**Bylaws**

**FORT WORTH/TARRANT COUNTY**

**TEXAS A&M UNIVERSITY MOTHERS’ CLUB**

ARTICLE I – NAME

The name of this organization shall be the Fort Worth/Tarrant County Texas A&M University Mothers’ Club, and may be referred to herein as the Club.

ARTICLE II – PURPOSE

To enable us, by a closer association with each other, and by a study of our students’ surroundings, to contribute to the comfort and welfare of the students and to cooperate with the faculty of the University in maintaining a high standard of moral conduct and intellectual attainment.

To provide scholarships to deserving students at Texas A&M University College Station. To contribute to worthy organizations of Texas A&M University College Station and its branches.

The Club is organized as a chapter club of the Federation of Texas A&M University Mothers’ Clubs (referred to herein as the Federation) for charitable and educational purposes, including for such purposes the making of distributions to organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE III – MEMBERSHIP

1. Active membership in the Club shall be mothers, stepmothers and guardians of any current or former students of Texas A&M University.

2. The Ring of Honor (hereafter known as ROH) is a designation within the Fort Worth / Tarrant County Texas A&M University Mothers’ Club. Membership within the ROH is open to active members whose children have graduated from Texas A&M University. The ROH members are entitled to all privileges of Club membership. There will be periodic activities and /or events planned for ROH members. ROH members are encouraged to attend General Meetings and support the fundraising efforts of the Club.

3. Associate Membership in the Club is for those persons who do not qualify under the active membership rules. An Associate Member shall have the privilege of participating in all functions of the Club with the exception of voting, holding office, or representing the Club at Federation. This would include persons with multiple club memberships who designate a different club as primary.

4. Honorary Life members shall constitute those whom the Club wishes to honor for extraordinary dedication and service rendered to the Club and/or Texas A&M University. Honorary Life members shall be entitled to full privileges and the right to hold office without obligation to pay dues, without any dues being paid by the Club to the Federation, and without being included in the official membership count.

 5. Annual dues are set by the Executive Board, are approved by the Club, and are payable beginning in June for the upcoming school year. Dues and fees assessed by the Federation will be paid for each active member by the Club. Membership must be renewed annually for the fiscal year June 1 through May 31. Dues for officers must be paid prior to installation. A “member in good standing” shall mean that dues for the current year are paid in full. Dues are not pro-rated.

ARTICLE IV – OFFICERS

1. The elected officers shall be President; Parliamentarian; President -Elect; Vice Presidents (Membership, Programs, Hospitality, Communications, Fundraising, Scholarship); Secretary; Treasurer; Historian; and Federation Representative. A person may hold the same office for no more than two consecutive years. The offices of President, President-Elect and Parliamentarian shall serve a one- year term. Additional terms may be served non-consecutively. A person may continue in the same office for additional years if no successor is found.

2. Any member who desires to serve as an officer may be a candidate for office provided she is a member in good standing. All activities performed for the Club prior to nomination must have been faithfully executed.

3. The slate of officers is to be presented and officers elected at the General Meeting immediately preceding the Installation Meeting. Additional nominations for any office may be made from the floor provided the consent of the nominee has been obtained. If there is more than one candidate for any office, the election for that office will be by ballot.

ARTICLE V – DUTIES OF OFFICERS

Each officer is a voting member of the Executive Board.

1. It shall be the duty of the President to preside at all meetings; to appoint all committee chairpersons and special committees, as needed; to act as ex-officio member of all committees, except the Nominating Committee and Audit Committee. The President shall represent the Club at the fall, winter and spring Federation meetings and District 1 meeting. The President shall perform such other duties as pertain to the office; shall furnish each Executive Board Member a specification of duties as defined in the Bylaws; and shall give to the new President any past President’s records and the outgoing years’ records by June 1. The President has authority to execute written contracts on behalf of the Club with the approval of the Executive Board. The President shall be certain that all reports, due annually to the Federation, are filed by their established deadlines.

2. The Parliamentarian shall be the immediate past President. The Parliamentarian shall fill any vacancy occurring on the Executive Board until said vacancy in filled, including the office of President. The Parliamentarian shall serve as a member of the Nominating Committee. The Parliamentarian coordinates and plans the Installation Dinner and shall be responsible for the purchase and presentation of the gift for the outgoing President. The Parliamentarian shall be ready at all times to advise the organization in regard to all questions on parliamentary usage which may be referred to her as necessary to conduct the committees’ business. If the past President is unable to serve as Parliamentarian, the President shall appoint a Parliamentarian.

