

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. Ring of Honor member dues are \$30 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, call and set meetings
- B. Perform all the duties of the office including: filing Federation reports, attending Federation and district meetings, calling board meetings, reserving locations for events, leader/speaker at socials, attending Texas A&M invited events, etc.
- C. Support/work with all committees/chairpersons (this will include asking for board reports and filling in when needed)
- D. Facilitate the transfer of officer and standing committee procedure meetings and job responsibilities to the incoming board members
- E. Appoint the chairwoman of each of the standing committees for the President's Council

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

- A. Fill any vacancy until it is filled, as able
- B. Serve on the Scholarship Committee
- C. Serve as chair of the Nominating Committee
- D. Serve as chair of Ambassadors
- E. Serve as the Parliamentarian, assisting with bylaw amendments/revisions/adherence, ensuring quorum for voting and advising on Robert's Rules of Order, as needed
- F. Assist President as needed

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 the activities pertaining to the President's duties.
- B. Share responsibilities with the President as requested (help with Howdy Social and all events)
- C. Plan/assist with special projects as requested by the President
- D. Collaborate with the President and VP of Membership on recruitment of members
- E. Work with 4th VP Fundraising when help is needed
- F. Purchase club gift for outgoing president

Section 5. The First Vice President - Membership shall:

- A. Shall create or update the membership form and collect dues from new and returning members
- B. Participate in recruiting new members through e-mail communication and outreach
- C. Complete necessary forms for Federation as they pertain to active and Ring of Honor members of our club
- D. Shall keep records of all payments and work with the treasurer for accurate record keeping of all payments made through the membership form

Section 6. The Second Vice President - Programs shall:

- A. Coordinate with President to plan speakers for each meeting
- B. Host and introduce guest speakers at club meetings
- C. Invite and host TAMU representatives for the Singing Cadets Concert reception
- D. Invite and host TAMU representatives for the Howdy Social
- E. Work closely with VP Socials and Hospitality Chair if a significant event is added to the calendar

Section 7. The Third Vice President - Socials shall:

- A. Plan with the President (and committee members) all club social events: Christmas Party, Howdy Social, Aggie Mom 101
- B. Assist with graduation and scholarship celebration, new mom events and other events that may be planned during the year
- C. Plan and coordinate other social gatherings for our club monthly or as often as the board decides
- D. Help with the Singing Cadet Concert by making cookie/water sign up and oversee cookie and water donations and these volunteers at the concert (including collecting donations for these items)
- E. Work closely with VP Programs and Hospitality Chair if a significant event is added to the calendar

Section 8. The Fourth Vice President - Fundraising shall:

- A. Help in managing and bringing ideas for raffles and other fundraisers to the board
- B. Oversee raffle ticket sales with Raffle Chair and VP Jewelry & Merchandise
- C. Supervise and oversee committees pertaining to the Singing Cadets Concert, including Singing Cadet Chair and Silent Auction
- D. Help the Singing Cadet chair and Silent Auction Chair with troubleshooting any issues the day of the concert
- E. This job requires the VP to be a 'clearinghouse' for information regarding fundraising

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

- A. Track and order inventory of the jewelry and merchandise as well as reporting and turning in of all monies within one week of an event
- B. Sell jewelry and merchandise via mini Boutique at Aggie Mom Camp, Family Weekend Boutique, online sales, two meetings (September and November), Singing Cadets, Howdy Social and Aggie Mom 101
- C. Manage online store
- D. Provide Square Site Admin (SSA) with photos, pricing and descriptions of new items to be sold, also include weight so square can calculate cost for shipping
- E. Provide SSA with any items that are discontinued. If limited inventory, provide quantity to her so she can input the number of remaining items so we don't oversell

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

- A. Serve as the liaison for the Austin Aggie Moms Club and Ring of Honor members
- B. Work with the VP of Membership to create or update the Ring of Honor membership form
- C. Recruit Ring of Honor members
- D. Plan and coordinate at least four social events for Ring of Honor members per fiscal year

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

- A. Record the proceedings of all the club and board meetings
- B. Submit written minutes to the President within seven days after the meetings
- C. Correct any reports following each board meeting, as needed
- D. Collect graduate information each semester; provide information to treasurer for submission to the AFS
- E. Sell graduation signs
- F. Create graduate slides for December and May meetings, provide to President for May meeting
- G. Write thank you notes or condolence cards, as directed by the President

Section 12. The Treasurer shall:

- A. Receive and disburse all monies (the President will fill in as needed)
- B. Make monthly and yearly financial reports, both to the board and to the president as requested
- C. Keep records in QuickBooks and hard-copy notebooks of monthly reconciliation of bank statements, deposits and checks received, all forms received, receipts for reimbursements, checks written and all electronic transactions
- D. Keep track of raffle monies set aside for Senior Ring raffle and who the recipients are in your books
- E. Keep track of savings accounts, ensuring funds owed for ring raffle winners are in this account
- F. Take care of all financial aspects of club events
- G. Work with membership on monies in and collaborate records
- H. File reports with Federation as directed
- I. Pay quarterly sales tax and IRS Form 990

5. Duties of President's Council:

Section 1: Standing Committees/Chairs may include: Ambassador, Assistant Jewelry, Assistant Membership, Assistant Treasurer, Audit Chair, Boutique, Fish Mom Mentors, Goody Bags, Historian, Hospitality, Philanthropy, Raffle, Silent Auction, Singing Cadets, Square Site Administrator and Website.

