

**KINGWOOD/HUMBLE AREA A&M
UNIVERSITY MOTHERS' CLUB**

BY-LAWS

Official Copy from Audit Committee

Approved 10/13/15

Susan Clifford, Parliamentarian
and By-Laws Committee Chair

KINGWOOD/HUMBLE AREA A&M UNIVERSITY MOTHERS' CLUB BY-LAWS

ARTICLE I – NAME

The name of this organization will be KINGWOOD/HUMBLE AREA A&M UNIVERSITY MOTHERS' CLUB.

ARTICLE II - PURPOSE

The purpose of this organization is by individual and united effort to contribute in every way to the comfort and welfare of the students at Texas A&M University and to cooperate with the University in maintaining a high standard of moral conduct and intellectual attainment.

This 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).

ARTICLE III - MEMBERSHIP & DUES

SECTION A. ACTIVE MEMBER

1. Active membership will be composed of mothers, stepmothers or guardians of former and present students of Texas A&M University residing in the Kingwood/Humble Area.
2. An Active member will be required to pay club dues by the January General Meeting to be considered in Good Standing and have privileges to vote, hold office and serve on Committees.

SECTION B. ASSOCIATE MEMBER

1. An individual who is not a mother, stepmother or guardian of students or former students of Texas A&M University may be an Associate member of the club provided that the associate member upholds and supports the constitution and Bylaws of the club and the Bylaws of this organization.
2. Associate members will be required to pay club dues by the January General Meeting to be considered in Good Standing and have privileges to vote, hold office and serve on Committees.

3. An Associate Member may not serve as a Federation officer and may not be a delegate to a Federation meeting.

SECTION C. HONORARY LIFE MEMBERSHIP

1. Awarded as recognition of service of all past presidents. Honorary life members may also be awarded to a member who has made a significant contribution to the Club.
2. Recipients receive such recognition in the yearbook for posterity.
3. All other requirements to remain active are the responsibility of the recognized members.

SECTION D. DISTINGUISHED LIFE MEMBERSHIP

1. Honor status may be bestowed upon one Kingwood/Humble Area A&M University Mothers' Club member per year. This honor is given for outstanding contribution to the Club with the approval of the Board and nominee must have been active in an Aggie Mothers' Club a minimum of ten consecutive years.
2. Distinguished Life members will have all the privileges of an Active member in Good Standing.
3. Distinguished Life members will not be required to pay their club dues and the Club will pay their Federation dues.

SECTION E. RING OF HONOR MEMBERSHIP

Membership is open to mothers, stepmothers or guardians of former students who plan to remain Active.

SECTION F. CLUB DUES

The annual dues of this organization will be \$20.00 for active, associate, and Ring-of-Honor members. There is no pro-ration of dues.

SECTION G. FEDERATION MEMBERSHIP & DUES

1. This Club will maintain an active membership with the Federation of Texas A&M University Mothers' Clubs, and will uphold and support the constitution and By-laws of that organization.
2. The Federation of Texas A&M University Mothers' Club annual dues and fees are due no later than February 1 of each year as specified in Federation By-laws.

3. Dues and fees paid after February 1 will incur a penalty as specified in Federation By-laws.
4. Associate members are excluded in the assessment of Federation dues as specified in Federation By-laws.

ARTICLE IV – OFFICERS

SECTION A. EXECUTIVE BOARD OFFICERS

1. The elected officers of this organization will be President, Eight Vice Presidents, Secretary, Treasurer, Parliamentarian, and Vice-President-at-Large (who will be the immediate past President).
2. The appointed officers of this organization will be Publicity Chairman, Historian, and Student Activities Chairman. The President will make these appointments.
3. These officers will form the Executive Board and will be the governing body of this organization.
4. Officers will be elected no later than the April Meeting to meet Federation deadlines, and may hold office for a one-year term (June 1-May 31). An officer will not hold the same office for more than two consecutive years unless a successor has not been installed.
 - a. Each Executive Board position will only have one vote per office.
 - b. Officers will be installed at the Annual May Meeting.
 - c. Each Vice-President may appoint a committee(s) to aid in the duties of that office.
 - d. At the May Board Meeting, all officers, even if continuing in their present position, will submit an annual report to the President and the Club Secretary and their successor (if applicable). Reports will include a summary of activities and recommendations for the coming year.

