

Bylaws of the Montgomery County Texas A&M University Mothers' Club

Adopted November 20, 2025

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 – OBJECT

The objective 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 – MEMBERS

Section 1 – Types of Members

A. Active Member.

An active member is a mother, stepmother, or guardian of a current or former student of Texas A&M University, provided the member is current on dues and upholds and supports the governing documents of the club. An active member holds voting power at the local level and is eligible to hold an officer position in the Montgomery County Aggie Mom Club or the Federation Club.

B. Associate Member.

An associate member is a person other than a mother, stepmother, or guardian of a current or former student of Texas A&M University (e.g., grandmothers, aunts, former students, or friends of the university). Associate members shall uphold and support the governing documents of the club, shall not make motions or vote, and are not eligible to serve as a delegate to a Federation business meeting, hold a Federation office, or serve as a club officer or committee chair.

C. Life Member.

Life membership is a rare honor awarded to a regular member who provides significant, special, or extraordinary service to the organization. Life membership nominees are limited to one per year. Any member may initiate the nomination process by submitting a letter outlining the

nominee's qualifications to the President. The Board of Directors must unanimously approve the nominee. Life membership is confidential until awarded at the annual meeting. Life Members have all privileges of regular members, including voting, and are exempt from annual club dues, though the club must remit Federation dues for Life Members.

D. Ring of Honor.

Ring of Honor members are those with one or more students who have graduated from Texas A&M University (and no longer have a current student attending Texas A&M University). Ring of Honor members are required to pay annual dues.

Section 2 – Request for Resignation

The Federation of Texas A&M University Mothers' Clubs retains the right to deny or revoke membership to anyone who misrepresents, makes false claims, is negligent, or acts in any way that negatively impacts the club.

Section 3 – Dues and Fees

A. Membership Dues.

Annual dues for each fiscal year shall be per capita for each active and associate member and shall be submitted by each member by the determined deadline.

B. Federation Dues.

The Montgomery County Aggie Moms will remit dues to the Federation. Each member paying active member dues is also a member of the Federation.

C. Life Member Dues.

Life Members are not required to pay annual club dues, but the club must remit Federation dues for each Life Member.

Section 4 – Federation and Member Club Relationship

A. Legal Compliance. Member clubs must comply with state and federal tax laws. The Federation is not responsible for a club's failure to do so.

B. Fiscal Year. Member clubs shall adopt the same fiscal year as the Federation.

C. Financial Responsibility. The Federation is not responsible for a member club's financial affairs.

D. Liability. A member club is not responsible for any obligations of the Federation.

ARTICLE IV – OFFICERS

Section 1 – Elected Officers

A. Offices. The elected officers of this club shall be:

- President
- President-Elect
- Past President
- Six (6) Vice Presidents
- Recording Secretary
- Treasurer
- Parliamentarian

B. By Virtue of Office

1. The President-Elect automatically succeeds to the office of President.
2. The Past President position is held by the immediate past President.

Section 2 – Eligibility

All elected officers must be active members in good standing.

Section 3 – Term of Office and Term Limits

A. Term. Officers are elected for one (1) year or until successors are elected. No officer may serve more than two (2) consecutive terms in the same office. Officers assume duties after installation at the April meeting, except the Treasurer, whose term ends at the close of the fiscal year.

B. Election. Officers are elected at the April meeting.

Section 4 – Vacancies

A. Filling a Vacancy. A vacancy in any office shall be filled for the unexpired term by a two-thirds vote of the Board of Directors.

B. Temporary Presidential Vacancy. A temporary vacancy in the President's office shall be filled by the Vice President at Large, who assumes the President's duties and powers during the period.

Section 5 – Request for Resignation

An officer may be requested to resign by the Board of Directors if the welfare of the Club necessitates it, requiring a two-thirds vote of the remaining board members.

