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## Club Programs

A PROGRAM OF  
The Association of Former Students®



# Texas A&M Club Charter/Agreement Packet

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## The Association of Former Students

### About Us

The Association of Former Students is the oldest organization serving Texas A&M University in support of the ever-growing Aggie Network. We are HERE for Aggies during their days as students and former students, THERE for Aggies as they make their way around the world and EVERYWHERE that the Aggie Network needs us to be.

Our support focuses on three key areas for the Aggie Network.

Supporting Programs: We support programs that enhance the student experience and connect former students around the globe.

Providing Resources: We provide monetary resources for scholarships, student assistance funds and other student and former student needs.

Cultivating Experiences: We cultivate experiences that impact students and former students during their unique Texas A&M journey.

### Our Mission

- Strengthen The Association of Former Students
- Promote the interests and welfare of Texas A&M University
- Perpetuate ties of affection and esteem formed in university or college days
- Serve the Student Body

### Club Programs

Physical Address:

The Association of Former Students  
Attn: Club Programs  
505 George Bush Drive  
College Station, TX 77840

Email:

[Clubs@AggieNetwork.com](mailto:Clubs@AggieNetwork.com)

Phone:

(800) 633-7514

### **Mission of a Texas A&M Club**

Texas A&M Clubs are geographical-based affinity groups that serve as a focus of all organized alumni activity in that area and exist to facilitate the Aggie Spirit among its constituents. Clubs and The Association abide by defined expectations, which foster accountability for both The Association and Clubs.

Texas A&M Clubs are formed to:

*Support Texas A&M University, The Association of Former Students and their local Aggie Network.*

In order to facilitate this mission, each Club shall:

1. Provide each former student with the opportunity to become a member of a worthwhile group, to add something to the group, and to receive something of value from their relationship.
2. Be conducted in a manner appropriate to represent Texas A&M.
3. Provide a forum through which Texas A&M can work to accomplish objectives vital to its future.
4. Encourage participation amongst members to join the Century Club at The Association of Former Students.

When chartering, each Club shall:

1. Submit the required 25 charter signatures needed for approval by The Association of Former Students. If a minimum of 100 former students are not served by the Club, then one-quarter of all former students to be served by the Club must sign the charter application.
2. In no way intrude, overlap, encompass, or compromise an existing service area of a previously chartered A&M Club now active with The Association of Former Students. If an interested party wishes to charter within the boundaries of a current Chartered Club and are unable to receive said Club approval, they must meet all criteria in the Metro Club Forming Provisions as approved by The Association of Former Students.
3. Operate under the Bylaws of a chartered A&M Club and the Charter and Bylaws of The Association of Former Students (see example of Club Bylaws in *New A&M Club - Proposed Bylaws*).

## Texas A&M Club Classifications

There are four types of classifications, which each have their own set of support items and expectations.

At the end of this document, each Club will self-identify with one of the four classifications below based on what best fits the Club's needs and its ability to fulfill expectations.



### At-A-Glance Support Items and Expectations

This simplified chart outlines the support items provided by The Association of Former Students and expectations of Texas A&M Clubs and Groups.

#### Support Items:

SUPPORT ITEMS	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
#1: Email Distribution	✓	✓	✓	✓
#2: Communications Support	✓	✓	✓	✓
#3A: Website Hosting & Support	✓	✓		
#3B: Donation Form Plug-In	✓	✓		
#3C: Membership Form Plug-In	✓	✓		
#4: Facebook Page Support	✓	✓	✓	
#5: Sublicense of Federally Registered Trademarks and Word Marks	✓	✓	✓	✓
#6: Association Staff Support at Club Events/Activities	✓	✓	✓	✓
#7: Muster Support	✓	✓	✓	✓
#8: Design Support	✓	✓	✓	
#9: Insurance Coverage	✓	✓		
#10: Access to a Club-branded email marketing platform	✓			

#### Expectations:

EXPECTATIONS	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
#1: Annual A&M Club Re-Charter Paperwork	✓	✓	✓	
#2: Leadership Structure	✓	✓	✓	
#3: Leadership Council Member	✓	✓		
#4: Fundraising for Texas A&M	✓			
#5: Club Events and Programs	✓	✓	✓ - Muster Only	✓ - Muster Only
#6: @AggieNetwork Email Account	✓	✓		
#7: Aggie Muster Attendance Roster	✓	✓	✓	
#8: Club Membership and/or Club Donor Information	✓	✓		

