

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

Official copy from By-Laws Committee

Discussed and revised Dec 2025

Mary Endacott, 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 MEMBER**

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 & 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 proration of dues or refunds of club dues. Any changes to dues 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.

## **SECTION H. REQUEST FOR RESIGNATION**

The Federation of Texas A&M University Mothers' Club retains the right to deny/revoke membership to anyone who misrepresents, makes false claims, is negligible or acts in any way that negatively impacts the club.

## ARTICLE IV - OFFICERS

### SECTION A. EXECUTIVE BOARD OFFICERS

1. The elected officers of this organization will be President, Nine 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 Ring of Honor 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, call and set all Board and General Meetings;
- Act as an ex-officio member of all Committees. Support and work with all committees and chairpersons;
- Appoint Standing Committee Chairs and special committees as needed;
- Perform such other duties as pertain to the office; including filing Federation reports, attending Federation and district meetings;
- Collect all annual Board reports;
- Facilitate the transfer of officer and job responsibilities to the incoming Board members.
- The President will have signing authority on all club bank accounts, club debit card and any other club membership.
- To serve as President an individual must have completed at least one year of prior service on the Board at any point in time.

### **2. MEMBERSHIP WILL**

Serve as the First Vice-President of the Club and will chair the Membership Committee, if formed.

- Create or update the membership form and collect dues;
- Keep records of all membership payments and work with the treasurer for accurate record keeping.
- Convey the new member sign up interests to the associated chair.
- Select within budget; and distribute early membership payment incentive gifts.
- Participate in recruiting new members through e-mail communication and outreach;
- Complete necessary forms for Federation as they pertain to active and Ring of Honor members of the club;
- Maintain accurate records of attendance at General and Board meetings.
- The Ring of Honor Chair reports to VP Membership.

### 3. PROGRAMS WILL

Serve as Second Vice-President of the Club and will chair the Programs.

- Coordinate monthly general meetings including-location, speakers and activities at the meetings.
- Host and introduce guest speakers at club meetings;
- Organize the room - ensure adequate chairs and tables and arrange them as fitting for the event;
- Organize Audio/Visual equipment as needed.

### 4. BOUTIQUE WILL

Serve as the Third Vice-President of the Club.

- Chair sales which could consist of Parent's Weekend Boutique sales, Meeting sales, annual Special Event sales;
- Organize, create and inventory all items for sale.
- Coordinate with Texas A&M branding for all logo item approvals. See TAMU branding guide.
- Coordinate the crafting crew activities of the club.

### 5. SPECIAL EVENTS WILL

Serve as the Fourth Vice-President of the Club and chair and coordinate any major event(s) as determined by the Executive Board, including the annual Howdy Party.

- Set up an online payment portal as needed for major events;
- Create an online sign up to organize volunteers for set up and day-of event volunteers;
- Work to secure a venue in conjunction with the VP Fundraising to make sure the contract denotes all items needed;
- Coordinate on all expenses and budget items with VP Fundraising and Treasurer;
- Work with VP Fundraising for any fundraising at the event;
- Work with the VP Fundraising to troubleshoot anything on the day of the event.

## 6. FUNDRAISING WILL

Serve as the Fifth Vice-President of the Club.

- Chair and coordinate any club sponsorships, profit shares, spirit night event(s), silent auctions or raffles, and Federation promoted fundraisers.
- Set up online payment portal as needed for fundraising.
- Coordinate with VP Communications for flyers and advertisements.
- Coordinate with VP Special Events for any fundraising at major events.

## 7. SOCIAL WILL

Serve as the Sixth Vice-President of the Club and will chair the Hospitality Committee if formed.

- This officer will be responsible for coordinating refreshments, tablecloths and decorations for General Meetings, annual Howdy Party and other sponsored meetings as determined by the Executive Board.
- Work with VP Programs and VP Special Events to coordinate duties if a significant event is added to the calendar;
- Organize the room - ensure adequate chairs and tables and arrange them as fitting for the event;
- Organize Audio/Visual equipment as needed;
- Greet guests and members as they arrive at any club sponsored event to help them feel welcome and get signed in;
- Plan social activities for the club (non fundraising).

## 8. SCHOLARSHIP/PHILANTHROPY WILL

Serve as the Seventh Vice-President of the Club and will chair the Scholarship/Philanthropy Committees.

### SCHOLARSHIP

- Responsible for coordinating student awards and student scholarships.
- Form the Scholarship Committee according to By-Laws.
- Provide the general membership and public with scholarship information, application and deadlines;
- Coordinate with VP Communications to post applications online;
- Collect student applications, check eligibility, review content and rank applicants to receive merit scholarships based on the criteria set forth by the Chair and approved by the Board;
- Obtain budget for scholarships from President and Treasurer;
- Make recommendations to the board for approval of dollar amounts to be awarded based on the budget;
- Notify scholarship recipients;
- Submit paperwork to the Treasurer;
- Safeguard student applications and related correspondence for a period of two years.

### PHILANTHROPY

- Responsible for coordinating donations to student organizations.
- Create and collect the forms from members, verify, collate and give Student Organizations donations;
- Secure opportunities for the club to give back;
- Obtain budget for philanthropy from President and Treasurer;
- Coordinate the participation and delivery of donations.

## 9. GOODY BAGS WILL

Serve as the Eighth Vice-President of the Club and will chair assembly and distribution of Goody Bags for Students in the fall and spring semesters.

- Receive orders from members for Goody Bags two times a year to be delivered to College Station and Galveston right before Finals of each semester.
- This officer will be responsible for selecting the contents of the Goody Bags within the budget as determined by the Executive Board.
- The price of the Goody Bags should be proposed to the Board for budget approval;
- Create online order forms and manage incoming orders;
- Procure the items, coordinate the assembly, set up, and deliver Goody Bags with volunteer Moms, as directed by the University.