SECTION B. DUTIES OF THE ELECTED OFFICERS

1. **PRESIDENT WILL**
Preside at all Board and General Meetings; act as an ex-officio member of all committees; appoint Standing Committee Chairs and special committees as needed; and perform such other duties as pertain to the office.
2. **MEMBERSHIP WILL**
Serve as the First Vice-President of the Club and will chair the Membership and Directory Committees, if formed.
3. **PROGRAMS WILL**
Serve as Second Vice-President of the Club and will chair the Programs which could consist of monthly speakers and an annual Howdy Party.

4. BOUTIQUE WILL
Serve as the Third Vice-President of the Club and will chair sales which could consist of Parent's Weekend Boutique sales, Meeting sales, annual Banquet sales and mail order merchandise sales.
5. SPECIAL EVENTS WILL
Serve as the Fourth Vice-President of the Club and chair and coordinate any major fund-raising event (s) as determined by the Executive Board which could consist of an annual Banquet.
6. SOCIAL WILL
Serve as the Fifth Vice-President of the Club and will chair the Hospitality Committee. This officer will be responsible for coordinating refreshments and decorations for General Meetings, annual Howdy Party and other sponsored meetings as determined by the Executive Board.
7. SCHOLARSHIP/PHILANTHROPY WILL
Serve as the Sixth Vice-President of the Club and will chair the Scholarship/Philanthropy Committees which are responsible for coordinating donations to student organizations and student scholarships. The Scholarship/Philanthropy VP shall also be responsible for coordinating student awards.
8. GOODY BAGS WILL
Serve as the Seventh Vice-President of the Club and will chair assembly and distribution of Goody Bags for Students.
9. COMMUNICATIONS WILL
Serve as the Eighth Vice-President of the Club and will chair the Newsletter/Email/Website/Social Media Committee, if formed.
10. SECRETARY WILL
Record the minutes of the Board and General Meetings and handle Club correspondence as directed by the President.
11. TREASURER WILL
Receive and have custody of all monetary funds for the Club, deposit all money, pay invoices, review the annual budget with the Board and chair the Budget Committee. The Treasurer will keep a balanced record of receipts and expenditures and present a written report each month to the Board and Club Membership, regarding all income received and funds disbursed.
12. PARLIAMENTARIAN WILL
Advise the Board and Club on points of order when called upon by the presiding officer, chair the By-Laws Committee and sign the official copy of the By-Laws document.

13. VICE-PRESIDENT-AT-LARGE WILL

Chair the Nominating Committee; assist any officer or chairperson as directed by the President; and will preside as President with all the duties and responsibilities therein, in the President's absence.

SECTION C. DUTIES OF THE APPOINTED OFFICERS

1. PUBLICITY CHAIRMAN WILL

Chair the Publicity Committee, if formed, and publicize important news and events of the club and its members.

2. HISTORIAN WILL

Chair the Historian/Archives Committee, if formed and maintain club scrapbooks. This officer shall be responsible for submittal of archival documents to the Federation Archives.

3. STUDENT ACTIVITIES WILL

Chair a Committee to promote and transact ticket exchanges, and promote and inform members of other student activities on campus.

SECTION D. OTHER MEMBERS OF THE EXECUTIVE BOARD

Any Kingwood/Humble Area A&M University Mothers' Club member that is on the Federation Board may opt to be an advisory, non-voting member of the Kingwood/Humble Area A&M University Mothers' Club Executive Board.

