

BYLAWS

FORT WORTH/TARRANT COUNTY

TEXAS A&M UNIVERSITY MOTHERS' CLUB

ARTICLE I – NAME

The name of this organization shall be the Fort Worth/Tarrant County Texas A&M University Mothers' Club and may be referred to herein as the Club.

ARTICLE II – PURPOSE

To enable us, by a closer association with each other, and by a study of our students' surroundings, to contribute to the comfort and welfare of the students and to cooperate with the faculty of the University in maintaining a high standard of moral conduct and intellectual attainment.

To provide scholarships to qualifying students at Texas A&M University College Station. To contribute to worthy organizations of Texas A&M University College Station and its branches.

The Club is organized as a chapter Club of the Federation of Texas A&M University Mothers' Clubs (referred to herein as the Federation) for charitable and educational purposes, including for such purposes the making of distributions to organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE III – MEMBERSHIP

Section 1. An Active Member in the Club shall be mothers, stepmothers and guardians of any current or former students of Texas A&M University.

Section 2. The Ring of Honor (hereafter known as ROH) is a designation within the Fort Worth / Tarrant County Texas A&M University Mothers' Club. Membership within the ROH is open to Active Members whose children have graduated from Texas A&M University. The ROH Active Members are entitled to all privileges of Club membership. There will be periodic activities and /or events planned for ROH members. ROH members are encouraged to attend General Meetings and support the fundraising efforts of the Club.

Section 3. An Associate Membership in the Club is for those persons who does not qualify under the Active Member rules. An Associate Member shall have the privilege of participating in all functions of the Club with the exception of voting, holding office, or representing the Club at Federation. This would include persons with multiple Club memberships who designate a different Federation Club as their primary Club. **Aggiebound Mom Members are defined as mothers, stepmothers and guardians of Aggiebound Students (students who have committed to Texas A&M by registering for NSC). Aggiebound Mom Memberships will be considered Associate Members.**

Section 4. An Honorary Life Member shall constitute those whom the Club wishes to honor for extraordinary dedication and service rendered to the Club and/or Texas A&M University. Honorary Life Members shall be entitled to full privileges and the right to hold office without obligation to pay dues, without any dues being paid by the Club to the Federation, and without being included in the official membership count.

ARTICLE IV - ANNUAL DUES

Annual dues are set by the Executive Board, are approved by the Club, and are payable beginning in June for the upcoming school year. Dues and fees assessed by the Federation will be paid for each Active Member by the Club. Membership must be renewed annually for the fiscal year June 1 through May 31. Dues for newly elected officers must be paid to the ~~Club Executive Board~~ prior to installation. An Active Member shall mean that dues for the current year are paid in full. Dues are not pro-rated.

ARTICLE V – OFFICERS/ELECTIONS

Section 1. The Executive Board is composed of elected (voting) and appointed (non-voting) officers.

Section 2. The elected officers **of this organization** shall be President; Parliamentarian; President-Elect; Vice Presidents (Membership, Programs, Hospitality, Communications, Fundraising, and Scholarships); Secretary; Treasurer; Historian; and Federation Representative. **Any elected officer person** may hold the same office for no more than two consecutive years, except the offices of President, President-Elect and Parliamentarian **who shall serve a one-year term unless the President-Elect position is vacant at the end of the one-year term allowing the President to extend their term up to one-year while a new President is actively recruited by the Club.** ~~Additional terms may be served non-consecutively.~~ **Any other elected officers person** may continue in the same office for additional years if no successor is found.

Section 3. The appointed officers **of this organization shall be Big Event Luncheon Chairperson, Chaplain, Crafts Chairperson, Merchandise Chairperson, Publicity Chairperson, Ring of Honor Chairperson, Silent Auction Chairperson, Student Services Chairperson, T-Shirt Chairperson, Yearbook Chairperson and Webmaster.** ~~These appointments are appointed made~~ by the President or President Elect prior to April General Election and approved by vote of the elected officers. **The President may add new appointed positions as Club needs warrant and is approved by the elected officers.** ~~to provide leadership as outlined in the Standing Rules.~~

Section 4. Any member who desires to serve as an elected officer may be a candidate for office provided that they are an Active Member **and have expressed interest either written or verbally.** All activities performed for the Club prior to nomination must have been faithfully executed.

Section 5. The slate of **elected** officers is to be presented by the **approved** Nominating Committee and ~~officers~~ elected **by vote** at the April General Meeting. Additional nominations for any office may be made from the floor provided the consent of the nominee has been obtained. If there is more than one candidate for any office, the election for that office will be by ballot.