Section 6 – Removal from Office

Any officer may be removed at any time, with or without cause, by a two-thirds vote of the remaining board members, provided the officer has received prior notice.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1 – Nominations

A. Selection. Nominations for each elected office are selected by the Nominating Committee.

B. Nominating Committee Chair and Members. The Nominating Committee consists of the Past President as chair and three members appointed by the President, appointed no later than the January meeting.

1. A member of the Nominating Committee shall not be a nominee to an elected office in the upcoming year.

C. Report. The Committee report shall be communicated to eligible voters prior to the March meeting and presented at the April meeting.

D. Floor Nominations. If an office is not slated by March, nominations may be made from the floor.

Section 2 – Election

Officers are elected at the April business meeting. If only one nominee exists for an office, the election is by voice vote; if multiple nominees exist, election is by ballot. Only active members in good standing and officers may vote. Officers are inducted at the April meeting. Voting shall be limited to officers and active members in good standing.

ARTICLE VI – MEETINGS

Section 1 – Regular Meetings

Regular meetings shall be held monthly from September through April, called by the President unless otherwise ordered by the Club.

Section 2 – Special Meetings

Special meetings may be called by the President or by majority vote of the Board of Directors. Members must be notified at least seven days in advance.

Section 3 – Voting Body

Voting privileges are limited to officers and active members in good standing.

Section 4 – Quorum

A quorum for regular meetings is 25 members.

Section 5 – Postponement

In an emergency, the Board may postpone a membership meeting. All members of the club will be notified in a fair and reasonable manner.

Section 6 – Voting Restriction

Absentee or proxy voting is prohibited.

ARTICLE VII – BOARD OF DIRECTORS

Section 1 – Board Composition

A. Voting Members. Voting members include the President, President-Elect, Past President, six (6) Vice Presidents, Recording Secretary, Treasurer, and Parliamentarian. The President votes only to break a tie.

B. Authority. The Board has full authority over the Club's affairs between membership meetings, except as otherwise provided in these Bylaws.

Section 2 – Board Duties

A. Financial Duties.

1. Adopt the annual budget.
2. Approve annual financial reports.

B. Administrative Duties.

1. Fill officer vacancies.
2. Approve Life Member selections.

C. Other Duties. Perform duties as dictated by membership, bylaws, or Texas statutes.

Section 3 – Board Meetings

A. Regular. At least three (3) meetings per administration year.

B. Special. Called by the President or by written request of four elected board members, with seven days' notice (waivable). Board members present at a special meeting shall be deemed to have received, or to have waived, notice.

C. Summer Workshop. Dates determined by the President.

D. Quorum. Majority of voting members.

Section 4 – Voting Restriction

Absentee or proxy voting is prohibited. Co-chairs may cast only one vote between them.

ARTICLE VIII – COMMITTEES

Section 1 – Standing Committees

Standing committees perform continuing functions and exist permanently. They are established by a two-thirds vote of the Board.

A. Composition. Chair and members appointed by the President; must be active members.

B. Accountability. Committees report to the Board and are under the President's responsibility.

Section 2 – Special Committees

Appointed by the President or ordered by the Board or membership.

Section 3 – Ex Officio

The President is ex officio of all committees except the Nominating and Audit Committees.

ARTICLE IX – FINANCES

Section 1 – Fiscal Year

June 1 through May 31.

Section 2 – Financial Records

Maintained by the Treasurer; annual report conforms to Generally Accepted Accounting Procedures (GAAP).

Section 3 – Budget

Prepared by a committee (Past Treasurer as chair, Treasurer, President, President-Elect, Past President) and approved by the Board at the summer workshop. Presented to membership at first business meeting.

Section 4 – Audit

Three-member (plus one alternate) Audit Committee, appointed by outgoing President by April meeting; no current or immediate past board members; chairperson with accounting knowledge. Report presented to Board and membership at fall business meeting.

Section 5 – Tax Returns

Filed annually or as required.

Section 6 – Insurance

Insurance shall be maintained by the Club and protects the club against financial loss as a result of a crime and the club officers against personal losses and personal liability if they are sued as a result of serving as club officer.

