

**BYLAWS OF THE  
FEDERATION OF  
TEXAS A&M UNIVERSITY MOTHERS' CLUBS**

**Article I - Name**

The name of this organization will be the "Federation of Texas A&M University Mothers' Clubs".

**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).

**Article III - Membership**

Section 1: Any club whose active membership consists of mothers, stepmothers or guardians of students or former students of Texas A&M University is eligible to become a member of this organization, provided the constitution and bylaws of the club are in harmony with the bylaws of this organization.

Section 2: 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 of a club provided that the club's constitution and bylaws permit associate membership and

provided the associate member upholds and supports the constitution and bylaws of the club and the bylaws of this organization.

#### **Article IV - Meetings**

Section 1: The business meetings of this organization will be held as follows unless otherwise ordered by the Executive Board due to a change in the University calendar. The Fall business meeting will be held on the Saturday preceding the first day of the Fall semester classes. The Winter business meeting will be held on the Saturday following the first day of the Spring semester classes. The Spring business meetings will be held on the Friday and Saturday of Parents' Weekend. The meetings are to be held on the campus of Texas A&M University, College Station.

Section 2: The Executive Board will meet the afternoon or evening preceding the business meetings indicated in Section 1. The date of the Executive Board Workshop will be set at the discretion of the President. All officers are expected to attend these scheduled meetings. The President has the authority to call additional Executive Board meetings as deemed necessary.

#### **Article V - Dues and Fees**

##### Section 1: Payment of Dues and Fees

All clubs are required to submit dues and fees by February 1st of each year as follows:

- a. Membership dues are based on paid membership at the rate of \$1.00 per member.
- b. Archive start-up fee is based on the number of voting delegates times \$10.00. This is a one-time fee.
- c. Archive continuing funding fees are \$0.25 per paid member per year.

Section 2: Membership dues that are paid and postmarked after February 1st, will be assessed a penalty of \$.50 per member and the club must pay a total of \$1.75 per member.

Section 3: Any club that does not remit dues and fees by May 31st will be considered inactive and will not receive any benefits from the Federation until dues and fees are current. This includes newsletters, voting privileges, Boutique tables, etc. Dues and fees paid on February 1st are for the next year and all penalties apply to the next Federation fiscal year. The Federation fiscal year runs from June 1st of one year until May 31st of the next.

Section 4: Associate members of local clubs are excluded in the assessment of Federation dues and fees.

Section 5: New clubs chartered prior to February 1 of the current fiscal year will pay dues and fees by February 1 of the current year. New clubs chartered after February 1 will pay dues and fees beginning the following year.

## **Article VI - Officers, Their Elections and Duties**

### Section 1: Officers

- a. The elected officers of this organization will be President, President-Elect, Vice President At Large (who will be the Immediate Past President) eight Vice Presidents, Recording Secretary, Treasurer, Historian and Electronic Information.
- b. The appointed officers of this organization will be the Corresponding Secretary, Parliamentarian, Aggie Mom Camp Director (s) and Hospitality Director(s). These appointments are made by the President.

### Section 2: Elections

- a. Officers will be elected for a term of one year.
- b. The officers of this organization will be elected at the Spring business meeting, installed before adjournment and take office at the conclusion of the meeting, with the

exception of the Treasurer whose term of office ends at the close of the Federation fiscal year on May 31st.

c. Nominations for office will be made by a Nominating Committee of five members appointed by the President. No member will be appointed from the President's own club. The President will appoint an alternate member to serve in the absence of any one of the five members. Each member must be appointed from a different club. No member will be eligible to serve on the Nominating Committee more often than once every five years. Former Federation Presidents may serve on the Nominating Committee no more than one time. No member of the Nominating Committee is eligible for Federation office.

d. Each club may submit only one nominee for consideration for Federation office. The President and Vice President at Large are nominees from their respective clubs. To be considered for a Federation office, the nominee must be an active participating member and must have been an officer of a Federation member club. The nominee's club must have paid its dues and fees and dues and fees must be postmarked no later than February 1st. No club may have one of its members elected to the Presidency of the Federation more often than every eight years. A candidate for President-Elect must have previously held three elected Federation offices and served as president of a club to be eligible for this office.

e. An associate member may not serve as a Federation officer.

f. Nominations for Federation officers will be presented at the Spring business meeting. Additional nominations may be made from the floor provided the consent of the nominee has been obtained. When there is more than one nominee for an office, the election will be by ballot.

g. The Nominating Committee will consider only the names submitted and endorsed by the various clubs for Federation officers. The Nominating Committee of this organization will observe the following rules:

1. They will consider only the names submitted by the required deadline and endorsed by the various clubs for Federation officers.

2. No officers, except President and President-Elect, will be automatically advanced to any other office.

3. A candidate for President-Elect must have previously held three elected Federation offices, served as president of a Federation member club, and be an elected officer serving on the current Federation Executive board.

