

BYLAWS

Tyler A&M Mothers' Club

ARTICLE I – NAME

The name of this organization shall be the Tyler A&M University Mothers’ Club.

ARTICLE II – PURPOSE

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 in maintaining a high standard of moral conduct and intellectual attainment.

Said organization is organized for charitable and educational purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding Provision of future United States Internal Revenue Law).

ARTICLE III – MEMBERSHIP AND DUES

Section 1: Active Members

An Active Member is a mother, stepmother, or legal guardian of a current student or former student of Texas A&M University main or branch campuses, provided the member has paid current dues and upholds and supports the constitution and bylaws of this club and the Federation. Active members shall have the privilege of holding office, voting and taking part in all work of the club. Active members shall be required to attend at least three meetings a year to be eligible to hold elective office or to serve on the nominating committee. Active members whose student has graduated will also be included in the “Ring of Honor”.

Section 2: Associate Members

An Associate Member is a person other than a mother, stepmother, or legal guardian of a current or former student of Texas A&M University main or branch campuses, or a mother of a student at any campus in the Texas A&M University System provided the member has paid current dues and upholds and supports the constitution and bylaws of this club and the Federation. Associate members 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 members with multiple club memberships who designate a different club as primary. Associate members whose student has graduated will also be included in the “Ring of Honor”.

Section 3: Life Members

A Life Member is a person who the club votes to honor for services rendered to the club or to Texas A&M University. Life Members have all the rights and privileges of holding office, voting and taking part in all work of the club. Life members whose student has graduated will also be included in the “Ring of Honor.”

Section 4: Adopt-A-Mom

An Adopt-A-Mom is an individual who lives in an area not served by an active Federation of Texas A&M University Mothers' Clubs club. An adopted mom may be an active or associate member with all the rights and privileges of the chosen membership level. Adopt-A-Mom members whose student has graduated will also be included in the "Ring of Honor."

Section 5: Honorary Members

An Honorary Member is a person who the club votes to honor for services rendered to the club or to Texas A&M University. Honorary Members 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.

Section 6: Dues

Annual dues are set by the Executive Board, approved by the club and are payable beginning in June for the upcoming school year. Membership must be renewed annually for the fiscal year June 1 through May 31. If dues are paid after the October meeting, the member's name might not be included in the directory. Dues are not pro-rated.

Section 7: Federation Dues

Federation dues are paid to the Federation Treasurer according to Federation guidelines.

ARTICLE IV – OFFICERS

Section 1: List of Officers

The officers of this club shall be President, Vice-President at Large/President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Fifth Vice President, Recording Secretary, Treasurer, Historian, Corresponding Secretary, and Parliamentarian. These officers shall be elected by the April meeting and installed in May. They shall hold office for one year, or until their successors are installed. These officers are hereby known as the Executive Board. Also, any member of the local club who is a Federation Officer shall be a member of the local Executive Board.

Section 2: Duties of Officers

- A. The President shall preside at all meetings, act as ex-officio member on all committees except the Nominating Committee and Audit Committee, and shall appoint a Chair of each Standing Committee necessary to properly conduct the business of the club. She (or her designee) shall attend all the Federation of Texas A&M University Mothers' Club meetings at College Station and District meetings as called. The President shall be certain that all reports, due annually to the Federation, are filed by the established deadlines. She may not serve more than two (2) years in succession.**
- B. The Vice-President-at-Large shall be the immediate past President. The Vice-President-at-Large/President Elect position shall be filled by the immediate past president or president elect, whichever suits the needs of the current Executive Board**

and will advise/assist the President. She shall fill any vacancy of the Executive Board until said vacancy is filled.

- C. **The First Vice-President (Director of Membership) shall acquire prospective contact information, maintain a roster of paid members, ensure that attendance is recorded at all club meetings and activities, greet members and guests, and provide nametags at each function. She shall endeavor to increase the existing membership and have charge of the membership committee of her choice. She shall oversee the production and distribution of the directory.**
- D. **The Second Vice-President (Director of Programs) shall plan monthly programs, shall ensure that the monthly meeting place is ready, shall cooperate with the Corresponding Secretary for the mailing of notices and shall have verified the program in advance of the meetings.**
- E. **The Third Vice-President (Director of Publicity) shall contact the newspaper(s) and other available media regarding notices of meetings and items of interest and achievement. She shall oversee and maintain the club website and social media.**
- F. **The Fourth Vice-President (Director of Projects) shall plan ways and means to provide funds for scholarships and donations to TAMU. She shall coordinate all of the individual projects with a committee of her choice.**
- G. **The Fifth Vice-President (Director of Hospitality) shall be responsible for coordinating refreshments at monthly meetings, shall provide paper goods for monthly meetings, shall provide decorations for meetings (if needed), shall have charge of a hostess committee of her choice, and shall take the lead in food service at any club events where food service is required.**
- H. **The Recording Secretary shall keep minutes of all meetings and shall keep a record of attendance. She shall provide sign-in sheets for each club function.**
- I. **The Corresponding Secretary shall have charge of all correspondence which concern the club. She shall create and maintain an email distribution list of all Club members for purposes of correspondence and send email notices of meetings and other notices necessary for the proper conduct of the business of the club. She shall create and distribute a monthly newsletter.**
- J. **The Treasurer shall receive, hold, and disburse all monies and give receipt for same. She shall pay out all money (only by check) upon the order of the body or the Executive Board except in an emergency upon written order signed by the President and the Recording Secretary, shall file state sales tax when appropriate, shall present a financial report at all meetings, and shall prepare the books for audit at the end of the fiscal year (June 1 to May 31).**
- K. **The Parliamentarian shall be ready at all times to advise the organization in regard to questions of parliamentary procedure. The Parliamentarian has no voting privileges. The Parliamentarian shall be responsible for coordinating the Goodie Bag program in the fall and spring semesters.**
- L. **The Historian shall keep a record of the club and its activities. She shall be responsible for taking pictures at all club functions and shall present a Traditions Moment at each**

meeting. She shall prepare a scrapbook of Club activities at the end of the year, to be presented to the out-going President.

