

Fort Bend County A&M University Mothers' Club Bylaws

Article I – Name

The name of this club shall be the FORT BEND COUNTY A&M UNIVERSITY MOTHERS' CLUB. (In membership with the Federation of Texas A&M University Mothers' Clubs of Texas).

Article II -Purpose

Section 1. The purpose of this club shall be to serve our students in an organized and direct manner in the same spirit with which we serve them as individuals, to aid in the promotion of Texas A&M University; to provide opportunities for networking between mothers of Texas A&M students; to educate mothers of Texas A&M students on all aspects of this university; to provide funding for student scholarships and to give support to student organizations

Section 2. In membership with the Federation of Texas A&M University Mothers' Club of Texas, said organization is organized exclusively for charitable and educational purposes, including the making of monetary 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 of this club shall be comprised of Active, Associate, Honorary and Ring of Honor members.

Section 1. An Active member is the mother, stepmother or legal female guardian of a current or former student of Texas A& M University

Section 2. An Associate member may be anyone not the mother or legal guardian of a current or former student of Texas A&M University, i.e., grandmothers, aunts, former students, fathers, or friends of the University or club, etc. Associate members are not eligible to become officers of this club nor do they have voting rights. The associate member may neither hold office on the Federation level nor be a delegate with voting privileges on the Federation level. The associate member shall have all other privileges of the club.

Section 3. Honorary members shall be those whom the club votes to honor for services rendered to the club or to Texas A&M University. An Honorary member must be recommended to the Board who will determine if a current member has earned this distinction. 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 vote of the Board. The Honorary Member must be elected by a unanimous vote. **Honorary members are not required to pay annual dues. Honorary members are not eligible to become officers of this club.**

Section 4. Ring of Honor members shall be those that are former Aggie Moms who choose to pay reduced dues and are eligible to participate in special activities for Ring of Honor members. Ring

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of Honor members are not eligible to become officers of this club nor do they have voting rights. The Ring of Honor member may neither hold office on the Federation level nor be a delegate with voting privileges on the Federation level. The Ring of Honor member shall have all other privileges of the club.

Article IV - Dues

Section 1 The annual dues of this club shall be payable upon joining the club. This fee includes payment of dues to the State Federation of Texas A&M University Mothers' Clubs. Dues for membership are set by the Executive Board.

Article V - Meetings

Section 1. General membership meetings shall be held on the second Monday commencing September through May. A minimum of three business meetings will be held per year. Meeting dates are determined prior to September and voted on by the Board members. Changes may be made for unforeseen circumstances.

Section 2. Additional meetings may be held at the discretion of the President.

Section 3. 20 members shall constitute a quorum at a regular meeting.

Section 4. The Executive board shall meet no less than three (3) times during each administration.

Section 5. Meetings may be held in person or through an online platform such as Zoom.

Article VI--Officers

Section 1. The officers of this club shall be President, President -Elect, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Fifth Vice-President, Sixth Vice-President, Secretary (recording and corresponding), Treasurer, Historian, Parliamentarian, and Vice-President-at-Large.

Section 2. The retiring President shall serve as Vice-President-at-Large.

Section 3. No officer shall serve in the same capacity for more than two consecutive years. Exceptions may be recommended by the Nominating Committee and approved by a 2/3 vote of the board members present and voting.

Section 4. Any officer must be an active member to maintain their officer positions. Regular attendance at all Board and General meetings is expected.

Section 5. Any officer who is absent two (2) meetings (Board or General) without a valid excuse may be replaced.

Article VII – Elections

Section 1. Officers shall be elected at the regular meeting in March and shall assume the duties of office at the May meeting immediately following installation. Voting shall be by ballot unless there is only one nominee for an office; then election shall be by voice vote.

Section 2. In case of vacancy in any office, the place shall be filled by the executive board ratified by the body at the next regular meeting.

Section 3. Voting shall be limited to officers and members in good standing whose dues have been paid two months prior to election.

Section 4: No officers, except President and President Elect shall be automatically advanced to any other office

Article VIII – Standing Committees

The President shall appoint the chairmen of the following committees: Nominating, Audit and Budget.

Article IX – Nominating Committee

Section 1. In January, the President shall elect a nominating committee of three members whose duty it shall be to submit names of members to serve as officers. Additional nominations may be made from the floor for officers.

Section 2. No member shall be eligible to serve on the nominating committee two years in succession.

Article X – Duties of 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. appoint all committee chairmen
- D. be an ex-officio member of all committees except the nominating committee
- E. perform such other duties as pertain to the office.

