

BYLAWS
WILLIAMSON COUNTY TEXAS A&M MOTHERS' CLUB

Amended 1976, 1978, 1980, 1982, 1995, 2002, 2009, 2011, 2012, 2017, 2018

ARTICLE I – NAME

The name of this organization shall be the Williamson County Texas A&M Mothers' Club.

ARTICLE II – OBJECTIVE

To contribute in every way to the comfort and welfare of the students and to cooperate with the University to maintain a high standard of moral conduct in intellectual attainment.

ARTICLE III – OFFICERS

The officers of this organization shall be a President, Vice President at Large, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Secretary, and Treasurer. All Officers may serve for more than 1 term (2 years), but no more than 4 years consecutively.

Article IV – DUTIES OF THE OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings. She shall act as ex-officio member on all committees except the Nominating committee and shall perform all the duties which pertain to her office.

Section 2. The Vice President at Large shall be the outgoing president and shall fill any vacancy on the executive board until said vacancy is filled by the president. She shall chair the Nominating committee. She shall be responsible for the installation of officers. She shall assist whenever needed.

Section 3. It shall be the duty of Vice Presidents in their order to preside in the absence of the President and to perform the other duties as described below:

FIRST VICE PRESIDENT – shall be in charge of Membership. The duties are as follows:

Responsible for notifying the membership of all meetings. This may be through the e-mailing of the newsletter (provided by the president), telephone committees, and providing information to the communications chair for publication on the website and the Facebook page, or any other method so chosen. Increase membership by encouraging all members to obtain names of prospective members.

SECOND VICE PRESIDENT – shall be in charge of the Fundraising Committee. Specific roles and responsibilities will be determined by the fundraising activity selected, to include, but not be limited to the following list detailed below.

Committee members will be assigned one of the following specific duties:

Order all necessary supplies.

Order food items necessary for the fundraiser

Make arrangements for actual preparation for all foods.

Secure location for fundraising event, handling all details pertaining to this duty.

Assign all members to various jobs and responsibilities.

Arrange for printing and distribution of tickets for the Fundraising event

Publicity for the fundraising event

THIRD VICE PRESIDENT – shall be in charge of Projects and Scholarships. The duties are as follows:

Arrange for/purchases and collect funds for goodie bags.

Handle ordering of all Williamson County Aggie Mom shirts.

Arrange for scholarship applications to be distributed to high school counselors for graduating seniors of schools in Williamson County who have been accepted to Texas A&M University – College Station, Galveston, and Qatar and current students at Texas A&M University–College Station, Galveston, and Qatar. Exceptions being seniors at Round Rock ISD due to the chartering of the Round Rock A&M Mothers' Club on 1-20-97.

She shall chair the Scholarship Committee.

She shall call a meeting of the Scholarship committee to review applications and select recipients and three alternates to be announced at the April meeting.

She shall notify and invite scholarship recipients and their parents to attend the April meeting at which time they will be recognized.

She will present, or arrange for presentation of scholarship award to recipients at their high school award program.

She shall present a list of scholarship recipients to the Treasurer for disbursement of funds to Texas A&M–College Station.

Scholarship applications shall be retained for one year.

FOURTH VICE PRESIDENT – shall be in charge of Communications & History. She will be in charge of maintaining the club website, collecting membership data, and online publication of the membership directory by December of the current year.

FIFTH VICE PRESIDENT - shall be in charge of Event Coordination and making arrangements for meetings and all socials including the Howdy Social, Christmas Social, Officer Installation Dinner, and Scholarship Presentation.

The duties are as follows:

- Arrange locations and programs for the meetings and socials.
- Handle all details for the socials, securing help from club members as needed.
- Secure hostesses, etc. for the meetings.

Section 4. It shall be the duty of the Secretary to keep the minutes of all meetings. She shall have charge of all correspondence except that which each officer handles as it relates to her office.

Section 5. The Treasurer shall receive, hold, and distribute all money. She may open the bank account in a bank convenient to her. She shall pay bills as approved and presented to her and be prepared with a report at each meeting. She shall mail a check to TAMU and notify them of scholarship awards and the various contributions to the organizations on campus as so decided by the club. She will file the 990-T tax form with the IRS.

ARTICLE V- MEETINGS

The meetings shall be at a location selected by the Fifth Vice President on the dates published in August of each year. At a minimum meetings should be held in the following months with an emphasis on these topics:

- September Meeting – To Be Determined/Howdy Social
- 4th Tuesday in October – Fundraising event
- 1st Thursday in November –fundraising event, unless otherwise amended
- 1st Tuesday in December – Christmas Social
- 4th Tuesday in February—Scholarship and club donations
- 4th Tuesday in April – Scholarship Presentation
- 2nd Tuesday in May – Officer Installation Dinner

The board of officers will meet as deemed necessary by the President.

ARTICLE VI – DUES

Dues shall be \$25.00 (twenty-five dollars) per member, payable at the first meeting in September, but no later than October 1 to be listed in the online directory.

ARTICLE VII – SCHOLARSHIP COMMITTEE

Section 1. The scholarship committee shall be composed of the chairman and three volunteers appointed from the membership by the President.

Section 2. The Third Vice President shall serve as chairman of the committee but shall not vote as to the recipient of the scholarship.

Section 3. No club member may serve on the Scholarship Committee if her student is an applicant.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Roberts Rules of Order” shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Club may adopt.

ARTICLE IX – AMENDMENT OF THE BY-LAWS

The by-laws of the club may be amended at any regular meeting by a majority vote of those in attendance.

ARTICLE X – MEMORIALS

A memorial will be given in the event of the death of a Williamson County Student of Texas A&M University–College Station, a past president, a member, a child of a current member, or a spouse of a member of the Williamson County A&M Mothers’ Club. The memorial should be in the amount of \$25.00 and is to be given to the Sterling C. Evans Library for the purchase of a book, the dust cover to be sent to the family. (Mailing of the dust cover must be requested at the time of the memorial donation.)

The First Vice President will send sympathy cards to all past and present members or their immediate families.

ARTICLE XI – GIFTS. A TAMU Mothers Club President’s Pin shall be presented to the incoming president by the outgoing president at the installation of officers.