3. The President-Elect shall assume the duties of the President in the absence of the President or in the event of her inability to serve and shall perform such duties as from time to time may be designated by the President and/or Executive Board. The President-Elect will become familiar with all activities pertaining to the office of the President and share primary responsibilities with the President for service as Club representative as requested by the President.

4. It shall be the duties of the Vice Presidents in the order listed below to preside in the absence of the President and President-Elect and perform other duties as may be assigned to them. Each Vice President may select as many committee members as necessary to conduct the committee’s business.

a. Vice President Membership. The Vice President Membership shall maintain a roster of paid members, ensure that attendance is recorded at all Club meetings and activities, greet members and guests at all meetings, and be in charge of nametags and a sign-in log. This office will oversee the production of the yearbook and sale of club t-shirts. The Vice President Membership will submit the yearbook for archive and to the Federation.

b. Vice President Programs shall make arrangements for and have charge of all programs for the Club as approved by the President. The Vice President Programs will procure a speaker and/or activities for the meeting. Gifts and honoraria for the speaker shall not exceed the amount set by the Executive Board and the annual budget. This office will oversee the Ring of Honor and Big Event Luncheon committees.

c. Vice President Hospitality shall act as hostess at all functions and be responsible for refreshments at the general meetings and any other Club functions as needed. This office will oversee the Silent Auction and Student Services committees.

d. Vice President Communications. The Vice President Communications will be responsible for all communications to club members, maintenance of the website, and social media. This office will oversee the Publicity committee.

e. Vice President Fundraising. Duties include the sale of items at all general meetings and special events held locally and in College Station (i.e., Parents’ Weekend, Boutique, etc.) execution of any raffles, and any additional fundraising activities. This position will oversee the Crafts and Merchandise committees.

e. Vice President Scholarships shall be responsible for scholarship applications as set forth in the Standing Rules and shall have served on the Scholarship Committee previously unless none of the previous committee members are able to serve.

5. It shall be the duty of the Secretary to keep the minutes of all Executive Board and General Meetings. The Secretary shall have charge of all records and correspondence throughout the year. This position will oversee the Chaplain.

6. The Treasurer shall collect and deposit all dues, boutique proceeds, and other monies from fundraising events. The Treasurer must present monthly and annual reports of all receipts and disbursements at Executive Board meetings and prepare all required Federation forms. The Treasurer and the President have the authority to write checks and expend money for the Club as instructed by the Executive Board. The Treasurer shall prepare and submit a yearly budget for approval by the Executive Board. The Treasurer must submit all records yearly for audit. The Treasurer shall act as the compliance officer for the Club in regards to all federal, state and local filings.

7. The Historian shall keep a record of the activities of the Club, furnish for publication items of general interest concerning the Club and its various activities, take and send pictures of various Club activities to the Communications director and Federation/District Liaison and perform such other duties as pertain to the office. She shall have the President’s scrapbook on display at the final meeting. She will ensure that copies of Club records (minutes, yearbook, and financial records) shall be sent to the Texas A&M University Cushing Library for archival purposes.

8. The Federation Representative shall attend the Federation meetings in the fall, winter and spring, attend District meetings, and make a report to the Board of each of the meetings. When District Meeting hosting duties rotate to our Club, the Federation Representative shall be responsible for making all arrangements for the District Meeting. She shall make regular reports to the Executive Board and must receive Executive Board approval for arrangements and expenditures.

ARTICLE VI – EXECUTIVE BOARD

1. The Executive Board shall be composed of all the officers of the Club. They shall meet in regular sessions to conduct all business of the Club, and shall make an annual report embodying the work of their committees. In case of a vacancy in an office, it shall be filled by the Executive Board. The vacancy shall be filled by an active member appointed by the President and ratified by the Executive Board. The position shall be filled by the Parliamentarian until ratification has been completed.

2. A Board meeting quorum consists of 50% plus one of the elected officers. A quorum must be present in order to conduct official business. A member is considered present if she participates by speakerphone or other technology for the entire meeting.