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. Ambassadors work under the direction of the VP-at-Large. Opportunity for Aggie Moms who have an interest in volunteering and serving in ways that promote the goodwill of the Austin Aggie Moms. Ambassadors work alongside the executive board and appointed committees and may be called on to volunteer during different events or on an as needed basis. This is the face of Austin Aggie Moms, the welcome committee, the let's get everyone where they need to be and meeting one another committee and maybe a special project committee that needs happy Aggie Mom faces
- B. Assistant Jewelry is willing to step into VP Jewelry & Merchandise position. Assist the current VP of Jewelry & Merchandise to provide consistency and guidance in the handling of club inventory, ordering, recording sales and reconciling cash and credit card sales.
- C. The Assistant Membership Chair shall provide assistance to VP Membership as requested. Responsible for compiling, placing and distributing name tag orders. Order name tags from an approved printer (Awards & More is currently being used). Pick up orders or have them shipped, work with treasurer for payment.
- D. Assistant Treasurer shall be willing to step into Treasurer role. Assist the current Treasurer to provide consistency and guidance in the handling of the club treasury.
- E. Audit Chair shall review practices and procedures of treasury and provide additional oversight (2 other members will be on this committee).
- F. Boutique Chair shall plan and coordinate club participation in Federation boutique activities.
- G. Fish Mom Mentors shall meet with our Fish Moms for 30 minutes prior to regular meetings to educate them on different topics, including resources for College Station and Galveston students. Foster community and friendship between the Fish Moms and encourage them to be actively involved members and future leaders of our club. Prepare and present content for Aggie Mom 101 event in coordination with the President, including resources for College Station and Galveston students.
- H. 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.
- I. 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.
- J. The Hospitality Chair shall plan and arrange for food and drink at monthly meetings and social events (Howdy Social, Singing Cadets, Aggie Mom 101).

Track spending for the hospitality team to stay within budget. Plan and arrange decorations at events, as needed. Work with VP Socials & VP Programs to coordinate duties if a significant event is added to the calendar. Volunteer to work cookies and waters at Singing Cadets Concert, if able.

- K. Philanthropy Chair shall work with President on opportunities for the club to give back. Coordinate service activities at least two times per year for members to participate in (Big Event, 12th Can or other approved organizations).
 - L. Raffle Chair shall provide input to the Executive Board who will determine raffles and dates to be held. Coordinate with VP Fundraising on all aspects of the raffle including the creation of graphics and promotional content for each raffle. Provide VP Fundraising with graphics and content using editorial calendar. Reconcile weekly ticket sales in Cheddar Up and send email to purchasers. Provide the President with drawing slips for the actual drawing.
 - M. Silent Auction Chair shall meet with President and VP Fundraising to decide on raffle basket themes and silent auction items to target for the auction and raffle. Share themes with general membership so they can begin to ask and purchase, setting up a signup. Gather a committee to begin to reach out to businesses that would donate items for the auction. Work with the board to decide on an auction platform to be used. Put auction baskets together and set beginning bid prices for each. Set up day before as much as possible. Ensure a protocol for check out procedures the day of the event.
 - N. Singing Cadet Chair shall Work to secure a venue in conjunction with the VP Fundraising to make sure the contract denotes all items needed (tables and chairs for all areas, room for cadets, media system, set up time etc.). Work with the Singing Cadet office to secure a date. Set up Cheddar Up for ticket sales, selling tickets at meetings, through membership form and emails to school counselors and choral departments. Coordinate on all expenses and budget items with VP Fundraising and Treasurer. Look for sponsor(s) willing to provide meals for cadets on the day of the concert, BBQ or Chick-fil-A. Work with VP Fundraising & entire board to secure sponsorships for concert. Create a sign up to get volunteers for set up and day of event volunteers, excluding food from hospitality. Work closely with the silent auction chair to ensure day of concert needs are met. Create a powerpoint and get it to the venue. Update program and get it printed (possible sponsorship). Greet the Singing Cadets when they arrive the day of the concert. Work with the VP Fundraising to troubleshoot anything the day of the concert.
 - O. Square Site Administrator shall Create and update items available for purchase on Square as requested. Ensure shipping rates are accurate. Archive items that are no longer available. Update the square website to highlight current items being promoted, may be new, seasonal or fundraising items. Inactivate sales tax for tax free days and reactivate after tax free days.
 - P. 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.
- 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

May 2025