ARTICLE V - COMMITTEES

SECTION A. AUDIT COMMITTEE WILL

Audit the financial records of the Treasurer and present a report by the September Board Meeting and at the September General Meeting. This Committee will consist of three (3) Active members, and one alternate, appointed by the President no later than the May General Meeting. At least one (1) General Member shall be on the Audit Committee.

SECTION B. BUDGET COMMITTEE WILL

Formulate a budget with consideration of the Club's stated goals and make recommendations to the Board that reflect estimated income, expenditures and financial needs of the Club. This Committee should consist of the Treasurer (Chair), President, Special Events VP, Scholarship/ Philanthropy VP, and immediate past Treasurer.

SECTION C. BYLAWS COMMITTEE WILL

Convene in odd numbered years to review the current Bylaws and address issues requested by the Board and/or General Membership. This Committee should consist of the Parliamentarian (Chair), President, Vice-President-at-Large and two (2) members appointed by the Chair. At least one (1) General Member shall be on the By-Laws Committee.

SECTION D. NOMINATING COMMITTEE WILL

Be chosen no later than February and will meet to select and present a slate of officers for nomination to the General Membership no later than the April General Meeting. Nominations may be made from the floor at the time of election, providing prior consent of the nominee has been obtained. This Committee should consist of the Vice-President-at-Large (Chair), two (2) Active members and one (1) alternate. At least one (1) General Member shall be on the Nominating Committee.

SECTION E. SCHOLARSHIP/PHILANTHROPY COMMITTEE WILL

Form two sub-committees, the Scholarship Committee and the Philanthropy Committee.

1. The Scholarship Committee should consist of the Scholarship/Philanthropy VP (chair), the Vice-President at Large, the President, the Treasurer and at least two other members. At least one (1) General Member shall be on the Scholarship Committee. The Executive Board will set the criteria, process, and guidelines for the Scholarship Committee to follow. The Scholarship Committee shall present the scholarship recipient recommendations to the Board for approval and report scholarship recipients to the General Membership. This chair shall serve as liaisons for information between TAMU Financial Aid Office, the Federation and student recipients. The committee shall serve as liaisons to area high schools and club members providing information concerning scholarship applications.
2. The Philanthropy Committee will present recommendations to the Board for approval and report to the General Membership for philanthropy disbursements to Texas A&M University approved student organizations no later than the May General Meeting. This Committee will consist of the Scholarship/Philanthropy VP (Chair), President, Treasurer and members at large who indicate a desire to serve on the committee.

ARTICLE VI - ELECTIONS

SECTION A. OFFICERS

1. Only members who are in Good Standing may hold an office in Kingwood/Humble Area A&M University Mothers' Club.

2. Officers will serve in one position for not more than two consecutive years or until a successor is installed.
3. Officers will assume positions on June 1 – May 31.

SECTION B. ELECTIONS

1. Voting will be limited to Members in Good Standing.
2. Elections will be held no later than the April General Meeting to meet Federation deadlines.
3. Officers will be elected by a majority vote of members present.
4. If there is only one candidate, election may be a voice vote; if there is more than one candidate election will be by ballot.

SECTION C. INSTALLATION OF OFFICERS

1. Installation of officers will take place at the Annual May Meeting.
2. The Social Vice-President is responsible for organizing the May installation dinner.
3. The President and Vice-President-at-Large are responsible for organizing the May installation ceremony.

SECTION D. VACANCY IN OFFICE

1. In case of vacancy in any position on the Board, the President will fill the position by appointment, with Board approval.
2. General members will ratify the appointment at the next General Meeting.

SECTION E. FEDERATION OFFICER NOMINATION

One (1) current or former Club Board member may be nominated annually and name submitted to the Federation Nominating Committee for Federation officer consideration. If the Club does not have a current Federation Board member who is re-submitting her name for the next Federation election, an article may be written by the President in the January newsletter/email asking current and former Board members to submit their names for consideration to apply for the Federation Board.