3. Newly elected officers shall assume their duties at the conclusion of the annual installation of officers.

4. The delegates to the Federation of Texas A&M University Mothers’ Club regular business meeting shall be appointed by the President prior to the Federation Meetings. The number of delegates shall be determined by the Federation guidelines.

5. If, in the opinion of the President and agreed upon by the Board, an officer demonstrates that she cannot execute the duties of her office, the President may ask for her resignation and may fill the office by appointment and approval of the Executive Board.

6. All officers and Committee Chairpersons shall submit an annual report to the President at least 30 days prior to the end of the Club year.

All records, materials and supplies shall be neatly maintained and ready for transfer to the incoming officer by the Pass Down Meeting date of the new Executive Board, as determined by both the outgoing and incoming Presidents.

ARTICLE VII - FINANCE

An annual budget must be approved prior to incurring any Club expenses. The budget may be modified during the year as needed. The Fort Worth/Tarrant County Texas A&M University Mothers’ Club is also known as FW/TC Aggie Moms’ Club and Fort Worth/Tarrant County Aggie Moms’ Club.

ARTICLE VIII – DUTIES OF STANDING COMMITTEES

1. The officers shall be nominated by a Nominating Committee. The Nominating Committee shall consist of at least three active members. No member of the Nominating Committee is eligible for elected office except for the Parliamentarian. The Nominating Committee shall be appointed by the President and approved by the board. The Parliamentarian will act as the Chairperson.

2. The Scholarship Committee shall be chaired by the Vice President Scholarships and composed of at least three active members in good standing and be responsible for executing its duties as set forth in Article I of the Standing Rules.

3. The Audit Committee shall consist of three active members in good standing, excluding Board members who served on the Board in the Club year for which the financial records are being audited. The purpose of the committee shall be to audit the Club’s financial records as prepared by the Treasurer. Both the outgoing and incoming Treasurers shall attend the Audit Committee meeting as consultants. All books shall close no later than 30 days after the beginning of the new Club year, and the audit should be conducted within 30 days of closure of the books. The President should appoint the committee members prior to the end of the Club year, and both the outgoing and incoming Presidents should attend this meeting for informational purposes.

ARTICLE IX – GENERAL MEETINGS

General Meetings shall be held the third Monday of each month unless otherwise designated, at announced times, beginning in September and closing in May. Twenty (20) members in good standing, excluding Board members shall constitute a quorum at a General Meeting. Other meetings may be called or cancelled if deemed necessary by the President.

ARTICLE X

The Bylaws and Standing Rules shall govern this Club and shall be consistent with the practices of the Federation. Any rules not directly covered in these Bylaws and Standing Rules shall be governed by the most recent edition of Robert’s Rules of Order, Newly Revised.

ARTICLE XI – DISSOLUTION

Upon 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 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 education 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 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 activities or 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 engage in any activities prohibited by (a) 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) an organization, contributions to which are deductible under section 170 (c) (2) (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended by a majority vote of those present at a General Meeting provided such amendments have been submitted to and approved by a two-thirds vote of the Executive Board and due notice of such amendments provided to members 30 days prior to the General Meeting at which they are to be presented for vote. Standing Rules may be amended by approval of the Executive Board and ratification by a majority of those in attendance at a general meeting.

The foregoing Bylaws of the Fort Worth/Tarrant County Texas A&M University Mothers’ Club are certified to be the document approved by the membership on in accordance with the procedures specified in the Bylaws governing such amendments

Bylaws Amended and Adopted by the Membership \_\_\_\_\_\_\_\_\_\_\_\_, 2016

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**“STANDING RULES”**

ARTICLE I – SCHOLARSHIPS

1. The Club shall provide scholarships in accordance with the following:

Eligible candidates shall fall under two categories and shall fill out the appropriate application accordingly. Applicants may not have a relative on the Scholarship Committee.

Incoming freshmen applicants shall be graduating high school seniors from a public, private or home school program who are legal residents of Tarrant County, and have applied to Texas A&M University in College Station. Recipients must attend Texas A&M University College Station full time. The scholarship does not apply to those students attending Blinn Team, or other part time programs. Graduating seniors, who have earned any college credits, including enough credits for sophomore classification at Texas A&M, are eligible to apply using the Incoming freshman Application form.

