



CONSTITUTION
Of the San Antonio Texas A&M University Mothers' Club

PREAMBLE

Believing that there is a great need for a closer affiliation between home and the College and that mutual benefit will be derived there from, this Texas A&M University Mothers' Club of San Antonio was organized on April 11, 1926 on the campus of A&M College of Texas by Mrs. C "Polly" Krueger for the purpose of encouraging the students in their work, expressing solicitude in their mental, moral and physical welfare, and aiding them in any way that may be deemed acceptable.

ARTICLE I - Name

The name of this organization shall be the San Antonio Texas A&M University Mothers' Club, hereafter referred to as the Club. The Club is a member of the Federation of Texas A&M University Mothers' Clubs, hereafter referred to as the Federation.

ARTICLE II - Purpose

It is the purpose of this Club, through individual and united effort, to contribute to the comfort and welfare of the students and to cooperate with the faculty of the University in maintaining a high standard of moral conduct and intellectual attainment. Said organization is organized exclusively for charitable and educational purposes, including for such purposes 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

Section 1. The membership shall be composed of mothers and other interested relatives and friends of the students and former students of Texas A&M University at College Station, Texas A & M University at Galveston and Texas A & M University at Qatar. Members shall be divided into four categories: Active, Associate, Honorary and Past Presidents.

Section 2. An active member, one paying full membership dues, shall have the privilege of voting, holding office, and participating in all functions of the Club and is considered a member in good standing.

Section 3. An associate member is one belonging to another A&M Mothers' Club who joins the Club or one referred to the Club by the Federation because they live in an area where no Texas A&M University Mothers' Club is available. Their students will also be included in campus activities provided by the Club. An associate member, paying partial dues, shall have the privilege of participating in all functions of the Club with the exception of voting, holding office, or representing the Club at Federation.

Section 4. An honorary member shall be one whom the Club votes to honor for outstanding service rendered to the Club or University. An honorary member will not be required to pay dues. A Past President will not be required to pay dues.

Honorary members and Past Presidents shall receive newsletters and can attend meetings. They will pay costs for tickets to events when Active Members must pay. Honorary Members cannot vote or hold office.

ARTICLE IV - Election

Section 1. Officers shall be nominated by a Nominating Committee composed of five (5) members, of which one is the President-Elect, two (2) shall be elected from the Executive Board at the November Board Meeting and two (2) (excluding current Executive Board members) elected from the membership at the December meeting.

- a. No member shall be eligible to serve on the Nominating Committee three (3) years in succession.
- b. No officer shall be eligible to serve in the same position on the Board more than three (3) years in succession.
- c. No member shall be eligible to serve on the Board for more than a total of six (6) consecutive years, with the exception of the Immediate Past President, who may serve in that capacity if it exceeds the six-year limit. She and other members who have served six (6) years will be eligible again following a two (2) year abstention.
- d. For each position on the Executive Board, elected and appointed, there shall be 1 vote. In the event that two people share a job, one shall be designated Chair and the other, the Co-Chair. The Co-Chair may only vote in the absence of the Chair.

Section 2. The slate of nominated officers is to be presented to the Executive Board at the February Executive meeting. The President-Elect must be approved by the majority of the Board. The slate of nominated officers is to be presented at the March general meeting and the election held at the March general meeting. Additional nominations may be made from the floor, except for the offices of President and President-Elect. All nominated officers must be members in good standing.

Section 3. The newly elected officers of the Club shall be installed in May at the General meeting and shall assume the duties of office following installation.

Section 4. Any officer missing three (3) consecutive Board meetings will automatically be removed from the Board. The vacancy shall be filled by an active member nominated by the Executive Board and ratified by the membership at the next general meeting. The position shall be filled by the Immediate Past President until ratification has been completed.

Section 5. Any officer not performing her duty as stated in the Club Constitution will be removed from the position by a majority vote of the Board and filled by an active member in good standing nominated by the Executive Board and ratified by the membership at the next general meeting. The position shall be filled by the Immediate Past President until ratification has been completed.

Section 6. The President-Elect shall automatically succeed to the office of President, unless there are extenuating circumstances which would prevent her from performing such duties.

