

Houston Texas A&M University Mothers' Club Bylaws

Article I – Name

The name of this organization shall be the Houston Texas A&M University Mothers' Club (also known as the Houston Aggie Moms' Club), a member club of the Federation of Texas A&M University Mothers' Clubs (the Federation).

Article II – Purpose

Section 1: 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.

Section 2: Said organization is organized exclusively for charitable and educational purposes, including the making of distributions to Texas A&M University 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

Section 1: Active membership shall consist of mothers, step-mothers, or female legal guardians of current students or former students of Texas A&M University and will include any Adopt-A-Moms accepted by Houston Texas A&M University Mothers' Club as defined by the Federation that meet these requirements.

Section 2: An individual who is not a mother, step-mother, or legal guardian of a current student or former student of Texas A&M University may be an associate member.

Section 3: Life membership should be considered a rare honor and may be awarded to any member who provides significant, special, or extraordinary service to the organization. Life membership nominees shall be limited to one nominee per year (if any). A life member must be recommended to the Executive Board, who will determine if a current member has earned this distinction. Qualifications include that the candidate has been a member of the club for at least seven years, must be a member in good standing, and has held positions on the Executive Board. Any member may initiate the review process and a nomination letter, outlining the qualifications of the nominee, shall be delivered to the President for review and election by the Executive Board. The life member must be elected by a unanimous vote of the Executive Board. The entire process will be confidential, and if selected, any new life membership will be awarded at an annual meeting. Life members will have all privileges of regular members, including voting, and will not be assessed the annual membership fee.

Section 4: Ring of Honor members shall consist of members with one or more students who graduated or attended Texas A&M University. These members may have other students currently attending Texas A&M University. There is an added financial obligation in addition to the regular dues of the organization.

Article IV - Dues

Section 1: The Executive Board shall set the annual dues of this club. The membership must approve any changes at the May meeting, and dues are payable upon enrollment of a member. A portion of each member's dues is sent to the Federation of Texas A&M University Mothers' Clubs.

Section 2: The Federation's portion of this club's dues is subject to change and does not require the vote of the club's membership.

Section 3: A life member is not required to pay annual dues to the club, but the club must still remit required annual dues to the Federation for each life member.

Article V - Meetings

- Section 1: The general meetings of the club shall be held monthly from September through May (*except December, February, and April may be optional*), usually on the third Thursday of the month. The Executive Board must approve any change to the meeting schedule.
- Section 2: Ten (10) percent of members shall constitute a quorum at a regular general meeting
- Section 3: The Executive Board shall meet no less than five (5) times during each administration.

Article VI - Elections

- Section 1: Officers will be elected for a term of one (1) year. No elected officer may serve more than two (2) consecutive terms in the same office. The President, President-Elect, and Past President shall serve one year in their office.
- Section 2: No officers, except the President and President-Elect, shall be automatically advanced to any other office.
- Section 3: The officers of this club shall be elected at the March general meeting. Officers shall assume the duties of their offices after installation at the May meeting (*end of academic year*), with the exception of the Treasurer whose term of office ends at the close of the club's fiscal year.
- Section 4: An associate member may not serve as an officer or committee chairman and shall have no voting privileges.
- Section 5: A life member is considered an active member and may hold office and shall have voting privileges.
- Section 6: Voting privileges shall be limited to elected officers and active members in good standing.

Article VII – Officers

- Section 1: The elected officers of this club shall be the President, President-Elect, Past President, seven (7) Vice Presidential positions, Recording Secretary, Corresponding Secretary, Parliamentarian, and Treasurer.
- Section 2: In the event of a vacancy in any elected office, the position shall be filled by the Executive Board and approved by the membership at the next general meeting.
- Section 3: Any officer or standing committee chairman who is absent two (2) executive board meetings without a valid excuse may be removed or replaced.
- Section 4: Up to two officers are permitted for Third (3rd), Fourth (4th), Fifth (5th), Sixth (6th), and Seventh (7th) Vice Presidential positions.

Article VIII - Duties of Elected Officers

- Section 1: The President shall:
- A. Preside at all meetings of the club.
 - B. Have general supervision over the affairs of the club.
 - C. Compose a newsletter to be sent to the club membership monthly or as determined necessary by the Executive Board or compose a President's letter for an electronic newsletter.
 - D. Act as an ex-officio (voting) member of any committees, except she shall not be a member of the Nominating and Audit Committees. For the Audit Committee, the President may attend only to answer questions.
 - E. Perform other such duties of the office and in accordance with the Federation guidelines.
- Section 2: The President-Elect shall:
- A. Preside in the absence of the President and perform such duties as are necessary in her absence.
 - B. Secure the location for meetings of the Executive Board and general membership.

- C. Not serve on the Nominating Committee, but may attend other committee meetings as a non-voting member.
- D. Be assigned specific duties as needed.

