

**DALLAS COUNTY A&M UNIVERSITY MOTHERS' CLUB**  
**Bylaws**  
**Proposed as Amended November 19, 2015**  
**Article I**

**NAME:**

The name of the organization shall be  
DALLAS COUNTY A&M UNIVERSITY MOTHERS' CLUB.

**Article II**

**PURPOSE:**

The purpose of this organization is by individual and united efforts to contribute in every way to the comfort and welfare of the students at Texas A&M University and to cooperate with the University in maintaining a high standard of moral conduct and intellectual attainment.

**Article III**

**MEMBERSHIP AND DUES:**

**Section 1. MEMBERSHIP.**

The membership shall be composed of mothers, step mothers, or legal guardians of students and former students of Texas A&M as Active Members. The exceptions shall be Honorary Members, Life Members and Associate Members. Once an Aggie Mother, always an Aggie Mother.

**A. ACTIVE MEMBERS.**

Active members shall constitute those mothers, step mothers and legal guardians, who have paid annual dues no later than the Board-Designated date and have voting rights.

**B. HONORARY MEMBERS.**

Honorary Members are women selected by the Board whom the club wishes to honor. They shall have the privilege of participation in all meetings and activities except voting and holding office.

**C. LIFE MEMBERS.**

Each active former president who has been out of office for ten (10) years, beginning with the Club year 1969-70, shall automatically become a Life Member with all privileges of active membership accorded.

**D. ASSOCIATE MEMBERS.**

Associate member includes Dads, relatives, friends of students and former students who have paid annual dues. They shall participate in all activities **of the** club except voting or holding office.

**Section 2. DUES and CONTRIBUTIONS**

**A.** Annual dues for active members shall be \$25.00 with payment due by Board-designated date.

**B.** The Dallas County A&M University Mothers' Club established Mrs. H. L. Peoples' Memorial Continuing Book Fund at the Library of Texas A&M University as of February 17, 1972. The Fund was established by a donation from the daughter of Mrs. Peoples. Upon the death of a member of the Dallas County A&M University Mothers Club, \$20 shall be placed in the Mrs. H. L. Peoples' Memorial Fund.

**Article IV**

**NOMINATING COMMITTEE:**

- Section 1.** This committee shall consist of a minimum of three to a maximum of five members. Members shall be appointed by the club president. The President and President-Elect do not serve on the Nominating Committee. Members shall be eligible to serve on the Nominating Committee for no more than two years in succession. The term for this committee will be from February 1<sup>st</sup> to the following January 31<sup>st</sup>.
- Section-2.** Active members who have attended a minimum of two (2) meetings from August through December shall be eligible to serve on the Nominating Committee or to hold an elective office. Attending the Howdy Party, or working at one event from August through December may be substituted for one meeting only.
- Section-3.** This committee shall submit the name of one nominee for each office, with prior consent of the nominee.
- Section 4.** The Nominating Committee shall present its report at the regular meeting to be determined by the Board of Directors dependent on the schedule for the current year.
- Section 5.** Following the report of the Nominating Committee, nominations may be made from the floor with prior consent from the nominee.

**Article V**

## **OFFICERS:**

- Section 1.** The officers shall consist of a President, President-Elect, Vice President at Large, Membership Chairman, Fundraising Chairman, Communications Chairman, Recording Secretary, and Treasurer. The Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- Section 2.** The Parliamentarian and the Federation District Representative shall be appointed by the President
- Section 3.** The Advisory Council shall be composed of all active and life-qualifying past presidents, with the immediate past president serving as chairman. The Council shall meet at the call of the Chairman, Club President, or any three (3) members of the Council, and shall serve in an advisory capacity only.

## **Article VI**

## **ELECTION:**

- Section 1.** The officers shall be elected by ballot from the active membership for a one- year term. No officer shall hold the same office more than two consecutive terms. If there is only one candidate for an office, election may be by voice vote. President-Elect, President and Vice President at Large are limited to a one (1) year term in each office. The term of office shall begin on June 1 through May 31 to coincide with the fiscal year of the club.
- Section 2.** The election of officers shall be held as stated in Article IV Sec. 5.
- Section 3.** Installations shall be held at the Annual Meeting.
- Section 4.** The President shall appoint three (3) members to serve as tellers of the elections.
- Section 5.** The Parliamentarian shall supervise all elections.
- Section 6.** The Immediate Past President will serve as Vice President at Large. If she is unable or unwilling to accept this position, the Vice President at Large will be appointed by the incoming President.
- Section 7.** No other Past President shall be eligible to serve in elective office-

## **Article VII**

## **VACANCIES:**

- A.** A vacancy in any office because of death, resignation, removal, disqualification, or other cause shall be filled for the unexpired term by a special election at a called meeting of the membership.
- B.** The Nominating Committee will recommend a nominee for any vacated office.

