

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

Approved May 7, 2024

## **ARTICLE I. NAME**

The name of the organization is 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. OBJECT**

The object of this organization is, 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 and its branch campuses in maintaining a high standard of moral conduct and intellectual attainment.

## **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 four classes: Active, Associate, Life and Honorary.

Section 1. An active member is a mother, stepmother, or female guardian of a current or former student of Texas A&M University, provided the member is considered current on dues and upholds and supports the governing documents of AAMC. Only Active members shall have the privilege of holding elected office and voting. An Active member who 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. To be considered a Life member, a membership form must be completed annually.

Section 4. Honorary members shall be those whom the Board of Directors 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.

## **ARTICLE IV. DUES**

The annual dues of this club shall be set by the Board of Directors 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 Board of Directors at the beginning of the year. The President or four elected members of the Board of Directors 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 Board of Directors and President's Council shall meet at the discretion of the President. A Special meeting of the Board of Directors may be called by four elected members with seven days prior notice to the Board of Directors members.

## **ARTICLE VI. BOARD OF DIRECTORS**

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

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

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

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

Section 4. The Board of Directors shall have full power and authority over the affairs of the club between membership meetings except as otherwise provided in these Bylaws.

## **ARTICLE VII. ELECTIONS**

Section 1. The Board of Directors 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 Board of Directors of the Club shall be nominated by a Nominating Committee composed of the VP-at-Large as Chair and at least three members appointed by the President. In the absence of a VP-at-Large, the Board of Directors should appoint a chair from the Active membership. Nominations for the Board of Directors 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 Board of Directors no later than the April meeting. The new Board of Directors shall be installed at the May meeting or by June first of each year and assume office on June first.

Section 3: If a 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 Board of Directors and brought to the membership for a vote at the next regular meeting.

The VP-at-Large shall temporarily fill the vacant position. In the absence of a VP-at-Large the President may appoint an Active member as Interim for the position until the position is permanently filled.

Section 4: The President and President-Elect shall be automatically advanced to VP-at-Large and President, respectively.

Section 5: The VP-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 in this position, a former club President that is an active member of the club may be appointed by the President.

## **ARTICLE VIII: PRESIDENT'S COUNCIL**

Section 1. Council Positions. The President's Council is composed of positions appointed by the President. The council positions shall be the Parliamentarian, Fish Mom Mentors, Goody Bag Chair, Philanthropy Chair and Historian. The President may add or delete President's Council positions with the approval of the Board of Directors.

## **ARTICLE IX. REMOVAL FROM OFFICE OF ANY MEMBER OF THE BOARD OF DIRECTORS**

The Board of Directors 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 Board member 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 Board of Directors, an inability to complete the term to which the person was elected or appointed.

## **ARTICLE X. 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 Bylaws of this organization.

## **ARTICLE XI. AMENDMENTS**

The Bylaws of this club may be amended at any regular meeting by a  $\frac{2}{3}$  vote of the active members present, provided the proposed amendment(s) have first been submitted to and

approved by the Board of Directors and then presented electronically to the membership for their review at least 30 days prior to the vote.

## **ARTICLE XII. FINANCES**

Section 1. Fiscal Year. The fiscal year shall be established by the Federation of Texas A&M University Mothers' Clubs.

Section 2. Financial Records. Accurate financial records shall be maintained by the Treasurer.

Section 3. Budget. A budget for each fiscal year shall be adopted by the Board of Directors that shall be the guide for the fiscal management of AAMC. A budget committee composed of the outgoing Treasurer as chairwoman, the incoming Treasurer, the President, the President-Elect and the VP-at-Large shall prepare the budget for presentation and approval to the Board of Directors at the annual planning meeting.

Section 4. Audit. The financial records of AAMC shall be audited annually by a committee composed of three members appointed by the outgoing president. No member of the Audit Committee shall be a current board member or an immediate past board member. The report of the committee shall be presented to the Board of Directors within fourteen days of completion.

Section 5. Scholarship. A Scholarship committee shall be composed of the VP-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 as well as determining the recipients. The rubric used to determine recipients shall be established by the scholarship committee.

Section 6. Insurance. Liability insurance shall be maintained by AAMC.

Section 7. Tax Returns. Federal and state tax returns shall be filed annually or as otherwise required.

Section 8. Personal Inurement. No part of the net earnings of AAMC shall inure to the benefit of, or be distributable to its members, Directors, or other private persons.