Section 3: The Past President shall:

- A. Serve on the Nominating Committee, but after calling the first meeting will participate as a member but not as the chairman.
- B. Serve as Chairman of the Scholarship Committee. In this role, she will not assess, evaluate, or judge parts of student applications but will coordinate the process.
- C. Serve as the liaison to Texas A&M University for club and endowed scholarships.
- D. Perform duties of the President in the absence of the President and President-Elect.

Section 4: The First Vice President shall be responsible for membership, shall work with Texas A&M University to acquire potential student names, and shall provide a membership count for Federation dues.

Section 5: The Second Vice President shall be responsible for the programs at general meetings, including confirming the meeting location, securing speakers, and coordinating with the Executive Board.

Section 6: The Third Vice President(s) shall be responsible for creating and maintaining a current membership directory and securing advertisements if needed.

Section 7: The Fourth Vice President (s) shall be responsible for all Boutique activities, including purchasing sales items, conducting an inventory quarterly with the Treasurer, keeping records of purchases and receipts, following Texas A&M University licensing requirements, and obtaining Executive Board approval for major purchases of new items. At any time that there is a change in officers, a complete inventory reconciliation must be completed and approved by the Treasurer. The committee shall be composed of at least three (3) individuals: incoming officer(s), one outgoing officer and a Board appointment. See Article VII Section 13 Part G on the duties of the Treasurer.

Section 8: The Fifth Vice President(s) shall be responsible for coordinating a meal at general and executive board meetings.

Section 9: The Sixth Vice President(s) shall be responsible for the major fundraising event, including keeping records of all disbursements and obtaining Executive Board approval for event, date, location, and ticket cost.

Section 10: The Seventh Vice President(s) shall be responsible for finals care packages twice a year, including purchasing items and setting the price as equal to the actual cost of the items including sales tax as approved by the Executive Board. They shall follow Texas A&M University licensing requirements and distribute the finals care packages to students at an assigned campus location and date.

Section 11: The Recording Secretary shall take, keep, and distribute minutes of all meetings of the club (executive board and general) and maintain a roll of members and their attendance.

Section 12: The Corresponding Secretary shall maintain a record of all correspondence. She will also send notice of meetings and other notices necessary for the proper conduct of business of the club such as promoting scholarship applications in a manner to maintain the club's 501(c)(3) non-profit status.

Section 13: The Treasurer shall:

- A. Be responsible for all monies received, held, and dispersed.
- B. Chair the Budget Committee but shall not serve on the Audit Committee.
- C. Disperse funds for all budgeted items, but disperse non-budgeted funds only as approved by the Executive Board.
- D. Not reimburse sales tax.
- E. Sign checks for disbursement of the funds of the club, securing the counter signature of the President or the Past President for checks over \$500 as directed by the Executive Board.
- F. Keep a balance sheet and give a financial report at each meeting of the Executive Board and each general meeting.

- G. Coordinate with the 4th Vice President(s) to inventory Boutique items quarterly. The fourth inventory shall be before the final audit by the Audit Committee at the end of the fiscal year.
- H. Prepare and send materials to the Audit Committee members one week ahead of the audit, and be available for questions.
- I. Deliver the audited books to her successor immediately at the conclusion of the audit. The fiscal year of the Houston Aggie Moms' Club will correspond with that of the Federation's academic year. Receipts for any reimbursable expenses incurred during any fiscal year must be received no later than an April due date set by the Treasurer. The Treasurer must be contacted if reimbursements will be necessary after the due date, so the Treasurer shall have financial information for the Executive Board and the Funding Distribution Committee.
- J. Obtain Executive Board approval for any change in the club's financial institution.

- Section 14: The Parliamentarian shall:
- A. Be ready at all times to advise the club regarding all questions of parliamentary procedure (*Robert's Rules of Order Newly Revised, latest edition*).
 - B. Conduct voting by the general membership and the Executive Board.
 - C. Serve as Bylaws Revision Committee Chair with five (5) Executive Board members and one (1) alternate if major changes are needed.
 - D. Be responsible for maintaining the current bylaws and making the necessary changes accordingly. The Federation must have a current copy of the club's bylaws, and if revised or amended a copy shall be sent to the Federation Parliamentarian.

Article IX - Removal from Office of any Board Member

- Section 1 The Executive Board may, by a two-thirds vote of those present eligible to 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:
- A. Commission of an act constituting in the judgment of the Executive Board a dishonest or other act of material misconduct, a fraudulent act, a felony under the laws of Texas or the United States
- OR
- B. The inability of the person to perform duties regardless of the reason, whether injury, illness, or otherwise, which results in incapacity and, in the judgment of the Executive Board, an inability to complete the term to which the person was elected or appointed.

