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# **Bylaws of the San Antonio Texas A&M University Mothers' Club**

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## **Article I – Name**

The name of this organization shall be the San Antonio Texas A&M University Mothers' Club, a member club of the Federation of Texas A&M University Mothers' Clubs (the Federation).

## **Article II – Purpose**

- Section 1: 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.
- Section 2: 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).

## **Article III – Membership**

- Section 1: Active membership shall consist of mothers and other interested relatives and friends of Texas A&M University and will include Adopt-A-Moms as defined by the Federation that meet these requirements.
- Section 2: An associate member is one belonging to another A&M Mothers' Club who joins the Club or one referred to the Club by the Federation because they live in an area where no Texas A&M University Mothers' Club is available. Their students will also be included in campus activities provided by the Club. An associate member, paying partial dues, shall have the privilege of participating in all functions of the Club with the exception of voting, holding office, or representing the Club at Federation.
- 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 who will determine if a current member has earned this distinction. Any Member may initiate the review process and a nomination letter, 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 an annual meeting. Life Members will have all the privileges of regular members including voting and will not be assessed the annual membership fee.

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

- Section 1: The annual dues of this club shall be set by the Executive Board, approved by the membership at the May meeting and payable upon enrollment of a member. This includes dues to the Federation of Texas A&M University Mothers' Clubs.
- Section 2: A Life Member and Past President is not required to pay annual dues to the club, but the club must still remit annual dues to the Federation for each life member or Past President.

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

- Section 1: The regular meetings of the club shall be held monthly from August through May (*excluding January*), to be called by the President unless otherwise ordered by the club.
- Section 2: Seventy-five (75) members shall constitute a quorum at a regular meeting.
- Section 3: The Executive Board shall meet no less than nine (9) times during each administration.

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

- Section 1: Officers shall be nominated by a Nominating Committee composed of three (3) members, of which one is the President-Elect, and two (2) shall be elected from the Board at the January board meeting. Officers will be elected for a term of one (1) year. No elected officer may serve more than three (3) successive terms in the same office.
- a. No member shall be eligible to serve on the Nominating Committee more than two (2) years in succession.
  - b. No member shall be eligible to serve on the Board for more than a total of six (6) consecutive years, with the exception of the Immediate Past President, who may serve in that capacity if it exceeds the six-year limit. She and other members who have served (6) years will be eligible again following a two (2) year abstention.
  - c. For each position on the Executive Board, elected and appointed, there shall be 1 vote. In the event that two people share a job, one shall be designated Chair and the other, the Co-Chair. The Co-Chair may only vote in the absence of the Chair.
- Section 2: The slate of nominated officers is to be presented to the Executive Board at the February Executive meeting. The President-Elect must be approved by the majority of the Board. The slate of nominated officers is to be presented at the March general meeting and the election held at the March general meeting. Additional nominations may be made from the floor, except for the offices of President and President-Elect. All nominated officers must be members in good standing. 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, with the exception of the Treasurer whose term of office ends at the close of the Club's fiscal year.)

- Section 4: An associate member may not serve as an officer or committee chair and shall have no voting privileges.
- Section 5: A Life Member is considered an Active Member and may hold office and shall have voting privileges.
- Section 6: Voting privileges shall be limited to elected officers and active members in good standing.
- Section 7: Any officer missing three (3) consecutive Board meetings will automatically be removed from the Board. The vacancy shall be filled by an active member nominated by the Executive Board and ratified by the membership at the next general meeting. The position shall be filled by the Immediate Past President until ratification has been completed.
- Section 8: Any officer not performing her duty as stated in the Club Bylaws will be removed from the position by a majority vote of the Board and filled by an active member in good standing nominated by the Executive Board and ratified by the membership at the next general meeting. The position shall be filled by the Immediate Past President until ratification has been completed.
- Section 9: The President-Elect shall automatically succeed to the office of President, unless there are extenuating circumstances which would prevent her from performing such duties.
- Section 10: Any officer not having paid their Annual dues by the October Monthly Meeting will be asked to step down from the Board.