## **Article VIII**

## **DUTIES OF OFFICERS:**

### **Section 1. THE PRESIDENT.**

- A.** Preside at all meetings.
- B.** Appoint special committees.
- C.** Act as Chairman of the Board of Directors.
- D.** Be non-voting member of all committees except the Nominating Committee.
- E.** Represent the Club at all times or designate a representative in her absence.
- F.** Call meetings of the Club.
- G.** Send a written annual report of the Club activities to the Federation of Texas A&M University Mother's Club.
- H.** Appoint a committee before the Annual Meeting to audit the Treasurer's records.

### **Section 2. PRESIDENT-ELECT.**

- A.** Observe all procedures and familiarize herself with the activities.
- B.** Assist the President.
- C.** Perform the duties of the President in her absence.
- D.** Be responsible for the devotional and flag ceremony.
- E.** Coordinates with the Federation District Representative

### **Section 3. VICE PRESIDENT AT LARGE.**

- A.** Fill temporarily any vacancy occurring on the Board of Directors.
- B.** Assist the President as needed.
- C.** Assist the Club as needed
- D.** Oversees
- 1) Programs Coordinator and
  - 2) Goody Bag Coordinator

### **Section 4. MEMBERSHIP CHAIRMAN**

- A.** Coordinate all membership renewal and recruitment.

- B. Give membership report at meetings.
- C. Oversees
  - 1) Howdy Coordinator,
  - 2) Directory Coordinator,
  - 3) Hospitality Coordinator and
  - 4) Aggie Mom Connecting Coordinator

**Section 5. FUNDRAISING CHAIRMAN**

- A. Be responsible for all fundraising activities of the Club.
- B. Oversees
  - 1) Boutique Coordinator,
  - 2) Holiday Sale Coordinator and
  - 3) Spring Event Coordinator
  - 4) Miscellaneous Fundraising Opportunities Coordinator

**Section 6. COMMUNICATION CHAIRMAN**

- A. Be responsible for publicity and club communications including, but not limited to, written, electronic and phone messaging.
- B. Oversees
  - 1) Social Media Coordinator,
  - 2) Web Master,
  - 3) Newsletter Editor,
  - 4) E Communication Coordinator

**Section 7. RECORDING SECRETARY.**

- A. Keep minutes of all Club and Board of Directors' Meetings.
- B. Make annual report to the Directory Coordinator/Membership Chairman by May 31st.
- C. Oversees
  - 1) Corresponding Secretary
  - 2) Historian

**Section 8 TREASURER.**

- A. Keep accurate receipts.
- B. Receive all money.
- C. Pay out money upon order of the club.
- D. Prepare a monthly income and disbursement report.
- E. Prepare books to be audited by the Audit Committee
- F. Serve as member of Finance Committee.
- G. Furnish Directory Coordinator/Membership Chairman with a copy of the annual report within one (1) week of the completed audit.
- H. Prepare and file the necessary tax forms

**Section 9. PARLIAMENTARIAN.**

- A. Advise on parliamentary procedure.
- B. Obtain attendance records from Howdy Coordinator for use by the Nominating Committee
- C. Supervise all elections.
- D. Attend all Board Meetings as a non-voting member.

**Article IX**

**BOARD OF DIRECTORS:**

**Section 1: MEMBERS.**

The Board of Directors shall consist of all elected officers. The Parliamentarian, and Federation District Representative shall serve as non-voting Board members. All Board members must be active (as defined in Article III Sec. 1A), participating members of the Club.

**Section 2: DUTIES.**

The Board of Directors shall conduct the business and affairs of the organization and control the properties. All business of the Club, including approvals, and boutique orders must be completed no later than May 31st.

**Section 3: MEETINGS.**

A Board meeting shall be held prior to the general meeting each month. The time and place of Board meetings shall be determined by the President. Any member absent from more than two (2) Board

Meetings without a valid excuse may be asked to resign.

