

Tyler A&M Mothers' Club General Meeting

January 16, 2025

The general meeting was held at Pollard United Methodist Church at 6:30 p.m. with approximately 20 in attendance. Thanks to Luba Pitonakova for providing refreshments!

At 6:30 p.m. Treva Tew, President, welcomed everyone with a Howdy.

Karyn Ard introduced **Chief Kyndal Brown, Chief of Police for Troup ISD**. Chief Brown spoke on situational awareness, which is the first line of defense. She urged us to listen to our innate instincts. "You are 150% empowered. Do what you need to do to get home to your loved ones."

Other points she made:

- Don't take samples from anyone.
- Don't pick up items off the ground because they could have been soaked in Fentanyl.
- Don't be afraid to offend someone if they are approaching you. Don't be timid – make eye contact.
- Constantly scan your surroundings. You make yourself a target when you are not paying attention.
- Be ready to fight. Do not let them get full striking extension. Use your elbows and your palms. Do not allow someone to take you to another location.

Chief Brown handed out the attachment "Personal Safety and Situational Awareness".

The **minutes** from the Christmas Dinner held December 3rd were previously emailed to the membership. Margaret Rapp made a **motion to approve** the minutes. The motion was seconded by Luba Pitonakova. With no corrections, the minutes stand approved as distributed.

The **Treasurer's Report** was also emailed to the membership before the meeting. Margaret Rapp made a **motion to approve** the Treasurer's Report. The motion was seconded by Kathryn Whitmore. With no corrections, the Treasurer's Report stands approved as distributed.

Treva made these requests:

- If you have old **Aggie T-Shirts**, please bring them for next year's T-Shirt Quilt.
- If you are interested in being an **officer next year**, please see Treva. "No experience necessary."
- Please sign up to work one or more two-hour shifts at our booth at the **Aggie Mom Boutique** to be held April 4-5 in College Station during Family Weekend. Setup will be Thursday night, April 3rd.

Our **scholarship application** will be available February 1st through March 31st on our website. We raised the required GPA to 3.25. We give a scholarship to everyone that applies that meets the requirements. Students on the Blinn Team and at TJC Engineering Academy are eligible for our scholarships.

Upcoming Meetings:

February 20th (normal Thursday meeting night) – Good JuJu Gourmet Cookies will hold a cookie decorating class. We need to have at least 20 participants. Attendees need to pre-register and pay the \$30 fee which will pay for cookies, icing and instruction.

March 11th (Tuesday) – Give Back fundraiser and social meeting at True Vine.

Saturday, April 12th – We will have a wine tasting fundraiser by 12 Fires Winery and Vineyard at Oak Crossing in Whitehouse. The venue was donated to us. We will also have a silent auction that night. We are looking for donations of other items.

A **Bylaws** Committee consisting of Treva Tew, Shelley Mraz, Angie Wood, Susan LeJeune, and Jessica Knowles reviewed the bylaws and made recommendations to the Board. The Board voted to send the changes to the membership for approval. Treva went through the suggested changes to the bylaws (see attached). Karyn Ard made a **motion to approve the bylaw changes**. The motion was seconded by Margaret Rapp, and it carried with a show of hands.

Treva noted that our club has two classes of membership that have to be approved by the Board. Honorary Members are non-Aggie Moms that the club wants to honor. Lifetime Members are Aggie Moms that the club wants to honor for special service. Karyn Ard made a nomination to the Board to make Jessica Knowles a **Life Member** for fifteen years of service as the Recording Secretary, and the Board voted to approve the nomination. Jessica was given a beautiful, personalized charcuterie board made by Luba Pitonakova.

Treva asked if anyone had **“Gig ‘Em Brags”**. There was an Aggie coming home from France and a TJC Engineering Academy student picked to go to an exclusive lunch at the Engineering Job Fair. Two moms also had **prayer requests**: Major Garrett Latham is being deployed to Africa for six months and Angela, 48, has stage 4 colon cancer. Katie Latham led a prayer for Angela.

Jennifer King, Membership, and Sue Ellen Moncrief held **door prize** drawings. Two winners received a prize.

The meeting concluded at 8:20 p.m.

(Minutes by Jessica Knowles, Recording Secretary)

PERSONAL SAFETY AND SITUATIONAL AWARENESS

1: Pay attention to your surroundings

Look beyond your immediate location. You should be looking 30 feet or farther in front of you. Your brain will pick up things that seem "off" and the extra distance gives you time to react to an unexpected situation. This is especially important when entering or leaving a building, including your home.

2: Constantly scan left to right

Don't just look forward, take in your WHOLE environment. You should even look behind you from time to time. This will connect you to where you are and actively raise your alertness. It also warns criminals you're not an easy target.

3: Alter travel routes when driving

- It is easy to fall in to a routine. It makes you comfortable and that leads to less awareness. By changing things up, it keeps your attention level higher and gives you the opportunity to see things you might otherwise miss.

4: Put your phone away

Phones and tablets keep us connected to the world. We can shop, bank, order dinner and talk to our friends all at the same time. The problem is it pulls your attention away from the physical world and makes you an easy target.

5: Don't look like a victim

Posture, body language, eye contact and projected confidence (even when you are uncomfortable) go a long way in telling would-be criminals you are not the victim they are looking for.

6: Trust your intuition

We all know that feeling of "something isn't right." Trust that feeling. Take steps to get away from that situation. Walk faster, go in to a store, or drive to a crowded location. Alter your situation to your advantage and seek assistance if needed.