ARTICLE VI – DUTIES OF ELECTED OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings; to appoint or remove board members, all committee chairpersons and special committees, as needed; to act as ex-officio member of all committees, except the Nominating Committee and Audit Committee. The President shall represent the Club at the fall, winter and spring Federation meetings and District 1 meeting. The President shall perform such other duties as pertain to the office; shall furnish each Executive Board Member a specification of duties as defined in the Bylaws; and shall give to the new President any past President's records and the outgoing years' records by June 1st. The President has authority to execute written contracts on behalf of the Club with the approval of the Executive Board. The President shall be certain that all reports, due annually to the Federation, are filed by their established deadlines.

Section 2. The Parliamentarian shall be the immediate past President. It shall be the duties of the Parliamentarian to fill any vacancy occurring on the Executive Board until said vacancy is filled, including the office of President. The Parliamentarian shall serve as a member of the Nominating Committee. The Parliamentarian coordinates and plans the Installation Dinner and shall be responsible for the purchase and presentation of the gift for the outgoing President. The Parliamentarian shall be ready at all times to advise the organization in regard to all questions on parliamentary usage which may be referred to her as necessary to conduct the committees' business. If the past President is unable to serve as Parliamentarian, the President shall appoint a Parliamentarian.

Section 3. It shall be the duties of the President-Elect shall assume the duties of the President in the absence of the President or in the event of her inability to serve and shall perform such duties as from time to time may be designated by the President and/or Executive Board. The President-Elect will 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.

Section 4. It shall be the duties of the Vice Presidents in the order listed below to preside in the absence of the President and President-Elect and perform other duties as may be assigned to them. Each Vice President may select as many committee members as necessary to conduct the committee's business.

a. Vice President Membership. The Vice President Membership shall maintain a roster of paid members, ensure that attendance is recorded at all Club meetings and activities, greet members and guests at all meetings, and be in charge of nametags and a sign-in log. This office will oversee the production of the yearbook and sale of Club t-shirts. The Vice President Membership will submit the yearbook for archive and to the Federation.

b. Vice President Programs shall make arrangements for and have charge of all programs for the Club as approved by the President. The Vice President Programs will procure a speaker and/or activities for the meeting. Gifts and honoraria for the speaker shall not exceed the amount set by

the Executive Board and the annual budget. This office will oversee the Ring of Honor and Big Event Luncheon committees.

c. Vice President Hospitality shall act as hostess at all functions and be responsible for refreshments at the General Meetings and any other Club functions as needed. This office will oversee the Silent Auction, Howdy Party, and Student Services committees.

d. Vice President Communications. The Vice President Communications will be responsible for all communications to Club members, Club correspondence, maintenance of the website, and social media. This office will oversee the Publicity committee.

e. Vice President Fundraising. Duties include the sale of items at all general meetings and special events held locally and in College Station (i.e., Parents' Weekend Boutique, etc.), execution of any raffles, and any additional fundraising activities. This position will oversee the Crafts and Merchandise committees.

f. Vice President Scholarships shall be responsible for the coordination and completion of all documents required by the University to select the qualified scholarship recipients and student organization's donations, serve as a liaison communicating with the scholarship or donation recipients and comply with all rules and procedures set forth in the Standing Rules.

Section 5. It shall be the duty of the Secretary to keep the minutes of all Executive Board and General Meetings. The Secretary will present minutes to the Executive Board for approval. The Secretary shall have charge of all records and correspondence throughout the year. This position will oversee the Chaplain.

Section 6. The Treasurer shall collect and deposit all dues, boutique proceeds, and other monies from fundraising events. The Treasurer must present monthly and annual reports of all receipts and disbursements at Executive Board meetings provide a Treasurer's summary at the General Meetings and prepare all required Treasurer's Federation Forms. The Treasurer and the President have the authority to write checks and expend money for the Club as instructed by the Executive Board. The Treasurer shall prepare and submit a yearly budget for approval by the Executive Board. The Treasurer must submit all records yearly for audit. The Treasurer shall act as the compliance officer for the Club in regards to all federal, state and local filings.

Section 7. The Historian shall keep a record of the activities of the Club, furnish for publication items of general interest concerning the Club and its various activities, take and send pictures of various Club activities to the Communications director and Federation/District Liaison and perform such other duties as pertain to the office. She shall have the President's scrapbook on display at the final meeting. She will ensure that copies of Club records (minutes, yearbook, and financial records) shall be sent to the Texas A&M University Cushing Library for archival purposes.

Section 8. The Federation Representative shall attend the Federation meetings in the fall, winter and spring, attend District meetings, and make a report to the Board of each of the meetings. The officer shall

make regular reports to the Executive Board and must receive Executive Board approval for arrangements and expenditures.