Section 7 – Personal Inurement

No part of net earnings benefits members, officers, or private persons.

ARTICLE X – ELECTRONIC MEETINGS AND COMMUNICATIONS

Meetings (including general membership, board, and committee) and communications may occur electronically if all participants can hear and participate simultaneously. Electronic voting satisfies bylaw requirements.

ARTICLE XI – FEDERATION DELEGATES

Delegates follow Federation guidelines for number and selection.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised governs the Club unless they are inconsistent with these Bylaws.

ARTICLE XIII – AMENDMENTS

Amendments require a two-thirds vote of active members present, following Executive Board approval and prior review by active members.

ARTICLE XIV – DISSOLUTION

Upon dissolution, after liabilities are paid, assets shall be distributed exclusively for charitable and educational purposes per Section 501(c)(3) or by the District Court.

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

Adopted March 19, 2026

1. Dues: Active and Associate Members \$40/year; Ring of Honor \$20/year.
 2. Board members must maintain confidentiality; violation results in loss of board eligibility.
 3. Scholarships: Restricted to undergraduate students attending Texas A&M University- College Station and its branch campuses as defined by Texas A&M University (such as Texas A&M University at Galveston); and shall not discriminate based on age, sex, color, creed, religion, or national/ethnic origin.
 4. Scholarship Criteria:
 - Current Texas A&M University full-time undergraduate student attending Texas A&M University – College Station or a Texas A&M University defined branch campus.
 - Texas resident, permanent Montgomery County address.
 - Minimum 3.0 GPA.
 - Minimum 12 credit hours completed at Texas A&M University – College Station or a Texas A&M University defined branch campus.
 - Full-time undergraduate student enrolled (≥ 12 credit hours) in the upcoming Fall Semester at Texas A&M University – College Station (or a Texas A&M University defined branch campus).
 - Scholarship funds will be paid directly to Texas A&M University.
 - Have not previously received a Montgomery County Aggie Moms scholarship.
 - Not under NCAA athletic scholarship.
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Board Duties

President: Lead meetings, file reports, attend Federation events, oversee committees, facilitate officer transitions, reserving locations for meetings.

Past President: Fill vacancies, serve on Scholarship and Nominating Committees, assist President.

President-Elect: Learn President duties, assist with projects; may hold another board position.

1st VP – Programs: Coordinate speakers, preside in President's absence.

2nd VP – Membership: Manage membership forms, recruit, coordinate dues.

3rd VP – Social: Plan social events, chair Social Committee.

4th VP – Hospitality: Coordinate refreshments and event logistics.

5th VP – Fundraising: Oversee fundraising activities and ticket sales.

6th VP – Communications: Manage all club communications and historical documentation.

Secretary: Record and distribute minutes, correspondence.

Treasurer: Manage finances, reports, event accounting, and taxes.

Parliamentarian: Advise on parliamentary procedure, conduct votes.

Committees

Committee Guidelines:

- All committees operate as a subcommittee of the Montgomery County, Texas Aggie Moms' Club.
- The Club President appoints and approves all committee chairs and members and may remove a committee chair or committee member at any time.
 - Committee chairs are expected to share summaries and insights with the President, who communicates updates to the general club membership.
- Committees follow all bylaws, policies and procedures of the club and report directly to the President.
 - Committees may **not** establish separate bylaws, rules, or financial accounts.
- Committee chairs who correspond directly with members must use a club-issued email account (e.g., Ring of Honor, Book Club, Goody Bags) and use that to communicate with members as opposed to their personal email.
- Committee meetings and activities held outside of regular Club meetings must be communicated to the President and approved before proceeding.
- Committees should not use the tax-exempt status for outings. Any reimbursements must be approved by the President and included in the annual budget.
- All club members in good standing are eligible to serve on and participate in any committee and/or committee event.