## **Article VII – Officers**

- Section 1: The elected officers of this club shall be:
- a. President and/or Co-Presidents
  - b. First Vice President – President-Elect
  - c. Second Vice President – Treasurer
  - d. Third Vice President – Recording Secretary
  - e. Membership
  - f. Ways and Means
  - g. Aggie Store
  - h. Newsletter Editor
  - i. Programs
  - j. Social/Hospitality
  - k. Publicity Director/Historian
  - l. Directory
- Section 2: The President shall appoint the other committee chairs as necessary for the function of the Club. The committee chairs may include, but are not limited to:
- a. Immediate Past President/Parliamentarian
  - b. Corresponding Secretary
  - c. Student Support
  - d. Chaplain/Cheers/AMEN
  - e. Special Events
  - f. Communications/Webmaster
  - g. Scholarship
  - h. Aggie Mom Camp Coordinator

- i. Corps Liaison
- j. Ring of Honor
- k. Howdy Social
- l. Social Events
- m. Galveston Liaison
- n. Blinn Team Liaison
- o. McAllen Liaison
- p. Engineering Academy Liaison

- 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 position shall be filled by the Executive Board and approved by the membership at the next regular meeting.
- Section 5: Any officer or standing committee chair who is absent two (2) (board or general) meetings without a valid excuse may be replaced.

### **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 committee chairs.
  - d. Act as an ex-officio member on all committees except the Nominating Committee and the Audit Committee.
  - e. Perform other such duties pertaining to the office and in accordance with the Federation guidelines.
- Section 2: The President-Elect shall:
- a. Preside in the absence of the President and perform such duties as are necessary in her absence.
  - b. She may be assigned specific duties as needed.
- Section 3: The Vice President-at-Large shall fill any vacancy occurring on the executive board until such vacancy is filled by the board and approved by the membership at the next meeting of the club in the case of elected officers and will fill any vacancy of an appointed position until the President appoints a replacement.
- Section 4: The Recording Secretary shall take and keep minutes of all meetings of the club and of its Executive Board and maintain a roll of members and their attendance.
- Section 5: 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 Executive Board.
  - d. Not reimburse sales tax.
  - e. Sign checks for disbursement of funds of the club, *securing the counter signature of the President or the President-Elect as directed by the Executive Board.*

- f. Keep a balance sheet and **give a financial report at each meeting of the Executive Board and at each club meeting.**
- g. Deliver the audited books to her successor immediately at the conclusion of the audit. **The fiscal year of the San Antonio Texas A&M University Mothers' Club will correspond with that of the Federation (*Academic Year*).** Receipts for any reimbursable expenses incurred during any fiscal year must be received no later than the last day of the fiscal year.

Section 6: The Corresponding Secretary shall:

- a. Handle all correspondence.
- b. Send notice of meetings and other notices necessary for the proper conduct of business of the club in a manner to maintain the club's 501(c)(3) non-profit status.
- c. Maintain a file of correspondence.

Section 7: Removal from Office of any Board Member

The Board may, by two-thirds vote (*of those present eligible to vote*) at any regular or special meeting, remove any Member from the position to which she has been elected or appointed, according to these Bylaws upon the occurrence of any of the following events discovered during the Member's term of office:

- a. Commission of an act constituting in the judgment of the Board
  - a (i) dishonest or other act of material misconduct; (ii) fraudulent act; (iii) felony under the laws of Texas or the United States; or
- b. Inability of the person to perform duties, regardless of the reason, whether injury, illness, or otherwise, which results in incapacity and, in the judgment of the Board, an inability to complete the term to which the person was elected or appointed.

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

Section 1: The Parliamentarian shall:

- a. Be ready at all times to advise the club in regard to all questions of parliamentary procedure. (*Robert's Rules of Order – Newly Revised*)
- b. Serve as Bylaws Revision Committee chair; be responsible for maintaining the bylaws and affecting the necessary changes accordingly.
- c. Have no voting privileges.

Section 2: The Historian shall:

- a. Prepare and keep a visual historical record (i.e. scrapbook which shall be presented to the President upon its completion)
- b. Select a committee as deemed necessary
- c. Submit appropriate documentation to the archives at Texas A&M University in accordance with the current Federation policy on archives

## Article X – Special Committees

Section 1: The President shall appoint the chairs of the following committees: Nominating, Audit, Budget, and Endowment.

At the January 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 March 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. Not be eligible to serve on this committee more than two (2) years in succession.

Section 2: At the April meeting, the President shall appoint an Audit Committee of three (3) members (*an objective non-member may be appropriate*). The committee shall perform an independent appraisal of all financial activity conducted by the Treasurer of the Club, according to the guidelines promulgated by the Club. (*The Committee should include someone with accounting background and should not include the President or Treasurer*).

Section 3: The Budget Committee shall be comprised of the Treasurer serving as chair, 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 Executive Board for approval.
- c. Present proposed budget, as approved by the Executive Board, for approval of the club's membership at the meeting in September.

Section 4: The Endowment chair shall be responsible for coordination with TAMU and the A&M Foundation for management and oversight of the club's endowed scholarship(s).