Section 7. Any officer not having paid their Annual dues by the October Monthly Meeting will be asked to step down from the Board.

ARTICLE V – Officers

Section 1. The elected officers shall be:

- a. President
- b. First Vice President- President-Elect
- c. Second Vice President-Treasurer
- d. Third Vice President- Recording Secretary
- e. Membership
- f. Ways and Means
- g. Aggie Store
- h. Newsletter Editor
- i. Programs
- j. Social/Hospitality
- k. Publicity Director/ Historian
- l. Directory

Section 2. The President shall appoint the other committee chairs as necessary for the function of the Club. The committee chairs may include, but are not limited to:

- a. Immediate Past President/ Parliamentarian / Ring of Honor liaison
- b. Student Support
- c. Chaplain/Cheers/AMEN
- d. Special Events
- e. Communications/Webmaster
- f. Scholarship
- g. Aggie Mom Camp Coordinator
- h. Galveston/Qatar Liaison
- i. Blinn Team Liaison
- j. CORPS Liaison

ARTICLE VI – Duties of the Elected Officers

Section 1. The President-Elect, Immediate Past President, and Vice Presidents, in their numerical order, shall preside in the absence of the President and perform such other duties as may be assigned to them.

Section 2. At a joint meeting held no later than May 31, coordinated by the incoming and outgoing Presidents, any books, notes, materials, or suggestions of the outgoing officers shall be transferred to the newly elected officers. (detailed job descriptions and job skills needed have been moved to a "Standing Procedures" section attached to, but not part of, the Constitution and By-Laws)

ARTICLES VII - Duties of the Non-Elected Officers

Section 1. The Immediate Past President shall be interim officer for any vacated office occurring on the Executive Board, with the exception of President, until said vacancy is filled by election or appointment. If the President-Elect is not able to fill the vacated office of President, the Immediate Past President will fill the office until the position is filled by election.

Section 2. At a joint meeting held no later than May 31, coordinated by the incoming and outgoing Presidents, any books, notes, materials, or suggestions of the outgoing officers shall be transferred to the newly elected officers. (detailed job descriptions and job skills needed have been moved to a "Standing Procedures" section attached to, but not part of, the Constitution and By-Laws)

ARTICLE VIII - Voting

The right to vote on business before the general membership shall be vested in the active members in good standing.

ARTICLE IX – Restriction Clause

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall 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 shall 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 provision 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 provision of any future United States Internal Revenue Law).

Revised 7 April 2009

Revised 4 April 2006



BY-LAWS
Of the San Antonio Texas A&M University Mothers' Club

ARTICLE I - Dues

Annual dues shall be payable by October first of each year to allow the member to be listed in the yearbook. New members may pay their non-prorated dues when they join the Club. The rates will be recommended by the Executive Board and voted on by the membership no later than the April general meeting each year.

ARTICLE II - Meetings

Section 1. The regular meeting of the club shall be the first Tuesday of each month from August through May.

Section 2. Special meetings may be called by the President or the Executive Board.

Section 3. The Board Meetings shall be held once per month

ARTICLE III – Quorum

Section 1. A quorum at the regular meeting shall be declared when a majority of those present are active members.

Section 2. A number equal to 50% plus one of the total number of officers and chairmen currently sitting on the Executive Board, shall constitute a quorum of the Executive Board.

ARTICLE IV – Executive Power

Section 1. The Executive Board shall be composed of elected officers, the Immediate Past President, and all chairmen of committees.

Section 2. The President and a quorum of the Executive Board shall act for the Club between meetings, if necessary.

Section 3. Club purchases of \$50 or more, not otherwise covered by the annual budget, must first be approved by the Board.

Section 4. All Board members are responsible for the distribution of funds collected.

ARTICLE V – Order of Business

The Club shall follow the order of business as given in "Robert's Rules of Order, Revised," except when inconsistent with the Constitution and By-laws of this Club.

ARTICLE VI – Amendments and Revisions

The Constitution and By-Laws may be amended or revised by a 2/3 vote at any meeting, provided notice in writing is filed with the Secretary and read in open meeting at the previous meeting, and published in the newsletter, or they may be amended by the unanimous vote of the body without the formality of a previous notice.

