

# **BYLAWS**

## **ARTICLE I. NAME**

The name of the organization shall be the Austin Texas A&M University Mothers' Club.

*Amended and Approved April '95.*

## **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 exclusively for charitable and educational purposes, including for such purpose 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 any future United States Internal Revenue Law).

*Amended and Approved April '95*

## **ARTICLE III. MEMBERSHIP**

The membership shall be composed of mothers of students and former students of the Texas A&M University. Members shall be divided into four classes: Active, Honorary, Honorary Live, and Adopted.

Section 1 An Active Member shall be the mother or guardian of a student or former student. Only Active members shall have the privilege of holding office and voting.

Section 2 Honorary Members shall be those whom the Club votes to honor for service to the Club or University. All Former Presidents shall automatically become Honorary Members.

Section 3 Members with twenty years of consecutive membership shall be designated Honorary Life Members and shall not pay dues. All Former Presidents shall pay dues until designated as Honorary Life Members.

Section 4 An adopted mother shall be selected and voted on by the Executive Board. Said member will be afforded a one-year gratis membership and thereafter membership dues will be \$10 per year.

Section 5 Only those active members who have paid their full dues and only those who are listed under the title of Honorary Life Members shall be counted as Members of the Federation.

Section 6 The Club, whose active members consist of mothers or guardians of students or former student of Texas A&M University, must maintain bylaws in harmony with the constitution and bylaws of the Federation of Texas A&M University Mothers' Clubs.

*Amended and Approved October '02.*

## **ARTICLE IV. OFFICERS**

The officers shall be President, Vice President at-Large (who will be the Immediate Past President), four elected Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Historian and Parliamentarian.

*Amended and Approved May 2009.*

## **ARTICLE V. ELECTIONS**

Section 1 The Officers shall be elected for a term of one year. No officer shall serve more than two consecutive years in the same office. The President must have served at least two consecutive years on the Executive Board with a minimum of one year as an Elected Officer which may be service as First Vice-President. The First Vice-President must have served at least one year on the Executive Board and must be a current member of the Board when nominated.

*Amended and Approved May 2009.*

Section 2 The Officers of the Club shall be nominated by a Nominating Committee composed of the Vice-President at-Large, as Chairman and two members appointed in February. Nominations for Elected Officers may be made from the floor at the April meeting. All such nominations must have the approval of the person being nominated. When there is more than one nominee for an office the election shall be by ballot. The election of Officers shall be held at the April meeting. The officers shall be installed at the May meeting and assume office on June 1<sup>st</sup> of each year.

*Amended and Approved October '02.*

## **ARTICLE VI. DUTIES OF OFFICERS**

Section 1 It shall be the duty of the President to preside at all meetings and perform all the duties which pertain to her office and act as Ex-Officio Member on all Committees/Chairpersons except the Nominating Committee. She shall appoint the Chairmen of the Standing Committees.

Section 2 The Vice-President at-Large shall fill any vacancy until said vacancy is filled. She shall serve as Chairman of the Nominating Committee.

Section 3 It shall be the duty of the Vice President at-Large, and elected Vice-Presidents, in their order, to preside in the absence of the President and to perform all duties of the President.

1. The First Vice-President 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. The First Vice-President will be responsible for:
  - a. attending all meetings and assisting with any special projects.
  - b. collaborating with the Vice-President of Membership on recruitment of members.
  - c. facilitating the transfer of officer and chairman procedure books from current board members to incoming board members at the May meeting.
2. The Second Vice-President shall be Chairman of the Membership Committee.
3. The Third Vice-President shall be Chairman of the Program and Social Committee.
4. The Fourth Vice-Presidents shall be Chairmen of the Fund Raising Committees.

*Amended and Approved May 2009.*

Section 4 It shall be the duty of the Recording Secretary to record the proceedings of all the Club and Executive Board Meetings. She shall submit written minutes to the President within seven days after the meetings.

Section 5 The Corresponding Secretary shall have charge of the correspondence and invitations, as directed by the President. She shall also send birthday cards to students and appropriate cards or notes to members or students as needed.

Section 6 The Treasurer shall receive and disburse all monies, plus keep an itemized account of same, subject to the order of the Club or Executive Board. She shall make monthly and yearly reports. No money shall be disbursed without documentation.

Section 7 The Historian shall keep a record of the Club activities. The records, compiled of newspaper clippings, pictures and other items of interest, shall be on display at meetings throughout the year.

Section 8 The Parliamentarian shall be ready at all times to advise the Club in regard to all parliamentary procedure, guided by the reading of the Bylaws and Robert's Rules of Order.

*Amended and Approved October '02.*

#### **ARTICLE VII. STANDING COMMITTEES**

Section 1 The President may add or delete Standing Committees with the approval of the Executive Board. The Standing Committees/Chairperson may include: Newsletter, Publicity, Telephone, Yearbook, Scholarship, Ring of Honor and Website.

Section 2 The duties of the Standing Committees/Chairpersons shall be as follows:

1. The Newsletter Committee/Chairperson shall be responsible for producing and mailing a newsletter as directed by the President.
2. The Publicity Chairperson shall handle all Club publicity and meeting notices.
3. The Telephone Committee/Chairperson shall call the Membership as directed by the President or Executive Board.
4. The Yearbook Committee/Chairperson shall be responsible for publishing and distributing a directory listing all Members, Meetings and Bylaws. The Yearbook should be made available no earlier than the September Meeting and no later than the November Meeting.
5. The Scholarship Committee/Chairperson shall be responsible for providing the General Membership and public with scholarship deadlines and information. She shall abide by the guidelines as set forth by the general membership.

*Amended and Approved October '02.*

#### **ARTICLE VIII. EXECUTIVE BOARD**

Section 1 The Executive Board shall be composed of the Officers and all Chairmen of the Standing Committees.

Section 2 The duties of the Executive Board shall be to plan the activities of the Club and see that these plans are carried out.

Section 3 In case of the resignation of an Officer, the office shall be filled by the Executive Board and ratified at the next regular meeting.

*Amended and Approved May 2009.*

#### **ARTICLE IX. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised, in all points not covered by the Bylaws, shall govern the Club.

#### **ARTICLE X. AMENDMENTS**

The Bylaws may be amended by a majority vote at any meeting, provided advance written notice has been given; or they may be amended by the unanimous vote of the Body without the formality of a previous notice.

#### **ARTICLE XI. RESTRICTION CLAUSE**

No part of the new 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 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 carrying on of propaganda, or otherwise attempting to influence legislation and 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 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) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE XII. DISSOLUTION**

Upon the dissolution of the organization, the Executive Board shall, and 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 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.

*Reviewed, revised and approved October 2002.*

## **STANDING RULES**

1. The dues of the Texas A&M University Mothers' Club of Austin, Texas shall be \$20 per year.
2. The Executive Board shall meet the second Tuesday of each month from September through May. The President of the Club may call special, or additional meetings at any time deemed necessary.
3. The General Membership meeting dates will usually be the second Tuesday of each month from September through May, with dates changed, as deemed appropriate for the function, by the Executive Board.

*Reviewed, revised and approved February '08.*

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