## Article XI –Standing Committees

The President may appoint the chairs of the following committees: Programs, Publicity, Scholarship, Communications. The standing committee chairs shall be voting members of the Executive Board.

Section 1: The Programs chair shall arrange for all social activities and guest speakers.

Section 2: The Publicity chair shall arrange for all publicity to be announced on the radio and published in the newspaper and other publications.

Section 3: The Scholarship chair along with two (2) other members also appointed by the President shall constitute the Scholarship Committee. Each member may be eligible to serve on this committee two (2) years in succession, but only one (1) year as chair. Each year the Scholarship Committee and Executive Board will recommend for member approval the number and amount of scholarships according to the funds raised and available.

Section 4: The Communications chair shall be responsible for the club's website and duties as pertaining to all social media outlets of the club with the approval and direction of the President.

Section 5: The President shall have the power to appoint the chairmen of special committees as necessary for the proper conduct of the business of the club.

### **Article XII – Executive Board**

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

Section 1: The Executive Board will have all authority to act for this organization between business meetings.

Section 2: The Executive Board shall hold at least nine (9) meetings during the administration year.

Section 3: Twelve (12) members shall constitute a quorum.

Section 4: If members serve as co-chairs for any position, only one vote is allowed between them for board votes.

### **Article XIII – 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 XIV – 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 XV – 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 Executive Board and then presented to the membership for their review at the previous regular meeting.

### **Article XVI – 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) or 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 XVII – Dissolution**

Upon the dissolution of the organization, the Executive 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 Executive 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 4/7/2009.*

*Amended 10/18/2019*

*Amended and approved by club membership vote on 4/4/2023*

*Amended and approved by club membership vote on 5/6/2025*



# **Standing Rules of San Antonio Texas A&M University Mothers' Clubs**

1. **Nondiscriminatory Policy:** Scholarships awarded by the Club shall be restricted to students attending Texas A&M – College Station; Texas A&M – Galveston; Texas A&M – Qatar; Texas A&M – McAllen; and The Engineering Academy at Alamo Colleges. Such scholarships shall not discriminate on the basis of an individual's age, sex, color, creed and religion, or national/ethnic origin.

2. **Scholarship Selection Criteria:**

Freshmen and incoming students must:

Be a graduating senior of a Bexar County public or private senior high school or be a Bexar County resident who is a graduating senior of a public or private senior high school in another county or be a Bexar county "home schooled" resident and who meets the entrance requirements for Texas A&M – College Station; Texas A&M – Galveston; Texas A&M – Qatar; Texas A&M – McAllen; or The Texas A&M Engineering Academy at Alamo Colleges for admission as a student.

Attend Texas A&M – College Station; Texas A&M – Galveston; Texas A&M – Qatar; Texas A&M – McAllen; or The Texas A&M Engineering Academy at Alamo Colleges the following fall and spring semester to receive the scholarship financial benefit.

Returning students must:

Meet the same residency requirements as freshmen or have a declared Home of Record currently in Bexar County or have qualified for our scholarship as a freshman. They must have completed at least 2 semesters at Texas A&M – College Station; Texas A&M – Galveston; Texas A&M – Qatar; Texas A&M – McAllen or The Texas A&M Engineering Academy at Alamo Colleges, have a minimum of required hours for their classification and be a student in 'good standing' as defined by Texas A&M University. They must have a GPA of at least 2.5 by the end of the summer prior to the fall semester in which they are applying for the scholarship.

3. **Scholarship Application Process:**

Endowed scholarships for freshmen and returning students: Students must apply through Apply Texas (<https://www.applytexas.org>) by published deadlines. Selection is made by the Office of Scholarships and Financial Aid which notifies the Club of the recipient.

Monthly Scholarships: The San Antonio Aggie Moms' Club will award one \$250 stipend for students at the General Meetings throughout the school year as well as other meetings and events deemed appropriate (i.e. Howdy Social). Two stipends shall be awarded at the November and April meetings to accommodate the months at the end of each semester in which there is no scholarship drawing. The recipient shall be for a person who has a currently enrolled Aggie student attending either College Station or Galveston and this person must live in Bexar County. (The parent of the student does not have to be present to win, or a member of Aggie Moms' Club.) Only one San Antonio Aggie Moms' Club award is allowed per student per school year. Distribution of funds is paid by the Club directly to the student's account through the Office of Scholarships and Financial Aid.

Entries for the drawing shall be obtained in the following manner:

- a. Every paid member will be entered once for each drawing.
  - b. Every person who responds within the designated timeline to the email sent by the Scholarship Chair will receive an additional entry.
  - c. Every person who attends the monthly general meeting will receive an additional entry.
4. A student may receive only one endowed scholarship from this club throughout their studies at Texas A&M University; however, monthly scholarships may be received by a student once per academic year.