# DETAILED SUPPORT ITEMS FOR TEXAS A&M CLUBS

**NOTE: Support Items #1, #3A, #3B and #3C require initial setup and will be made available to Clubs as Association staff capacity allows.**

	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<b>Support Item #1: Email Distribution</b>	Ability to create and send emails to Club constituents through The Association's email system without going through The Association's creation/approval process. Club must still continue to follow Association guidelines and recommendations outlined in Club handbook/training.	Ability to send emails to Club constituents through The Association's email system by submitting information to The Association. The Association will create and send emails based on requests.	Ability to send two Muster-related emails a month between February and May to Club constituents through The Association's email system by submitting information to The Association. The Association will create and send emails based on requests.	Ability to send one Muster-related invitation email and one Muster-related reminder email to Group constituents through The Association's email system by submitting information to The Association. The Association will create and send emails based on requests.
<b>Support Item #2: Communications Support</b>	<ol style="list-style-type: none"> <li>1. Receive a monthly Club President Newsletter from The Association.</li> <li>2. Opportunity to submit content on Club activities for inclusion in <i>Texas Aggie</i> magazine.</li> <li>3. Opportunity to submit content on Club activities for inclusion in Association social media channels.</li> <li>4. Opportunity to submit content for AggieNews, The Association's monthly e-newsletter.</li> </ol> <p><i>NOTE: The Association's Communications department will determine use of content.</i></p>	<ol style="list-style-type: none"> <li>1. Receive a monthly Club President Newsletter from The Association.</li> <li>2. Opportunity to submit content on Club activities for inclusion in <i>Texas Aggie</i> magazine.</li> <li>3. Opportunity to submit content on Club activities for inclusion in Association social media channels.</li> <li>4. Opportunity to submit content for AggieNews, The Association's monthly e-newsletter.</li> </ol> <p><i>NOTE: The Association's Communications department will determine use of content.</i></p>	See Support Item #8 for Muster-specific communications support.	See Support Item #8 for Muster-specific communications support.
<b>Support Item #3A: Website Hosting &amp; Support</b>	<p>Opportunity to use The Association's website hosting program for the Club's website, as well as support from The Association's web team.</p> <p><a href="https://hosting.aggienetwork.com">https://hosting.aggienetwork.com</a></p>	<p>Opportunity to use The Association's website hosting program for the Club's website, as well as support from The Association's web team.</p> <p><a href="https://hosting.aggienetwork.com">https://hosting.aggienetwork.com</a></p>	Not applicable	Not applicable

SUPPORT ITEMS CONT.	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<p><b>Support Item #3B:</b> Donation Form Plug-In</p>	<p>Opportunity to utilize a donation form plug-in built by The Association. The plug-in can be placed on all Club websites, including those hosted by The Association and those not hosted by The Association. <i>This can serve to help gather and manage donor information, so that the Club can fulfill Expectation #9.</i></p>	<p>Opportunity to utilize a donation form plug-in built by The Association. The plug-in can be placed on all Club websites, including those hosted by The Association and those not hosted by The Association. <i>This can serve to help gather and manage donor information, so that the Club can fulfill Expectation #9.</i></p>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Support Item #3C:</b> Membership Form Plug-In</p>	<p>Opportunity to utilize a membership form plug-in built by The Association. The plug-in can be placed on all Club websites, including those hosted by The Association and those not hosted by The Association. <i>This can serve to help gather and manage donor information, so that the Club can fulfill Expectation #9.</i></p>	<p>Opportunity to utilize a membership form plug-in built by The Association. The plug-in can be placed on all Club websites, including those hosted by The Association and those not hosted by The Association. <i>This can serve to help gather and manage donor information, so that the Club can fulfill Expectation #9.</i></p>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Support Item #4:</b> Facebook Page Support</p>	<p>Opportunity to work with The Association's Clubs Program and Communications teams to set up a Club Facebook page, as well as receive support (by granting The Association administration access to the established Facebook page).</p>	<p>Opportunity to work with The Association's Clubs Program and Communications teams to set up a Club Facebook page, as well as receive support (by granting The Association administration access to the established Facebook page).</p>	<p>Opportunity to work with The Association's Clubs Program and Communications teams to set up a Club Facebook page, as well as receive support (by granting The Association administration access to the established Facebook page).</p>	<p>Not applicable</p>