Current Undergraduate applicants shall be full-time students attending Texas A&M University in College Station and a legal resident of Tarrant County. Undergraduate Transfer applicants shall be those students who, after transferring from another university, have successfully completed one semester at Texas A&M University in College Station. Their legal residence must be in Tarrant County. Both are eligible to apply using the Undergraduate Application form.

All eligible applicants must also meet the academic requirements as set forth by Texas A&M University in College Station.

Applications shall be evaluated on: academic merit, community involvement, extracurricular activities, and employment without undue emphasis on financial need. Students shall apply directly to the Scholarship Committee no later than the date stated on the applications and posted on the Club website.

Recipients must submit a new application each year they wish to be considered for a scholarship.

2. A minimum of two annual scholarships in the amount of at least $1000.00 will be awarded each year. Each scholarship recipient will receive half the funds in the fall and half in the spring semester unless he/she has only one semester remaining. As funds are available, the Club may award additional scholarships to eligible students. If there are not sufficient qualified applicants, the Club, at its discretion, may present additional donations to University Student Organizations in lieu of scholarship awards. Scholarship recipients in their graduating semester may receive their full allocation of scholarship funds even if taking less than full-time hours.

3. Recipients for scholarship shall be ranked by the Scholarship Committee and approved by the Executive Board.

DUTIES OF THE VICE PRESIDENT SCHOLARSHIP

1. The Vice President Scholarship shall:

A. Work cooperatively with the Texas A&M University Financial Aid Office to market scholarship applications and to distribute them upon request.

B. Make scholarship applications available to Tarrant County public, private and home school students.

C. Prepare all scholarship application forms for posting on the club website

D. Acknowledge scholarship applications by a self-addressed, stamped envelope or e-mail address if requested by the applicant.

E. Provide the President with information for submission of the required reports.

F. Communicate scholarship awards to chosen candidates in writing, by e-mail or phone. Prepare list of scholarship recipients for posting on the club website.

G. Extend written invitations encouraging scholarship recipients to participate in Howdy Party.

H. Participate in the planning and organization of the Scholarship Committee process. To ensure the integrity of the blind selection process, she shall not be a voting member of the Committee.

I. Verify scholarship winner eligibility and admission acceptance.

ARTICLE II - DONATIONS

1. Monetary donations may be made to recognized organizations at Texas A&M University in College Station and its branches.

2. Donations will be made at the end of the club year. Recognized organizations may submit requests for donations to the club President for consideration by the executive board.

3. The Executive Board will determine the amount to be donated based on funds available. The monetary donation to each organization may vary.

4. Monetary donations to other 501 (c) (3) organizations shall be considered on a case-by-case basis for approval by the Executive Board.

5. Non-monetary donations to Texas A&M University, its affiliated organizations, or other 501(c)(3) organizations may be made at the discretion of the Vice President Fundraising and reported to the Executive Board.

ARTICLE III - HONORARY LIFE MEMBERSHIP

Honorary Life Membership may be bestowed by the President with the approval of the executive board.

ARTICLE IV – DUTIES OF APPOINTED POSITIONS

The following positions will be recommended by the Nominating Committee at the same time that the slate of elected officers is presented and approved by the Executive Board. Any vacancies will be filled by the President. These positions may be required to attend and participate in board meetings in a non-voting capacity.

1. The Chaplain will lead all devotionals and send cards or flowers as appropriate.
2. The Yearbook chairperson will produce and distribute the annual yearbook.
3. The T-shirt chairperson will coordinate the sale of the club t-shirt.
4. The Ring of Honor chairperson will coordinate activities for Ring of Honor members. Ring of Honor members are active club members with a Texas A&M graduate.
5. The Big Event Luncheon chairperson will chair the committee that plans and executes the annual Big Event Luncheon.
6. The Silent Auction chairperson will chair the committee that plans and executes the annual Silent Auction.
7. The Student Services chairperson will be responsible for the purchase of items for and distribution of student study kits prior to fall and spring semester exams.
8. The Publicity chairperson will be responsible for promoting the club and its activities within the community.
9. The Merchandise chairperson will be responsible for the procurement and sale of merchandise at general meetings and other events.
10. The Crafts chairperson will be responsible for the procurement of supplies, production of craft items, and sale of these items at general meetings and other events.

Standing Rules Amended and Adopted by the Membership \_\_\_\_\_\_\_\_\_\_\_\_, 2016

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date