

**Bylaws of  
The Brazos County A&M Mothers' Club**

**Article I – Name**

The name of the organization shall be “The Brazos County A&M Mothers’ Club.”

**Article II – Purpose**

**Section 1:** The purpose of this organization is by individual and united effort to contribute in every way to the comfort and welfare of the students of Texas A&M University and to cooperate with the 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 such purposes as making distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue of 1954 or corresponding provision of any future United States Internal Revenue Law.

**Article III – Membership**

**Section 1:** Those eligible for active membership in the club shall be: (a) Mothers, step-mothers, or female legal guardians of current students or former students of Texas A&M University; (b) Adopt-A-Moms as defined by the Federation that meet these requirements.

**Section 2:** An individual who is not a mother, step-mother, or female legal guardian of current students or former students 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 regular member that 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 Board by a committee of Life Members; if in the judgment of the committee, a current member has earned this distinction. Any Life Member may initiate the review process and a nomination letter from the committee, outlining the qualifications of the nominee, shall be delivered to the President for review and election by the Board. The Life Member must be elected by a unanimous vote of the Board. The entire process will be confidential, and if selected, any new Life membership will be awarded at the annual spring meeting. Life Members will have all privileges of regular members and will not be assessed the annual membership fee.

## **Article IV – Dues**

- Section 1:** The annual dues of the Brazos County A&M Mothers' Club shall be set by the Executive Board, approved by the membership before June 1<sup>st</sup>, and payable by October 15<sup>th</sup> of each year to be included in the yearbook, although members can be enrolled throughout the year. This includes dues to the Federation of Texas A&M University Mothers' Clubs.
- Section 2:** A Life Member is not required to pay annual dues to the club, but the club must still remit annual dues to the Federation for each Life Member.

## **Article V – Meetings**

- Section 1:** Regular meetings of the club shall be held at a time and place designated by the Executive Board.
- Section 2:** The members present at any meeting shall constitute a quorum for the transaction of business.
- Section 3:** The Executive Board shall meet any time the Executive Board deems necessary, but no less than three (3) times during each year.

## **Article VI – Elections**

- Section 1:** Officers will be elected for a term of one (1) year. No elected officers may serve more than two (2) successive terms in the same office.
- Section 2:** No officer, except President and President-Elect shall be automatically advanced to any other office.
- Section 3:** Nominations of officers shall be by a nominating committee composed of three active members of the club appointed by the President. Additional nominations may be made by the membership.
- Section 4:** A slate of officers will be presented to the membership at the March meeting. The officers shall assume the duties of their offices after installation, with the exception of the Treasurer, whose term of office ends at the close of the Club's fiscal year.
- Section 5:** An associate member may not serve as an officer or committee chairman and shall have no voting privileges.
- Section 6:** A Life Member may hold office and shall have voting privileges.
- Section 7:** Only members in good standing (with current paid membership or Life membership) may hold an office in the Brazos County A&M Mothers' Club.

**Section 8:** Voting privileges shall be ~~is~~ limited to elected officers and active members in good standing, and officers are elected by a majority vote of those attending the March meeting.

**Section 9:** Any vacancies occurring in the office shall be filled by the Executive Board.

### **Article VII – Officers**

**Section 1:** The elected officers of this club shall be President, President-Elect, Vice President-at-Large, three (3) Vice Presidents, Recording Secretary, and Treasurer.

**Section 2:** The appointed officers of this club shall be the Corresponding Secretary, Parliamentarian, Reporter, Historian, and Newsletter Officer. These appointments are made by the President.

**Section 3:** The Executive Board of the club shall consist of all officers and standing committee chairpersons. It shall have the responsibility of planning and evaluating club activities and making recommendations to the general club membership.

**Section 4:** The elected officers of the club shall constitute a quorum. The elected officers shall have the power to act in emergencies.

**Section 5:** The right to vote at Executive Board meetings will be vested in the Executive Board of the club.

**Section 6:** The retiring President shall serve as Vice President-at-Large.

**Section 7:** 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 regular meeting.

### **Article VIII – Duties of Elected Officers**

**Section 1:** The President shall:

- A. Preside at all meetings of the club, including Executive Board meetings.
- B. Have general supervision over the affairs of the club.
- C. Appoint Corresponding Secretary, Parliamentarian, Reporter, Historian, and Newsletter Officer.
- D. Appoint special and standing committees and serve as ex-officio member of all committees except the Nominating Committee and Audit Committee.
- E. Perform all other duties as they pertain to her office in accordance with the Federation guidelines, including completion of required Federation forms (Form A, Form C, and Form D).