SUPPORT ITEMS CONT.	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<p><b>Support Item #5:</b></p> <p><b>Sublicense of Texas A&amp;M University and The Association of Former Students federally registered trademarks and word marks</b></p>	<p>Sublicense granted to the Club by The Association of Former Students, which allows the Club to use Texas A&amp;M University and The Association of Former Students' federally registered trademarks and word marks (which Texas A&amp;M would normally charge in the range of \$20,000-\$75,000 annually to use). <i>NOTE: At all points of use, the Club is required to submit a design proof to The Association for review and approval.</i></p>	<p>Sublicense granted to the Club by The Association of Former Students, which allows the Club to use Texas A&amp;M University and The Association of Former Students' federally registered trademarks and word marks (which Texas A&amp;M would normally charge in the range of \$20,000-\$75,000 annually to use). <i>NOTE: At all points of use, the Club is required to submit a design proof to The Association for review and approval.</i></p>	<p>Sublicense granted to the Club by The Association of Former Students to use Muster-related federally registered trademarks.</p> <p><i>NOTE: At all points of use, the Club is required to submit a design proof to The Association for review and approval.</i></p>	<p>Sublicense granted to the Group by The Association of Former Students to use Muster-related federally registered trademarks.</p> <p><i>NOTE: At all points of use, the Group is required to submit a design proof to The Association for review and approval.</i></p>
<p><b>Support Item #6:</b></p> <p><b>Association Staff Support at Club Events/ Activities</b></p>	<p>Priority for on-site Association staff support for Club events and activities such as picnics, golf tournaments, speakers at Club meetings, etc. (when available). <i>The Association can also assist in identifying speakers for Club events through The Association's Speakers Bureau.</i></p>	<p>Priority for on-site Association staff support for Club events and activities such as picnics, golf tournaments, speakers at Club meetings, etc. (when available). <i>The Association can also assist in identifying speakers for Club events through The Association's Speakers Bureau.</i></p>	<p>Association assistance in identifying a Muster speaker through The Association's Speakers Bureau.</p>	<p>Association assistance in identifying a Muster speaker through The Association's Speakers Bureau.</p>



SUPPORT ITEMS CONT.	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<p><b>Support Item #7:</b> <b>Muster Support</b></p>	<ol style="list-style-type: none"> <li>1. The Association's Muster Planning Guide and Resources (i.e., videos, poems, songs) on AggieNetwork.com.</li> <li>2. Include the Club's Muster on AggieNetwork.com and in <i>Texas Aggie</i> magazine.</li> <li>3. One free two-color Muster postcard.</li> <li>4. Send Muster-related emails per Support Item #1.</li> <li>5. Use Muster-related federally registered trademarks.</li> <li>6. The Association's Speakers Bureau.</li> <li>7. Roll Call for the Absent specific to the Club's geocode.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Association's Muster Planning Guide and Resources (i.e., videos, poems, songs) on AggieNetwork.com.</li> <li>2. Include the Club's Muster on AggieNetwork.com and in <i>Texas Aggie</i> magazine.</li> <li>3. One free two-color Muster postcard.</li> <li>4. Send Muster-related emails per Support Item #1.</li> <li>5. Use Muster-related federally registered trademarks.</li> <li>6. The Association's Speakers Bureau.</li> <li>7. Roll Call for the Absent specific to the Club's geocode.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Association's Muster Planning Guide and Resources (i.e., videos, poems, songs) on AggieNetwork.com.</li> <li>2. Include the Club's Muster on AggieNetwork.com and in <i>Texas Aggie</i> magazine.</li> <li>3. One two-color Muster postcard per year <b><u>at the cost of the Club</u></b> (The Association will provide free mailing labels).</li> <li>4. Send two Muster-related emails a month between February and May per Support Item #1.</li> <li>5. Use Muster-related federally registered trademarks.</li> <li>6. The Association's Speakers Bureau.</li> <li>7. Roll Call for the Absent specific to the Club's geocode.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Association's Muster Planning Guide and Resources (i.e., videos, poems, songs) on AggieNetwork.com.</li> <li>2. Include the Club's Muster on AggieNetwork.com and in <i>Texas Aggie</i> magazine.</li> <li>3. One two-color Muster postcard per year <b><u>at the cost of the Club</u></b> (The Association will provide free mailing labels).</li> <li>4. Send two Muster-related emails a month between February and May per Support Item #1.</li> <li>5. Use Muster-related federally registered trademarks.</li> <li>6. The Association's Speakers Bureau.</li> <li>7. Roll Call for the Absent specific to the Club's geocode.</li> </ol>