## **ARTICLE XIII. ELECTRONIC MEETINGS AND COMMUNICATIONS**

Section 1. Meetings. The membership, the Board of Directors, and all committees are authorized to meet by electronic communications media provided all members can simultaneously hear each other and participate during the meeting.

Section 2. Communications. All communications, including meeting notices, shall be sent electronically.

Section 3. Voting. A vote conducted through a designated internet service may be utilized for voting and shall fulfill any requirement in the Bylaws or rules that a vote be anonymous.

## **ARTICLE XIV. DISSOLUTION**

Upon the dissolution of the organization, the Directors 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 Directors 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

**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, May 7, 2024

# AAMC STANDING RULES

## STANDING RULES

1. As approved by the Board of Directors, 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. Members of the Board of Directors 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 of Directors. 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. Duties of Board of Directors:

### 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 Chairs 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 Board of Directors 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 Board of Directors and President's Council.
- E. Coordinate the Howdy Social event.

### Section 5. The First Vice President - Membership shall:

- A. Chair the Membership Committee.
- B. Be responsible for providing a method for member registration.

- C. Maintain membership records including Honorary and Life members and distribute information as requested by the President.
- D. Recruit new members.
- E. Coordinate with the Treasurer on the collection and recording of dues.
- F. Shall be responsible for ordering and delivering name tags to members of our club.
- G. Shall be responsible for maintaining inventory and taking orders for club t-shirts.

Section 6. The Second Vice President - Programs 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 and Singing Cadet Concert.

Section 7. The Third Vice President - Socials shall:

- A. Chair the Social Committee.
- B. Be responsible for providing social gathering opportunities for club members.
- C. Support the President-Elect in the coordination of the Howdy Social event.
- D. Have oversight of the Hospitality Chair and Committee.

Section 8. The Fourth Vice President - Fundraising shall:

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

Section 9. The Fifth Vice President - Jewelry & Merchandise shall:

- A. Chair the Jewelry and Merchandise Committee.
- B. Maintain accurate records of all purchases, sales and inventory.
- C. Have jewelry and merchandise available for purchase at select meetings and special events.
- D. Have oversight of and assist the Boutique Chair in preparation for Aggie Mom Boutique.
- E. Receive & fulfill orders from the online AAMC Store.

Section 10. The Sixth Vice President - Ring of Honor shall:

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

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

- A. Record the proceedings of all the Club and Board of Directors meetings.

- B. Submit written minutes to the President within a timely manner.
- C. Have charge of correspondence and invitations, as directed by the President.
- D. Gather information on Aggie Graduates for recognition by the club.

Section 12. The Treasurer shall:

- A. Make monthly and yearly financial reports, both to the Board of Directors and to the President as requested.
- B. Keep records in QuickBooks and hard-copy notebooks of financial documentation.
- C. Take care of all financial aspects of club events.
- D. Work with membership on monies in and collaborate records.
- E. File reports with Federation as directed.
- F. Pay quarterly sales tax and file IRS Form 990.
- G. Chair the Budget Committee.
- H. Prepare the books for audit.
- I. Receive and disburse all monies (the President will fill in as needed).

5. Duties of President's Council:

Section 1: Standing Committees/Chairs may include: Hospitality, Goody Bags, Fish Mom Mentors, Philanthropy, Assistant Treasurer, Assistant Jewelry, Assistant Membership, Website, Parliamentarian, Historian, Boutique, Raffle and Silent Auction.

Section 2. The President's Council has no voting rights in the Board of Directors' Votes.

Section 3: 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 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.
- B. The Goody Bag Committee Chair shall receive orders from members for Goody Bags two times a year to be delivered to College Station and Galveston right before Finals of each semester. The price of the Goody Bags should be proposed to the Board of Directors 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. The Chair shall communicate with the ACC Chevron program to determine their need for goody bags.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. Boutique Chair shall plan and coordinate club participation in Federation boutique activities.
  - H. Website 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.
  - I. The Assistant Membership Chair shall provide support to the VP of Membership as directed.
  - J. 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.
  - K. The Parliamentarian shall be ready at all times to advise the Club and Board of Directors 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.
6. 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 Board of Directors 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..
  7. 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.
  8. 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.
  9. All donations are non-refundable.

Standing Rules - Reviewed, revised and approved

October 2008

February 2015

September 2016

May 2017

May 2018

April 2021

December 2022

May 2024