Article X – Standing Committees

- Section 1: Budget Committee: This committee shall be comprised of the Treasurer serving as chairman, the President, President-Elect, Past President, and Incoming Treasurer. This committee shall:
- A. Review budget information submitted to the Treasurer by Executive Board members.
 - B. Prepare the budget for the ensuing year.
 - C. Present the proposed budget to the Executive Board for approval.
 - D. Present the proposed budget, as approved by the Executive Board, during the general meeting in September.
- Section 2: Nominating Committee: At the October Executive Board meeting, two (2) members will be elected to serve with one (1) alternate. At the October general meeting, two (2) general members who are not members of the Executive Board will be elected to serve with one (1) alternate. Consult the club's Standing Rules.
- Section 3: Scholarship Committee: Consult the club's Standing Rules.
- Section 4: Audit Committee: At the March general meeting, the members shall elect by majority an Audit Committee of three (3) members and two (2) alternates who do not have club signatory rights. Members are encouraged to nominate club members with accounting or audit experience. The committee shall perform an independent appraisal of all financial activity conducted by the Treasurer of the club, according to the guidelines promulgated by the club. The elected chairman shall report to the Executive Board and general membership in September. The elected chairman will consult with outside experts if questions arise during the audit. Members of this committee shall not serve more than two consecutive years.

- Section 5: Funding Distribution Committee: This committee shall be comprised of the President, President-Elect, Past President, Treasurer, and any interested Executive Board members and shall:
- A. Review previous years' contributions to Texas A&M University organizations and scholarships.
 - B. Decide how much revenue is available for this fiscal year's distribution.
 - C. Propose funding distribution for the current fiscal year to the Executive Board for approval.

Article XI – Committee Chairs

The President may appoint the chairmen of the following committees with the advice of the Executive Board such as Social, Publicity, Meeting Chair, and any other committees deemed necessary to work on club activities. The committee chairmen shall be voting members of the Houston Texas A&M University Executive Board. The President may appoint the chairmen of additional committees as necessary for the proper conduct of the business of the club.

Article XII – Executive Board

The Executive Board shall be composed of officers, committee chairs, and any Houston A&M University Mothers' Club members currently serving on the Federation Board. The members will have all authority to act for this organization between meetings. All members of the Executive Board must consent to a criminal background check.

- Section 1: The Executive Board shall hold at least five (5) meetings during the administration year.
- Section 2: Twenty (20) percent of Executive Board members shall constitute a quorum.
- Section 3: Executive Board members are expected to attend all executive board meetings unless prior notice is given to the President.
- Section 4: Under extenuating circumstances, Executive Board members can participate and vote in regular executive board or special meetings of the executive board through the use of conference telephone or similar equipment, so long as all members can communicate with one another. This method constitutes presence in person.
- Section 5: When the Executive Board is not in session, voting electronically is permitted.

Article XIII – Delegates to the Federation Meetings

The delegates to the Federation meetings shall follow Federation guidelines in number and means of selection as provided for in the Federation bylaws.

Article XIV – Parliamentary Authority

Robert's Rules of Order Newly Revised, latest edition 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 XV – Amendments

Bylaws of this club may be amended at any regular meeting by a two-thirds (2/3) vote of the members present, provided the proposed amendment(s) have been first submitted to and approved by the Executive Board and then presented to the membership for their review at the previous regular meeting.

Article XVI – 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 and 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 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 carry on any other activities not permitted to be carried on: (a) by an organization exempt from federal income tax under Section 501 (c)(3) or 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 XVII – Dissolution

Upon the 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 of the assets of the organization exclusively for the purpose of the organization in such manner, or to such organization 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 Executive Board shall determine. Any such assets not so disposed of shall be disposed of 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.

November 19, 1987

Revised May 11, 1995

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Revised November 15, 2007

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Revised November 18, 2010

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Revised May 8, 2014

Revised October 20, 2016

Revised March 21, 2019 to comply with Federation of Aggie Moms' Clubs Bylaws and Standing Rules requirements

Standing Rules of the Houston Texas A&M University Mothers' Club

1. **Nondiscriminatory Scholarships Policy:** Scholarships awarded by the club shall be restricted to students attending Texas A&M - College Station, or Texas A&M - Galveston; however, such scholarships shall not discriminate based on an individual's age, sex, color, creed, religion, or national/ethnic origin. (We did not include Qatar and McAllen campuses.)