5. A Scholarship Committee:

Endowment Chair - Standing committee appointed by the President. (Article X, Section 4). Shall be responsible for coordination with TAMU and the Texas A&M Foundation, Office of Scholarships and Financial Aid, and Corps of Cadets for management and oversight of the club's endowed scholarships.

Scholarship Committee Chair - The committee chair shall coordinate monthly \$250 stipends and awards with the Office of Scholarships & Financial Aid, coordinate Ring scholarships with Foundation of Former Students and attend award ceremonies when possible. She will also coordinate and host an annual event honoring all scholarship recipients, collaborate with club Communications Chair to publish application deadlines for scholarships and communicate with scholarship recipients as needed. The scholarship chair shall receive academic status updates for scholarship recipients from the Office of Scholarships and Financial Aid. The Scholarship Committee shall be selected as outlined in Article XI, Section 3 of the bylaws.

6. Administration of Endowed Scholarships:

Administration of Endowed Scholarships is initiated by the Endowed Scholarship Chairman with The Texas A&M University Foundation upon creation of an endowed scholarship by the Club. Depending on the nature of the scholarship, other offices involved with endowed scholarships include the Office of Scholarships and Financial Aid, the Texas A&M University Corps of Cadets, and the Association of Former Students.

7. Creating and Naming an Endowed Scholarship:

An endowed scholarship requires a minimum amount determined by the Foundation to be established. While a scholarship may be named in advance of funding, the process may not begin with the Foundation until the funds have been secured.

Process for naming an endowed scholarship:

The following criteria shall be considered when naming an Endowed Scholarship for/after an individual:

- a. The individual must have been an active participant in San Antonio Aggie Moms' Club.
- b. The individual must have made a significant impact or difference for our Club at the local level.
- c. Consideration shall be given for the length of time that the member was a part of the San Antonio Aggie Moms' Club and/or Federation.
- d. That the individual has served at the Federation Level in a leadership role is desired but not required.
- e. In the case that the individual is a student, has been an Aggie who has represented the ideals and values of Texas A&M University and provided an extraordinary legacy of strength and leadership for students of Texas A&M University.

Additional criteria: If naming an endowed scholarship for other than an individual, the name should reflect something of significance to the San Antonio Aggie Moms' Club (i.e. in honor and celebration of our upcoming 100<sup>th</sup> Anniversary in 2026).

In addition to general eligibility as outlined in this section, the Club may identify additional criteria for a scholarship to be awarded (i.e. veteran, attend a specific campus, etc.)

## Nomination Process:

Nominations shall be solicited from the board members. Submissions should include both the nomination and reasons outlining how the nominee meets the criteria set forth. Nominations will be made in writing prior to the April board meeting and submitted to the Scholarship Chairman who will prepare the ballot for the meeting. The ballot will be presented for a vote, the Scholarship Committee will count the votes, the Endowed Scholarship Chair shall certify the results and the top 4 nominations shall be forwarded to the April General Membership for vote at the May General Meeting. Voting at the General Meeting may be a written ballot, voice vote or show of hands. The Endowed Scholarship shall be named for the nomination receiving the most votes. In case of a tie, a second round of voting shall be held. Should a tie continue, the President shall make the final decision.

## 8. Memorial Gift Awards:

To recognize and honor deceased individuals and their families in a meaningful and consistent way, the San Antonio Aggie Mothers' Club may give The San Antonio Aggie Moms' Club Memorial Gift in the amount of \$250 in the name of the individual who has passed to the family's choice of:

- a. A registered and recognized Student Organization of Texas A&M University
- b. An academic program of Texas A&M University
- c. Another organization or department within Texas A&M University

The selected entity may be at either College Station or Galveston or other location represented as being part of our membership. The check will be sent to the Texas A&M Foundation to the attention of Honorary Memorial Gifts.

This award will be an annual budget line item under the Chaplain with a cap for this line item limited to \$2000 per year with unused funds to roll over into the following year's budget and funds will be added to achieve the cap amount for that year, as needed.

The Texas A&M Foundation will process this gift and send acknowledgement to the family as well as to the recipient to honor the individual who has passed. The Aggie Moms' Club will create a certificate for the family and recipient in recognition of this gift in honor of their loved one.

## Process:

Upon learning of the passing of an Aggie Mom or member of her immediate family, the President shall be notified and, in turn, notify the family that the Club wishes to honor their loved one. The Scholarship Chair will process the donation per family wishes and present a memorial certificate at a future General Meeting. The Chaplain will proceed with steps to assist the family per that position's duties.