SUPPORT ITEMS CONT.	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<b>Support Item #8: Design Support</b>	Priority access to The Association's creative services department for various items, such as logos, mailings, etc.	Limited access to The Association's creative services department for two items per year, such as logos, mailings, etc.	Limited access to The Association's creative services department for one Muster-related item per year.	Not applicable
<b>Support Item #9: Insurance Coverage</b>	Insurance coverage through The Association's liability policy.	Insurance coverage through The Association's liability policy.	Not applicable	Not applicable
<b>Support Item #10: Access to a Club-branded email marketing platform</b>	Access to and training on a platform that allows the Club to create and distribute its own marketing emails to former students within the Club's footprint, using data managed by The Association but without the need for Association approval of each message	Not applicable	Not applicable	Not applicable

## DETAILED EXPECTATIONS OF TEXAS A&M CLUBS

	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<b>Expectation #1:</b> <b>Charter or Agreement</b>	Must annually re-sign Club Charter, including the Information Security Agreement and Club Information Form.	Must annually re-sign Club Charter, including the Information Security Agreement and Club Information Form.	Must annually re-sign Club Charter, including the Information Security Agreement and Club Information Form.	Not applicable
<b>Expectation #2:</b> <b>Leadership Structure</b>	<p>Must have the following officer structure:</p> <ol style="list-style-type: none"> <li>1. President</li> <li>2. President-Elect</li> <li>3. Immediate Past-President (where applicable)</li> <li>4. Vice-President/Activities Program</li> <li>5. Vice-President/Finance</li> </ol> <p>Must have Board of Directors with at least three and preferably nine members. President shall be a non-voting Chair of the Board of Directors and should preside at all meetings of the Board.</p>	<p>Must have the following officer structure:</p> <ol style="list-style-type: none"> <li>1. President</li> <li>2. Muster Chair (if different from President)</li> </ol>	<p>Must have the following officer structure:</p> <ol style="list-style-type: none"> <li>1. Muster Chair</li> </ol>	Not required
<b>Expectation #3:</b> <b>Leadership Council Membership</b>	<p>President will serve as a voting member of the Leadership Council  <i>NOTE: Not meeting expectations as a Leadership Council member (i.e., non-attendance of at least one Leadership Council Meeting and the President not being an active donor to The Association will not affect the status of a Club.)</i></p>	<p>President will serve as a voting member of the Leadership Council.  <i>NOTE: Not meeting expectations as a Leadership Council member (i.e., non-attendance of at least one Leadership Council Meeting and the President not being an active donor to The Association will not affect the status of a Club.)</i></p>	Not applicable	Not applicable

EXPECTATIONS CONT.	GOLD CLUB	MAROON CLUB	MUSTER CLUB	MUSTER GROUP
<p><b>Expectation #4:</b> Fundraising for Texas A&amp;M</p>	<p>Conduct at least one fundraising effort annually including, but not limited to:</p> <ol style="list-style-type: none"> <li>Scholarship through The Association of Former Students, the Texas A&amp;M Foundation or the 12<sup>th</sup> Man Foundation</li> <li>Annual Century Club membership for the A&amp;M Club</li> <li>Club Endowment through The Association of Former Students <i>(note: this would fulfill this expectation for the life of the Club)</i></li> <li>Any other fundraising effort that is shown to benefit Texas A&amp;M University or students of Texas A&amp;M University (<i>i.e., direct funds to a student or direct funds to Texas A&amp;M</i>)</li> </ol> <p><i>NOTE: It is highly recommended that donation information is gathered at these events to assist in fulfilling Expectation #9 outlined below.</i></p>	<p>Not required</p>	<p>Not required</p>	<p>Not required</p>
<p><b>Expectation #5:</b> Club Events and Programs</p>	<p>Conduct one event annually in each of the following categories:</p> <ol style="list-style-type: none"> <li>Fundraising</li> <li>Networking &amp; Social/Family</li> <li>Aggie Muster</li> </ol>	<p>Conduct one event annually in each of the following categories:</p> <ol style="list-style-type: none"> <li>Networking &amp; Social/Family</li> <li>Aggie Muster</li> </ol>	<p>Conduct Aggie Muster</p>	<p>Conduct Aggie Muster</p>