Committee Duties:

- Goody Bag Committee
 - Coordinate member purchases, including selecting goody bags and maintaining vendor relationships.
 - Manage distribution logistics in coordination with Texas A&M University–College Station.
 - Notify parents and students, solicit volunteers, and oversee distribution with volunteer support.
 - Goody Bags may be sold as an additional fundraising effort.
 - Distribution is limited to the Texas A&M University–College Station campus.
- Howdy Event Committee
 - Plan and coordinate the incoming first-year student welcome event, including date, location, and logistics.
 - Work with Texas A&M University–College Station representatives, vendors, and other participants.
 - Collaborate with VP Programs, VP Membership, VP Communications, VP Hospitality, and other board members as needed.
- Social Committee
 - Coordinate with VP Social for all club-related social events and activities.
 - Work with VP Communications on notifications and invitations.
 - Collaborate with other board members as needed to ensure successful events.

- Membership Committee
 - Welcome and greet each member at every club meeting to foster a friendly and inclusive atmosphere.
 - Assist with distributing nametags at the beginning of meetings.
 - Collect and organize nametags at the close of each meeting to ensure they are ready for future use.
 - Assist VP Membership in recruiting and welcoming new members.
 - Encourage member participation in events and activities.
- Book Club Committee
 - Select books for group reading and discussion.
 - Organize regular book club meetings.
- Ring of Honor Committee
 - Acknowledge newly eligible Ring of Honor Moms during one of the first club meetings of the academic year, to encourage these members to remain in the club.
 - Present Ring of Honor Moms with special nametags during the October meeting, or another designated event early in the academic year.
 - Plan activities for Ring of Honor members to encourage these members to stay involved in the club and promote volunteer opportunities in the club.
- Communications Committee
 - Support VP Communications in managing all club communications, including:
 - Newsletters, emails, Evites, and announcements
 - Social media and website updates
 - Ensuring consistent branding and messaging across platforms
 - Publicizing club and committee events and initiatives
- Fundraising Committee
 - Assist VP Fundraising in planning and coordinating fundraising events and campaigns.
- Nominating Committee
 - Submit name of members to serve as officers.
 - Present the proposed slate at the April general club meeting; additional nominations may be made from the floor for officers.
 - No member may serve on the Nominating Committee for two years in succession.
- Scholarship Committee
 - Coordinate with Past President to administer scholarships in accordance with club guidelines.
 - Review student applications and finalize selections of scholarship recipients.
 - Coordinate with Past President for student notification and the distribution process.
- Audit Committee
 - Review financial records annually for accuracy and transparency.
 - Ensure compliance with nonprofit accounting practices.
 - Report findings and recommendations to the board.
 - The VP Treasurer attends the annual audit meeting to answer questions, but does not participate in the audit itself.

- Craft Committee
 - The Craft Committee shall develop and propose one craft project each year.
 - The proposed craft must be presented to the Board for review and approval prior to implementation.
 - The Craft Committee is responsible for securing all necessary supplies and materials required for the approved craft.
 - The Craft Committee must operate strictly within the craft budget approved by the Board.
 - The Craft Committee shall lead and facilitate the approved craft activity during the designated club meeting.
- Corps Mom Committee
 - Share knowledge about corps traditions, expectations, and procedures.
 - Help new Corps Moms understand the corps environment.

Issue Management & Support:

- Committee chairs follow the established chain of communication, beginning with the board member assigned to oversee the committee.
 - If the matter cannot be resolved, the board member and committee chair will work together to bring the concern to the President for further discussion and guidance.
 - If additional support is needed, the group may seek the counsel of the Federation of Aggie Moms to ensure a fair and thoughtful resolution.
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Meeting Schedule

General meetings: Third Thursday of each month, September–April.

Board meetings: First Thursday of each month.

Amendment History

- October 16, 2003
- February 21, 2008
- April 28, 2016
- April 21, 2022
- October 15, 2025 (Bylaws revised per Federation template)
- Standing Rules – March 19, 2026