

# **FEDERATION OF TEXAS A&M UNIVERSITY MOTHERS' CLUBS**

## **STANDING RULES REVISION**

### **IN MEMORIUM**

1. Upon the death of a former Federation president, the Federation shall donate \$100.00 in her memory in the manner set forth below. All checks that are not mailed directly shall be hand-delivered by a member of the current Federation board of directors.

- a. If the family chooses the Former Federation Presidents' Aggie Ring Scholarship Fund, a check shall be made payable to "Texas A&M University" and sent to:

Association of Former Students  
505 George Bush Drive College  
Station, TX 77840-2918

ATTN: Former Federation President Aggie Ring Scholarship Fund

- b. If the family chooses another TAMU organization, a check shall be made payable to "Texas A&M Foundation" and sent to:

Texas A&M Foundation  
401 George Bush Drive  
College Station, TX 77840-2811  
ATTN: Honorary & Memorial Gifts

### **ADVISORS**

2. The former Federation presidents may serve in an advisory capacity for the board of directors as requested.

### **REPORTS**

3. Reports shall be made by all officers of the Federation and the individual clubs. Club reports shall be made in a format furnished by the Federation.

### **MEMBER CLUBS**

4. **Membership List.** Each member club shall provide a list of the club's membership as of February 1st using the template provided by the Federation.

**5. Member Club Dues and Fees.** Member club dues and fees amounts applicable in accordance with the bylaws Article III, Section 1.D shall be:

Membership dues	\$2.00 per active member
Penalty for late payment	\$0.50 per active member
Start-up archive fees	\$10.00 per voting member
Archive continuing funding fee	\$0.25 per active member

*\*Processing fees may apply*

**OFFICERS**

**6. Duties of Federation Officers.** All Federation officers shall a) serve as members of the board of directors; b) support the policies and programs adopted by the membership and the board of directors; and c) perform the duties prescribed for each officer in the bylaws, the standing rules and such other duties as may be directed by the board of directors, by the president, and as may be prescribed in the parliamentary authority adopted by the Federation.

**A. Duties of the President.** The president shall:

1. be the chief executive officer and official spokesperson of the Federation;
2. sign official documents authorized by the board of directors;
3. act as a liaison between the Federation and Texas A&M University;
4. appoint a chief of staff, a parliamentarian, a historian, and the appointed officers for development, e-commerce, Aggie Mom Camp, hospitality, electronic information, social media, and parent socials;
5. be a member *ex officio* of all committees except the Nominating Committee and the Audit Committee;
6. call meetings of the board of directors and request the attendance of such other members of the Federation, as necessary; and
7. preside at all meetings of the membership and the board of directors.

**B. Duties of the President-Elect.** The president-elect shall:

1. become familiar with all activities pertaining to the office of the president;
2. share primary responsibilities with the president for service as club representative as requested by the president;
3. shall preside at meetings of the membership and the board of directors in the absence of the president and the vice president at large; and
4. shall be the point of contact for club concerns.

- C. Duties of the Vice President at Large.** The vice president at large shall:
1. act as the president in the event of a permanent vacancy in the office of president until the end of the current term;
  2. be responsible for coordinating the transfer of archives materials from the Federation into the Cushing Library;
  3. preside at meetings of the membership and the board of directors in the absence of the president;
  4. serve as the chairwoman of the Nominating Committee; and
  5. act as the liaison to former presidents.
- D. Duties of the First Vice President.** The first vice president shall be responsible for:
1. membership;
  2. the Adopt-A-Mom Program; and
  3. the Ambassador Program.
- E. Duties of the Second Vice President.** The second vice president shall be responsible for programs and meetings.
- F. Duties of the Third Vice President.** The third vice president shall be responsible for registration for any meeting or activity that requires registration to attend.
- G. Duties of the Fourth Vice President.** The fourth vice president shall be responsible for reports and upkeep of all required forms.
- H. Duties of the Fifth Vice President.** The fifth vice president shall be responsible for the Aggie Mom Boutique.
- I. Duties of the Sixth Vice President.** The sixth vice president shall be responsible for districts.
- J. Duties of the Seventh Vice President.** The seventh vice president shall be responsible for the directory.
- K. Duties of the Recording Secretary.** The recording secretary shall record the proceedings of the meetings of the membership and the board of directors.
- L. Duties of the Treasurer.** The treasurer shall:
1. serve as the Federation financial officer;
  2. be custodian of all Federation funds;
  3. present a financial report at each meeting of the membership, at each meeting of the board of directors, and when requested;
  4. serve as a member of the Budget Committee;

5. obtain written approval from the president for check requests that are non-budgeted or over-budgeted items;
6. close the books at the end of the fiscal year, prepare an annual financial report, and submit the financial records to the Audit Committee;
7. be responsible for group exemptions and filing of the appropriate annual IRS forms; and
8. be responsible for filing of annual state sales tax.

#### **M. Duties of Appointed Officers**

1. The chief of staff shall handle 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 a special committee.
2. The parliamentarian shall advise the Federation in regard to all questions of parliamentary procedure.
3. The historian shall keep a record of the Federation and its activities.
4. The Aggie Mom Camp officer shall plan, organize, and coordinate Aggie Mom Camp.
5. The hospitality officer shall make arrangements for all Federation dinners and meetings and other special occasions as requested by the president.
6. The electronic information officer shall maintain the Federation website, Google Workspace and the Aggie Moms of TAMU mobile app and perform other duties that pertain to all electronic communication.
7. The parent socials officers shall be responsible for Federation duties as they pertain to New Student Conferences for parents of incoming students in coordination with Texas A&M University and appropriate branch campuses as needed. These officers shall: a) provide support to Aggies and their families when needed; b) assist moms of former and current students to be active in the Federation; and c) coordinate activities of the Federation tailgate.
8. The development officer shall evaluate and develop fundraising strategies to support the Federation's mission and shall serve on the Budget Committee.
9. The social media officer shall be responsible for all Federation social media accounts.
10. The e-commerce officer shall be responsible for the electronic software used for fundraising and registration for meetings and dinners. The e-

commerce officer shall oversee all electronic payments and provide data for the treasurer and other officers as needed.

**AMENDMENT OF STANDING RULES**

7. These standing rules may be amended by the board of directors by a majority vote provided that the amendment has been submitted in writing with a notice of thirty days prior to the meeting or by a two-thirds vote without notice.

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