<b>EXPECTATIONS CONT.</b>	<b>GOLD CLUB</b>	<b>MAROON CLUB</b>	<b>MUSTER CLUB</b>	<b>MUSTER GROUP</b>
<b>Expectation #6:</b> <b>@AggieNetwork Email Account</b>	Have an official Club @AggieNetwork.com email account listed on the Club's landing page on AggieNetwork.com. Email also provides access to Google Drive (with a large storage).	Have an official Club @AggieNetwork.com email account listed on the Club's landing page on AggieNetwork.com. Email also provides access to Google Drive (with a large storage).	Not required, but recommended	Not required
<b>Expectation #7:</b> <b>Aggie Muster Attendance Roster</b>	Annually provide Muster attendance information to The Association of Former Students.	Annually provide Muster attendance information to The Association of Former Students.	Annually provide Muster attendance information to The Association of Former Students.	Not required, but recommended
<b>Expectation #8:</b> <b>Club Membership and/or Club Donor Information</b>	Annually submit a membership roster to The Association of Former Students. <i>If the Club is set up as a non-dues paying Club, the Club must annually submit donor information to The Association of Former Students (i.e., an individual gives a financial donation to the Club).</i>	Annually submit a membership roster to The Association of Former Students. <i>If the Club is set up as a non-dues paying Club, the Club must annually submit donor information to The Association of Former Students (i.e., an individual gives a financial donation to the Club).</i>	Not required	Not required

## **Accountability for Texas A&M Clubs - Detailed**

A phased approach of accountability is in place for all Clubs. At the end of this document, Clubs will choose Calendar-Year or Muster-Year.

The following are the various statuses of a Club.

### **Active**

- The Club has signed a current charter and/or agreement and is fulfilling all required expectations. All support items are available to the Club.

### **Pending (only a status in 2019)**

- The Club or any associated leadership could not be reached by The Association by Jan. 31, 2019, the contacted leadership indicated that they had no intention to keep the Club going and/or the contacted leadership has not submitted signed charter and/or agreement. The Association will at this point seek out new leadership. *NOTE: As soon as a Club signs the charter and/or agreement and fulfills the needed expectations, the Club's status will be moved to "Active."*
- If a Club gets to "Pending" status, all support items will be withheld from the Club.
- If a Club maintains "Pending" status throughout 2019, the Club will move into "Inactive" status and the Club's listing on AggieNetwork.com will be shown as INACTIVE with information to contact The Association's Clubs Program to get the Club restarted. The Association will also begin searching for new leadership. *NOTE: As soon as a Club signs the charter and/or agreement and fulfills the needed expectation, the Club's status will be moved to "Active."*

### **Active - Under Review**

- 6-month mark
  - o At the 6-month mark following the beginning of the Club's year, a Club is required to fulfill or communicate intentions to fulfill all required expectations. If a Club has not fulfilled all required expectations, the Club's status will be "Active - Under Review."
  - o If a Club gets to "Active - Under Review" status, the following support items will be withheld from the Club until the needed expectation is fulfilled. *NOTE: As soon as a Club fulfills the needed expectation, the Club's status will be moved to "Active."*
    - Support Item #1: Email Distribution
- 1-year mark
  - o At the 1-year mark following the beginning of the Club's year, a Club is required to fulfill all required expectations. If a Club has not fulfilled all required expectations, the Club will maintain the status of "Active - Under Review."
  - o If a Club continues to maintain "Active - Under Review" status at the 1-year mark, the following support items will be withheld from the Club until the needed

expectation is fulfilled. *NOTE: As soon as a Club fulfills the needed expectation, the Club's status will be moved to "Active."*

- Support Item #1: Email Distribution
- Support Item #6: Association Staff Support at Club Events/Activities

- 18-month mark
  - o At the 18-month mark following the beginning of the Club's year, a Club is required to fulfill all required expectations. If a Club has not fulfilled all required expectations, the Club will maintain the status of "Active - Under Review."
    - Calendar-year Club = End of June
    - Muster-year Club = End of October
  - o If a Club continues to maintain "Active - Under Review" status at the 18-month mark, the following support items will be withheld from the Club until the needed expectation is fulfilled. *NOTE: As soon as a Club fulfills the needed expectation, the Club's status will be moved to "Active."*
    - Support Item #1: Email Distribution
    - Support Item #5: Sublicense of Trademarks
    - Support Item #6: Association Staff Support at Club Events/Activities
    - Support Item #7: Muster Support
    - Support Item #8: Design Support