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. She may be assigned specific duties as needed
- C. Have been an active member of the club for at least one year

Section 3. The **Vice-President at Large** shall:

- A. Fill any vacancy occurring on the executive board until such vacancy is filled by the board.

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Section 4. The **First Vice-President** shall:

- A. Preside in the absence of the President and shall perform such duties as necessary in her absence.
- B. Serve as Program Chairman.

Section 5. The **Second Vice-President** shall:

- A. Serve as Fundraising Chairman
- B. Be responsible for fundraising activities for the club

Section 6. The **Secretary** shall:

- A. Keep a record of the proceedings of all meetings
- B. Serve as custodian of all club records and paper
- C. Act as corresponding secretary for any correspondence of the club.

Section 7. The **Treasurer** shall:

- A. Be responsible for all funds received, held and dispersed. Monies received should be deposited in a timely manner and disbursements should be made in a timely manner. All receipts and disbursements should have reasonable supporting documentation.
- B. Sales tax should be remitted to the state of Texas in accordance with deadlines established by the state.
- C. IRS Form 990 should be prepared and remitted in accordance with deadlines established by the IRS.
- D. Chair the budget committee. "Next year" budget should be prepared and approved by the Executive Board prior to the conclusion of the current fiscal year end.
- E. Disperse funds for all budgeted items and disperse non-budgeted funds only as approved by the Executive Board.
- F. Not reimburse sales tax paid for club expenditures.
- G. All checks should be signed by 2 authorized check signers.
- H. Provide a financial report at each Executive Board meeting and at each general meeting.
- I. Ensure receipts for reimbursable club expenses incurred during the fiscal year are received and processed prior to fiscal year end.
- J. Ensure the financial records are audited at the conclusion of the fiscal year end. The Fiscal year of the Fort Bend Aggie Moms will correspond with that of the Federation. The Treasurer, President and any other authorized check signer may not be members of the audit committee.
- K. Reconcile bank accounts on a monthly basis.

L. Work with the President to provide appropriate payments for Form B, Payment of Dues and Archive Fees, and Forms E and G pertaining to TAMU recognized student organization donations and TAMU scholarship funds.

M. Deliver the audited books to her successor immediately at the conclusion of the audit.

Section 8. The **Historian** shall:

- A. Keep and prepare a scrapbook containing the history of the club, which shall be on display at all meetings.
- B. Prepare documents to be stored at the TAMU Library.

Section 9. The **Parliamentarian** shall:

- A. Act as advisor to the officers and members of the club in all matters pertaining to parliamentary procedure.
- B. Chair the committee ~~Be responsible~~ for updating the bylaws as needed.

Section 10. The **Third Vice-President** shall:

- A. Be Chairman of Membership
- B. Be responsible for obtaining new and renewal memberships and maintaining a current roster of all members.
- C. Be responsible for providing club information to each new member.

Section 11. The **Fourth Vice-President** shall:

- B. Be Chairman of Publicity
- C. Be responsible for submitting notices and photographs of monthly meetings and upcoming special events to both Houston and Fort Bend newspapers, schools, and other media for publication, including social media and website.

Section 12. The **Fifth Vice-President** shall:

- A. Be Chairman of Boutique
- B. Be responsible for purchasing items for resale to club members at monthly meetings and other events such as the district meeting and the two A&M campus sales, which are the Holiday Sale in December and Family Weekend held in April.

Section 13. The **Sixth Vice-President** shall:

- A. Be Chairman of the Scholarship Committee
- B. Be responsible for carrying out the function of administering the scholarship selection, the award, and the distribution process per the Fort Bend County Texas A&M University Mothers' Club Scholarship Guidelines.
- C. The office requires the holder to have had at least one year experience as a member of the Scholarship Committee at a prior time.

Article XI – Executive Board

The Executive Board shall be composed of the elected officers of the club and any Federation officer from our club.

Section 1. The Executive Board will have all authority to act for this organization between business meetings.

Section 2. The Executive Board shall hold at least 3 meetings during the administrative year.

Section 3. Nine (9) members shall constitute a quorum

Section 4. Only Board members in good standing and current on membership dues may vote.

Article XII – Parliamentary Authority

The rules contained in Robert's Rules of Order Revised govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XIII —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 amendments have been first submitted to and approved by the Executive Board and then presented to membership for their review at the previous regular meeting.

Article XIV – Delegates to Federation meetings

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

Article XV – 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 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 out on (a) by an organization exempt from Federal income tax under section 501C or Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) an organization, contributions to which are deductible under section 170C of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

Article XVI – Dissolution

Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all 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 educational purposes as shall at the time qualify as an exempt organization or organizations under section 501C 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 exclusively for such purposes.