



BRAZOS COUNTY A&M CLUB BYLAWS

ARTICLE I

Name

Section 1 / Nonprofit:

The name of this nonprofit organization shall be the Brazos County A&M Club.

ARTICLE II

Charter

Section 1 / Relation with The Association of Former Students:

The Brazos County A&M Club shall be a chartered Club of The Association of Former Students of Texas A&M University and subject to the provisions applying to chartered clubs as set forth in the Bylaws of The Association of Former Students.

Section 2 / Financial Obligations:

The Brazos County A&M Club shall not be financially obligated to or by The Association of Former Students nor shall The Association of Former Students in any way be obligated or responsible for the financial affairs of this Club.

In the event of dissolution of the Club, all assets of the club remaining after payment or settlement of the indebtedness of the club shall be allocated to The Association of Former Students of Texas A&M University in totality and with no encumbrances. This is construed in no way to obscure the separateness and independence of the Club from The Association of Former Students during the Club's legal existence.

ARTICLE III

Purposes

Section 1 / Purposes:

The purposes of this Club are: To establish and maintain scholarships for needy and worthy students; to assist the community, the University, and The Association of Former Students in any worthy undertaking to the best of our ability as a Club and in the helpful manner that is traditional among A&M men and women.

ARTICLE IV

Membership

Section 1 / Regular Members:

Any person of Brazos or bordering counties who at one time was enrolled in any of the regular courses of Texas A&M University and all persons who have received advanced or honorary degrees from the University shall be eligible for regular membership in the Club.

Section 2 / Associate Members:

Any person not eligible under the foregoing provisions who has demonstrated his/her interest in the University and in the activities of the Club shall be eligible as an Associate Member. Associate members shall have all of the privileges of membership except the right to hold the office of President.

Section 3 / Family Members:

Individuals meeting the requirements of Sections 1 and 2 and residing in a single household may become family members of the Club. Family members shall have all of the privileges of membership except only one family member may serve as a Director or Officer at any given time.

Section 4 / Lifetime Members:

Any member of the Club who has rendered outstanding service to the Club may, with the unanimous approval of the entire Board of Directors, be elected a Lifetime Member. This position is designed to be the highest honor that can be given by this Club.

Section 5 / Dues:

The annual dues shall be designated by the Board of Directors.

ARTICLE V

Officers

Section 1 / Officers:

The officers of the Club shall consist of:

1. President
2. President-Elect
3. Immediate Past President
4. Vice-President/Records
5. Vice-President/Scholarships
6. Vice-President/Programs
7. Vice-President/Finance
8. Vice-President/Membership
9. Vice-President/Publicity
10. Vice-President/Community Service

Section 2 / Method of Nomination:

Each year, in advance of the election, the Executive Committee shall appoint a Nominating Committee to prepare a slate of Officers to manage the Club for the following year. The nomination procedure shall be designated by the Board of Directors.

Section 3 / Method of Election:

The Officers shall be elected by membership ballot during the month of November to assume office on January 1 following the election. The Officers shall serve for a term of one year. The election procedure shall be designated by the Board of Directors.

Section 4 / Duties of Officers:

Officers of the Brazos County A&M Club shall serve under the guidance of the Board of Directors and perform those duties identified by the Directors. At a minimum, these duties shall be as follows:

President: Presides at all meetings of the club and of the Board of Directors of which the President is non-voting Chairman. Appoints all committees (except the Nominating Committee) and serves as ex-officio member of all committees. Acts as official liaison with The Association of Former Students.

President Elect: Presides at meetings in the absence of the President. Serves on the Executive Committee. Assists the President as needed. Records the minutes of Board of Directors meetings.

Immediate Past President: Serves on the Executive Committee.

Vice-President/Records: Maintains all permanent records of the Club, including minutes of all Board of Directors and Officer Meetings.

Vice-President/Scholarships: Represents the Club in matters pertaining, to the continuing relationship with the area high schools. Serves as Chairman of the Scholarship Committee, and functions in direct liaison with The Association of Former Students Field Office.

Vice-President/Programs: Plans with other Club officers the activities of programs such as: Muster, speakers for Club meetings, family night programs, Coaches' Night, and special events, and functions in direct liaison with The Association of Former Students Field Office.

