

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

Approved September 9, 2025

## **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-Engineering Academy at ACC to qualify for membership.

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.

Section 1.a A Ring of Honor member is a mother, stepmother, or female guardian of a former student of Texas A&M University provided the member is considered current on dues and upholds and supports the governing documents of AAMC. Ring of Honor members are Active members.

Section 2. 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 3. 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. Dues for Active members and Ring of Honor members may be different.

## **ARTICLE V. MEETINGS**

Section 1. The General 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 General 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% of the Active membership is 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, otherwise a voice vote shall be held

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. Quorum must be met for the vote to move forward.

Federation and club membership shall be notified of the updated bylaws within 14 days of approval.

## **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 club members appointed by the VP-at-Large. Committee members may not have a student who is scholarship eligible currently or in the future.. If the VP-at-Large is not eligible to serve, a chair shall be appointed by the President. The Chair 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 video conference service may be utilized for voting and shall fulfill any requirement in the Bylaws or rules that a vote be anonymous. Voting shall not be conducted via email, text, messaging apps, or other asynchronous electronic methods.

#### **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; September 9, 2025

# AAMC STANDING RULES

Approved 10-12-2025

## 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 submit a monthly report to the President by the dates established by the President.
4. Duties of Board of Directors: The duties listed below are a general guide. Each officer, board member, and committee chair should refer to and regularly update their *Role Checklist* and *Standard Operating Procedure (SOP)* for detailed responsibilities, timelines, and continuity for future board members.

### Section 1. The President shall:

- A. Preside at, call, and set all meetings of the membership and Board of Directors.
- B. Perform all the duties of the office including:
  1. Exercise general supervision over the affairs of the club.
  2. Appoint and support all Chairs of the President's Council.
  3. Provide regular communication with club membership.
  4. Request and review monthly Board and financial reports.
  5. Meet regularly with the Vice President-at-Large and President-Elect.
  6. Assist the President-Elect with transition meetings at the end of her term.
  7. Attend Federation and district meetings.
  8. Perform such other duties as pertaining to the office and in accordance with the Federation guidelines.
- C. Act as an ex-officio member on all President's Council Committees except the Nominating, Scholarship, and Audit committees.

### 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 Scholarship, Nominating, and Ambassador Committees, and recruit members for the Ambassador Team.
- C. Serve as the Parliamentarian, assisting with bylaw amendments/revisions/adherence, ensuring quorum for voting and advising on *Robert's Rules of Order*, as needed.
- D. Submit documentation from her presidency to the Cushing Library Archives.
- E. Serve as an advisor to the President.

### Section 3. The President-Elect shall:

- A. Become familiar with all activities pertaining to the office of President.
- B. Assist with any special projects as requested by the President.
- C. Assist the President as requested.
- D. Facilitate the transition of duties to the new Board of Directors and President's Council.
- E. Coordinate the Howdy Social event that will take place during the summer of her tenure as President.

Section 4. The First Vice President - Membership shall:

- A. Chair the Membership Committee.
- B. Provide and maintain a system for member registration, and coordinate with the Vice President - Ring of Honor to finalize the membership application.
- 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.

Section 5. The Second Vice President - Programs shall:

- A. Schedule and coordinate speakers for club meetings.
- B. Schedule and coordinate Texas A&M University representatives and speakers for special events, including the Howdy Social and Singing Cadet Concert.

Section 6. The Third Vice President - Socials shall:

- A. Chair the Social Committee.
- B. Provide social gathering opportunities for club members.
- C. Oversee the Hospitality Chair and Committee, and provide support for special events, including Howdy Social and Singing Cadet Concert.

Section 7. The Fourth Vice President - Fundraising shall:

- A. Chair and recruit members for the Fundraising Committee, and serve as a clearinghouse for fundraising information.
- B. Oversee the chairs of the fundraising sub-committees, including but not limited to Raffle, Silent Auction & Reveille Raffle and Singing Cadets Concert.
- 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 8. The Fifth Vice President - Jewelry & Merchandise shall:

- A. Chair the Jewelry and Merchandise Committee.
- B. Maintain accurate records of all purchases, sales, and inventory. Solicit Board feedback on merchandise strategy.
- C. Make jewelry and merchandise available for purchase at select meetings and special events as approved by the Board.
- D. Have oversight of and assist the Boutique Chair in preparation for Aggie Mom Boutique.
- E. Receive and fulfill orders from the online Austin Aggie Moms Club store.

Section 9. The Sixth Vice President - Ring of Honor shall:

- A. Chair the Ring of Honor Committee.

- B. Serve as the liaison for the Austin Aggie Moms Club and Ring of Honor members.
- C. Work with the Vice President - Membership to create or update the Ring of Honor membership form.
- D. Maintain membership records for Ring of Honor and provide records to the Vice President - Membership.
- E. Recruit new members for Ring of Honor.
- F. Plan events for the benefit of Ring of Honor members.

Section 10. 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 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 in a timely manner.
- C. Have charge of correspondence and invitations, as directed by the President.
- D. Collect graduate information and yard sign orders each semester. Provide information to the Treasurer for submission to the Association of Former Students. Create slides for meetings to recognize graduates as needed.