M. It shall be the duty of the Vice-Presidents, in their order, to preside in the absence of the President, and to perform such duties as may be assigned to them.

Section 3: Election of Officers

- A. The officers shall be nominated by a nominating committee composed of three active members appointed by the President. The committee shall submit the slate of officers to the Executive Board by the March board meeting. The election shall be held by the April meeting with additional nominations being made from the floor, (with prior approval from the nominee). This election shall be by verbal vote in the case of an uncontested election, and by ballot in the case of a contested election.
- B. The officers shall be installed at the Installation meeting and assume duties on June 1st.
- C. No member shall be eligible to serve on the nominating committee two (2) consecutive years.
- D. To be a candidate for President, one must have been an active member of this or another Federation Club for at least two (2) years and preferably a member of this Executive Board for at least one year.

ARTICLE V – MEETINGS

Section 1: Regular Meetings

The regular meeting of this club shall be the third Thursday of each month, September through April, unless otherwise ordered by the Executive Board.

Section 2: August Meetings

The August meeting shall be reassemble/get acquainted meeting.

Section 3: Quorum

Ten (10) percent of the active and life membership shall constitute a quorum at any regular meeting of the club.

Section 4: Executive Board Meetings

- A. Executive Board meetings are to be held monthly, when necessary, as determined by the President. A majority of elected officers shall constitute a quorum. A member is considered present if participating by speakerphone or other technology.
- B. A vote of the Executive Board conducted via electronic mail shall be permissible between scheduled meetings as deemed necessary by the President. The Parliamentarian shall distribute the ballots, receive and count the returned ballots, and announce the results to the Board. The rules for constitution of a quorum of Board Members shall apply.

ARTICLE VI – STANDING COMMITTEES

Section 1: Standing Committees

The Standing Committees of this organization shall be the Auditing Committee, Nominating Committee, and Scholarship Committee.

Section 2: Duties of the Standing Committee

- A. The Audit Committee, appointed by the President and approved by the Executive Board, shall audit the financial records of the Treasurer and file a report with the President.**
- B. The Nominating Committee, appointed by the President, shall submit the slate of officers to the Executive Board by the March board meeting.**
- C. The Scholarship Committee shall be composed of the President, Vice-President-at-Large, and the Treasurer (or their designees). Students who have completed one semester at Texas A&M University may apply for a scholarship. Additional eligibility requirements are set by the Scholarship Committee, approved by the Executive Board and detailed on the scholarship application. The dollar amount of scholarships awarded will be based on the club's financial status as of May 31 of each year.**

ARTICLE VII – PARLIAMENTARY AUTHORITY

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.

ARTICLE VIII – EXECUTIVE POWER

Section 1: Executive Board

The Executive Board, composed of the elected officers, shall have all authority to act for the organization between business meetings.

Section 2: Office Openings

In the event of any office openings, due to resignation or death, the office shall be filled by the Vice-President-at-Large/President Elect as interim officer until the previous nominating committee shall be reinstated and fill the vacated office with a qualified member, subject to the approval of the Executive Board.

Section 3: Removal from Office of any Elected Board Member

- A. The Executive Board may, by majority vote at any regular or special meeting, remove any member from the position to which she has been elected 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.
- B. Regardless of the above, however, any officer elected or appointed by the Board may be removed at any time by the Board for any reason deemed sufficient by the Board for such removal by affirmative vote of a majority of the Board Members.

ARTICLE IX – AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by two-thirds (2/3) vote of the membership present, provided the proposed amendment(s) have been first submitted to and approved by a two-thirds (2/3) vote of the Executive Board and previous written notice of the amendment(s) and intention to vote was given at a previous meeting, or said notice was compiled within the newsletter. Upon membership approval, the amended bylaws are to be filed and sent to the Federation Parliamentarian for file.

ARTICLE X – STANDING RULES

Section 1: Memorials

In the event of the death of a member, or the husband or child of a member, of the Tyler A&M University Mothers' Club, a memorial shall be sent to the Mothers' Club Endowment for the Sterling C. Evans Library.

Section 2: Officers' Records

Each officer will keep record of her work to pass on to her successor at a "joint" board meeting as soon as feasibly possible after installation. In addition each officer will submit a summary of her work for the president's notebook.

ARTICLE XI – 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 the furtherance of the purpose set forth in these articles. No substantial part of the activities of the organization shall be 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) a 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) 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 XI may not be altered or removed at any future time.

ARTICLE XII – DISSOLUTION

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 purposes of the organization in such a 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 organization 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 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 may not be altered or removed at any future time.

BYLAWS AMENDED:

(Previous Dates Lost)

September 2006

October 15, 2009

August 4, 2011

March 23, 2017