Section 1. General membership meetings shall be held each month, September through May, unless otherwise ordered by the Executive Board.

Section 2. A Life Honorary Membership will pay a one-time fee of $75.00 and will need to complete a membership application in order to be on email list.

Section 3. There will be no amount over $100.00 paid out of the Club funds without prior approval of the Executive Board, unless it was already approved in the budget.

Section 4. All cash monies taken in shall be counted and signed off by (2) two members at the end of business day before leaving location of collection. The signed tally sheet shall be given to the Treasurer with the money.

Section 5. Receipts for reimbursable expenses occurred during the fiscal year must be received no later than the last day of the fiscal year. All books shall close by May 31 annually; books are to be audited no later than July 15 annually.

Section 6. Sales tax will not be reimbursed with the exception of e-commerce, that does not allow verification of nontaxable status, or if not approved by President and Treasurer.

Section 7. The Club’s fiscal year will match the Federation’s fiscal year.

Section 8. Each year, the Executive Board shall decide both split and designation of Aggie organization donations and student scholarships. This information shall be communicated to the general membership. For Aggie organization donations, the board shall consider requests for financial support made from any University approved Aggie organization. The number and amounts of organizational donations shall depend on the funds available. The Board shall decide the number and the dollar value of general scholarships which shall be awarded to students residing in Denton County and attending Texas A&M University – College Station, Texas A&M – Galveston, Texas A&M School of Law or Texas A&M – McAllen. General Scholarships will be awarded based on Merit, Financial Need, and/or Best Overall. Texas A&M University shall be solely responsible for the selection of scholarship recipients. The Club will distribute funds directly to Texas A&M, and the University will disburse the funds to the students.

Section 9. If the Club receives a notice from the school indicating that a student received a scholarship that was split between two semesters and is unable to receive the second part of the scholarship, it will be awarded to another student.

Section 10. The incoming President shall appoint the installing officer.

Section 11. Electronic voting is encouraged to be used for issues concerning the Club business between the board members and within the general membership. The matters at hand may be issues that arise between meetings which need to be voted on in a timely manner and cannot wait until the next meeting for decision.

Section 12. When the death occurs of a former President of the Denton County A&M University Mothers' Club, the following will be done:

1. Resolution read, placed in the archives for the Club that year and sent to the family of the deceased.
2. A donation in the amount of $500 - $1000 shall be given to Texas A&M University in the name of the former President. The donation will be in the form of a scholarship or donation to reflect the wishes of the deceased or family members.

**Section 13. Elected Officer Position Responsibilities**

Section 13a. The President shall preside at all meetings; shall appoint all standing committee chairmen and special committees as needed; shall act as ex-officio member of all committees except the nominating committee; shall compose a letter to be included in a newsletter; shall perform other duties that pertain to the office; and shall furnish each Executive Board member a specification of duties as defined in the Standing Rules as well as their traditional responsibilities by the May Board meeting.

Section 13b. The President-Elect shall become familiar with all activities and duties pertaining to the office of the President and share primary responsibilities with the President as the Club representative. The President-Elect will perform duties of the President in her absence

Section 13c. The Vice Presidents shall preside in the absence of the President (or President-Elect), in order named and shall perform such other duties that are necessary during the absence of the President (or President-Elect).

Section 13d. The Vice President at Large shall be the retiring President, shall assist any officer or chairman when needed and shall fill any vacancy occurring on the Executive Board until said vacancy is filled permanently by the Executive Board. The Vice President at Large shall serve as a member of the nominating committee, but not as chairman, and shall serve as liaison of scholarship information between Texas A&M University Students Financial Aid Office, the Club and scholarship recipients.

Section 13e. The First Vice President shall be Chairman of Membership duties shall be to secure from Texas A&M University the names of students from the Denton County area and solicit membership of parents or guardians of students. The Membership Chair will keep the electronic record of active and life members up to date and provide this information to other officers as needed. They will oversee sub-committees for the directory/yearbook.

* The Directory/Yearbook committee will create a yearbook. Beginning in August, the directory/yearbook will include the President letter, a list of all scheduled meetings, new officers of the Club, and member pictures. In December, she will produce the competed yearbook/directory to include the full membership of the Club.

Section 13f. The Second Vice President shall be Chairmen of Fundraising and be in charge of raising monies for the Club to award as scholarships and donations to student organizations. They will oversee sub-committees for fundraising events that may include but are not limited to the following:

* The Boutique committee shall be responsible for securing, creating, and maintaining an inventory of merchandise to be sold for the benefit of the Club.
	+ Inventory will include completed crafted items, items purchased from a 3rd party vendor, and items that are on consignment.
	+ All inventory items shall be stored in the storage facility secured by the Club.
	+ All inventory taken to events for sales purposes shall be returned to the Club storage unit within 7 days of the function.