Section 12. The Treasurer shall:

- A. Make monthly and annual financial reports to the Board of Directors, and provide additional reports to the President as requested.
- B. Maintain accurate financial records in QuickBooks and store documentation of all transactions in the club's Google Drive
- C. Oversee all financial aspects of club events.
- D. Perform tasks as defined on the "Treasurer Checklist" that is maintained on the Treasurer's drive.
- E. File all required reports with the Federation of Texas A&M University Mothers' Clubs.
- F. Prepare and file quarterly sales tax reports and the annual IRS Form 990.
- G. Chair the Budget Committee, composed of the current Vice President-at-Large, President, President-Elect, Treasurer, and incoming Treasurer.
- H. Prepare the books for audit at the close of the fiscal year or as requested by the Board.
- I. Receive and disburse all Club funds as authorized; the President may perform this duty as needed.

## 5. Duties of President's Council:

Section 1: Standing Committees and Chairs may include: Ambassadors, Assistant Jewelry, Assistant Membership, Assistant Treasurer, Boutique, Fish Mom Mentors, Goody Bags, Historian, Hospitality, Philanthropy, Raffle, Silent Auction & Reveille Raffle, Singing Cadets, 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 listed below are a general guide. Each Chair should refer to and regularly update their *Role Checklist* and *Standard Operating Procedure (SOP)* for detailed responsibilities, timelines, and continuity for future board members. The duties of the committees in the President's Council/Chairs shall be as follows:



- A. Ambassadors report to the Vice President-at-Large. They serve as greeters and support events and special projects as requested.
- B. The Assistant Jewelry Chair reports to and supports the Vice President - Jewelry & Merchandise as directed, and shall be willing to be nominated for that role if needed.
- C. The Assistant Membership Chair reports to and supports the Vice President - Membership as directed and manages procurement of name tags for members.
- D. The Assistant Treasurer reports to and supports the Treasurer as directed and is willing to be nominated for that role if needed.
- E. The Boutique Chair reports to the Vice President - Jewelry & Merchandise and coordinates participation in the Federation Boutique.
- F. Fish Mom Mentors report to the President. They meet with Fish Moms prior to regular meetings to foster community, education, and friendship, and to encourage active participation and leadership within the club. They support the President-Elect in coordinating the Howdy Social and help prepare and present Aggie Mom 101 content, including resources for College Station and Galveston students.
- G. The Goody Bag Chair reports to the President. This chair receives orders from members twice per year for Goody Bags to be delivered to College Station and Galveston. The proposed price of each Goody Bag is submitted to the Board of Directors for budget approval. The chair procures items, coordinates assembly, setup, and delivery with volunteer moms, and communicates with the ACC Engineering program regarding their Goody Bag needs.
- H. The Historian reports to the President. This chair records club activities, collaborates with the Federation Historian, and prepares documentation for the Cushing Library Archives.
- I. The Hospitality Chair reports to the Vice President - Socials. This chair manages a committee responsible for planning and arranging food and beverages for meetings and social gatherings, and coordinates decorations and special-event planning with the Vice President - Socials.
- J. The Philanthropy Chair reports to the President. This chair presents opportunities for service and giving consistent with the club's mission and coordinates at least two service activities each year in which members may participate.
- K. The Raffle Chair reports to the Vice President - Fundraising. This chair provides input to the Board of Directors regarding raffle events and dates, coordinates with the Vice President - Fundraising on all aspects of raffles, including graphics, promotions, and ticket-sales reconciliation, and provides drawing slips and ensures compliance with approved procedures.
- L. The Silent Auction & Reveille Raffle Chair reports to the Vice President - Fundraising. This chair works with the Vice President - Fundraising to select Silent Auction items and Reveille Raffle basket themes for the Singing Cadets Concert, requests donations, forms a committee, sets up the online auction, assembles baskets, establishes starting-bid prices, leads the Silent Auction & Reveille Raffle at the Singing Cadets Concert, and ensures an orderly checkout process on the day of the event.
- M. The Singing Cadets Concert Chair reports to the Vice President - Fundraising. This chair coordinates with the President to secure the venue and date with the Singing Cadets, manages logistics and promotions, coordinates the budget, creates volunteer sign-ups, collaborates with the Silent Auction & Reveille Raffle Chair, and prepares the event PowerPoint and printed program.
- N. The Website Chair reports to the President. This chair maintains the club website with current information and coordinates with the Federation Electronic Information Officer on updates and improvements.

6. Dispersing funds to student organizations shall be conducted through a written call for nominations from the membership prior to selection. All nominations shall be reviewed and voted on by the Board of Directors and reported at the May general meeting. Selected organizations shall not be part of the Greek system, must be registered student organizations (RSOs) at Texas A&M University, and shall benefit the general student population.
7. All activities of the Austin Aggie Moms Club shall support the mission of the club, **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, the club shall send funds to Texas A&M University for the purchase of cords to be presented to recipients of the J.J. Sanchez Award, as this tradition is an important part of the club's history.
9. All donations are non-refundable.
10. These Standing Rules may be amended by the Board of Directors by a majority vote, provided the proposed amendment has been submitted in writing with at least thirty (30) days' notice, or by a two-thirds vote without notice. The Federation and club membership shall be notified of approved amendments within fourteen (14) days.

**DATES OF ALL AMENDED AND APPROVED STANDING RULES:**

October 2008; February 2015; September 2016; May 2017; May 2018; April 2021; December 2022; May 2024; May 2025; October 2025