed.
- C. Solicit and evaluate suggestions for fundraising opportunities and oversee implementation.
- D. Solicit sponsors for the benefit of the club.
- E. Send tax receipts to all sponsors.

Section 9. The Fifth Vice President shall be the Chair of Jewelry and Merchandise and shall:

- A. Maintain accurate records of all purchases, sales and inventory.
- B. Have jewelry and merchandise available for purchase at meetings and special events whenever possible.
- C. Coordinate club participation in Federation Boutique activities.
- D. Receive & fulfill orders from the online AAMC Store.

Section 10. The Sixth Vice President shall be Chair of Ring of Honor and shall:

- A. Serve as the liaison for the Austin Texas A&M University Mothers' Club and Associate Members.
- B. Be responsible for coordinating member registration for Ring of Honor.
- C. Maintain membership records for Ring of Honor and provide records to the VP of Membership.
- D. Recruit new members for Ring of Honor.
- E. Coordinate with the Treasurer on the collection and recording of dues for Ring of Honor.
- F. Plan events for the benefit of Ring of Honor members.

Section 11. It shall be the duty of the Recording Secretary to:

- A. Record the proceedings of all the Club and Executive Board meetings.
- B. Submit written minutes to the President within a timely manner.

Section 12. The Treasurer shall:

- A. Be responsible for all monies received, held, and dispersed.
- B. Chair the Budget Committee composed of the President and President-Elect. Solicit input for the budget from the outgoing and incoming board members. Present the proposed budget to the Executive Board for approval as soon as possible for the new fiscal year.
- C. Disperse funds for all budgeted items. Disbursements for non-budgeted expenditures must be approved by the Executive Board. No funds shall be disbursed without documentation. Reimbursements shall only be made by non-cash methods.
- D. Not reimburse sales tax.
- E. Maintain a record of income, expenses, reconciliations and sales tax remittances (as required by the state). Keep a balance sheet and give a financial report at each regular meeting of the Executive Board.
- F. Prepare and submit forms to Federation as needed.

- G. Provide donation letters for Howdy Club donations greater than \$200.
- H. Prepare the books for audit.
- I. Deliver the audited books to her successor immediately at the conclusion of the audit. The fiscal year of AAMC will correspond with that of the Federation (Academic Year). Receipts for any reimbursable expenses incurred during any fiscal year must be received no later than the last day of the fiscal year.

ARTICLE IX. PRESIDENT'S COUNCIL DUTIES

Section 1: The President may add or delete President's Council positions with the approval of the Executive Board. Standing Committees/Chairs may include: Scholarship, Hospitality, Goody Bags, Fish Mom Mentors, Philanthropy, Assistant Treasurer, Audit, Assistant Jewelry, Website/Social Media, Nominating, Name Tags, Parliamentarian, Historian, Raffle, Silent Auction and Corresponding Secretary

Section 2. The President's Council has no voting rights in Executive Board Votes.

Section 3: The President's Council committee positions make up the General Board. The Chair of each committee is responsible for maintaining their budget. The duties of the committees in the President's Council/Chairs shall be as follows:

- A. The Scholarship Committee: This committee shall be composed of the Vice President at Large and two appointed club members who do not have an eligible student. They shall be responsible for providing the General Membership and public with scholarship information, application, and deadlines.
- B. The Hospitality Committee/Chair shall be responsible for planning and arranging for food and drink at meetings and social gatherings as needed. Coordinate with the VP of Socials on planning and arranging for decorations and special events as needed.
- C. The Goody Bag Committee Chair 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 price of the Goody Bags should be proposed to the Executive Board for budget approval. The committee shall procure the items, coordinate the assembly, set up, and deliver Goody Bags with volunteer Moms, as directed by the University.
- D. The Fish Mom Mentors shall meet with our Fish Moms prior to regular meetings. The Mentors shall foster community, education and friendship between the Fish Moms and encourage them to be actively involved members and future leaders of our club. They shall also support the President Elect in coordination of the Howdy Social event.
- E. Philanthropy Committee/Chair shall 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. The Philanthropy events should be in alignment with the Club mission.
- F. Assistant Treasurer shall assist the current Treasurer to provide consistency and guidance in the handling of the Club Treasury. This President's Council Committee member should be willing to be nominated to the office of Treasurer.
- G. Assistant Jewelry Chair shall assist the current 5th VP of Jewelry and Merchandise to provide consistency and guidance in the handling of all aspects of jewelry and merchandise sales. This President's Council Committee member should be willing to be nominated to the office of 5th Vice President.