**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. Serve as Hostess of the Annual Howdy Tea.
- C. Familiarize herself with all activities pertaining to the office of the President and share responsibilities with the President for services as the club representative as requested by the President.
- D. Purchase the President's gift for the outgoing President.

**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 and approved by the membership at the next meeting of the club in the case of elected officers and will fill any vacancy of an appointed position until the President appoints a replacement.
- B. Serve as liaison for any Adopt-A-Moms who are club members.

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

- A. Be in charge of membership and the directory.
- B. Send notice of meetings and other notices necessary for the proper conduct of business of the club in a manner to maintain the club's 501(c)(3) non-profit status.

**Section 5:** The Second Vice President shall be in charge of planning programs and making all necessary arrangements for each club meeting. She contacts the First Vice President who then notifies members prior to each program informing them of the time, place, and program, and encourages them to make reservations when applicable.

**Section 6:** The Third Vice President shall be responsible for all Boutique activities. The Third Vice President will complete required Federation of A&M Mothers' Clubs forms (Form F).

**Section 7:** The Recording Secretary shall keep the minutes of all meetings of the club and of the Executive Board.

**Section 8:** The Treasurer shall:

- A. Be responsible for all monies received, held, and disbursed.
- B. Disburse funds for all budgeted items, but disburse non-budgeted funds only as approved by the Executive Board.
- C. Not reimburse sales tax.
- D. Keep a balance sheet and give a financial report at each meeting of the Executive Board.

- E. Prepare and present a proposed annual budget to the Executive Board and club.
- F. Complete the required Federation of A&M Mothers' Clubs forms (Form B, Form T, and Form G).

**Section 9:** Removal from Office of any Board Member

The Board may, by two-thirds 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:

1. Commission of an act constituting in the judgment of the Board a (i) dishonest or other act of material misconduct; (ii) fraudulent act; (iii) felony under the laws of Texas or the United States; or
2. 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 Board, an inability to complete the term to which the person was elected or appointed.

**Article IX – Duties of Appointed Officers**

**Section 1:** The Corresponding Secretary shall:

- A. Receive, read to the club, and answer all letters relating to the affairs of the club.
- B. Send birthday greetings to current Aggie students.
- C. Send thank you notes to Goody Bag donors.

**Section 2:** The Parliamentarian shall:

- A. Be ready at all times to advise the club in regards to all questions on parliamentary procedure, guided by *Robert's Rules of Order, Newly Revised*, except when inconsistent with the Bylaws of the club.
- B. Serve as Bylaws Revision Committee Chair; be responsible for maintaining the Bylaws and affecting the necessary changes accordingly.
- C. Convene a Bylaws Committee in even numbered years to review the current Bylaws and present any appropriate recommendations to the Executive Board for consideration and approval.

**Section 3:** The Reporter shall give an account of the club's activities to the local media.

**Section 4:** The Historian shall:

- A. Prepare a scrapbook of the club's activities which shall be presented to the President upon its completion.

- B. Select a committee as deemed necessary.
- C. Submit appropriate documentation to the archives at Texas A&M University in accordance with the current Federation policy on archives.

**Section 5:** The Newsletter Officer shall publish and distribute a newsletter according to the President's request.

**Section 6:** The appointed officers shall be voting members of the Executive Board.

### **Article X – Standing Committee Chairmen**

**Section 1:** The President shall appoint the chairman of the following committees: Aggies in Need, Donations, Electronic Information, Goody Bags, Jewelry, Quilt and Raffle, and Scholarships. They shall assume office at the same time as the President and serve during the club year.

**Section 2:** The standing committee chairmen shall be voting members of the Executive Board.

### **Article XI – Duties of Standing Committees**

**Section 1:** The Aggies in Need Committee is responsible for coordinating the opportunities to assist Aggie students and families in need, when appropriate, whether or not those students are from the local area or communities outside the Brazos Valley.

**Section 2:** The Donations Committee shall be responsible for providing a list of Texas A&M University recognized student organizations for donation consideration to the Executive Board. The Donations Committee will complete the required Federation of A&M Mothers' Clubs forms (Form E).

**Section 3:** The Electronic Information Committee is responsible for maintaining the club's website according to the President's request.

**Section 4:** The Goody Bags Committee is responsible for organizing and distributing the fall and spring goody bags for Texas A&M University students during finals.

**Section 5:** The Jewelry Committee is responsible for the sale of the Montelongo jewelry to raise money for scholarships and donations.

**Section 6:** The Quilt and Raffle Committee is responsible for securing the t-shirt quilt and/or raffle items for Boutique.

**Section 7:** The Scholarship Committee acts as a liaison between the club and Texas A&M University's Office of Scholarships and Financial Aid for academic scholarships and the Texas A&M Foundation for endowed scholarships.

