

*Bylaws of the
Montgomery County Texas A&M University
Mother's Club*

Article I – Name

The name of this organization shall be the Montgomery County Texas A&M University Mothers' 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 for such purpose 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 the mothers, stepmothers or guardians of current students or former students of Texas A&M University and will include Adopt-A-Moms as defined by the Federation that meet these requirements and have voting power at the local level.

Section 2. Associate membership may include anyone who is not the mother, stepmother or legal guardian of a student or former student of Texas A&M University (i.e. grandmothers, aunts, former students, or friends of the university. An associate member may not hold the office of President of the local club. The associate member may neither hold office on the Federation level nor be a delegate with voting privileges on the Federation level. As associate member shall have all other privileges of the club.

Section 3. Ring of Honor members shall be those whom the club votes to honor for service rendered to the club or to Texas A&M University. Ring of Honor members are required to pay annual dues.

Article IV – Dues

Section 1: The annual dues of this club shall be set by the board, approved by the membership at the May meeting and payable upon enrollment as a member. This includes dues to the Federation of Texas A&M University Mothers' Club. Membership dues are to be used for operating expenses only and not for university donations or scholarships.

Section 2: The club fiscal year is from June 1 of one year until May 31 of the next year and must match the Federation fiscal year.

Section 3: All members shall pay annual dues for the fiscal year.

Article V: Meetings

Section 1: Regular business meetings shall be held monthly beginning September through May, or as determined by the President.

Section 2: Board meetings will meet monthly throughout the calendar year, or as determined by the President.

Article VI: Elections

Section 1: Officers will be elected for a term of one (1) year (June 1 – May 31). No elected officer shall serve more than two (2) consecutive terms in the same office.

Section 2: Voting shall be written and/or electronic ballot when there is more than one candidate for an office.

Section 3: Officers shall be elected at the April meeting. Officers shall assume the duties of their offices immediately after installation at the May meeting, except for the Treasurer whose term of office ends at the close of the club's fiscal year.

Section 4: Voting shall be limited to officers and active members in good standing.

Article VII: Officers

Section 1. The elected officers of this club will be President, President Elect, Past President, Six (6) Vice-Presidents, Secretary, Treasurer, and Parliamentarian.

a: The President-Elect position shall be a current executive board member, if possible.

Section 2: In the event of a vacancy in any elected office, the position shall be filled by a current board member(s), until a replacement from the general club membership is named and voted on by club members at the next general meeting.

Section 3: These officers will form the Executive Board and will be the governing body of this organization.

a: Each Executive Board position will only have one vote per office.

Section 4: At the May Board Meeting, all officers, even if continuing in their present position, will submit an annual report to the President and the Club Secretary and their successor (if applicable). Reports will include a summary of activities and recommendations for the coming year.

Article VIII: Duties of Elected Officers

Section 1: The President shall preside at all meetings, shall have general supervision over the affairs of the club; shall appoint all chairpersons; act as ex-officio member on all committees except the Nominating Committee and shall perform all other duties.

Section 2: The President Elect shall assist the President in conducting the club and become familiar with all activities pertaining to the office of President; will succeed the President after term ends; this position can hold another board position simultaneously.

Section 3: The First Vice-President shall oversee Programs. She shall preside in the absence of the President and shall perform such duties as necessary in her absence.

Section 4: The Second Vice-President shall oversee Membership and shall secure the contact information from the university for county students, maintain the current roster of all members.

Section 5: The Third Vice President shall oversee Social events or any gathering outside of a normal business or general meeting which can include coordinating members into groups with

similar interest, and/or other groups that helps members connect outside of general meetings. This position will chair the Social Committee.

Section 6: The Fourth Vice President shall oversee Hospitality which includes all duties pertaining to a meeting or fundraiser regarding food, drinks, utensils, decorations, & activities. This position will work in coordination with the Social VP to research, recommend, and select contracts for venues for social events.

Section 7: The Fifth Vice-President shall oversee Fundraiser events and oversee all events related to raising funds for scholarship and university donations.

Section 8: The Sixth Vice President shall be in charge of Communications including club notifications and invitations to all general meetings, special events using various communication formats including but not limited to email, text, social media, website, newspapers, schools, etc. for publication and documentation, therefore acting as club historian and chair the Communications Committee

Section 9: The Secretary shall keep a record of the minutes of all meetings.