Vice-President/Finance: Serves as Treasurer of the Club, develops annual Club budget in coordination with the Board of Directors and other Club officers, and functions directly with The Association of Former Students Field Office.

Vice-President/Membership: Plans and directs annual membership drive to recruit new members and reactivate previous members.

Vice-President/Publicity: Plans and directs local Club publicity and press relations to enhance its reputation and public image, functions directly with The Association of Former Students Field Office, and keeps local Club membership informed as to state and national activities of Texas A&M.

Vice-President/Community Service: Plans and directs local Club community service involvement.

Section 5 / Officer Vacancies

If an Officer position becomes vacant for any reason, the Board of Directors shall appoint a replacement to fill the unexpired term from a list of eligible Club members.

ARTICLE VI Directors

Section 1/Directors:

The Board of Directors shall consist of nine members. The President shall be a nonvoting Chairman of the Board of Directors.

Section 2 / Method of Nomination

Each year, in advance of the election, the Executive Committee shall appoint a Nominating Committee to prepare a slate of Directors to manage the Club for the following year. The nomination procedure shall be designated by the Board of Directors.

Section 3 / Method of Election:

The Directors shall be elected by membership ballot during the month of November to assume office on January 1 following the election. The Directors shall be elected for staggered terms, three years in length; with three vacancies being filled each year; the remaining six (6) Directors will continue to serve only if re-nominated each year for continued service in their term of office. The election procedure shall be designated by the Board of Directors.

Section 4 / Responsibility of Directors:

Provide overall plans, policies, and guidelines for the Club; and oversee the actions of the Officers. Attend all meetings of the Board of Directors.

Section 5 / Quorum Requirements

A minimum of six Directors must be present before action may be taken on any matter before the Board of Directors:

Section 6 / Director Vacancies

If a Director position becomes vacant for any reason, the Board of Directors shall appoint a replacement to fill the unexpired term from a list of eligible Club members.

ARTICLE VII Executive Committee

The Executive Committee shall consist of the President, President-Elect, and Immediate Past President. The Executive Committee may meet at any time, and shall guide the annual activities of the Club. In instances where a meeting of all Directors is impractical, the Executive Committee may take action on its own, subject to the responsibility of the Executive Committee to make a full report of such actions at the next regularly scheduled meeting of the Board of Directors. Executive Committee actions are subject to the limitation that the Executive Committee may not spend funds in excess of an amount designated by the Board of Directors without Board approval.

ARTICLE VIII Meetings

Section 1/Club Meetings:

The regular meetings of the Club shall be held at a time and place designated by the Board of Directors, and may also be held without notice.

Section 2 / Aggie Muster:

The annual Muster of the Club shall be held on April 21 of each year. This traditional ceremony may be held separately or in conjunction with that of the University. A report of any separate Muster held will be made to the Field Office of The Association of Former Students with full details of the function.

Section 3 / Regular Meeting of the Board of Directors:

The Board of Directors shall officially meet on a quarterly basis as a minimum. Additional meetings may be called by the President at any time and may be held without notice.

Section 4 / Regular Meetings of Officers

Officers shall officially meet on a monthly basis as a minimum. Meetings of the Officers may be called at any time by the call of the Executive Committee or the President and may be held without notice. These meetings may be in addition to or in lieu of the regular monthly meetings.

**ARTICLE IX
Committees**

Section 1 / Appointment:

The President shall appoint committees and committee chairmen as designated by the Board of Directors. The Executive Committee shall appoint the chairman and members of the Nominating Committee.

**ARTICLE X
Amendments**

Section 1 / Two-Thirds Vote:

The Bylaws of this Club may be amended or changed by a two-thirds vote of the members present at the next regular Club meeting after the motion was originally made. In addition, the Board of Directors shall approve such change by a majority vote, and notice of such amendment shall be published in the newsletter prior to the Club vote.

Section 2 / Prior Revisions:

The original Bylaws of the Brazos County A&M Club were adopted at the January 19, 1946 meeting and amended on December 15, 1961 and December 16, 1976.

These Bylaws were adopted by the Directors at a meeting held June 5, 1989 and approved by the membership at a regular meeting on June 13, 1989.