## **Article XII – Duties of Special Committees**

- Section 1:** In January of each year, the President shall appoint a Nominating Committee of three (3) members. The committee shall:
- A. Meet and select nominee(s) for each elected office.
  - B. Present the proposed slate of officers at a spring meeting. Additional nominations may be made from the floor, if consent has been obtained from the candidate prior to her being placed in nomination.
- Section 2:** By May 1<sup>st</sup> of each year, the President shall appoint an Audit Committee of two (2) to three (3) members. The committee shall:
- A. Perform an independent appraisal of all financial activity conducted by the Treasurer of the club, according to the guidelines promulgated by the club.
  - B. Present a report to the Executive Board during its first meeting of each club year.
  - C. Not include members of the Executive Board.
- Section 3:** The President shall have the power to appoint the chairmen of special committees as necessary for the proper conduct of the business of the club.

## **Article XIII – Executive Board**

- Section 1:** The Executive Board shall be composed of elected officers, appointed officers, chairmen of standing committees, and any members currently serving on the Federation Board.
- Section 2:** The Executive Board will have all authority to act for this organization between business meetings.
- Section 3:** The elected officers of the club shall constitute a quorum.
- Section 4:** If members serve as co-chairs for any position, only one vote is allowed between them for Board votes.

## **Article XIV – Finance**

- Section 1:** The Fiscal Year shall be June 1 through May 31.
- Section 2:** A two-thirds vote of the Executive Board at any regular meeting is required for acceptance of expenditures not covered by the budget.
- Section 3:** The funds of the club shall be kept in a local bank, designation to be made by the Executive Board.

### **Article XV – Amendment of Bylaws**

Bylaws of this club may be amended at any 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 meeting. Upon membership approval, the amended Bylaws are to be sent to the Federation of A&M Mothers' Club Parliamentarian for file.

### **Article XVI – Parliamentary Authority**

*Robert's Rules of Order, Newly Revised* shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's Bylaws.

### **Article XVI – Restriction Clause**

No part of the net earnings of the organization shall inure to the benefit of, or be distributed 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 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 organized 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 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.

Adopted: August 6, 2002  
Adopted May 2006  
Amended May 1988  
Amended October 1991  
Amended November 1995  
Amended November 1996  
Amended September 2006  
Amended September 2011  
Amended March 2014  
Amended April 2018

## **Standing Rules of The Brazos County A&M Mothers' Club**

1. The number of academic scholarships may vary from year to year based on the club's fund availability. The club's Form G will provide the basis for the annual scholarship awards.
2. The academic scholarship recipients will be selected by the President of Texas A&M University or the University Scholarships Committee of Texas A&M University, College Station, Texas.
3. Distribution of scholarship stipends will be coordinated through the Texas A&M University Office of Scholarships and Financial Aid using the criteria established by the Brazos County A&M Mothers' Club.
4. Nondiscriminatory Policy: Scholarships awarded by the club shall be restricted to students attending Texas A&M - College Station; Texas A&M - Galveston; Texas A&M - Qatar; or Texas A&M - McAllen, however, such scholarships shall not discriminate on the basis of an individual's age, sex, color, creed and religion, or national/ethnic origin.
5. Scholarship Criteria and Guidelines: The following criteria shall be utilized for awarding the above mentioned scholarships:
  - a. At the time of application, students must be currently enrolled as a full-time student at Texas A&M University having completed a minimum of twelve (12) Texas A&M University credit hours within the last 9 months prior to the scholarship application deadline. If the scholarship recipient is a graduating senior or participating in a co-op or internship, he/she is eligible to have less than 12 hours.
  - b. Student must have a minimum 2.25 GPA overall.
  - c. Scholarship recipients may not receive a Brazos County A&M Mothers' Club scholarship in consecutive years.
  - d. Students who receive other University awarded scholarships of \$1,000 or above will not be considered.
  - e. Financial need is not a requirement to receive a Brazos County A&M Mothers' Club scholarship.
  - f. Each recipient should send an acknowledgement letter to the Brazos County A&M Mothers' Club after receiving notice of the award.

- g. The scholarship shall be awarded to a student who graduated from high school, public or private and including home school, located in one of the following:
    - i. Brazos County
    - ii. Grimes County
    - iii. Leon County
    - iv. Madison County
    - v. Robertson County
    - vi. ZIP Codes for members outside the counties listed above
6. Scholarships will be awarded in the spring, with the recipients being notified by the Texas A&M University Office of Scholarships and Financial Aid.
7. An annual list of scholarship recipients will be mailed to the President/President-Elect of the Brazos County A&M Mothers' Club.

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