

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

Amended February 2021

ARTICLE I. NAME

The name of the organization shall be the Austin Texas A&M University Mothers' Club, otherwise referred to as AAMC.

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's 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 the Texas A&M University. Members shall be divided into five classes: Active, Associate, Life, Honorary, and Adopted.

Section 1. An active member shall be the mother, stepmother or female 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. An Associate member shall be a former active member who is the mother, stepmother, or female guardian of a student or former student of Texas A&M University. These members will pay reduced dues.

Section 3. All Former Presidents who pay Active dues for three years after presidency shall be designated as Life Members by the Executive Board. This list should be kept by the treasurer and 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. This list should be kept by membership.

Section 5. An adopted mother shall be selected by the Federation of Aggie Mothers or based on interest. Said member will pay Active membership dues.

Section 6. Only those active members who have paid their full dues and only those who are listed under the title of Life Members shall be counted as Members of the Federation.

ARTICLE IV EXECUTIVE BOARD

The Executive Board shall be President, Vice President at-Large (who will be the Immediate Past President), President Elect, six Vice Presidents, Recording Secretary, and Treasurer. All officers may co-chair, however their vote is equal to a half vote.

In case of the resignation of an Executive Board Member, the office shall be filled by the Executive Board. Once the nominee is identified, the nomination will be voted on at the next regular membership meeting.

ARTICLE V. ELECTIONS

Section 1. The Executive Board shall be elected for a term of one year. The President and President Elect shall serve no 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 served as President Elect. The President Elect must have served on the Board and is recommended to be a current member of the Board when nominated.

Section 2. The Executive Board of the Club shall be nominated by a Nominating Committee composed of the Vice-President at-Large, as Chairman, and four appointed members. Nominations for The Executive Board 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, unless nominees wish to co-chair. 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.

ARTICLE VI. DUTIES OF EXECUTIVE BOARD

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 and Scholarship 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. She shall serve as Chairman of the Scholarship Committee unless she has an eligible student.

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.

Section 4. The President Elect shall 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. President Elect will be responsible for:

- a. Attending all meetings and assisting with any special projects as requested by the President.
- b. Collaborating with the Vice-President of Membership on recruitment of members.
- c. Facilitating the transfer of officer and chairman procedures from current board members to incoming board members at the May meeting prior to her presidency.

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

Section 6. The Second Vice President shall be Chairman of Programs.

Section 7. The Third Vice President shall be Chairman of the Social Committee.

Section 8. The Fourth Vice President shall be Chairman of the Singing Cadet/Fundraising Events.

Section 9. The Fifth Vice President shall be the Chairman of Jewelry and Other Sales.

Section 10. The Sixth Vice President shall be the Ring of Honor Representative. She shall serve as the liaison for the Austin Texas A&M University Mothers' Club and Associate Members. As an EXECUTIVE OFFICER, she shall pay full dues and be the Chair of the Ring of Honor program.

Section 11. 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 a timely manner.

Section 12. The Treasurer shall be responsible for all monies received, held, and disbursed and 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 Executive Board. No money shall be disbursed without documentation. The treasurer shall reimburse money only by non-cash methods. In the event of unforeseen circumstances which require immediate attention prior to the next board meeting for items that are not a budgeted expense, monies may be disbursed upon written order of the President. Such expenditures shall be incorporated in the officer meeting reports. The treasurer shall prepare the books for audit.

ARTICLE VII. STANDING COMMITTEES DUTIES

Section 1: The President may add or delete Standing Committees with the approval of the Executive Board. Standing Committees/Chairpersons may include: Scholarship, Hospitality, Goody Bags, Fish Mom Mentors, Philanthropy, Assistant Treasurer, Audit, Assistant Jewelry, Electronic Information Officer, Nominating, Name Tags, Parliamentarian, Historian and Corresponding Secretary

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

1. The Scholarship Committee This committee shall be comprised of the Vice President at Large and two appointed club members. They shall be responsible for providing the General Membership and public with scholarship information, application, and deadlines. For this purpose, the Scholarship Committee shall edit and post on the AAMC 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 Executive Board. The Committee shall receive the dollar amounts from the President to be awarded based on available budget and make its recommendation to Executive Board for final approval at the May meeting. The Scholarship Committee shall safeguard student applications and related correspondence for a period of two years. After two years, said information shall be shredded/deleted. The Scholarship Committee members may not have a student who is eligible for a scholarship.

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.

3. The Goody Bag Committee Chairperson shall receive orders from members for Goody Bags two times a year. The Goody Bag Committee shall plan Goody Bags based on member and student feed-back. The price of the Good Bags should be recommended 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 at the MSC in College Station, or as directed by the University.

4. The Fish Mom Mentors shall meet with our Fish Moms prior to regular meetings. The Mentors shall foster community and friendship between the Fish Moms and encourage them to be active involved members and future leaders of our club.
- 5.. Philanthropy Committee/Chairperson 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 should be in alignment with the Club mission.
6. Assistant Treasurer shall 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.
7. Assistant Jewelry Chair shall assist the current Fourth Vice President of Jewelry and other sales to provide consistency and guidance in the handling of Club 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.
8. Audit Chairperson shall review treasurer end of year books at least every two years or at the request of the Executive Board.
9. Electronic Information Officer shall maintain our Club website and all social media platforms 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 and Social Media from time to time.
10. Nominating Committee shall be the Vice President at Large (Chairperson) and four committee members appointed by February.
11. Name Tags Chairperson shall be responsible for ordering and delivering name tags to the members of our club.
12. 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.
13. 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.
14. 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.

ARTICLE VIII. Removal from Office of any Board Member

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

1. 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
2. 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 IX. PARLIAMENTARY AUTHORITY

Application of Rules:

The Rules contained in *Robert's Rules of Order revised* most current edition shall govern officer meetings where they are not in conflict with the bylaws or other rules. A motion can be made to suspend the rules with exceptions. *Robert's Rules of order, Revised* should be used during General meetings for elections of officers, adoption of bylaws, and should be used to govern in the event of meeting disruptions.

ARTICLE X. AMENDMENTS

The By-laws of this club may be amended at any regular meeting by a majority vote of the members present, provided the proposed amendment (s) have first been submitted to and approved by the officers and then presented to the membership for their review at the previous regular meeting.

ARTICLE XI. 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 XII. 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 XIII DONATIONS

All donations are non-refundable.

Amended February 2021