ARTICLE VII – Dissolution

Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organizations in such manner, or to such organization or organizations organized and operated exclusively for charitable and educational purposes as shall 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 provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of 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 shall determine which are organized and operated exclusively for such purposes.

ARTICLE VIII – Fiscal Year

The fiscal year of the organization shall begin June 1 each year and end on May 31 of the following year.

Revised 7 April 2009

Revised 4 April 2006

Standing Procedures

ELECTED OFFICERS

Section 1. President

Job Skills needed:

- At least 2 years experience on Aggie Moms Board
- Ability to do public speaking
- Leadership skills
- Planning Skills
- Organizational Skills
- Ability to delegate and follow-up
- Ability to resolve conflicts
- Communication Skills
- Computer skills

Specific Duties:

- Preside at all meetings
- Set the general meeting agenda with Board input
- Set the Board meeting agenda with Board input
- Ensure all Board reports are completed and distributed at Board meetings.
- File Federation reports
- Act as liaison with Texas A & M University
- Act as liaison with the Federation of Mothers' Clubs; attend Federation and District meetings (or appoint representative to attend)
- Act as liaison with all other affiliated Texas A & M organizations; attend San Antonio A & M Club and Foundation Board meetings (or appoint representative to attend)
- Serve as ex-officio member of all committees except the nominating committee.
- Facilitate communication among the Board and active members.
- Set direction of the Club
- Keep others informed via timely & frequent emails
- Conflict resolution
- Create and distribute to board a comprehensive annual calendar, to include but not limited to:
 - Board meetings, monthly general meetings, Care bag delivery dates, Federation and District meetings, Aggie moms' camp, Winter in Aggieland, Parents weekend, January student night, Howdy Night and all other pertinent planning dates
- Create & distribute an Executive committee (and committee chair) contact list to Board members – name, phone, email, address, student information, etc
- Enforce the Constitution and By-Laws
- Along with President-Elect, schedule and facilitate pass-down meeting by May 31st.
- Get Board members to commit to bring door prizes for the meetings.
- Assist Treasurer in setting budget and designating auditor for the annual financial audit.
- Prepare monthly article for newsletter, submit by 10th of each month
- Review and approve monthly newsletter
- Conduct internal audit of books with Treasurer and President-Elect prior to May Board meeting so that available funds for scholarships can be determined.
- Must be an authorized check signer and ensure that the Treasurer and President-Elect are also authorized check signers.
- Must complete Pass Down Instructions, including forms and directions
- Perform all the duties, which pertain to her office

Section 2. 1st Vice-President - President-Elect

Job Skills needed:

- At least 1 year of experience on Aggie Moms' Board
- Ability to do public speaking
- Leadership skills
- Planning Skills
- Organizational Skills
- Ability to delegate and follow-up
- Ability to resolve conflicts
- Computer skills

Specific Duties:

- Act as assistant to the President
- Perform the duties of the President in the absence of the President.
- Act as ex-officio member on all committees
- File Federation reports
- At the November Board meeting, ensure that 2 Board members are elected to be on the Nominating Committee.
- At the December General meeting, ensure that 2 non-Board Members are elected to be on the Nominating Committee.
- Plan installation of officer ceremony for May meeting (develop theme, select person to do installation)
- Serve as ex-officio member of all committees, including the major fundraising committee.
- Lead/ Facilitate Nominating Committee and present slate of nominated officers at March general meeting.
- Conduct internal audit of books with President and Treasurer prior to May Board meeting so available funds for scholarships can be determined.
- Along with President, schedule and facilitate pass-down meeting prior to May 31st.
- Be authorized to sign checks
- Must complete Pass Down Instructions, including forms and directions

Section 3. 2nd Vice-President – Treasurer

Job Skills needed:

- Organizational Skills
- Computer Skills, including QuickBooks and / or Excel
- Math skills

Specific Duties:

