

Parker County Texas A&M University Mothers' Club
Bylaws

Article I – Name

The name of this organization shall be the Parker County Texas A&M University Mothers' Club, also known as Parker County Aggie Moms' Club.

Article II – Purpose

By individual and united effort, to contribute in every way to the comfort and welfare of the students, to cooperate with Texas A&M University in maintaining a high standard of moral conduct and intellectual attainment.

To provide scholarships to deserving students and to give assistance to worthy organizations at Texas A&M University.

Said organization is organized exclusively for charitable and educational purposes, including for such purposes the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Article III – Membership

Section 1: Active membership will consist of mothers, stepmothers or guardians of students or former students of Texas A&M University who support the constitution and bylaws of the Parker County Aggie Moms' Club.

Section 2: Ring Of Honor membership will consist of mothers, stepmothers or guardians of former students of Texas A&M University who support the constitution and bylaws of the Parker County Aggie Moms' Club. Ring of Honor moms will not have voting rights or required to pay annual dues.

Section 3: An individual who is not a mother, stepmother or legal guardian of students or former students of Texas A&M University may be an associate member provided she/he supports the constitution and bylaws of the Parker County Aggie Moms' Club.

Section 4: Dues. Annual dues in the amount of \$20.00 shall be paid by September for renewing members or at the first meeting a new member attends. Dues for renewing members are considered delinquent after September 15. Delinquent members shall be notified of their status by the First Vice President after September 15. Failure to pay the delinquent dues by October will result in the member being dropped from the membership rolls and losing all voting rights and privileges as of the next meeting date.

Article IV – Officers

Section 1: Officers

- a. The elected officers of this organization shall be President, President Elect, five Vice Presidents, Recording/Corresponding Secretary, Treasurer, Public Relations Officer.
- b. The appointed officers of this organization shall be the Parliamentarian and the Historian.

Section 2: Elections

- a. Officers shall serve for a term of one year.
- b. Nominations of Officers will occur at least one month prior to the spring meeting of the General Body, with the installation to occur at the spring meeting. The term of office shall commence following the installation at the spring meeting.
- c. Nominations for office will be made by a Nominating Committee consisting of three members plus an alternate appointed by the President with approval of the Executive Board at the winter meeting. The alternate member will serve in the absence of any of the three members.
- d. Each nominee must be a current member of the club.
- e. Nominations for officers will be presented by the Nominating Committee via email at least one month prior to the spring General Body Meeting. Additional nominees may be made from the floor provided the consent of the additional nominee has been obtained. When there is more than one nominee for an office, the election shall be by ballot.
- f. No officer shall be eligible to serve for more than two consecutive terms in the same office with the exception of the President and President-Elect who serve one term in each office. An officer who served more than half a term is considered to have served a full term in that office.

Section 3: Duties of Officers

- a. The President shall preside at all meetings, act as an ex-officio member of all committees except the Nominating Committee and the Audit Committee and shall perform all other duties applicable to the office.
- b. The President-Elect shall be responsible for Programs and shall assume the duties of the President in the absence of the President or in the event of her inability to serve; and shall perform such duties as shall be designated by the President and/or the Executive Board. She shall become familiar with all activities pertaining to the office of President and share primary responsibility with the President as the club representative as requested by the President.
- c. The First Vice-President shall be responsible for Membership and shall perform all other duties applicable to the office.
- d. The Second Vice-President shall be responsible for Ways and Means and shall perform all other duties as applicable to the office.
- e. The Third Vice-President shall be responsible for Student Services and shall perform all other duties applicable to the office.
- f. The Fourth Vice-President shall be responsible for Hospitality, serve as Chaplain of the club, and shall perform all other duties as applicable to the office.
- g. The Fifth Vice-President shall be responsible for Scholarships and shall perform all other duties applicable to the office.
- h. The Recording/Corresponding Secretary shall keep minutes of all the meetings, shall have charge of all records and correspondence, and shall perform all other duties as applicable to the office.
- i. The Treasurer shall receive, hold and disburse all monies and give receipts for same on behalf of the club. She shall disperse money by check only upon the order of the voting members the General Body as dictated by an approved budget. In the event of an emergency, monies may be distributed upon the order of the voting members of the Executive Board. Such expenditures shall be reported in the Treasurer's report at the following business meeting. The Treasurer shall keep an itemized account of all money received and expended, shall prepare monthly reports for all business meetings, shall prepare Annual Reports, shall maintain the books for audit, and shall perform all other duties applicable to the office.