Scholarship Selection Criteria for Current Student Club Scholarships: The recipient(s) must:

- A. Have a declared permanent residence currently within Houston, Spring Branch or Alief Independent School Districts as of September 1 of the club's fiscal year, have completed at least 12 credit hours or the equivalent for graduate students, attend Texas A&M - College Station or Texas A&M - Galveston full time, and have a GPA of at least 2.5 by the end of the fall semester prior to the application due date for the scholarship. The scholarship funds will be disbursed directly to Texas A&M University and the school will disburse the funds to the student's account. A recipient may not have previously received a club scholarship or a major Texas A&M University scholarship in the past year.
- B. Submit the club's required application, essay, student's official transcript (including Fall Semester grades), and the applicant's spring course schedule to verify current attendance by the required due date.
- C. By signing the scholarship application, the applicant agrees that the Texas A&M University's Financial Aid Office can verify information and disclose other scholarships awarded through Texas A&M University. The student gives permission for the club to announce his/her name as one of the local club winners.

The Scholarship Committee shall consist of the Past President (non-voting chair), three (3) members at large with one (1) alternate, current President, and three (3) Executive Board members with one (1) alternate.

- A. No member of this committee may serve in any capacity if her student or relative may be applying for the club scholarship. If the Past President has a student and/or relative applying for this scholarship, she must step down from this committee and the Scholarship Committee will elect by majority vote her replacement.
- B. Members of the Scholarship Committee may not serve more than two (2) consecutive years.
- C. The process to select scholarship recipients will be a double-blind process.
- D. The committee will be elected by majority vote in January and be finished with the selection process by April. Recommendations for the number of scholarships will be presented to the Executive Board before the Funding Distribution Committee meeting as determined by the Texas A&M University Academic Calendar.

2. **The Nominating Committee** shall consist of no less than five (5) members: two (2) Executive Board members with one (1) alternate voted by the Executive Board and two (2) general members who do not serve on the Executive Board with one (1) alternate voted by the general membership in October. The immediate Past President is automatically a member and shall call the first meeting to select a chairperson. The Past President cannot serve as chair but shall serve as the bylaws' advisor. There must be an equal number of Executive Board and general members on this committee.

- A. No member shall be eligible to serve on this committee more than two (2) consecutive years.
- B. The Chairperson shall request that the President consult with current officers and committee chairs for possible future elected officer positions.
- C. The committee must follow the bylaws' restriction that each officer shall serve a maximum of two (2) consecutive years in the same elected position.
- D. The President shall forward the names of any interested members who wish to serve in elected positions to the Nominating Committee Chairperson before the first meeting.
- E. The Nominating Committee will slate only elected officers for the next year who are current members of the club.
- F. If a member of the committee wishes to serve as an officer, the rest of the committee must approve after examining all possible candidates.
- G. A Nominating Committee member may not be slated as President-Elect, and if interested in that position, the committee member shall resign from the committee, so an alternate can serve.

- H. The committee shall meet and select one (1) nominee for each office except up to two (2) nominees may be added for Vice Presidents three (3) through seven (7). Each nominee must consent to a criminal background check by providing the required information.
 - I. For the President-Elect position, the nominee must have been actively involved in the club's activities for a minimum of two (2) years and have demonstrated leadership ability.
 - J. The committee shall present the proposed slate of officers to the membership no less than thirty (30) days before the vote.
 - K. If a slated officer resigns before the election, the committee will assist in finding a replacement.
3. **The Audit Committee** shall consist of three (3) members and two (2) alternates who shall be nominated and elected by majority vote by the membership at the March general meeting. Members will be encouraged to nominate club members with accounting or audit experience. The committee will select a chair and will audit the Treasurer's books after closing on May 31. The audit must take place no later than June 30. The chair must present results and recommendations from the Audit Committee at the September Executive Board and general meetings. No members of this committee can be signers on the club account. Members of this committee may not serve more than two consecutive years. Consult the Audit Committee instruction sheets.
4. **The Budget Committee** shall create a proposed annual budget for the following year based on past liabilities and assets. The Executive Board will vote on the proposed annual budget in a May Executive Board meeting following the installation of new officers.
5. **The Funding Distribution Committee** shall recommend the amount of money to be contributed to Texas A&M University organizations, and the number of Houston A&M University Mothers' Club scholarships awarded (based on recommendations of Scholarship Committee and money available). This committee shall report to the Executive Board for final approval.
6. **Awards: The Executive Board shall:**
- A. Consult with the Texas A&M University Corps of Cadets to recognize the Corps unit with the highest scholastic average (G.P.A.). This award honors George P. F. Jouine, a graduate of Texas A&M College in 1907. This George P. F. Jouine award will be presented by the President or designated alternate at the Annual Family Day and Review.
 - B. Recognize the involvement of Houston Aggie Moms who have graduating Aggies during the club's year. An application must be submitted to the Recording Secretary and each recipient will be awarded a paperweight during the May general meeting. The recipients of the Senior Mom Awards shall be mothers, step-mothers, or female legal guardians of graduating Aggies.
 - C. Have the right to present Honorary Awards.
 - D. Contract with Texas A&M University for future Endowed Scholarship Awards.

March 21, 2019