These Bylaws were amended by the Directors at a meeting held on June 4, 1990 and approved by the membership at a regular meeting on July 10, 1990.



Brazos County A&M Club Officer Responsibilities

President:

- Shall preside at all meetings of the Brazos County A&M Club including monthly luncheons, monthly officer meetings, and quarterly board meetings.
- Shall act as the non-voting Chair to the Board of Directors.
- Shall serve as the Executive Committee Chair.
- Shall appoint all committee chairpersons (except the Nominating Committee) and serve as ex-officio member of all committees and attend various fund raising events.
- Shall sign or countersign checks with or in absence of the VP–Finance.
- Shall check the Club post office box weekly.
- Shall act as the liaison and communicate directly with The Association of Former Students and other groups as needed as the chosen representative of the Club.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.
- Shall assist officers, directors, and event chairpersons as needed.
- Must be a former student of Texas A&M University.
- Shall plan and prepare all agenda for meetings with officers and directors.
- Shall attend various meetings and conferences with The Association of Former Students.
- Shall maintain accountability and communication for various officers and committee chairpersons of the Club.
- Shall be responsible for the overall operations of the Club.

President Elect:

- Shall perform the duties of the President in his/her absence or when called upon by the President.
- Shall, at the end of his/her one-year term as President Elect, become the President of the Brazos County A&M Club.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.
- Shall serve on the Executive Committee.
- Shall assist the President as needed.
- Shall record minutes at quarterly meetings of the board of directors and forward the completed information to the VP–Records.
- Shall work with the webmaster and VP–Publicity to keep the website up to date and to coordinate e-mail blasts.
- Shall attend all monthly officer meetings and quarterly board meetings.

Immediate Past President:

- Shall serve on the Executive Committee.
- Shall serve as the Nominating Committee Chairperson.
- Shall serve as the Bylaw Committee Chair.
- Shall attend all monthly officer meetings and quarterly board meetings.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.

Vice President–Finance:

- Shall prepare income/expense reports for monthly officer and quarterly board meetings.
- Shall prepare gain/loss reports for each fund raising event.
- Shall be responsible for money collection at all Brazos County A&M Club events.
- Shall be responsible for all accounts receivable and payable.
- Shall develop annual budget in coordination with the Board of Directors, Executive Committee, and other officers.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.
- Shall attend all monthly officer meetings.

Vice President–Membership:

- Shall attend all monthly officer meetings.
- Shall initiate and coordinate the membership renewal, including mass mailings from The Association of Former Students.
- Shall receive all membership renewals and new membership applications.
- Shall update membership database to reflect any updates, corrections, renewals, and new memberships.
- Shall respond to any correspondence regarding Club membership.
- Shall attend TNT events hosted by The Association of Former Students to recruit new graduates in the Brazos County.
- Shall submit new membership list to VP–Publicity for entry into the newsletter.
- Shall track members that want to be involved in the various fund raising committees and forward information to event committee chairpersons.
- Shall oversee the publication of the membership directory in directory years.
- Shall provide membership count for all monthly officer and quarterly board meeting.

Vice President–Programs:

- Shall arrange for appropriate program (speaker) for monthly luncheons, with a backup speaker on reserve and briefly introduce program at each luncheon.
- Shall coordinate with the President’s office with regard to annual President’s luncheon.
- Shall coordinate monthly Hullabaloo Happy Hours.
- Shall coordinate Club Christmas Party.
- Shall assist Coach’s Night chairperson as requested.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.
- Shall attend all monthly officer meetings.

Vice President–Publicity:

- Shall plan and direct Club publicity and press relations to enhance the Club’s reputation and public image.
- Shall coordinate the Club’s online presence through the website, social networking sites, and other community or local online forums where the Club would be able to market or publicize its activities.
- Shall collect all information, compose, and coordinate publication and distribution of any written materials to be sent to the Club’s membership.
- Shall coordinate sale of advertisements.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.
- Shall attend all monthly officer meetings.