- Collect all monies from all Board members and chairs
- Make all deposits
- Prepare monthly financial report for the General meetings and Board meetings.
- Verify all expenses and revenue as reported on monthly Board reports. Report discrepancies to the President and Board
- Conduct internal audit of books with President and President-Elect prior to May Board meeting so that available funds for scholarships can be determined.
- Prepare monthly Board report and submit to President prior to the meeting.
- Balance checkbook monthly
- Be authorized to sign checks
- Order checks and deposit slips as needed
- Collect craft table deposits from members desiring to sell items each month at general meetings and verify w/ membership they are members in good standing.
- Process credit card charges and pay pal
- File IRS reports and Federation reports
- Reimburse members for authorized expenses

- Provide all Board members with tax exempt form, financial forms, and procedures by Pass down meeting
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- By May 31st, turn books over to designated Auditor (non-Board member)
- Must complete Pass Down Instructions, including forms and directions

Section 4. 3rd Vice-President - Recording Secretary

Job Skills needed:

- Organizational Skills
- Listening & Writing Skills
- Computer Skills – Word Processing & Email
- Be familiar with Robert's Rules of Order

Specific Duties:

- Take minutes at Board and General meetings
- Distribute those minutes to the Board for approval.
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 5. Membership

Job Skills needed:

- Ability to do public speaking
- Sociable, out-going
- Organizational Skills
- Computer skills, including excel

Specific Duties:

- Recruit members
- Collect registration money, prepare deposit record, and turn into treasurer
- Compile and keep current the membership list
- By July, forward to Newsletter Editor last year's membership file so that Aggie Moms without current students can be included in August Newsletter Mail-out.
- By July 31st, send out new membership forms to all Honorary and Past Presidents.
- Forward Membership file to Newsletter person monthly and Directory, Ways and Means and other chairpersons as needed.
- Forward Past President info to Special Events for the honor dinner in December
- Maintain, and distribute monthly, the membership list by committee.
- Emphasize all memberships must be received by October 1 to be included in the Directory.
- Forward Membership form to Newsletter for inclusion in the first 2 newsletters
- Have name tags and sign-in sheets available at each meeting.
- Stamp all checks prior to forwarding to Treasurer for deposit.
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- Revise the membership form as needed
- Have membership/club information available at all meetings and events starting in June after installation.
- At March Board Meeting, make recommendation re: Membership dues amount for next year.
- Present at April General Meeting.
- Must complete Pass Down Instructions, including forms and directions

Section 6. Ways and Means

Job Skills needed:

- Ability to do public speaking
- Organizational Skills
- Ability to sell/market
- Planning skills
- Leadership skills
- Ability to delegate and follow-up
- Contacts with Business Community helpful
- Computer skills

Specific Duties:

- Recruit chairs for specific fundraising events including but not limited to:
Garage sale, tennis/golf tournament, dinner & silent auction, sale of AT&T Golf tickets, Spirit Poster, cookbook
- Act as liaison between her committee chairmen and Board; serve as chair of fund-raising events as necessary
- Review membership list for possible sponsors/business contacts.
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- Collect money, stamp checks, prepare deposit record, and turn into treasurer.
- Must complete Pass Down Instructions, including forms and directions

Section 7-Aggie Store

Job Skills needed:

- Computer Skills, including excel
- Organizational Skills
- Marketing skills
- Math Skills
- Knowledge of Cost Accounting
- Public Speaking
- Display Creativity
- Telephone Skills

Specific Duties:

- Set up Aggie items for sale at every general meeting, other marketing opportunities, Aggie Moms' Camp, Coach's Night, Winter in Aggieland, and Boutique during Parent's weekend.
- Keep Inventory current
- Purchase items for resale
- Mail internet orders
- Promote Sales Items
- Solicit members to volunteer to work booth; & make items for donation to the club to be sold.
- Collect money, stamp checks, prepare deposit record, and turn into treasurer.
- Prepare monthly Board report and submit to President prior to the meeting.
- File requests for sales opportunities
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Sales Events

- Attend and Set up for all General Club Meetings to include: Howdy Night, Q&A Night (Question & Answer), September, October, November, December, January, February, March, April, May

Outside Sales Functions		
November	2 days	Winter in Aggieland
November	4 hours	Aggie Mom's Camp
March	3 Hours	District Meeting
April	2 days	Boutique (Friday & Saturday of Parents weekend)
July	3 Hours	Coach's Luncheon

Section 8. Newsletter Editor

Job Skills needed:

Computer Skills: Email, publishing software, any software that will take Membership Excel, database and create mailing labels (ex. MS Word Mail Merge)

Organizational Skills.