## 10. COMMUNICATIONS WILL

Serve as the Ninth Vice-President of the Club and will chair the Email/Website/Social Media/Texting Committee if formed.

- Thank Sponsors on social platforms.
- Create and or obtain flyers for special events, fundraisers and club activities;
- Post and advertise all activities online; publicize important news and events of the club and its members.

## 11. SECRETARY WILL

- Record the proceedings of all the club and board meetings and submit to the President in a timely manner;
- Correct any reports following each board meeting, as needed;
- Recognize Board members' birthdays;
- Handle Club correspondence including thank you notes or condolence cards, as directed by the President.

## 12. 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.
- 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, including a line by line P&L.
- Hold and authorize any purchases by debit card and/or any other club membership card.
- Have signing authority on all Club bank accounts, debit card and any other membership cards.
- Make yearly financial reports.
- Keep records in QuickBooks and hard-copy notebooks of monthly reconciliation of bank statements, deposits and checks received, all forms received, receipts for reimbursements, checks written and all electronic transactions.
- Keep track of savings accounts, ensuring funds owed are in this account.
- Take care of all financial aspects of club events.
- Work with membership on monies in and collaborate records.
- File reports with Federation as directed.
- Pay sales tax and IRS Form 990
- Form and schedule the Audit committee, as appointed by the outgoing President, *cooperates*, but does not *serve on* the Audit committee.

## 13. 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. Consult with Board members on interpretation of the By-Laws.

## 14. 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. HISTORIAN WILL

Chair the Historian/Archives Committee, if formed and maintain club scrapbooks. This officer shall be responsible for submitting archival documents to the Federation Archives.

- Keep record of club activities (photos, flyers, written documentation)
- Ensure pictures are taken at each meeting/event & put in Club Google drive.
- Work with the Federation Historian to participate in Federation history records when milestones are achieved.
- Provide historical fun facts at each General meeting.
- Create and present a slide show twice a year to recognize members' graduates.

### 2. 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 Membership.

- Work with the VP Membership to create or update the Ring of Honor membership form;
- Recruit Ring of Honor members;
- Plan and coordinate at least four social events for Ring of Honor members per fiscal year.

## 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.

## SECTION E. REQUEST FOR RESIGNATION

**An elected officer** may be removed from office at any time with or without cause by a two-thirds vote of the remaining members of the Board - provided notice has been given to the officer. **An appointed officer** may be removed from office at any time with or without cause by the President who appointed them provided notice has been given to the officer.

## **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. Use the Audit form provided by the Federation. 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. The incoming and outgoing Treasurer or President shall not serve on the Audit Committee. Treasurer ensures that only one prior committee member is allowed to serve.

### **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, VP Special Events, VP Scholarship/Philanthropy, VP Fundraising and if needed, the 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 appointed by the Chair. 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 if needed, 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 appointed by the Chair. At least one (1) General Member shall be on the Scholarship Committee. The Executive Board will approve the criteria, process, and guidelines as proposed by the Scholarship Committee. This chair shall serve as liaison 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**, if formed, 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, if needed, 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 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, the President may ask 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
April 2005	April 2005
April 2007	April 2007
August 2009	September 2009
January 2011	February 2011
February 2013	April 2013
August 2015	October 2015
April 2017	May 2017
September 2018	November 2018
October 2021	November 2021
August 2022	September 2022
January 2023	January 2023
November 2023	December 2023
November 2025	December 2025

# 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 minutes.
4. Student awards shall be limited to one award per student per fiscal year.
5. **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.
6. Members may not serve on the Scholarship Committee if they have a dependent who has applied for the scholarship that year.
  7. Membership dues are as follows:

Active Members - \$27 (early bird by Aug 1<sup>st</sup>) \$32 later

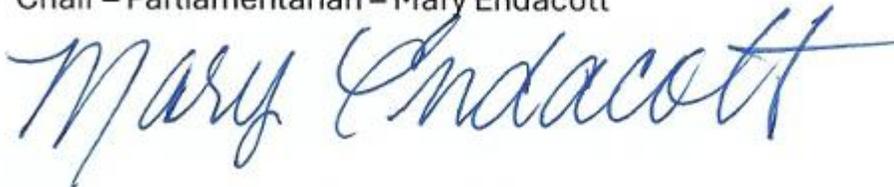
Associate Members - \$27 (early bird by Aug 1<sup>st</sup>) \$32 later

Ring of Honor or Honorary Life Members - \$17 (early bird by Aug 1<sup>st</sup>) \$22 later

8. Board member expectations: To ensure effective leadership and uphold the integrity of the organization's governance, the following expectations apply to all individuals elected or appointed to a leadership position:
  - a. Fulfill the responsibilities of their office as defined in the Club Bylaws.
  - b. Acknowledge that acceptance of a leadership role signifies a commitment to perform all duties in good faith.
  - c. Uphold the mission, values, and objectives of the organization.
  - d. Actively participate in meetings, events, and decision-making processes as required.
  - e. Maintain accountability, professionalism, and transparency in carrying out assigned responsibilities.
  - f. Understand that failure to fulfill these duties may result in review or action as specified in the Bylaws.
  - g. Use only the Aggmemom.org emails for board communications. Monitoring this email account to reply to requests in a timely manner is essential for the position, including, as possible, monitoring the account while traveling.
9. Confidentiality of board members, general members and student personal info is required.

**By-Laws Review Committee November 2025**

Chair – Parliamentarian – Mary Endacott



President – Kristy Dunaway



VP At Large – Christa Allen



Board Member – Courtney Solomon



General Member – Miriam Fernandez