### **Inactive**

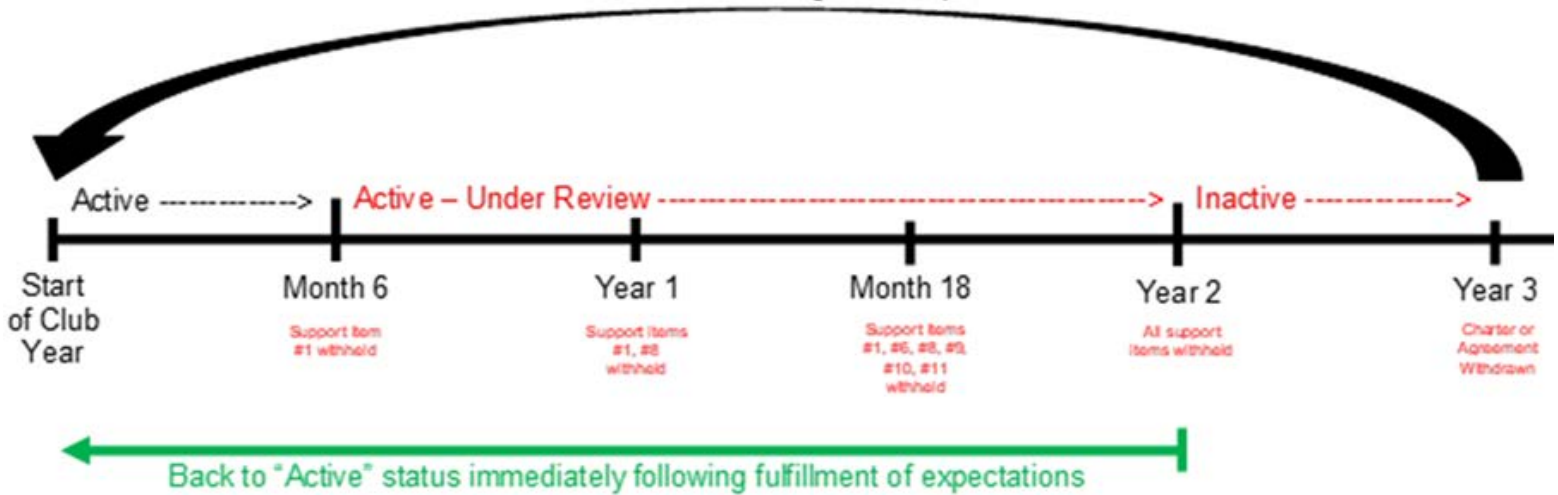
- At the 2-year mark following the beginning of the Club's year (or after the 1-year mark for Club's with a "Pending" status), a Club will be required to fulfill all required expectations. If a Club has not fulfilled all required expectations, the Club will be identified as "Inactive" and The Association will begin searching for new leadership.
- If a Club gets to "Inactive" status, all support items will be withheld from the Club and the Club's listing on AggieNetwork.com will be shown as INACTIVE with information to contact The Association's Clubs Program to get the Club restarted. The Association will also begin searching for new leadership. *NOTE: As soon as a Club fulfills the needed expectation, the Club's status will be moved to "Active."*

### **Charter or Agreement Withdrawal**

- At the 3-year mark following the beginning of the Club's year, a Club will be required to fulfill all required expectations. If a Club has not fulfilled all required expectations, the Club's charter or agreement will be withdrawn.
- The Club retains the right to withdraw as a chartered A&M Club of The Association of Former Students upon written request and by majority vote of Club members at a regular meeting.

## Accountability for Texas A&M Clubs - Visual

Club must restart charter or agreement process.



SUPPORT ITEMS	EXPECTATIONS
#1: Email Distribution	#1: Annual A&M Club Re-Charter Paperwork
#2: Communications Support	#2: Leadership Structure
#3A: Website Hosting & Support	#3: Leadership Council Member
#3B: Donation Form Plug-In	#4: Fundraising for Texas A&M
#3C: Membership Form Plug-In	#5: Club Events and Programs
#4: Facebook Page Support	#6: @AggieNetwork Email Account
#5: Sublicense of Federally Registered Trademarks and Word Marks	#7: Aggie Muster Attendance Roster
#6: Association Staff Support at Club Events/Activities	#8: Club Membership and/or Club Donor Information
#7: Muster Support	
#8: Design Support	
#9: Insurance Coverage	
#10: Access to a Club-branded email marketing platform	