

# MIDLAND TEXAS A&M UNIVERSITY MOTHERS' CLUB

## BYLAWS

### ARTICLE I – NAME

The name of this Club shall be THE MIDLAND TEXAS A&M UNIVERSITY MOTHERS' CLUB (in membership with the Federation of Texas A&M University Mothers' Club).

### ARTICLE II – OBJECTIVE

The objective of this club is to serve our students in an organized manner with the same spirit in which we serve them as individuals; to aid in promotion of Texas A&M University; and to foster a feeling of cooperation among Faculty, Students, and Members of this Club.

### ARTICLE III – MEMBERSHIP AND DUES

Section 1 – The membership of this Club shall be composed of Mothers or Guardians of past or present students of Texas A&M University.

Section 2 – An associate member of this Club (one who is not an Aggie Mother) may not hold any office. She may not be a delegate with voting privileges at Federation meetings. She shall have all other privileges of the Club.

Section 3– The annual dues of the Club shall be established annually by the Executive board. Dues will be paid by the active and associate members. New members are welcome to join at any time during the school year, however the amount of dues shall not be prorated.

### ARTICLE IV – OFFICERS AND DUTIES

Section 1 – The officers of this Club shall be President, President Elect, Chairman of Membership, Secretary/Parliamentarian, and Treasurer elected for a term of one year. During term office, officers must have a student at the University or one who has graduated from the University.

Section 2 – The President shall: preside at all regular and executive board monthly meetings; assist with making arrangements for programs of the club; appoint all Standing Committees and Special Committees; act as ex-officio member of all committees, furnish each Executive Board member with a specification of duties as defined by the Bylaws; and give the new President all Past Presidents' records by June 1.

Section 3 - President –Elect: Assists with making arrangement for programs of the club; succeed to the Presidency in the event the elected President is no longer able to fulfill this office; will

assume the duties of the President the following year; and may appoint Committees to aid in the duties of this office.

Section 4 - Chairman of Membership, shall secure from Texas A&M University the names of students from Midland County and surrounding areas noted in the Federation Year Book, solicit membership of Mothers or Guardians of students; keep an up-to-date membership list; give monthly membership report during regular business meetings.

Section 5 – The Secretary/Parliamentarian shall: keep minutes of General and Executive Board meetings; file all communications, and file all important letters or papers; and maintain current Official Copy of the Bylaws and provide current copy to the Federation; will maintain all files in electronic format and stored in designated electronic storage service provided through the Federation and accessible to all officers. (Note: Current storage as of 10/2015 is in Google Drive included in Club email account through the Federation.)

Section 6– The Treasurer shall: collect all dues; take charge of all money; keep account of all money through appropriate bookkeeping procedures; render monthly and annual reports of receipts; expend money for Club as instructed; and complete appropriate Federation required Treasurers' reports.

Section 7 - All officers will keep records of their respective activities and assist with filing the reports required by the Federation. (Note: Current storage as of 10/2015 is in Google Drive included in Club email account through the Federation.)

## ARTICLE V – MEETINGS

Section 1 – Regular meetings shall be held on the second Monday of each month, unless otherwise ordered by the organization or by the Executive Board.

Section 2 – Dates for the monthly Executive Board Meetings will be set by the President.

Section 3 – The last meeting of the year shall be the Annual Meeting.

Section 4 – Special meetings may be called by the President or any two members of the Executive Board.

## ARTICLE VI – NOMINATIONS AND ELECTIONS

Section 1: Nominations shall be made for officers for the following school year at the February and the April meetings. Nominations will be made from the floor from members present at the meeting, including the Executive Board members. A member not present may be nominated, however must be aware of the nomination and agree to serve if elected. The President is responsible for communicating to the membership via email, club website, and/or club social media the offices and responsibilities that are available for members to indicate interest in serving in an officer position.