Ability to meet deadlines

Excellent grammar and writing skills

Specific Duties:

Solicit & write articles based on information from Board and General meetings.

Format Newsletter Layout

Submit Newsletter (electronically) to Printer

NEWSLETTER TIMELINE	
Deadline for Article Submission	10th of Each Month
Newsletter Finalized & Sent to Printer	15th -17th of Each Month
Mail Newsletter	20th -22nd Each Month

August Newsletter –ALL Bexar County Aggie Parents of current, new, and transfer students at College Station and Galveston (and Qatar) campuses; previous year's members without students

Sept & October - All members from the previous year & all newly registered members. This gives previous member time to renew their membership & not be dropped from our communications. .

November to May – only paid members

June - Get 2 set of labels from Texas A & M Student Information Management Systems

1 set is of all Incoming Freshman & Transfer students (CS & Galveston) from Bexar County used for Howdy Night Invitations

2nd set is all Bexar County Aggies - current students, Freshmen & incoming transfers (CS & Galveston) – to be used for August newsletter. Compare this 2nd set to current membership roster & add in paid members whose Aggies have graduated

When you receive the labels:

Read through the label & remove all duplicate addresses. There are some households that have 2 or 3 students. This will reduce the # of newsletters you need to print & mail.

Cross reference mail labels to current membership list. There are current members who DO NOT have enrolled students. You will need to add these members to the mailing (last year this was ~ 25 members) and generate your own label for these people.

Organize a group to help label the large August newsletter mail-out.

Monthly- get membership list from Membership chair

Create labels for newsletter each month

Send reminders soliciting Board members for articles, etc. & remind of due date.

Pre-write as much of newsletter as possible while waiting on articles to come in

Remind Pres for her newsletter article

Send Newsletter to president for proofing each month

Send Newsletter to printer (via e-mail), to Communications chair for e-mail blast, and to Webmaster for posting on Web page

- Give extra newsletters to membership for membership table at general meetings.
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Include Membership form in first 2 newsletters.
- Keep Bulk Mailing permit current
- Get additional funds added to postage as necessary.
- Deliver newsletter to bulk mail section of Post Office
- From August to October, included new/paid members & previous year's members.
- From November to May, includes only paid members
- Must complete Pass Down Instructions, including forms and directions

Section 9. Programs

Job Skills needed:

- Ability to do public speaking (introductions of guest speakers)
- Liaison Skills with be our speakers & with Newsletter Chair
- Organizational Skills
- Computer Skills

Specific Duties:

- Arrange for guest speakers or activities as needed for general meetings at the direction of the President.
- Have the speaker line-up planned and communicate program plan to newsletter chair for timely publication/ communication to membership
- Plan, schedule, organize and carry out events including but not limited to: Howdy Night, Q & A night, general meetings, and any other special events as designated by the President.
- Assist Social/ Hospitality and Special Events with invitations and flyers as needed
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- Collect money, prepare deposit record, and turn into treasurer.
- Must complete Pass Down Instructions, including forms and directions

Section 10. Social/Hospitality

Job Skills needed:

- Ability to prepare food
- Ability to purchase food
- Ability to recruit volunteers to bake/bring refreshments as needed.
- Organizational skills

Specific Duties:

- Recruit members to help with set up, food preparation, and serving.
- Shop for food; prepare food; solicit donated desserts from Board members as needed for general meetings
- Assist with Howdy Night and any other special events as designated by the President
- Organize any hosting of Texas A & M organizations such as, but not limited to: The Singing Cadets, Feed the Band
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses and stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 11. Publicity Director/ Historian

Job Skills needed:

- Computer Skills
- Ability to use a camera
- Media contacts helpful
- Public speaking skills

Specific Duties:

- Keep a record of all published items
- Keep a record of all Club events and forward to the Federation
- Help generate publicity for the Club
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 12. Directory

