

**BYLAWS OF THE
KATY/WEST HOUSTON A&M UNIVERSITY
MOTHER'S CLUB**

ARTICLE I- NAME

The name of this organization shall be "Katy/West Houston A&M University Mothers' Club".

ARTICLE II- PURPOSE

The purpose of this organization shall be to serve our students in an organized and directed manner with the same spirit with which we serve them as individuals; to aid in the promotion of Texas A&M University; and to foster a feeling of cooperation between the faculty, students and members of this Club.

Said organization is a member of the Texas A&M Federation of Texas A&M Mothers' Clubs, organized exclusively for charitable and educational purposes, including for such purposes the making of distribution 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).

ARTICLE III- MEMBERSHIP

Section 1. An active member shall be a mother, stepmother or legal guardian of a student of Texas A&M University. She shall have the privilege of holding office, voting, and taking part in all the work of the Club.

Section 2. A sustaining member shall be a mother, stepmother or legal guardian of a graduate of Texas A&M University. She shall not have a student who is currently enrolled at Texas A&M University. Sustainers shall have the privilege of holding office, voting, and taking part in all the work of the Club.

Section 3. An individual who is not a mother, stepmother or legal guardian of student or former student of Texas A&M University shall be an associate member. An associate member shall not hold the office of the president of her local club or serve as a voting delegate to the Federation. Associate members shall have all other privileges of the club.

Section 4. Honorary members shall be those whom the Club votes to honor for services rendered to the Club or the Texas A&M University.

Section 5. The dues of this organization will be \$25 per year for active and associate members, and \$15 per year for sustaining members, payable starting in June of each fiscal year upon application for membership. Honorary members pay no dues. Upon payment of dues, the member receives the full privileges of their membership level, including, but not limited to: monthly newsletters, regular updates by email and voting privileges.

ARTICLE IV - OFFICERS, THEIR ELECTIONS AND DUTIES

Section 1. The elected officers of this club shall be President, Vice-President-at-Large (who shall be the Immediate Past President, a former President or club member selected by the Nominating Committee), 1st Vice-President Programs, 2nd Vice President Membership, Secretary, Treasurer and Parliamentarian.

Section 2. Officers shall be nominated at the March general meeting, elected at the April general meeting, installed in May and begin serving June 1st for a term of one year. An officer shall not hold the same office for

more than two consecutive terms unless a successor has not been installed. One who has served more than one-half of a term shall be credited with having served that term.

Section 3. The duties of the officers shall be as follows:

- a. **President:** Preside over all meetings; appoint special committees as needed; act as ex-officio member of all committees except Nominating and Audit Committees; attend District and Federation meetings; furnish board members a list of duties as defined in the Bylaws; purchase the pin for the incoming president; organize the officer installation ceremony; give the new President all Past-Presidents' records and the outgoing year's records by May 31st; perform such other duties as may pertain to the office.
- b. **Vice-President-at-Large:** Preside in President's absence; assist any officer or chair when needed; fill any vacancy occurring on the Executive Board until said vacancy is filled permanently by the Board; carry out the duties of the Aggie Mom Love Fund; chair the Nominating Committee; act as the liaison to the Federation and the University.
- c. **1st Vice-President Programs:** Reserve location for club meetings; unlock and lock meeting site; set-up and cleanup before and after the meeting; serve as liaison between club and facility contact; make arrangements for club programs, including Big Event; handle arrangements with guest speakers.
- d. **2nd Vice-President Membership:** Plan and coordinate the annual Howdy Social membership event; promote club membership and solicit members, collect dues and submit payments to the Treasurer in a timely manner for deposit; distribute announcements to membership via email as approved by the President; compile an alphabetical listing of membership information for contact purposes; prepare and print membership directory for distribution at the November meeting; prepare an addendum of new membership information for distribution at the February meeting; prepare an electronic version of directory and addendum to distribute by email to club members.
- e. **Secretary:** Keep minutes of all meetings; handle all correspondence on behalf of the club; file annual board reports; maintain records of all minutes.
- f. **Treasurer:** Deposit all funds received by club; disburse payments and reimbursements; reconcile all accounts; issue monthly and annual reports of receipts and disbursements; file and pay State General sales tax; work with President on filing required tax forms; provide financial records from the previous and current year for use by the Finance Committee. The Treasurer shall coordinate the rebate program.
- g. **Parliamentarian:** Advise club in regard to all questions of parliamentary procedure; chair the Bylaws Committee; provide a current copy of the revised bylaws to the president. The official copy shall show revision date and be signed by the Parliamentarian and Bylaws Committee. The Parliamentarian has no voting privileges.