- H. The Audit Committee shall consist of the Audit Chair and at least two additional members appointed by the President. The Treasurer and President may not serve on the Audit Committee. The Audit Committee will perform an annual review of the books as soon as possible after the close of the fiscal year or at the request of the Executive Board.
- I. Website/ Social Media Chair shall maintain our Club website as needed to provide current information and work with the Federation Electronic Information Officer on any improvements or changes that may be made to the Website. This position acts as an administrator on club social media sites.
- J. Name Tags Chair shall be responsible for ordering and delivering name tags to the members of our club.
- K. The Corresponding Secretary shall have charge of the correspondence and invitations, as directed by the President. She shall send birthday cards to students and appropriate cards or notes to members or students as needed. The Corresponding Secretary should assist the President in sending Thank You notes to speakers and others.
- L. The Historian shall keep record of club activities and work with the Federation Historian to participate in Federation History Records. She shall work with the President to prepare documents for the Cushing Library for the preservation of important club history.
- M. The Parliamentarian shall be ready at all times to advise the Club/Officers in regard to all parliamentary procedure, guided by the reading of the Bylaws and Robert's Rules of Order. In the absence of a Parliamentarian, the President is responsible for these duties.

ARTICLE X. Removal from Office of any Executive Board Member

The Executive Board may, by 2/3 vote at any regular or special meeting, remove any Member from the position to which she has been elected, according to these Bylaws upon the occurrence of any of the following events discovered during the Member's term of office:

- A. Commission of an act constituting in the judgment of the Officers a (i) dishonest or other act of material misconduct; (ii) fraudulent act; (iii) felony under the laws of Texas or the United States; or
- B. Inability of the person to perform duties, regardless of the reason, whether injury, illness, or otherwise, which results in incapacity and, in the judgement of the Executive Board, an inability to complete the term to which the person was elected or appointed.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Application of Rules

The most current version of Robert's Rules of Order shall govern the club in all cases in which they are applicable and in which they are not in conflict with the by-laws of this organization.

ARTICLE XII. AMENDMENTS

The By-laws of this club may be amended at any regular meeting by a 2/3 vote of the active members present, provided the proposed amendment (s) have first been submitted to and approved by the

Executive Board and then presented to the membership for their review at the previous regular meeting.

ARTICLE XIII. RESTRICTION CLAUSE

No part of the net 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 XIV. DISSOLUTION

Upon the dissolution of the organization, the Officers 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 Officers 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

ARTICLE XV. DONATIONS

All donations are non-refundable.

DATES OF ALL AMENDED AND APPROVED BYLAWS

April 1995; October 2002; May 2009; September 2010; February 2015; September 2016; May 2018; February 2021, December 8 2022

AAMC STANDING RULES

STANDING RULES

1. As approved by the Executive Board, the dues of the Texas A&M University Mothers' Club of Austin, Texas shall be \$45 per year for an Active member. Associate member (including Ring of Honor Only participants) dues are \$30 per year. An Active member may join Ring of Honor for an additional \$10 per year.
2. 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 Officers. Violation of this policy will result in loss of eligibility to serve on the Board.
3. All Board members shall email a monthly board report to the President by dates set forth by the President.
4. Dispersing funds to student organizations is done via a call for nominations in written form from the Membership prior to choosing organizations. All suggestions will be reviewed and voted on by the Executive Board and reported to the general meeting in May. Chosen organizations shall not be part of the Greek system, must be approved Texas A&M organizations, and should affect the general population of the university.
5. Activities of the AAMC shall always meet the mission of the club. 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.
6. Each May, money shall be sent to the University for the purchase of cords given to the recipients of the J. J. Sanchez Award, since it is an important part of the history of our club.

Standing Rules - Reviewed, revised and approved

October 2008

February 2015

September 2016

May 2017

May 2018

April 2021

December 2022- revised and approved