* The Pecan committee shall be responsible for the pecan fundraiser which includes contacting the pecan company to discuss timing and prices, disseminating information to the Club membership to aid in the sale of the pecans, and arranging pick-up and delivery of the orders.
* The Cruise committee shall be responsible for the cruise fundraiser which includes making travel arrangements for the cruise(s); determining travel location, dates and prices, and coordinating all facets of the trip(s).

Section 13g. The Third Vice President shall be Chairman of Programs who will make arrangements for and have charge of all programs, refreshments and table decorations at the Club meetings.

Section 13h. The Fourth Vice President shall be Chairman of Communications. They will oversee sub-committees for Newsletter, DotCom Mom, Corresponding Secretary and Publicity/Historian.

* + - Newsletter will be responsible for distribution of a newsletter to all membership.
		- DotCom Mom shall conduct correspondence as needed and be responsible for seeing that all of the membership are contacted by email regarding special situations, meetings, or concerns as deemed by the President, and will maintain a website and all social media avenues used by the Club.
		- Corresponding Secretary shall be the official "Sunshine Mom" of the Club. The Sunshine Mom will send birthday cards to members and will send appropriate communications for other events such as death of an Aggie, death of a member or member’s spouse.
* Publicity/Historian shall create the scrapbook of the Club by keeping news articles, taking pictures of Club activities and keeping the history for the year. The completed scrapbook is to be given to the outgoing President of the Club at the May general meeting. Copies of the Club news and pictures are to be sent to the Federation Historian, so our Club will be put in the scrapbook for the current Federation President. The Publicity/Historian will also archive annual reports, minutes and other documents using the Cushing Library Guidelines.

Section 13i. The Fifth Vice President shall be Chairmen of Student Hospitality who is responsible for the party or meeting welcoming students of the Club members and will send letters and cards throughout the year to students on birthdays and other occasions.

Section 13j. The Secretary shall keep the minutes of the meetings and furnish the President a copy and send a copy to the DotCom Mom to forward to the Board or general membership as necessary for approval at the appropriate meeting.

Section 13k. The Treasurer shall take charge of all money including the scholarship projects’ monies, keep account of same and render monthly and annual (fiscal year) reports of receipts and disbursements; shall collect all dues; shall disperse funds for all budgeted items, and disperse non-budgeted funds only as approved by the Executive Board, securing the counter signature of the President; submit records for audit and shall file all required tax forms. The Club’s fiscal year will correspond to the Federation’s fiscal year.

Section 13l. All sub-committee members under an elected Executive Board member will be appointed and/or approved by the President.

Section 13m. Sub-committee members have no voting privileges at Board meetings.

**Section 14. Appointed Position Responsibilities**

Section 14a. The HOWDY! Mom shall be responsible for matching new moms with seasoned moms who have volunteered to mentor and share knowledge of the University and student life. HOWDY! Mom will be responsible for scheduling gatherings and organizing events for all members who want to participate.

Section 14b. The Parliamentarian shall be ready at all times to advise the Club in regard to all questions of parliamentary procedure and shall serve as Bylaws Revision Committee Chair and be responsible for maintaining the Bylaws and affecting the necessary changes accordingly.

Section 14c. Appointed position chairmen have no voting privileges at Board meetings.

**Section 15. Standing Committee Position Responsibilities**

Section 15a. The Budget Committee, chaired by the Treasurer, will consist of the Executive Board, who will recommend the projected annual budget for its approval and adoption by August 1.

Section 15b. The Nominating Committee consisting of three (3) members appointed by the President, one of which is the Vice President at Large. The President shall appoint an alternate member to serve in the absence of any one of the other three (3) members. The committee will be appointed at the December Board meeting. The Nominating Committee shall present its slate of nominations for election at the general meeting in March, where any additional nominations for office can be made from the floor. Vote will be taken at the April general meeting; installation will be held at the May general meeting. If there is a Board position for which no candidate has been slated, the new Board will continue to look for a willing volunteer, who will then be installed and begin her duties.

Section 15c. The Bylaws Committee, chaired by the Parliamentarian, shall be appointed by the President, consisting of three (3) members from membership.

Section 15d. The Audit committee shall be appointed by the President, consisting of three (3) members from membership; to audit all Treasurer books, including scholarship fund raising and any other funds of the Club. The outgoing Treasurer, outgoing scholarship chairman (Vice President at Large) and incoming Treasurer shall attend the audit committee meeting, not as elected members but as consultants. All books shall close by the end of the Club’s fiscal year. Books are to be audited no later than 45 days after the close of the fiscal year.

Section 15e. Standing committee chairmen have no voting privileges at Board meetings.

**Section 16. Voting Responsibilities**

Section 16a. Voting members of the Executive Board shall consist of the president, the president-elect, the vice president at large, the five vice presidents, the secretary, and the treasurer.

Section 16b. The non-voting members of the Executive Board of directors shall consist of those appointed. Nonvoting members may speak in debate at board meetings but may not make motions or vote.