

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

1. Nondiscriminatory Scholarships Policy: Scholarships awarded by the club shall be restricted to students attending Texas A&M - College Station, Texas A&M - Galveston, Texas A&M Qatar or Texas A&M McAllen; however, such scholarships shall not discriminate based on an individual's age, sex, color, creed, religion, or national/ethnic origin.

2. Scholarship Criteria: Scholarship committee shall determine selection criteria.

3. Duties of Elected Officers

Section 1: The President shall:

- A. Preside at all meetings of the club.
- B. Have general supervision over the affairs of the club.
- C. Appoint all chairmen.
- D. Act as an ex-officio (voting) member of any committees, except she shall not be a member of the Nominating and Financial Review Committees. For the Financial Review Committee, the President may attend only to answer questions.
- E. Perform other such duties of the office and in accordance with the Federation guidelines.

Section 2: The President-Elect/Vice President shall:

- A. Preside in the absence of the President and perform such duties as are necessary in her absence.
- B. Secure the location for meetings of the Executive Board and general membership.
- C. Not serve on the Nominating Committee, but may attend other committee meetings as a non-voting member.
- D. Be assigned specific duties as needed.

Section 3: The Past President shall:

- A. Serve on the Nominating Committee, but after calling the first meeting will participate as a member but not as the chairman.
- B. Perform duties of the President in the absence of the President and President-Elect.
- C. Serve as advisor to the board as a non voting member.

Section 4: The Secretary shall take, keep, and distribute minutes of all meetings of the club (Board of Directors and general) and maintain a roll of members and their attendance.

Section 5: The Treasurer shall:

- A. Be responsible for all monies received, held, and dispersed.
- B. Chair the Budget Committee but shall not serve on the Financial Review Committee.

- C. Disperse funds for all budgeted items, but disperse non-budgeted funds only as approved by the Board of Directors
- D. Not reimburse sales tax.
- E. Sign checks for disbursement of the funds of the club, securing the counter signature of the President or the President-Elect/VP or other signer as directed by the Executive Board. Any charges to the bank card must be submitted to the Board and Treasurer for approval as well.
- F. Keep a balance sheet and give a financial report at each meeting of the Executive Board and each general meeting.
- G. Prepare and send materials to the Financial Review Committee members one week ahead of the financial review and be available for questions.
- H. Deliver the financially reviewed books to her successor immediately at the conclusion of the financial review. The fiscal year of the Kendall County Aggie Moms' Club will correspond with that of the Federation's academic year. Receipts for any reimbursable expenses incurred during any fiscal year must be received no later than the last day of the fiscal year. (Unless approved by the Board of Directors)
- I. Obtain Executive Board approval for any change in the club's financial institution.

4. Standing Committees

Section 1: The President shall appoint the chairman of the following committees as needed: Scholarship, Fundraising and Electronic Information.

Section 2: The standing committee chairmen shall be voting members of the Board of Directors

Section 3: The duties of the Standing Committees will be distributed amongst the Board of Directors when there is not an active member performing such duties.

5. Special Committees

Section 1: The President shall appoint the chairman of special committees as needed: Goody bags and Boutique.

Section 2: The duties of the Special Committees will be distributed amongst the Board of Directors when there is not an active member performing such duties.

6. Duties of Committees

The President may appoint the chairman of the following committees with the advice of the Board of Directors such as Scholarship, Fundraising, Electronic Information, Boutique, Goody Bag and Nominating and any other committees deemed necessary to work on club activities.

Section 1: The Scholarship chairman along with two (2) other members also appointed by the President shall constitute the Scholarship Committee. Each member may be eligible to serve on this committee two (2) years in succession, but only one (1) year as chairman. Each year the Scholarship Committee and Board of Directors will recommend the amount of scholarships according to the funds raised and available. The Committee will be appointed at the first meeting of the new calendar year. No member having a student applying to receive a scholarship may serve on the Scholarship Committee.

Section 2: Fundraising Committee Chair shall be appointed at the first meeting of the calendar year and shall be composed of a Chairman and other members as the chairman deems appropriate to complete the tasks associated with the fundraiser activities.

Section 3: Electronic Information Chairman shall be responsible for the club's website and duties pertaining to all social media outlets of the club with the approval and direction of the president.

Section 4: Boutique Committee shall be composed of a Chairman and other members as the chairman deems appropriate to complete the tasks associated with Boutique.

Section 5: Goody Bag Committee shall be composed of a Chairman and other members as the chairman deems appropriate to complete the tasks associated with Goody Bag distribution.

Section 6: The Nominating Committee will be appointed at the first meeting of the new calendar year and shall consist of up to three (3) members. The committee shall:

- A. Meet and select one (1) nominee for each elected office.
- B. Present the proposed slate of officers at the April meeting. Additional nominations may be made from the floor, if consent has been obtained from the candidate prior to her being placed in nomination.

7. Amendment to Standing Rules

Bylaws of this club may be amended at any regular meeting by a two-thirds (2/3) vote of the members present, provided the proposed amendment(s) have been first submitted to and approved by the Executive Board and then presented to the membership for their review at the previous regular meeting.