- j. The Public Relations officer shall maintain the website content, shall maintain any social media content, shall notify news media of upcoming club events, and shall perform all other duties as applicable to the office.
- k. The Historian shall keep a record of the activities of the club including preparing scrapbook pages for the Federation's Annual History Book, and shall perform such duties as applicable to the office.
- l. It is recommended that the Parliamentarian shall be immediate past president. If the past president is unable to serve in this capacity, the President shall appoint the Parliamentarian. The Parliamentarian shall be ready at all times to advise the organization in regard to all questions of parliamentary procedures.

Article V – General Membership Meetings

Section 1: General Membership Business Meetings shall be held quarterly (winter, spring, summer, fall), unless otherwise ordered by the President. The meeting dates are to be set by the President at the beginning of the new fiscal year.

Section 2: The regular spring meeting shall be known as the Annual meeting and shall be for the purpose of electing officers, receiving annual reports from officers and committees and approving an Interim Budget.

Section 3: Special meetings may be called by the President or the Executive Board. The purpose of the meeting shall be stated in the call, and no other business may be transacted except noted in the call. Except in case of emergency, at least three days notice shall be given.

Section 4: Twenty percent of the local (reside in the Parker County Area) voting membership constitute a quorum for the purpose of the General Member meetings.

Section 5: Electronic Voting: A vote of the General Membership of the Parker County Aggie Moms' Club via electronic mail shall be permissible between scheduled meetings of the Board as deemed necessary by the President.

Article VI – Executive Board

Section 1: The Executive Board shall be composed of all of the officers of the Club.

Section 2: The Executive Board shall have general supervision of the affairs of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Club, and none of its acts shall conflict with action taken by the Club.

Section 3: Regular meetings of the Executive Board shall take place monthly from June until May unless otherwise ordered by the President. Special meetings of the Board may be called by the President or by the written request of three members of the Executive Board.

Section 4: Electronic Voting: A vote of the Executive Board of the Parker County Aggie Moms' Club via electronic mail shall be permissible between scheduled meetings of the Board as deemed necessary by the President.

Article VII – Committees

Section 1: The standing committees of this organization shall be the Nominating and Audit Committees.

Section 2: The chair and membership of the standing committees are established and appointed by the President except as otherwise stated in Article IV, Section 2c regarding the Nominating committee.

Section 3: Duties of the Standing Committees

- a. Nominating Committee – See Article IV, Section 2c, 2d and 2e
- b. Audit Committee – An audit committee of three members shall be appointed by the President at the Annual meeting, whose duty it shall be to audit the Treasurer's records at the close of the fiscal year and to report its findings at the September meeting.

Section 4: The President will have the power to appoint the chair and membership of special committees as deemed necessary to carry out the business of the Club.

Article VIII – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order – Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this Club may adopt.

Article IX – Amendments

These bylaws may be amended at any regular meeting of the Club by a two thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article X – 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 in 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 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 XI – Dissolution

Upon dissolution of the organization, the Executive Board will, after paying or making provision for the payment of all 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 the charitable and educational purposes as 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 provision 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 operated exclusively for such purposes.

CERTIFICATION

These bylaws were approved at a regular meeting of the Club by a two-thirds majority vote on **April 23, 2019**.

<u>/s/ Catherine Stanley</u>	<u>4/23/2019</u>	<u>/s/ Gena Opella</u>	<u>4/23/2019</u>
Catherine Stanley, President	Date	Gena Opella, Secretary	Date