

Standing Rules of the Williamson County A&M Mothers' Club

Definitions

Amazon Smile Fundraising: Anyone with an Amazon account may sign up to donate a portion of most their Amazon purchases to the Club through the Amazon Smile program. The name of the Club on Amazon Smile is "Federation of Texas A&M University Mothers Club" with the location of Georgetown, TX. It might take several searches to find the correct Georgetown location; other locations frequently show up in the search.

Annual Business Meeting: Usually the February regular Club meeting, when officers are elected.

The Board: The Executive Board of the Club. Members of the Board include elected positions, the Vice President-at-Large, and the Chairs of each committee.

The Bylaws: The Bylaws of the Williamson County Texas A&M University Mothers' Club.

The Club: Williamson County A&M Mothers' Club, also known on social media as the "Williamson County Aggie Moms' Club" (Facebook) and Wilco Aggie Moms (Twitter)

Christmas Social: Usually the regular Club meeting held in December. A social mixer where members exchange an Aggie ornament.

Enrolled member: A member who has paid their annual dues and provided contact information to the Club.

Evans Library Archive: By contract, the library provides archival services for the Club's records. The records may be archived periodically.

The Federation: The Federation of Texas A&M University Mothers' Clubs

Goody Bags: Money collected for goody bags is spent on the bags and not retained by the Club. This is not a Club fundraiser.

Goody Bag Distribution: The University provides the dates and locations for goody bag drop-offs. They provide optional dates and the Committee chooses the one most convenient.

Google Drive Storage: The Club's records are stored on a shared Google Drive for the Club. The prior three years of records should be available on the Google Drive.

Howdy Social: Usually the first regular Club meeting, held in September. A social mixer, welcoming new and potential members.

Installation of Officers: Officers are installed in office and accept their official roles at the May meeting. Their terms begin on June 1.

Federation President's Pin: The Executive Board may include in the budget the purchase of a President's Pin from the Federation to be awarded to a new President upon installation.

Records: The Club Records typically consist of the meeting minutes, attendance, committee reports, scholarship records, and finance records.

Scholarship Reception: In lieu of the regular Club meeting held in May. A reception where the scholarship recipients are first announced to the Club members and the Club members meet the recipients.

The University: Texas A&M University at College Station, at Galveston, at Qatar, and at McAllen.

University Student Organizations: A student organization overseen by the University's Department of Student Activities.

Rule 1 – Scholarships

1. Nondiscrimination Policy. Scholarships awarded by the Club shall be restricted to students attending the University. In awarding Scholarships, the Club shall not discriminate on the basis of an individual's age, sex, color, religion, nationality, or ethnicity.
2. Scholarship Eligibility Criteria.
 - A. General Criteria.
 - i. Be admitted to the University.
 - ii. Submit the Club's application and a current transcript.
 - iii. Attend the University the following fall semester.

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- iv. Not accept a scholarship from another Texas A&M University Mothers' Club that is a member of the Federation.
- v. Applicants must follow all application instructions and meet all specified deadlines.
- B. Freshman Scholarships. The recipient(s) must:
 - i. Be a graduating senior of a Williamson County public, private, or home schooled senior high school, *except* one that is part of the Round Rock ISD; be a Williamson County resident; be a graduating senior of a public or private senior high school in another county.
 - ii. Provide two (2) letters of recommendation.
- C. Returning/Graduate/Transfer Student Scholarships. The recipient(s) must:
 - i. Meet the requirements of Rule 1.2.A.
 - ii. Have a current primary residential address in Williamson County.
 - iii. Currently enrolled at the University or another college or university with a grade point average of at least 2.50.
- 3. Evaluation criteria. The Committee shall create criteria and a scoring matrix for awarding the scholarships.
- 4. Delegation. The Executive Board may delegate the duty of selecting scholarship recipients to the University's Scholarship Office.
- 5. Amount and duration. The Club awards scholarships once a year to be disbursed during the academic year following the award. All scholarships awarded in a year will be of equal amount to each other. It is preferred that scholarships be a minimum of \$500.00 (five hundred dollars), but the Board may set an alternative minimum amount. The number of scholarships awarded will depend upon available funds. Applicants must submit a new application each year they wish to be considered for a scholarship.
- 6. Disbursement. The scholarship money will be paid directly to the University, which will disburse the funds to the student's account in the Fall Semester after the award.
- 7. Relinquishment. Failure to attend the University the fall and spring semesters of the academic year following the award of a scholarship or dishonesty on any part of the application, including any attachments, constitutes relinquishment of the scholarship. The Club will award the relinquished scholarship to an alternative applicant for that year who did not receive a scholarship, or, if no other applicant exists, the relinquished funds will be returned to the Club scholarship funds to be used in subsequent awards or donations.
- 8. Timeline. Draft scholarship application will be submitted to the Board by November 1. The Board will approve or provide changes. The Club shall determine the number of scholarships and their amounts in the January meeting. Applications will open by January 15. Applications will be returned by applicants by February 28. Scholarship award recommendations will be complete by April 30 and presented to the membership at the Scholarship Reception in May.
- 9. Alternative to Awarding Scholarships. If the Club receives no qualified applicants or has insufficient funds to award a Scholarship, the Board may donate scholarship funds to one or more University Student Organizations at the University instead of awarding a Scholarship.