ARTICLE VII - MEETINGS

SECTION A. FISCAL YEAR

The Kingwood/Humble Area A&M University Mothers' Club fiscal year will be June 1 – May 31.

SECTION B. EXECUTIVE BOARD

1. Executive Board officers will meet prior to General Meetings.
2. Meetings will be held in the Kingwood/Humble area.
3. Dates will be agreed upon by a consensus of Board members.

SECTION C. GENERAL MEETING

General meetings will be held on an agreed day with the consensus of the Membership.

SECTION D. ANNUAL MEETING

1. The final meeting (the last meeting of the fiscal year) of the Kingwood/Humble Area A&M University Mothers' Club will be in May.
2. Board approval is required if there is a financial commitment to attend.
3. Installation of officers and any other business that may arise will take place at this meeting.

SECTION E. QUORUM

1. A majority of members present at any Board Meeting constitutes a quorum.
2. Ten percent of the total Membership will constitute a quorum at any General Meeting of the organization.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's "Rules of Order" will govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, or with the Texas Non-Profit Corporation Acts or any State and Federal statutes applicable to this organization.

ARTICLE IX - RESTRICTION CLAUSE

No part of the net earnings of the organization will inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions and furtherance of the purpose set forth in these articles. No substantial part of the activities of the organization will be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization will 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 will 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 revision 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 revision of any future United States Internal Revenue Law).

ARTICLE X - DISSOLUTION

SECTION A. Upon the dissolution of the organization, the Executive Board will , after paying or making provision for the payment of all of the liabilities of the organization, dispose of all 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 education purposes will 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 revision of any future United States Internal Revenue Law), as the Executive Board will determine. Any such assets not so disposed of will 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 will determine, which are organized and operating exclusively for such purposes.

SECTION B. Article X may not be altered or removed at any future time.

ARTICLE XI - AMENDMENTS

SECTION A. AMENDMENTS

1. By-laws may be amended at any General Meeting of this organization by a two-thirds vote of members present, provided notice is given to the General Membership 10 days prior to the vote.
2. Any amendments required to remain in compliance with the Federation of Texas A & M University Mothers' Club may be made at any time without the consent of the Membership.

Adopted by Charter Members: November, 1984

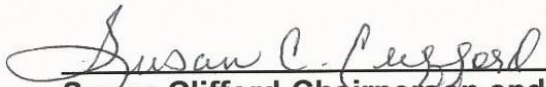
Revised:

April 1988
May 1997
April 1999
May 2001
May 2003
April 2005
April 2007
August 2009
January 2011
February 2013
August 2015

Approved:

April 1988
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May 2001
May 2003
April 2005
April 2007
September 2009
February 2011
April 2013
October 2015

By-Laws Committee:


Susan Clifford-Chairperson and Parliamentarian


Lisa Lawrence – President


Jackie Martin – Treasurer


Karen Pocock – Member

KINGWOOD/HUMBLE AREA A&M UNIVERSITY MOTHERS' CLUB STANDING RULES

These Standing Rules are in addition to the Bylaws of this Organization.

1. The President of the Club should comply with all deadlines and responsibilities as set forth by the Federation to maintain Active membership and tax-exempt status.
2. Board approval must be secured prior to expenditures exceeding \$300.00.
3. The approved annual budget must be published in the October Newsletter.
4. The incoming and outgoing Treasurer or President shall not serve on the Audit Committee.
5. The President shall appoint only one prior committee member per service year to serve on the Audit Committee
6. Student awards shall be limited to one award per student per year.
7. **POLICY CONCERNING UNLICENSED AND LICENSED VENDORS**
A committee was formed in the fall of 1997 to look at the issue of allowing outside vendors to sell through the Club. Following Federation guidelines, we decided not to allow Unlicensed Vendors.

The following guidelines were established for Licensed Vendors:

- a. Product will be presented to the full Board for approval.
- b. The licensed vendor will not be present for the vote.