

# **Bylaws of the Comal County Texas A&M University Mothers' Club**

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## **Article I – Name**

The name of this organization shall be the Comal County Texas A&M University Mothers' Club (in membership with the Federation of Texas A&M University Mothers' Clubs, hereafter referred to as the "Federation").

## **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 and its branch campuses 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 Texas A&M University 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)." From the Bylaws of the Federation.

## **Article III – Membership**

- Section 1: Active membership shall consist of mothers, stepmothers or legal guardians of current students or former students of Texas A&M University and may include Adopt-A-Moms as defined by the Federation that meet these requirements.
- Section 2: An individual who is not a mother, step-mother or legal guardian of current students or former students of Texas A&M University may be an associate member.
- Section 3: Life membership should be considered a rare honor and may be awarded to any regular member that provides significant, special or extraordinary service to the organization. Life membership nominees shall be limited to one nominee per year (if any). A Life Member must be recommended to the Board by a committee of Life Members; if in the judgment of the committee, a current member has earned this distinction. Any Life Member may initiate the review process and a nomination letter from the committee, outlining the qualifications of the nominee, 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 annual picnic. Life Members will have all the privileges of regular members and will not be required to pay the annual membership dues.

#### **Article IV - Dues**

- Section 1: The annual dues of this club shall be set by the Board, approved by the membership at the May meeting and payable upon enrollment of a member.
- Section 2: A Life Member is not required to pay dues.
- Section 3: The Federation requires all clubs to submit dues and fees in an amount determined by the Federation and submitted by the date set by the Federation.

#### **Article V - Meetings**

- Section 1: The regular meetings of the club shall be held monthly from September through May, or as directed by the Board.
- Section 2: Ten (10) members shall constitute a quorum at a regular meeting.

#### **Article VI - Elections**

- Section 1: Officers will be elected for a term of one (1) year. No elected officer may serve more than two (2) successive terms in the same office.
- Section 2: No officers, except President and President-Elect shall be automatically advanced to any other office.
- Section 3: The officers of this club shall be elected at the April meeting. Officers shall assume the duties of their offices after installation at the May meeting, except for the Treasurer whose term of office ends at the close of the Club's fiscal year and the completion of the audit.
- Section 4: An associate member may not serve as an officer or standing committee chairman and shall have no voting privileges.
- Section 5: A Life Member may hold office and shall have voting privileges.
- Section 6: Voting privileges shall be limited to elected officers and active members in good standing.

#### **Article VII – Officers**

- Section 1: The elected officers of this club shall be President, President-Elect, Vice President-at-Large, three (3) Vice Presidents, Recording Secretary, and Treasurer.
- Section 2: The appointed officers of this club shall be the Corresponding Secretary, Parliamentarian, and Historian, and the standing committee chairs. These appointments are made by the President.
- Section 3: The retiring President shall serve as Vice President-at-Large.

- Section 4: In the event of a vacancy in any elected office, the Vice President-at-Large will fill any vacancy until the position is filled by the Board and approved by the membership at the next regular meeting.
- Section 5: Any elected officer who is absent for two (2) or more regular meetings without a valid excuse may be replaced by a 2/3 Board vote. Any appointed officer or standing committee chairman who is absent for two (2) or more regular meetings without a valid excuse may be replaced at the President's discretion.

### **Article VIII - Duties of Elected Officers**

- Section 1: The President shall:
- A. Preside at all meetings of the club.
  - B. Have general supervision over the affairs of the club.
  - C. Appoint all chairmen.
  - D. Compose a newsletter to be sent to the club membership monthly or as determined necessary by the Board.
  - E. Act as an ex-officio member on all committees except the Nominating Committee and the Audit Committee.
  - F. Perform other such duties pertaining to the office and in accordance with the Federation guidelines.
- Section 2: The President-Elect shall serve as Cookie Bake chairman and perform all duties pertaining to that office.
- Section 3: The Vice President-at-Large shall:
- A. Preside in the absence of the President and perform such duties as are necessary in her absence.
  - B. Fill any vacancy of an elected officer until such vacancy is filled by the Board and approved by the membership at the next meeting.
  - C. She may also serve as liaison for any Adopt-A-Moms who are club members.
- Section 4: The First Vice President shall be responsible for membership (recruiting and retaining active members), securing the appropriate contact information from the University for area students, and maintaining a roll of members and their attendance.
- Section 5: The Second Vice President shall be responsible for the programs at club meetings.
- Section 6: The Third Vice President shall be responsible for all fundraising activities outside of Cookie Bake.
- Section 7: The Recording Secretary shall take and keep minutes of all meetings of the club and of its Board.
- Section 8: The Treasurer shall:

- A. Be responsible for all monies received, held, and dispersed.
- B. Chair the Budget Committee.
- C. Disperse funds for all budgeted items, but disperse non-budgeted funds only as approved by the Board.
- D. Not reimburse sales tax.
- E. Sign checks for disbursement of funds of the club.
- F. Be responsible for a club debit card and its use as directed by the President and Board.
- G. Keep and give a financial report at each meeting of the Board and at each club regular meeting.
- H. File and pay state sales taxes and file IRS forms as required.
- I. Deliver the audited books to her successor immediately at the conclusion of the audit. The fiscal year of the Comal County Aggie Moms will correspond with that of the Federation, June 1 – May 31. Receipts for any reimbursable expenses incurred during any fiscal year must be received no later than the last day of the fiscal year.