BYLAW REVISIONS

ARTICLE III – MEMBERSHIP AND DUES

Section 3: Life Members

A Life Member is a person who the club votes to honor for significant 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 and will not be assessed the annual membership fee. Life members whose student has graduated will also be included in the “Ring of Honor.” **A Life Member must be recommended to the Board by an Active Member; if in the judgement of the Board, a current member has earned this distinction.** (REMOVE Highlighted to remove duplication with next sentence) Any Active Member may initiate the review process with a nomination letter outlining the qualifications of the nominee, and 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 meeting of the Board’s choice.

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. **An Honorary Member must be recommended to the Board by an Active Member; if in the judgement of the Board, a person has earned this distinction.** (Remove highlighted to remove duplication with next sentence) Any Active Member may initiate the review process with a nomination letter outlining the qualifications of the nominee, and shall be delivered to the President for review and election by the Board. The Honorary Member must be elected by a unanimous vote of the Board. The entire process will be confidential, and if selected, any new Honorary membership will be awarded at the meeting of the Board’s choice.

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.** (remove highlighted as we may not produce a directory) Dues are not pro-rated. 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 IV – OFFICERS

Section 1: List of Officers

The officers of this club shall be President, **Vice-President at Large/President-Elect** (separate into 2 officers not just a combo), First Vice-President, Second Vice-President, Third Vice-

President, Fourth Vice-President, Fifth Vice President, Recording Secretary, Treasurer, Historian, **Corresponding Secretary** (remove position as not needed and to mimic Federation board), 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 (will change all lettering due to adding office)IE:A, B, C, etc)

- 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. (replace 2 years with 4 years)**
- 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. **Change the wording as follows due to splitting the positions: The President-Elect will automatically fill the position of President at the end of the term of the president. She will work closely with the President and assist her throughout the year so that she becomes familiar with all aspects of the Board. She may fill any vacancy on the Executive Board until said vacancy is filled.**
- C.** 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. **Change the wording to reflect the splitting of the positions as follows: The Vice-President-at-Large shall be the immediate past President. She will advise the President and may fill any vacancy of the Executive Board until said vacancy is filled.**
- D.** 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 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. (insert as we are eliminating the Corresponding Secretary Position. She shall oversee the production and distribution of the directory. Remove highlighted in case directory is not produced.**
- E.** 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~~ **(replace mailing with publication)** of notices and shall have verified the program in advance of the meetings.
- F.** 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.

- G. 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** (replace a committee with Committee (s) so that she may have multiple for each activity) of her choice.
- H. 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.
- I. 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.
- J. **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.** (Remove position – not needed no longer prepare newsletters-moved the email distribution list to membership VP)
- K. The Treasurer shall receive, hold, and disburse all monies and give receipt for same. She shall pay out all money (only by check) (insert “for budgeted expenses or”) 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).
- L. 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.
- M. 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.**(remove highlighted) She shall prepare a scrapbook of Club activities at the end of the year, to be presented to the **out-going** (Change to acting) President.
- N. It shall be the duty of the President-Elect or 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.

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.(Change wording to This Club will meet once a month, September through April, unless otherwise ordered by the Executive Board.)-This allows us to meet on other dates besides the third Thursday if needed.

Section 2: **August Meetings** (replace with Howdy)

The **August** (replace with Howdy) meeting shall be reassemble/get acquainted meeting.

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** (replace with **“communication”**) shall be permissible **between scheduled meetings** (remove so can do at any time) 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.
- C. If members serve as co-chairs for any position, only one vote is allowed between them for board votes.

ARTICLE VI – STANDING COMMITTEES

Section 1: Standing Committees

The Standing Committees of this organization shall be the Auditing Committee, (Add Budget 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**(replace President with Executive Board). (add the following to match Federation: The committee is to be composed of three members and one alternate. No member of the Audit committee shall be a current board member or an immediate past board member.)
- B. Add Budget Committee with info as follows: The Budget committee will consist of the current Treasurer, President, President Elect, Vice-President at large and VP of Projects. This committee will prepare the budget for the presentation and approval of the board. Upon approval, it will be presented to the membership. Also Add (At the end of the year, the Budget Committee can make a request to move excess operating funds to the scholarship fund with a majority vote of the Executive Board.
- C. The Nominating Committee, appointed by the President, shall submit the slate of officers to the Executive Board by the March board meeting.(change to match the Federation as follows: The Nominating committee will consist of the Vice-president at large as chairwoman and four members appointed by the President. The slate of new officers should be presented to the Executive Board by the March board meeting.
- D. The Scholarship Committee shall be composed of the President,) **Vice-President-at-Large**, (change to President-elect)and the Treasurer (or their designees). Scholarships awarded by the club shall be restricted to full-time Texas A&M students who have completed at least one semester at Texas A&M University (**College Station, Galveston, McAllen or Qatar**) (remove specific locations as Federation has asked us to be more vague in case things change so we don't have to redo bylaws. Language will now say “The eligible locations will be determined by the scholarship committee, approved by

the Executive Board and detailed on the scholarship application); however, such scholarships shall not discriminate on the basis of an individual's age, sex, color, creed and religion or national/ethnic origin. 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.

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(**make it President Elect or Vice-President at Large**) 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.

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** (**change to distributed by electronic communication**). 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** (change to "may") be **sent to the Mothers' Club Endowment for the Sterling C. Evans Library.** (**change to The Federation of Texas A&M University Mothers' Club Endowed Scholarship**) and add **As approved by the Executive Board.**

BYLAWS AMENDED:

(Previous Dates Lost)

September 2006

October 15, 2009

August 4, 2011

March 23, 2017

February 15, 2018

Add new date as approved