Rule 2 – Donations by the Club

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1. The Club may donate club funds that are not Scholarship funds to University Student Organizations at the University.
2. Donations to University Student Organizations may be provided as an honorarium to student organizations that present to the Club's meetings. The amount of an honorarium may vary from organization to organization but will be approved by the Executive Board before payment is made.
3. The Club may also donate to University Student Organizations at the end of the club year. The Executive Board will determine the number of organizations and the amount to be donated to each organization based on available funds. The donation to each organization shall be equal. Nominations shall be held during a regular Club meeting, preferably in April. Each member may nominate one organization. Nominations of recipient organizations will be written on paper and placed in a container. Recipient organizations shall be drawn from the container, by the Chair of the Fundraising Committee or an alternate designated by the President, in a random, blind, manner.

Rule 3 – Club Dues and Finances

1. Dues shall be \$25.00 (twenty-five dollars) per member, per year (the year being June through May) Dues are payable at the first meeting in September but should be submitted no later than January 1. Dues are neither prorated nor refundable and must be received by October 1 for the member to be included in the Federation Directory.
2. The Club's Fiscal Year is from June to May.
3. Receipts for reimbursement by the Club must be received no later than the last day of the fiscal year (May 31) so they can be included in the annual audit. Reimbursements to the Treasurer or to the President shall be approved by another Board member.
4. The Club shall have a bank account. Signatories to the bank account shall be the President and the Treasurer. The President-Elect may serve as an alternate, if needed.
5. Checks from the Club bank account shall be signed by the Treasurer and counter-signed by the President or the President-Elect (if serving as an alternate).
6. Checks made out to the Club shall be mailed to the Club post office box or handed to the Treasurer, the President, or the President-Elect (if serving as an alternate) and shall be deposited within 5 business days of receipt.
7. The Club may accept electronic funds.
8. Mail for the Club shall be mailed to the Club post office box and not to an individual officer, chair, or member. Email for the Club shall be emailed to the Club email address and not to an individual officer, chair, or member.

