

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

**BY-LAWS**

Official Copy from By-Laws Committee

Discussed & Revised 11/20/2023

Lisa Milliken, 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 AND FISCAL YEAR**

### **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. Zip Codes for members are not necessarily reflective of our Scholarship zip codes.
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 MEMBER**

1. Awarded to all past presidents as recognition of service. 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, including payment of dues.

### **SECTION D. DISTINGUISHED LIFE MEMBER**

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. 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

1. Membership is open to mothers, stepmothers or guardians of former students who plan to remain Active.
2. Ring of Honor 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 F. CLUB DUES AND FISCAL YEAR

1. The annual dues cover a membership term to follow the fiscal year of June 1 of one year until May 31 of the next year.
2. Annual dues will be published in the Standing Rules prior to June 1. There is no pro-ration of dues. Any changes to due require Board approval and communication to the membership prior to June 1.

## 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 to the Federation 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 and Historian. 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. The President will have signing authority on all club bank accounts, club debit card and any other club membership.
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 Special Event 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, Singing Cadets Concert, or other event.
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 in the fall and spring semesters.
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. The Treasurer will hold and authorize any purchases by debit card and/or any other club membership card. The Treasurer will also have signing authority on all Club bank accounts, debit card and any other membership cards.
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. HOWDY PARTY WILL

Chair the Howdy party committee, if formed, to coordinate the summer Howdy Party event, under the direction of the VP of Programs.

### 4. RING OF HONOR WILL

Chair the Ring of Honor Committee, if formed, to plan and publicize events, specifically for the Ring of Honor Members, under the direction of the VP of Membership.

## 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 after the end of the fiscal year and present a report by the September Board Meeting and at the September General Meeting. An audit will also be conducted any time there is a change in treasurer, if the change occurs at a time other than at the end of the fiscal year. 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. The term of office will be 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.
5. As deemed necessary by the Board, elections may be handled in person, virtually or a combination of both.

#### 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 annual May meeting.
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

1. The Kingwood/Humble Area A&M University Mothers' Club fiscal year will be June 1 – May 31.
2. Meetings may be held in person, virtually, or a combination of both.

#### 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 voting positions must be present at any Board Meeting to constitute 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. This will include any club cards or store membership cards or accounts that are paid by the club; thus these cards will not be allowed to be utilized for any personal (non-club) purchases.

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:	Approved:
April 1988	April 1988
May 1997	May 1997
April 1999	April 1999
May 2001	May 2001
May 2003	May 2003

Revised December 2023

April 2005  
April 2007  
August 2009  
January 2011  
February 2013  
August 2015  
April 2017  
September 2018  
October 2021  
August 2022  
January 2023  
November 2023

April 2005  
April 2007  
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October 2015  
May 2017  
November 2018  
November 2021  
September 2022  
January 2023  
December 2023





# **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 any expenditure exceeding \$300.00, regardless of budgeted amount.
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 fiscal 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:

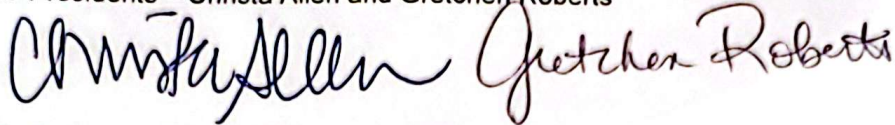
- a. Product will be presented to the full Board for approval.
  - b. The licensed vendor will not be present for the vote.
8. Members may not serve on the Scholarship Committee if they have a dependent who has applied for the scholarship that year.
  9. Membership dues are as follows:
    - Active Members - \$25
    - Associate Members - \$25
    - Honorary Life Members - \$25
    - Ring of Honor Members - \$15

Bylaws Review Committee -11/20/2023

Chairperson - Parliamentarian - Lisa Milliken



Co-Presidents - Christa Allen and Gretchen Roberts



VP at Large - Rika Weinrich



Board Member - Jennifer Mansfield-Drake



General Member - Courtney Solomon