Section 2: Officers shall be elected at the next to last meeting to serve for one year. Duties of office shall be assumed at the last regular meeting, alongside current officers.

Section 3– Voting shall be limited to members in good standing whose dues have been paid.

Section 4: Officers shall be elected by a plurality vote of members present and voting.

Section 5: If there be but one candidate, election may be “viva voce” (by voice); if there be more than one candidate, election shall be by ballot.

Section 6: In case of vacancy in any office, with the exception of the President, the position shall be filled by the Executive Board and ratified by the body at the next regular meeting.

#### ARTICLE VII – Executive Board

Section 1 – The Executive Board shall be composed of elected officers, chairmen of Standing Committees, and any member elected to office in State Federation. The Executive Board shall transact the business of the Club between meetings.

Section 2 – The regular meeting of the Executive Board shall be set by each administration. Special meetings may be called by the President.

Section 3 – Files of officers and chairmen shall be forwarded to their successors after the Annual Meeting, prior to August 1. All files will be provided in electronic format and stored in designated electronic storage service provided through the Federation. (Note: Current storage as of 10/2015 is in Google Drive included in Club email account through the Federation.)

#### ARTICLE VIII – COMMITTEES, APPOINTED POSITIONS AND DUTIES

The President shall appoint the following Standing Committee Chairmen and other positions, with the approval of the Executive Board: Communications/Publicity/Historian, Hospitality, Chairman of Goody Bags, Chairman of Spring Gift Cards, Inspiration, and any other committee deemed necessary. A committee chairman shall not serve more than two consecutive years in the same capacity.

Section 1 – Chairman of Communications/Publicity/Historian shall: be responsible for notifying members of meeting and other information, function as administrator of and maintain the club website and social media accounts and post all pertinent club information; be alert to any community opportunity in which our Club could cooperate and make recommendations to the Club concerning participation; be alert to take advantage of any opportunity through the media to publicize activities and projects of the Club; be responsible for downloading pictures and scrapbook related materials to the club website and social media accounts , and may appoint committees to aid in duties of the office.

Section 2 – Chairman of Hospitality shall: be responsible for coordinating meeting places and refreshments at meetings; be responsible for planning and coordinating all social events; and may appoint committees to aid in the duties of this office.

Section 3 – Chairman of Goody Bags shall: be responsible for planning and purchasing items to include in the student goody bags; secure a location and tables to stuff the goody bags; coordinate members to provide homemade goodies and to help with putting the bags together; coordinate Moms to deliver goody bags to College Station; secure location on campus at Texas A&M to deliver goody bags to students. Goody Bags charges should cover the cost of the items included in the bag and may be considered a fundraiser for the club, and as such, chairman is responsible for ensuring this.

Section 4 – Chairman of Spring Gift Cards shall be: responsible for coordinating making cards including providing card making supplies for the regular meeting at which cards will be made; and obtaining gift cards to mail to current students in the Spring, such as for Valentine's Day or other appropriate time; and may appoint committees to aid in duties of the office.

Section 5 - Audit Committee shall be appointed by the President and shall consist of 3 members from the membership. Outgoing and Incoming Treasurers and any other appropriate Executive board members shall attend the audit, not as elected members but as consultants. An audit of the books shall be completed at a meeting held prior to the first regular meeting of the school year.

Section 6 -Inspiration Chairman shall: give the invocation at all meetings.

#### ARTICLE IX – PARLIMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all meetings, when they are not in conflict with these bylaws.

#### ARTICLE X – AMENDMENTS

Bylaws of this Club may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided notice in writing of the proposed changes has been filed with the Secretary and read at the previous meeting.

#### ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for 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 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 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.

#### ARTICLE XII – 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 articles. No substantial part of the activities of the organization shall be put toward 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) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by any 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).

Revised November 2015 by Executive Board - Presented to membership at November 9, 2015 Regular Meeting; Approved by Club January 11, 2016 Regular Meeting. Jorjann Davis, presiding President.