ARTICLE VII – EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of all the officers of the Club. Each elected officer is a voting member of the Executive Board. They shall meet in regular sessions to conduct all business of the Club and shall make an annual report embodying the work of their committees. In case of a vacancy in an office, it shall be filled by the Executive Board. The vacancy shall be filled by an Active Member appointed by the President and ratified by the Executive Board. The position shall be filled by the Parliamentarian until ratification has been completed.

Section 2. A Board meeting quorum consists of 50% plus one of the elected officers. A quorum must be present in order to conduct official business. A member is considered present if she participates by speakerphone or other technology for the entire meeting.

Section 3. Newly elected officers shall assume their duties at the conclusion of the annual installation of officers.

Section 4. The delegates to the Federation of Texas A&M University Mothers' Club regular business meeting shall be appointed by the President prior to the Federation Meetings. The number of delegates shall be determined by the Federation guidelines.

Section 5. If, in the opinion of the President and agreed upon by the Board, an officer demonstrates that they cannot execute the duties of the office, the President may request their resignation and may fill the office by appointment and approval of the Executive Board.

Section 6. All officers shall submit an annual report at the request of the President at least 30 days prior to the end of the Club year. All records, materials and supplies shall be neatly maintained and ready for transfer to the incoming officer by the Pass Down Meeting date of the new Executive Board, as determined by both the outgoing and incoming Presidents.

ARTICLE VIII - FINANCE

An annual budget must be approved prior to incurring any Club expenses. The budget may be modified during the year as needed. The Fort Worth/Tarrant County Texas A&M University Mothers' Club is also known as FW/TC Aggie Moms' Club and Fort Worth/Tarrant County Aggie Moms' Club.

ARTICLE IX – DUTIES OF STANDING COMMITTEES

Section 1. A slate of new officers will be selected and presented by the Nominating Committee. The Nominating Committee shall consist of at least three Active Members. No member of the Nominating Committee is eligible for elected office except for the Parliamentarian. The Nominating Committee shall be appointed by the President and approved by the Board. The Parliamentarian will act as the Chairperson.

Section 2. The Audit Committee shall consist of three Active Members, excluding Board members who served on the Board in the Club year for which the financial records are being audited. The purpose of the committee shall be to audit the Club's financial records as prepared by the Treasurer. Both the outgoing and incoming Treasurers shall attend the Audit Committee meeting as consultants. All books shall close no later than 30 days after the beginning of the new Club year and the audit should be conducted within 30 days of closure of the books. The current President should appoint the committee members prior to the end of the Club year, and both the outgoing and incoming Presidents should attend this meeting for informational purposes.

ARTICLE X – MEETINGS

Section 1. General Meetings shall be held the third Monday of each month unless otherwise designated, at announced times, beginning in September and closing in May. Twenty (20) Active Members shall constitute a quorum at a General Meeting. Other meetings may be called or cancelled if deemed necessary by the President.

Section 2. Executive Board Meetings will be held as needed at the discretion of the President. All **elected and appointed** officers are expected to attend these scheduled meetings. The meetings may be attended in person or by digital communication. A meeting may be called or canceled if deemed necessary by the President.

ARTICLE XI - GOVERNING

The Bylaws and Standing Rules shall govern this Club and shall be consistent with the practices of the Federation. Any rules not directly covered in these Bylaws and Standing Rules shall be governed by the most recent edition of Robert's Rules of Order, Newly Revised.

ARTICLE XII – DISSOLUTION

Upon dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all 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 education 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 Executive Board 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 – 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 private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in these articles. No substantial part of activities or the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the 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 engage in any activities prohibited 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) (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XIV – AMENDMENTS

These bylaws may be amended by a majority vote of those present at a General Meeting provided such amendments have been submitted to and approved by a two-thirds vote of the Executive Board and due notice of such amendments provided to members 30 days prior to the General Meeting at which they are to be presented for vote. Standing Rules may be amended by approval of the Executive Board and ratification by a majority of those in attendance at a General Meeting.

The foregoing Bylaws of the Fort Worth/Tarrant County Texas A&M University Mothers' Club are certified to be the document approved by the membership on in accordance with the procedures specified in the bylaws governing such amendments.

“STANDING RULES”

ARTICLE I – SCHOLARSHIPS

Section 1. The Club shall provide scholarships in accordance with the following:

Eligible candidates shall fall under two categories and shall fill out the appropriate University scholarship application accordingly.

Incoming freshmen recipients shall be graduating high school seniors from a public, private or home school program who are legal residents of Tarrant County, and have applied to Texas A&M University in College Station. Recipients must attend Texas A&M University College Station full time. The scholarship does not apply to those students attending Blinn Team, or other part time programs.