#### **Article IX – Duties of Appointed Officers**

- Section 1: The Corresponding Secretary shall handle all correspondence, send notices of meetings and other notices necessary for the proper conduct of business of the club, and maintain a file of correspondence.
- Section 2: The Parliamentarian shall be ready at all times to advise the club in regard to all questions of parliamentary procedure and serve as Bylaws Revision Committee chair.
- Section 3: The Historian shall prepare a pictorial record which shall be presented to the President and submit appropriate documentation to the archives at Texas A&M University in accordance with the current Federation policy on archives.

#### **Article X – Standing Committee Chairmen**

The President shall appoint the chairman of the following committees: Social, Publicity, Scholarship, Senior Recognition, Electronic Information, and Endowment.

#### **Article XI - Duties of Standing Committee Chairmen**

- Section 1: The Social chairman shall coordinate social activities.
- Section 2: The Publicity chairman shall handle all publicity and take care of the social media accounts.
- Section 3: The Scholarship chairman shall oversee the scholarship process and ensure that the Non-Discriminatory Policy is observed. The Scholarship Committee will consist of the Scholarship chairman (appointed by the President) along with two other members also

appointed by the President. Each member may be eligible to serve on this committee two years in succession, but only one year as chairman.

- Section 4: The Senior Recognition chairman shall be responsible for recognizing graduating senior students in our club's designated area.
- Section 5: The Electronic Information chairman shall be responsible for the club's website, maintaining email accounts and passwords, coordinating online transaction software, and creating the digital membership directory with the approval and direction of the President.
- Section 6: The Endowment chairman shall be responsible for the club's endowed scholarship(s) in coordination with TAMU and the A&M Foundation for management and oversight.

## **Article XII – Duties of Special Committees**

- Section 1: At the February meeting the President shall appoint a Nominating Committee of three (3) members. The committee shall:
- A. Meet and select one (1) nominee for each office.
  - B. Present the proposed slate of officers at the April meeting. Additional nominations may be made from the floor, if consent has been obtained from the candidate prior to her being placed in nomination.
  - C. No member shall be eligible to serve on this committee two (2) years in succession.
- Section 2: At the April meeting, the President shall appoint an Audit Committee of three (3) members. The committee shall perform an independent appraisal of all financial activity conducted by the Treasurer of the Club within thirty (30) days of the close of the fiscal year, according to the guidelines promulgated by the Club.
- Section 3: The Budget Committee shall be comprised of the incoming Treasurer serving as chairman, the outgoing Treasurer, the President, the President-Elect and the Vice President-at-Large, and shall:
- A. Prepare the budget for the ensuing year as soon as the books have been audited.
  - B. Present the proposed budget to the Board for approval.
  - C. Present proposed budget, as approved by the Board, for approval of the club's membership at the meeting in September.
- Section 4: The President shall appoint the chairmen of special committees as necessary for the proper conduct of the business of the club.

## **Article XIII –Board**

The Board shall be composed of officers, chairmen of standing committees and any members currently serving on the Federation Board.

- Section 1: The Board will have all authority to act for this organization between regular meetings.
- Section 2: The Board shall hold at least three (3) meetings during the fiscal year.
- Section 3: Only elected board members may vote at board meetings. If members serve as co-chairs for any position, only one vote is allowed between them for board votes.
- Section 4: Five (5) elected board members shall constitute a quorum for board meetings.

#### **Article XIV – Delegates to the Federation Meetings**

The delegates to the Federation meetings shall follow Federation guidelines in number and means of selection as provided for in the Federation Bylaws.

#### **Article XV – Parliamentary Authority**

Robert’s Rules of Order – Newly Revised shall govern the club in all cases in which they are applicable and in which they are not in conflict with the Bylaws of this organization.

#### **Article XVI – Amendments**

Bylaws of this club may be amended at any regular meeting by a two-thirds (2/3) vote of the members present, provided the proposed amendment(s) have been first submitted to and approved by the Board and then presented to the membership for their review at the previous regular meeting.

#### **Article XVII – 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 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) 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 XVIII – Dissolution**

Upon the dissolution of the organization, the 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 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 Board shall determine. Any such assets not so disposed of shall be disposed of 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.

*Amended and approved by club membership vote on 11/12/07.*

*Amended and approved by club membership vote on 3/8/2011.*

*Amended and approved by club membership vote on 11/13/12.*

*Amended and approved by club membership vote on 4/8/2014.*

*Amended and approved by club membership vote on 1/5/2016.*

*Revised and approved by club membership vote on 10/6/2020.*

*Revised and approved by club membership vote on 9/12/2023.*