**Section 4: QUORUM.**

Two-thirds (2/3) of the elected voting members must be present to transact any business at Board meetings.

**Section 5: SPECIAL MEETINGS.**

Special meetings of the Board may be called by the President or any three (3) members, provided five (5) days notice has been given.

**Article X**

**PARLIAMENTARY AUTHORITY:**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or any special rules of order the Club may adopt.

**Article XI**

**AMENDMENT OF BYLAWS:**

These bylaws may be amended by a two-thirds vote of the members present at any meeting of the Club. Notification of the proposed amendments must be given thirty (30) days prior to the meeting.

**Article XII**

**MEETINGS:**

- Section 1.** Regular Club meetings shall be held the third Thursday of each month, September through May, unless otherwise ordered
- Section 2.** The last regularly scheduled general meeting of the year shall be known as the Annual Meeting and shall be for the purpose of installing officers and transacting any other business that may arise.
- Section 3.** Special meetings of the Club may be called by the President or any nine (9) active voting members, provided ten (10) days written notice is given to the entire membership.

**Article XIII**

**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 bylaws. The organization must absolutely refrain from participating in the political campaigns of candidates for local, state, or federal office and may generally not engage in substantial lobbying activities. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law, or (B) by a corporation, contributions to which are deductible under Section 170 (c) of the Internal Revenue Code (or the corresponding provision of any future United States (Internal Revenue Law.)

**Article XIV**

**DISSOLUTION STATEMENT.**

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 organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization or organizations under the Internal Revenue Code, as the Executive Board shall determine. Any such assets not so disposed of shall be sold for fair market value, and the proceeds donated to a tax-exempt organization selected by the Executive Board.

**Article XV**

**FEDERATION RESPONSIBILITIES**

- A.** Delegates to the Federation of Texas A&M University Mothers' Club shall be the immediate incoming President and immediate outgoing President and one delegate for the first one hundred (100) members, to be appointed by the immediate incoming President. One extra delegate for each additional fifty (50) members shall be elected at the March meeting by the membership
- B.** The Club shall pay an annual fee per capita to the Treasurer of the Federation of Texas A&M University Mothers' Clubs before the February 1st deadline

## STANDING RULES

- A. Any committee chairman may spend up to one hundred dollars (\$100). Board approval is necessary for unbudgeted expenditures from one hundred dollars (\$100) up to five hundred dollars (\$500.) Unbudgeted expenditures over five hundred dollars (\$500) must be approved by the membership
- B. The Chairman of each standing committee shall submit a plan of work and budget for the approval of the Board of directors at the regular meeting in September. No work shall be undertaken without such approval. If any chairman fails to submit a plan of work and budget by the October Board meeting, the position shall be deemed vacant.

### C. STANDING COMMITTEES

- 1. Membership Committee
  - a. Howdy shall greet members and oversee all drawings at the General Meetings The Committee shall take the names of all present at each meeting, report attendance of same, and make attendance of membership available for the parliamentarian's record.
  - b. Directory shall compile all data, prepare, publish and distribute the directory
  - c. Hospitality shall be responsible for set up, clean up, food and beverages for meetings and the annual Howdy Party. Shall secure volunteers to assist wherever necessary.
  - d. Aggie Moms Connecting
- 2. Fundraising Committee
  - a. Boutique is responsible for securing, creating, maintaining and inventory of merchandise to be sold for the benefit of the club, including craft workshops. They will also provide volunteers to staff all sales.
  - b. Holiday Sale
  - c. Spring Event
  - d. Miscellaneous
- 3. Communications Committee
  - a. Social media
  - b. Webmaster
  - c. Newsletter
  - d. E-Communications

### D. ROLES OF ADDITIONAL COORDINATORS

- 1. Goody Bags
- 2. Programs
- 3. Historian
- 4. Corresponding Secretary
  - a. Responsible for Club correspondence.
  - b. Graduate recognition.
  - c. Sunshine (get well and sympathy cards Day invitations).
  - d. Founders' Day invitations.
  - e. Read appropriate correspondence at meetings.
- 5. Federation District Representative
- 6. Parliamentarian

### E. AMENDMENTS TO STANDING RULES.

The Standing Rules, following Robert's Rules of Order may be amended by a majority vote of active members present, provided notice of the proposed amendment was given at a previous meeting, or may be amended without notice by a two-thirds vote of active members present at the time.