Rule 4 – Officer and Committee Chair Duties

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1. Each elected officer and Committee Chair is a voting member of the Executive Board. However, there is one vote per office and officers that share an office also share the vote for that office. The Vice President-at-Large and the President-Elect have voting privileges.
2. President. The President shall complete the duties set out in the Bylaws. In addition, the President shall:
 - A. Represent the Club at the fall, winter and spring Federation meetings and at the Federation's District 5 meeting.
 - B. Perform other duties necessary to the office.
 - C. Prepare meeting agendas.
 - D. Furnish each Executive Board Member a copy of the Bylaws and Standing Rules that set forth the duties of their position.
 - E. Have the authority to execute written contracts, with the Treasurer, as approved by the Club, or by the Board on behalf of the Club.
 - F. Retain passwords to the Club's email account, social media accounts, and website.
 - G. Retain a copy of the key to the Club post office box.
 - H. Ensure that all reports due annually to the Federation are filed by their respective deadlines.
 - I. Provide to the President-Elect any past Presidents' records, the Club's past years' records, passwords to Club accounts, and the post office box key at the start of the President-Elect's term as President.
 - J. Appoint Delegates to the Federation of Texas A&M University Mothers' Club regular business meetings prior to those meetings. The number of delegates shall be determined in accordance with the Federation Bylaws. Delegates may exercise the Club's Federation votes.
3. President-Elect. The President-Elect shall complete the duties set out in the Bylaws.
4. Vice President-at-Large. The Vice President-at-Large shall complete the duties set out in the Bylaws. In addition, the Vice President-at-Large shall:
 - A. Advise the Board and the President and assist as requested.
5. Vice President of Membership. The Vice President of Membership shall complete the duties set out in the Bylaws. In addition, the Vice President of Membership shall:
 - A. Maintain a roster of paid members.
 - 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. Ensure that attendance is recorded at all Club meetings and activities and provide the attendance to the Recording Secretary to be included in the meeting minutes.
 - D. Greet members and guests at all meetings.
 - E. Provide information to the Communication Committee for publication on the website and/or social media sites.
 - F. Provide nametags and a method to sign-in attendance for regular Club meetings.
 - G. Contact the University to obtain incoming student information in early July to send out invitations to join the Club for the upcoming year.
 - H. Send invitations to the Howdy Social.
 - I. Preside in the absence of the President, President-Elect, and Vice President-at-Large
6. Recording Secretary. The Recording Secretary shall complete the duties set out in the Bylaws. In addition, the Recording Secretary shall:
 - A. Collect and collate Committee and officer reports into monthly meeting minutes.
 - B. Upload records to the Club's shared drive, if any.

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- C. Archive records at the Evans Library.
- 7. Treasurer. The Treasurer shall complete the duties set out in the Bylaws. In addition, the Treasurer shall:
 - A. Collect and deposit all dues, monies from fundraising events, and other monies into the Club bank account.
 - B. Check the Club post office box and distribute Club mail as appropriate.
 - C. Provide any membership forms in her possession and a list of paid members to the Vice President of Membership.
 - D. Have the authority to execute written contracts, with the President, as approved by the Club, or by the Board on behalf of the Club.
 - E. Present monthly and annual reports of all receipts and disbursements at Executive Board meetings.
 - F. Recommend the number and amount of scholarship awards to the Executive Board for approval.
 - G. Prepare all required Federation financial forms.
 - H. Sign checks with countersignature by the President or President-Elect (as an alternate to be added to the bank account only if necessary).
 - I. Expend money for the Club, as approved by the Executive Board.
 - J. Coordinate with the University Scholarship office for disbursement of Club Scholarships.
 - K. Submit the Club financial records for annual audit.
 - L. Act as the compliance officer for the Club in regards to all federal, state and local tax filings.
- 8. Chair of the Fundraising Committee. The Chair of the Fundraising Committee shall complete the duties set out in the Bylaws for committee chairs. Specific duties to be determined by the fundraising activities selected. The Chair will assign duties to the members of the Fundraising Committee. The Committee shall be responsible for selling Club t-shirts, if applicable.
- 9. Chair of the Communications Committee. The Chair of the Communications Committee shall complete the duties set out in the Bylaws for committee chairs. In addition, the Chair shall:
 - A. Maintain and periodically post content on the Club's website and social media accounts.
 - B. Maintain a mailing list of current and former club members.
 - C. Coordinate group birthday and thank you cards from the Club.
- 10. Chair of the Event Coordination Committee. The Chair of the Communications Committee shall complete the duties set out in the Bylaws for committee chairs. In addition, the Chair shall:
 - A. Plan for and have charge of all programs for the Club, as approved by the President.
 - B. Schedule a speaker and/or an activity for each of the regular Club meetings.
 - C. Act as hostess at all functions.
 - D. Arrange for refreshments at the Howdy Social, Scholarship Reception, Christmas Social, and any other Club functions, as needed.
- 11. Chair of the Scholarship and Projects Committee. The Chair of the Scholarship Committee shall complete the duties set out in the Bylaws for committee chairs and in Standing Rule 1. In addition, the Chair shall:
 - A. Appoint at least three (3) members to constitute the Scholarship and Projects Committee, with the total number of members appointed an odd number. Each member

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may be eligible to serve on this Committee two (2) years in succession, but only one (1) year as Committee Chair.