Section 10: The Treasurer shall collect all money due to the club; pay all authorized bills; keep an itemized account of all receipts and disbursements; and render monthly and complete annual statement of the financial condition of the club.

Section 11: The Parliamentarian shall act as advisor to the officers and members of the club in all matters pertaining to parliamentary procedure guided by Robert's Rules of Order when inconsistent with the bylaws and special rules of the club.

Section 12: The Past President shall mentor the current President, select contracts for venues for general club meetings and chair the scholarship committee.

Article VIII: Committees

Section 1: Nominating Committee

A: At the January meeting, the President shall appoint a Nominating Committee consisting of an uneven number but no less than three persons whose duty it shall be to submit names of the members to serve as officers. to present the proposal slate at the April meeting.

B: Additional nominations may be made from the floor for officers.

C: No member shall be eligible to serve on the Nominating Committee two years in succession.

Section 2: Goodie Bag Committee shall coordinate the goodie bag purchase by members, goodie selections, vendor relationship, goodie bag distribution, coordination with Texas A&M University location, notification to parents and students, volunteer coordination and all other

requirements related to the goodie bag events. Goodie Bags can be sold to non-club members for an additional rate. Goodie Bags can be sold in an additional fundraising effort.

Section 3: Incoming First Year Student Welcome Event Committee (“Howdy Event”) shall coordinate the incoming first year student welcome event including date, location, coordination with Texas A&M University representatives, other event participants and or vendors, coordinate with VP Programs, VP Membership, VP Communication. VP Hospitality and all other board members as needed for event.

Section 4: Social Committee shall coordinate with the VP of Social all social events associated with the club meetings and events in coordination with VP Communication on notifications and invitations, coordination with other board members as needed.

Section 5: Scholarship Committee will coordinate with the Past President and is responsible for carrying out the function of administering the scholarship guidelines and requirements, application, notification, selection, and the distribution process per the Montgomery County Texas A&M University Mothers’ Club Scholarship Guidelines.

Section 6: Chaplain shall coordinate all inspirational initiatives, including speakers for club meetings or outreach; will work with VP Programs for coordination and alignment on topics and speakers as needed and step in and support member’s needs when they arise.

Section 7: The President shall appoint chair(s) of any committees which she deems necessary and shall define their duties.

Article X: Restriction Clause

No part of the net earnings of the organization will insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization will 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 will be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization will not participate in or intervene in (including the publishing or attempting to influence legislation) and the organization will 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 will 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) of the Internal Revenue Code of 1954 (or the
- b) corresponding provision of any future United States Internal Revenue Law) or (b) an organization contributions to which are
- c) deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future
- d) United States Internal Revenue Law).

Article XI: Dissolution

Upon the dissolution of the organization, the Board will, after paying or making provision for the payment of all the liabilities of the 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 Board will determine. Any such assets not so disposed of shall be disposed by the District Court in the county which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court will determine, which are organized and operated exclusively for such purposes.

Article XII – Amendments to the Bylaws

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided notice was given at a previous meeting.

Approved 10/16/2003

Amended 2/21/2008

Proposed Amendments

1st Review March 22, 2016

Proposed Amendments Vote April 28, 2016

Change the Membership Dues from \$20 to \$40.

Add "President Elect" position to the board.

Add definition of duties for President Elect "It shall be the duty of the President Elect to assist the President in conducting the club and become familiar with all activities pertaining to the office of President."

Amended and Approved 10/XX/2020

Proposed Amendments Vote April 21, 2022

Add "Past President" position to the board and definition of duties

Change name to Ring of Honor members the addition of dues of \$20 for those members and that they can hold a board position.

Change club meetings to 3rd Thursday of each month.

Remove Scholarship committee from Social VP to Past President

Add that Goodie Bags can be a fundraiser if decided upon.

Standing Rules of Montgomery County Texas A&M University Mother's Club

1. Nondiscriminatory Policy: Scholarships awarded by the Club shall be restricted to students attending Texas A&M – College Station **
2. Amount of dues for member classification: The dues of this organization shall be \$40 payable upon joining the club and \$20 for Ring of Honor members
3. General club meetings are scheduled for the third Thursday of each month beginning September, ending May unless notated. Board meetings will be held the first Thursday of each month.