4. No officer will serve more than one year consecutively in the same office.

### Section 3: Duties of Officers

- a. The President will preside at all meetings, act as ex-officio member on all committees except the Nominating Committee and Audit Committee, and will perform all other duties which pertain to the office.
- b. The President-Elect 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 President-Elect will be responsible for IRS accounting for group exemptions.
- c. The Vice President at Large will be interim officer for any office open due to a resignation or death occurring on the Executive Board until said office is filled in accordance with Article VIII, Section 2 and also be responsible for coordinating the transfer of archives materials from the Federation and Federation member clubs into the Cushing Library.
- d. The Vice President at Large, President-Elect and Vice Presidents, in their order, will preside in the absence of the President, and perform such other duties as may be assigned to them.
- e. The First Vice President will be responsible for Membership and Extension.
- f. The Second Vice President will be responsible for Programs.
- g. The Third Vice President will be the Chair of the Registration Committee.
- h. The Fourth Vice President will be responsible for Donations Report including Scholarships and Library Endowment.
- i. The Fifth Vice President will be responsible for Boutique.
- j. The Sixth Vice President will be responsible for the Districts.
- k. The Seventh Vice President will be responsible for the Yearbook.
- l. The Eighth Vice President will be responsible for Federation duties as they pertain to Summer Orientation activities for parents of incoming students in coordination with Texas A&M University and the Adopt-A-Mom Program.
- m. The Recording Secretary will keep the minutes of all meetings; keep on file a roll of the clubs belonging to the Federation and their respective membership. She will call the roll of the clubs at each business meeting as directed by the President.

n. The Treasurer will receive, hold and disburse all monies and give receipt for same. The Treasurer will pay out money only by check and upon the order of the voting delegates or the Executive Board. In an emergency, monies may be disbursed upon the written order of the President. Such expenditures will be incorporated in the reports to the business meetings. The Treasurer will prepare the books for audit. The Treasurer will serve as Chair of the Finance Committee.

o. The Historian will keep a record of the Federation and its activities and is expected to attend all District meetings or appoint an alternate to attend. The History Book will be on display at each business meeting.

p. The Electronic information officer will be responsible for the Federation website and duties as they pertain to all electronic communication

#### Section 4 Duties of Corresponding Secretary

The Corresponding Secretary will have charge of all correspondence and send notice of meetings and other notices necessary for the proper conduct of the business of the Federation, unless otherwise provided for by special committee.

#### Section 5: Duties of Parliamentarian

The Parliamentarian will be ready at all times to advise the organization in regard to all questions of parliamentary procedure. The Parliamentarian has no voting privileges.

#### Section 6: Duties of Aggie Mom Camp Director(s)

The Aggie mom Camp Director(s) shall be responsible for planning, organizing and coordinating Aggie Mom Camp

#### Section 6: Duties of Hospitality Director(s)

The Hospitality Director(s) will be responsible for making arrangements for refreshments, meals, and decorations for the Fall, Winter and Spring Federation Dinners and meetings and other special occasions as requested by the Executive Board.

### **Article VII - Standing Committees and Special Committees**

Section 1: The standing committees of this organization will be Finance, Audit and Nominating.

Section 2: The chair and membership of the standing committees are established and appointed by the President except as otherwise stated in Article VI, Section 2c regarding the Nominating Committee and Article VI, Section 3n regarding the Finance Committee.

### Section 3: Duties of Standing Committees

a. The Finance Committee will recommend the total budget to the Executive Board for its approval and adoption.

b. The Audit Committee will audit the financial records of the Treasurer and present a report at the Fall business meeting.

c. Nominating Committee - See Article VI, Section 2c, 2d and 2g.

Section 4: The President will have the power to appoint the chair and membership of special committees as will be necessary for the proper conduct of the business of the Federation.

## **Article VIII - Executive Power**

Section 1: The Executive Board composed of the elected officers will have all authority to act for this organization between business meetings.

Section 2: In the event that any office is vacated due to a resignation or death, the office will be filled by the Vice President At Large as interim officer until the previous nominating committee can be reinstated and fill the vacated office with a qualified member, subject to the approval of the Executive Board.

## **Article IX - Delegates and Voting Power**

Section 1: Delegates

- a. The delegates to the Federation business meeting will consist of three representatives: the President and two elected members from each Texas A&M University Mothers' Club with a membership of one hundred or less, plus one additional delegate for each fifty member increment over one hundred. (For example, a club with a membership of 101 would receive an additional delegate and a club with a membership of 151 would receive 2 additional delegates.)
- b. An Associate member may not be a delegate.

## Section 2: Voting Power

- a. The right to vote at Executive Board meetings will be vested in elected Federation officers.
- b. The right to vote at business meetings will be vested in Federation elected officers and delegates.
- c. Delegates whose clubs have not paid their dues and fees by May 31st of each year will be denied the right to vote at the business meetings the following year until dues and fees and late charges are paid in full. Clubs organized after February 1st are exceptions.

## Article X - Quorum

One percent (1%) of the paid membership will constitute a quorum for the business meetings provided delegates from not less than twenty percent (20%) of clubs are included. Seventy-five percent (75%) of Executive Board members will constitute a quorum at Executive Board meetings.

## Article XI - Parliamentary Authority

The order of business and parliamentary procedure will be followed as given in Robert's Rules of Order- Newly Revised, when they are not in conflict with these bylaws.

## **Article XII - Amendments**

These bylaws may be amended by two-thirds vote of those present, provided the proposed amendment or amendments have been first submitted to and approved by a two-thirds vote of the Executive Board and due notice of such amendments sent to each club two months before the business meeting to which they are to be presented for vote.

## **Article XIII - 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 XIV - Dissolution**

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 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 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.

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