Section 4. Officers and committee chairs shall submit monthly reports of their business in writing to the President and Secretary, including all income and expenditures to date. All officers and committee chairs shall file an annual report, no later than the May Board meeting giving a summary of accomplishments and recommendations. Copy of annual report shall be placed in their files and copies shall be given to the President and Secretary.

Section 5. Vacancies:

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the Board with at least three (3) days' notice of such election having been given.
- b. In the event a vacancy occurs in the office of President, the Vice-President-at-Large shall serve notice to the Board of the election.

Section 6. The Board shall consist of elected officers and chairs of standing committees.

- a. A majority of Board members shall constitute a quorum at Board meetings.
- b. A vote of the 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 V - COMMITTEE AND DUTIES

The President shall appoint the following committee chairs: Audit, Ways and Means, Social, Care Packages, Scholarships, Hospitality, Publicity, and any other committee chair deemed necessary.

Committee Chairs shall solicit members to serve as needed. No Committee Chair shall serve in the same capacity for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 1. Audit Committee shall be appointed by the outgoing President and shall consist of three members and one alternative. The committee shall audit the financial records of the Treasurer and report their findings at the September meeting. All books shall close by May 31st in order for the records to be audited and transferred on or near June 1st.

Section 2. The Nominating Committee shall be appointed and chaired by the Vice-President-at-Large, and shall consist of three members, one of whom shall be a member of the Board. This committee shall be approved at the January meeting and shall announce one name for each elected office at the March meeting. Elections shall take place at the April meeting. Additional nominations for office may be made from the floor provided consent of the nominee has been obtained.

Section 3. The Finance Committee shall be chaired by the President and consist of any board member who attends the meeting in early May. The Treasurer shall provide financial records from the previous and current year for use at that meeting. The committee shall recommend end of fiscal year disbursements to the board for approval.

Section 4. Ways and Means Committee Chairs shall plan and arrange for the raising of funds for the club; shall present new fundraising ideas for board approval; solicit Aggie Moms' Clubs regarding purchase of Ring Crests; keep record of all receipts and disbursement; give all monies received to Treasurer in a timely manner for deposit.

Section 5. Social Committee Chair shall coordinate club social events that occur outside the general meetings.

Section 6. Care Packages Committee Chair shall prepare an order form for care package sales; give all monies received to Treasurer in a timely manner for deposit; select and purchase packaging and contents; organize assembly and delivery dates; notify students of pick-up date; deliver care packages to campus before fall and spring semester finals.

Section 7. Scholarship Committee Chair shall notify club members of the application form's availability and shall post that form to club's website; shall work with a committee, appointed by president, to evaluate applications and select recipients; shall notify recipients and invite them and their families to the May general meeting. Board must approve any changes made to the selection criteria.

Section 8. Hospitality Committee Chair shall make arrangements for refreshments, decorations, and door prizes to be furnished at monthly meetings and special events.

Section 9. Publicity Committee Chair shall submit announcements, press releases, and photos to local media. She shall maintain the Katy/West Houston Aggie Moms Facebook page and website. She shall record the club's yearly activities in photos and compile the club's scrapbook to be presented to outgoing president.

ARTICLE VI –MEETINGS

Section 1. The general meeting of this organization shall be held on a day each month to be designated by the President, unless otherwise ordered by the board due to conflict at the meeting facility or holiday/event.

Section 2. The April general meeting shall be for the purpose of electing officers. Officers shall be installed in May.

Section 3. The President, as necessary, may call special meetings.

Section 4. Twenty percent of the membership or twenty active members shall constitute a quorum at any meeting of the organization.

ARTICLE V - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLES VII - RESTRICTION CLAUSE

No part of the net earnings of the organization shall inure to the benefit of, or be distributed 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 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 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) or 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 I Revenue Law).


ARTICLE IX – DISSOLUTION

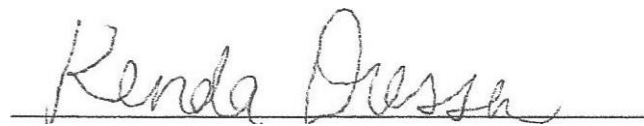
Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purpose of the organization in such manner, or to such organization 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 X - AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two-thirds vote of the members present at the general meeting, provided the proposed amendment or amendments have been first submitted to and approved by a two-thirds vote of the Board and due notice of such amendments was given at a previous general meeting.


LuAnn Butterfield, Parliamentarian 2018-2019


Lena Koriath, Bylaws Committee


Kenda Dressen, Bylaws Committee

Revised November 1993
Revised December 7, 1994
Revised May 5, 1998
Revised November 6, 2000
Revised May 8, 2004
Revised October 4, 2007
Revised March 4, 2010
Revised March 16, 2013
Revised September 17, 2013
Revised December 4, 2014

Revised February 16, 2016
Revised March 20, 2018
Revised November 6, 2018
Revised March 5, 2019
Revised June 11, 2019