Vice President–Records:

- Shall maintain all permanent records of the Club and all minutes of the monthly officer meetings.
- Shall provide information to VP–Publicity for use in newsletters.
- Shall update the Club hotline and record all reservations.
- Shall maintain the standing reservation list for monthly luncheon meetings.
- Shall relay appropriate totals to caterer designated for all necessary reservation specific events.
- Shall in coordination with The Association of Former Students and Muster Committee members distribute all Muster information and tickets.
- Shall, in connection with the VP–Membership, encourage membership growth, and retention.
- Shall attend all monthly officer meetings.

Vice President–Scholarships:

- Shall serve as the liaison between the Brazos County A&M Club and Brazos County high schools.
- Shall serve as the liaison to the Texas A&M Scholarship office, the Texas A&M Foundation, The Association of Former Students, the Corps of Cadets, and Student Financial Aid.
- Shall serve as Coach’s Night Silent Auction Committee Chairperson.
- Shall, in connection with the VP–Membership, encourage membership growth and retention.
- Shall attend all monthly officer meetings.

Vice President–Community Services:

- Shall seek volunteer opportunities in the community for Club
- Verify opportunities match qualifications for BCAMC
- Coordinate volunteer event opportunities for Club
- Provide volunteer event information to VP Publicity and membership
- Coordinate photos and appreciation notes following events
- Shall attend all monthly officer meetings



Brazos County A&M Club Membership Policy

DUES STRUCTURE

Membership classifications for the Brazos County A&M Club are contained in the Club Bylaws. The Board of Directors has set the following dues for the various membership classifications:

Current Student/ Young Alumni ¹	The dues for a regular membership shall be \$10.00 per year.
Individual	The dues for a regular membership shall be \$20.00 per year.
Family	The dues for a family membership shall be \$35.00 per year. A family membership is entitled to one vote and one issue of the Club newsletter.
Outstanding	The dues for an outstanding supporter membership shall be \$50.00 per year.
Lifetime	There are no dues for Lifetime Members. Each Lifetime Member receives the same privileges as an Individual Member. Lifetime Membership is addressed in the Recognition Policy of the Club.

In partial recognition for the service they provide the Club, Officers (as described in the Bylaws Article V, Section 1) shall not be required to pay the above dues during the year in which they serve so long as the dues being waived do not exceed such amounts that would cause the Club to lose its exemptions from Federal income tax under section 501(c)(4) of the Internal Revenue Code.

MEMBERSHIP DRIVE

The annual membership drive shall be initiated in late November or early December for the following Club year.

Revised: December 2, 2015

¹ Young Alumni is designated as three years or less removed from graduation.



**Ethics Statement and Conflicts of Interest Policy
The Brazos County A&M Club Foundation
Board of Directors**

Ethics

All Brazos County A&M Club and Foundation volunteers/members are expected to maintain the highest ethical standards while fulfilling any responsibilities or attending any function. Each volunteer will conduct The Brazos County A&M Club's business with integrity and comply with applicable laws in a manner that excludes considerations of personal advantage or gain.

Conflicts of Interest

It is the policy of The Brazos County A&M Club that all volunteer/members of all levels be free from any relationship that might or appear to conflict with the best interest of The Club, and that they perform their volunteer work with undivided loyalty as measured by the highest standards of law and ethics. The existence of an actual or potential conflict of interest depends on specific facts. In any uncertain situation, the volunteer/member should protect himself or herself by immediately discussing the matter fully and frankly with The Club Officers. Where there is any doubt as to the existence of a conflict of interest, the situation should be explained fully to the Board of Directors.



**The Brazos County A&M Club/Foundation
Officer & Board
Conflicts of Interest Disclosure**

Please complete the following:

1. Have you read the Brazos County A&M Club/Foundation Conflicts of Interest Policy for Directors and Officers adopted on November 10, 2015?

_____Yes

_____No

2. Please list any business, professional or volunteer positions in which you or a member of your family participate **and** which may present a conflict of interest or compete with your responsibilities to the Club/Foundation.
3. Please list any gifts or loans received by you or your family during the past twelve (12) months from any source from which the Club/Foundation or any related or affiliated organizations buys good or services or otherwise has significant business dealings.
4. Are there any other matters which do not meet the strict definition of a conflict under this policy of which you wish to advise the Club/Foundation President?

I certify that the foregoing information is true and complete to the best of my knowledge.

Date

Printed Name

Signature