B. For Scholarships:

- i. Task the Committee with preparing a scholarship application that addresses the evaluation criteria it adopts. The application shall be submitted for Board approval. Upon approval the Committee shall make the approved application available to eligible high school and University students.
- ii. Collect the submitted applications and prepare copies with information identifying an applicant removed for the Committee to evaluate on a neutral basis. If a Committee member's student is applying for a scholarship, that member may not serve on the Committee, but may serve as Committee Chair.
- iii. Not vote on scholarship awards and may not take part in any scholarship award deliberations.
- iv. Acknowledge receipt of submitted scholarship applications by e-mail, if requested by the applicant.
- v. Complete and submit a Federation Form G (scholarship awards) to the Federation by May 31.
- vi. Advise the Treasurer of scholarship awards.
- vii. Communicate scholarship awards to recipients in writing or phone. Prepare list of scholarship recipients for posting on the Club's website.
- viii. Extend written invitations to scholarship recipients for the Scholarship Reception.
- ix. Verify scholarship winner eligibility and admission acceptance, including contacting the Round Rock A&M Mother's Club, to ensure applicants will not receive a scholarship from that organization and by verifying enrollment at the University.
- x. Present the Scholarship Certificates at the Reception, including and a brief biography for each recipient.
- xi. Present scholarship award to Freshman recipients at their high school awards program.
- xii. Scholarship application forms shall be retained until the award money is submitted to the University's Scholarship Office.

C. For Projects:

- i. Collect funds for final exam goodie bags.
- ii. Arrange for purchase of items for goodie bags.
- iii. Arrange for a goodie bag stuffing event to involve all members that are able and willing to participate.
- iv. Arrange for delivery of goodie bags to campus on the designated distribution day.

Rule 5 - Executive Board

9. The Executive Board shall be comprised of the Club's Officers, Committee Chairs, and any members currently serving on the Federation Board and shall operate in accordance with the Club Bylaws.
10. A member is considered present for a meeting if she participates by speakerphone or other technology for the meeting.
11. The Executive Board may select a member to receive an outstanding service award, to be presented at the May meeting. The Club does not award lifetime memberships; to do so would require a change in the Club Bylaws.

Rule 6 - Definition of Good Standing/Valid Excuse

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The definition of a member in Good Standing is: a member who has paid her annual dues and completed all duties assigned to her to the best of her abilities. A valid excuse is one that is agreed upon as being valid by the Executive Board.

Rule 7 – Committees

1. The Board may form committees as necessary to carry out the business of the Club, in accordance with the Club Bylaws. The Committee Chair may appoint as many members to a committee as necessary to carry out the business of the committee.
2. No work will be undertaken on behalf of the Club by any member without the approval of the Board.
3. Standing Committees. The following standing committees are formed by this rule. Amendments to these committees, removal of these committees, and creation of additional standing committees may only be accomplished by amendment of this rule.
 - a. Scholarship and Projects Committee
 - b. Fundraising Committee
 - c. Communications Committee
 - d. Events Committee

Rule 8 – Amendment and Conflicts

1. Amendment. These Standing Rules may be amended by a two-thirds (2/3) majority vote of the members in good standing present at a regular meeting. Notice and a copy of the amendment must be provided to the members at least 14 days before the meeting where the vote will take place. The notice and copy may be provided by email or by posting on the Club's website. The members may waive notice by a two-thirds (2/3) majority vote of the members in good standing present.
2. Conflicts. Any conflict between the terms of these Rules and the Bylaws of the Club shall be resolved in favor of the Bylaws.

Rule 9 – Audit

The Club's finances shall be audited by the Audit Committee at the end of every fiscal year, before new officers assume their duties. The Audit Committee shall operate in accordance with the Club Bylaws. In addition, it shall verify the existence of meeting minutes for each regular and executive board meeting.

Revisions:

Original Rules, adopted April 20, 2021

Revised January 10, 2023