Job Skills needed:

- Ability to do public speaking
- Organizational Skills
- Ability to sell/market
- Computer Skills
- Contacts with Business Community helpful

Specific Duties:

- Liaison with South San High School
- Sell ads for the directory; assist Ways & Means Spirit Poster chair with ad sales.
- Get membership list from membership chair & have directory proofed at October meeting.
- Coordinate w/ Membership and Newsletter to stress members must join by Oct 1 to be included in the Directory.
- Have Directory printed to distribute at the November general meeting.
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- Collect money, prepare deposit record, and turn into treasurer.
- Must complete Pass Down Instructions, including forms and directions

Immediate Past President

Job Skills needed:

- Knowledgeable about Robert Rules of Order and parliamentary procedure
- Ability to remain neutral as Parliamentarian

Specific Duties:

- Serve as interim officer for any vacated office occurring on the Executive Board, with the exception of President, until said vacancy is filled by election or appointment.
- If the President-Elect is not able to fill the vacated office of President, serve as President until the position is filled by election.
- Serve as Parliamentarian
- Serve as liaison to the Ring Of Honor
- Be a time keeper at monthly Board meeting
- Enforce Robert Rules of Order
- Must complete Pass Down Instructions, including forms and directions

APPOINTED POSITIONS

Section 1. Student Cares

Job Skills needed:

- Computer Skills
- Organizational Skills
- Ability to solicit food donations
- Planning Skills
- Liaison with TAMU to setup delivery dates

Specific Duties:

- Purchase Care Bags
- Decorate Care Bags
- Communicate, at general meeting & in the Newsletter, the need for donations to fill bags, dates to prepare the bags & the delivery dates.
- Organize donations of supplies for goody bags
- Coordinate with TAMU on dates, tables, for distribution
- Get volunteers for bag delivery to College Station and Galveston
- Collect money at general meetings for monthly drawing for students.
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 2. Chaplain / Cheers / AMEN

Job Skills needed:

- Interpersonal skills

Specific Duties:

- Provide invocation/benediction prayers at appropriate events
- Send sympathy, congratulatory, get well and other appropriate greeting cards to members or others related to Aggie Moms
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget
- Must complete Pass Down Instructions, including forms and directions

Section 3. Special Events

Job Skills needed:

- Organizational skills
- Interpersonal skills

Specific Duties:

- Set dates for special events with Presidents approval
- Coordinate with other officers/committee chairs to be certain all items related to event are completed, including publicity, mail-outs, food, activities
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses and revenue. Stay within budget or ask for Board approval to exceed budget.
- Get Past President information from Membership for event honoring Past Presidents in December, Graduate Mom information from members for event in May
- Pass out door prize tickets as people sign in.
- Plan and organize the events including but not limited to:
 - Decoration exchange/Honoring Past Presidents in December
 - Honoring graduating Moms in May
- Assist Social & Programs with Howdy Night
- Must complete Pass Down Instructions, including forms and directions

Section 4 Communications/ Webmaster

Job Skills needed:

- Computer Skills
- Organizational Skills
- Excellent English grammar
- Web page design skills

Specific Duties:

- Monthly- get membership list from Membership chair
- Write and send e-mail blasts as directed by the President at least once per month
- Notify membership of any returned e-mail
- Update web page at least once per month with newsletter, flyers, current events, photos and items learned at Board and General meetings
- Establish web-link to other significant site (Aggie moms' camp, TAMU financial aid, scholarship application page).
- Take initiative to interact with Board or Fundraiser chairs to:
 - Solicit info and photos from other Board members to put on web page
 - Forward internet memberships to membership
 - Forward internet Aggie store orders to Boutique/ Merchandising
- Solicit members to help telephone as needed
- Telephone with Club updates to members who have no e-mail address given
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 5. Scholarship

Job Skills needed:

- Communication Skills
- Email & Word Processing Skills

Specific Duties:

- Send Club's pass through Scholarship Check to TAMU Office of Financial Aid by 1 June (with assistance from Treasurer)
- Send any endowment money to TAMU Foundation by 1 June (with assistance from Treasurer)
- Obtain list of Scholarship Awardees from TAMU Office of Financial Aid and Corp of Cadets Office no later than mid - Sept
- Present power-point display of recipients no later than Nov meeting
- Publicize Scholarship winners in Club Newsletter & Directory
- Contact Scholarship Winners no later than mid-Sept, via email, to solicit basic information about them (major, class year, activities on campus etc)
- Invite Scholarship Winners to January Student Event (do this at initial contact in Sept-they are expected to attend)
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget..
- Must complete Pass Down Instructions, including forms and directions

Section 6. Aggie Moms' Camp Coordinator

Job Skills needed:

- Organizational Skills
- Social Skills
- Ability to speak in front of a group

Specific Duties:

- Promote and organize Aggie Mom Camp for our club
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 8. Galveston/Qatar Liaison

Job Skills needed:

- Organizational skills
- Interpersonal skills

Specific Duties:

- Act as liaison between branch campuses and the club
- Assist Student Cares with Care bag preparation & distribution
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 9. BLINN Team Liaison

Job Skills needed:

- Organizational skills
- Interpersonal skills

Specific Duties:

- Act as liaison between Blinn Team and the club
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Section 10. CORPS Liaison

Job Skills needed:

- Organizational skills
- Interpersonal skills

Specific Duties:

- Act as liaison between the Corps of Cadets and the club
- Prepare monthly Board report and submit to President prior to the meeting.
- Keep track of all expenses. Stay within budget or ask for Board approval to exceed budget.
- Must complete Pass Down Instructions, including forms and directions

Timeline/Calendar of Standing Events:

Monthly General Meetings: 1st Tuesday of the month, September - May

Monthly Board Meetings: as set by President

Newsletter articles due by the 10th of each month

May – Howdy Night flyers to high school counselors

June – get 2 sets of labels from A&M, one for Howdy Night Mailing, one for August newsletter, print & mail invitations to Howdy Night

July – Howdy Night

August – Contact Reps to get AT&T Golf tickets, Q & A Night

August Board Meeting-approve budget (prepared by Treasurer, President, President-elect, Past President)

August – Q & A Night

September General Meeting-present and vote on proposed budget

Collect for CARES

Start organizing for all fundraisers

Start organizing for Winter in Aggieland and Boutique items

AT&T Tickets Sales

October General meeting-Have directory proofed, Collect for Care bags

November General Meeting-Distribute Directory

November-fill CARES bags and deliver

November - Aggie Moms' Camp

November - Winter in Aggieland

November Board Meeting-2 Board reps elected to Nominating Committee

December General Meeting-2 general members elected to Nominating Committee

Honor Past Presidents

Put job description flyers on tables to get interest up

January Meeting-Aggie students / scholarship winners attend

February-General Meeting-Sweetheart Dinner, Collect for Care bags

February – Board meeting – vote on slate of nominated offices

March General Meeting-Present slate & Vote for nominated Officers, Collect for Care Bags

March Board Meeting - Discuss Membership fee for upcoming year.

March - Golf / Tennis Tournament, dinner, silent auction

April General Meeting- Collect for Care Bags, Make & vote on membership fee recommendation

April - Parents weekend and Boutique

April-fill Care bags and deliver

Pres, Pres elect & past Pres meet with Treasurer to review books & prepare final budget figures to be presented at May Board Meeting

April Board Meeting-Pass out Pass down outline/guidelines and expectations

May General Meeting-Install new officers

Honor Graduating Moms

May Board meeting – budget status report & scholarship money distribution presented by President,

President-elect, Past-President & Treasurer

Board Votes on distribution of Scholarship money

By May 31st-treasurer must turn over books to external auditor.

Before 5/31-Have pass-down meeting (scheduled by President and President-Elect)

All Board and Committee members MUST attend whether passing down or staying in same position and have binder, forms, and disc ready.

First New Board meeting –

Set Howdy Night & plan

Set Q & A night and plan

Plan August Newsletter

Sketch out rough Agendas so Programs can schedule speakers, all committees can get organized

Get door prizes commitments from Board members

Pass out all Board/Club forms (Treasurer deposit forms, tax exempt forms, Board report forms,

Membership forms, etc)