Current Undergraduate recipients shall be full-time students attending Texas A&M University in College Station and a legal resident of Tarrant County or been a legal resident of Tarrant County at the time of graduation from High School. Undergraduate Transfer recipients shall be those students who, after transferring from another university, have successfully completed one semester at Texas A&M University in College Station.

All eligible recipients must also meet the academic and eligibility requirements as set forth by Executive Board and Texas A&M University in College Station.

Recipients must submit a new application each year they wish to be considered for a scholarship.

Section 2. A minimum of two annual scholarships in the amount of at least \$1000.00 will be awarded each year. Each scholarship recipient will receive half the funds in the fall and half in the spring semester unless he/she has only one semester remaining. As funds are available, the Club may award additional scholarships to eligible recipients. If there are not sufficient qualified recipients the Club, at its discretion, may present additional donations to University Student Organizations in lieu of scholarship awards. Scholarship recipients in their graduating semester may receive their full allocation of scholarship funds even if taking less than full-time hours.

DUTIES OF THE VICE PRESIDENT SCHOLARSHIP

The Vice President of scholarships will work cooperatively with the Texas A&M University Financial Aid Office to ensure scholarships are awarded based on the Club’s criteria, post the link to the University scholarships on the Club’s website, complete and submit all required Federation forms and provide information of submission to the President, prepare a list of scholarship recipients for posting on the Club website, and extend written invitations encouraging scholarship recipients to participate in Club activities.

ARTICLE II - DONATIONS

Section 1. Monetary donations may be made to recognized organizations at Texas A&M University in College Station, and its branches and other organizations benefiting Texas A&M University.

Section 2. Donations will be made at the end of the Club year. Recognized organizations may submit requests for donations to the Club President for consideration by the Executive Board.

Section 3. The Executive Board will determine the amount to be donated based on funds available. The monetary donation to each organization may vary.

Section 4. Monetary donations to other 501 (c) (3) organizations shall be considered on a case-by-case basis for approval by the Executive Board.

Section 5. Non-monetary donations to Texas A&M University, its affiliated organizations, or other 501(c) (3) organizations may be made at the discretion of the President or Vice President Fundraising and reported to the Executive Board.

Section 6. Namesake Scholarships will be awarded each year from donations received by Individuals and/or Businesses who make a minimum \$1,000 scholarship donation to the Club for this purpose. The recipient of a Namesake Scholarship will be selected in the same manner as the Club's regular scholarships and meets the Club's scholarship eligibility requirements as set forth in Article 1. Namesake Scholarships can be renewed each year with donation of additional required funding. The donor may choose to have a new recipient chosen each year, or to provide subsequent year Namesake Scholarship funds to the initial recipient as long as they continue to meet the scholarship recipient requirements set forth in Article 1.

A Club donation letter will be mailed out by the treasurer to all monetary donors by January 31st of the following year including the Club's tax id for tax reporting purposes.

ARTICLE III - HONORARY LIFE MEMBERSHIP

Honorary Life Membership may be bestowed by the President with the approval of the Executive Board.

ARTICLE IV – DUTIES OF APPOINTED POSITIONS

~~The following positions will be recommended by the Nominating Committee at the same time that the slate of elected officers is presented and approved by the Executive Board. Any vacancies will be filled by the President. These positions may be required to attend and participate in board meetings in a non-voting capacity.~~

1. The Chaplain will lead all devotionals and send cards or flowers as appropriate.
2. The Yearbook chairperson will produce and distribute the annual yearbook.
3. The T-shirt chairperson will coordinate the sale of the Club t-shirt.

4. The Ring of Honor chairperson will coordinate activities for Ring of Honor members. Ring of Honor members are Active Members with a Texas A&M graduate.
5. The Big Event Luncheon chairperson will chair the committee that plans and executes the annual Big Event Luncheon.
6. The Silent Auction chairperson will chair the committee that plans and executes the annual Silent Auction.
7. The Student Services chairperson will be responsible for the purchase of items for and distribution of student study kits prior to fall and spring semester exams. **This chairperson will also order Graduate Yard Signs and organize Graduate Sign Celebrations for Club Member's Grads each semester to include fall, spring and summer.**
8. The Publicity chairperson will be responsible for promoting the Club and its activities within the community. This chairperson will also coordinate the following activities: the meals at the Ronald McDonald House, Tailgate Watch parties, Corp March-In, Teddy Bear Collection and other activities approved by the Executive Board.
9. The Merchandise chairperson will be responsible for the procurement and sale of merchandise at general meetings and other events.
10. The Crafts chairperson will be responsible for the procurement of supplies, production of craft items, and sale of these items at general meetings and other events.
11. **The Webmaster will be responsible for keeping the Club website updated and maintaining the online store.**