

BYLAWS

Of the

(Club Name)

Adopted _____

ARTICLE I

NAME

The name of this Organization shall be (Club Name); Hereafter in this document shall be referred to as the XYZ.

ARTICLE II

OBJECTIVES

The objectives of the XYZ Republican Women (also referred to as XYZ RW) shall be:

- to promote an informed public through political education and activity;
- to increase the effectiveness of women in the cause of good government through active political participation;
- to cooperate with the National and North Carolina Federations of Republican Women;
- to foster loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections;
- to support the objectives and policies of the national, state and local Republican Party organizations and to work for the election of Republican nominees.

ARTICLE III

MEMBERSHIP

Section 1. Eligibility

A. Membership in the (Club Name) shall be open to any woman who is a registered Republican and a resident of North Carolina, and who accepts and advocates the Objectives and Rules of this Organization.

B. Associate Members

1. Republican women who have primary membership in a federated local club are eligible for associate membership in local clubs upon payment of the required annual dues. Associate members cannot hold office, vote or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions.

2. Republican men are eligible for associate membership upon payment of the required annual dues to the local club. They cannot hold office, have a voice or vote or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. Republican men who are associate members in local clubs do not become members of the state federation of the NFRW.

Section 2. Dues

- A. Annual dues shall be determined by the club membership and include membership in the North Carolina Federation of Republican Women and the National Federation of Republican Women (hereinafter called the NCFRW and the NFRW, respectively), and shall be due and payable by January 1 of each year.
- B. Dues paid by any member joining this Organization for the first time after September 1 shall include membership through the following calendar year.

Section 3. Removal from Membership

- A. Any member may be removed from membership for non-payment of dues by April 1 of the current year, by resignation, or by change of registration to an opposition party.
- B. Any misuse of a unit membership list by a member for personal gain shall constitute grounds for removal from membership.
- C. A member may be reinstated upon receipt of dues, or by a two-thirds vote of the (Club Name) Executive Board, providing the reasons for removal have been corrected.

Section 4. National and State Membership

This Organization shall maintain membership in the NCFRW and the NFRW according to their bylaws.

Section 5. Fiscal Year

The fiscal year of the Organization shall be from January 1 through December 31 .

ARTICLE IV **OFFICERS**

Section 1. Officers

- A. The officers of this Organization shall be a President, a Vice President, a Secretary, and a Treasurer. (other options are Recording Secretary, Assistant Treasurer....)
- B. Each officer shall be an active member in good standing of this Organization and shall not hold office or chair a committee in another Local Republican Women's Club.

Section 2. Nominations and Elections

- A. Nominations
 - 1) A nominating committee of three members shall be elected by the general membership by the regular September meeting.
 - 2) The Nominating Committee shall submit one nominee for each office in a report to the membership at the October meeting. The consent of the nominee to serve if elected must be secured in advance of presenting the report.

- 3) Nominations from the floor may be made following the report of the Nominating Committee provided that the consent of the nominee has been secured in advance.
- 4) Only members who maintain an active membership in good standing with the Organization shall be nominated for elective office. Members who hold office or committee chairmanships in other Local Republican Women's Clubs are not eligible for nomination.

B. Elections

- 1) Elections shall be held at the regular November Meeting.
- 2) Elections shall be by ballot in all cases where there is more than one nominee for that office, and the President shall appoint an Tellers of not less than three to count the ballots. In cases of only one nominee, election may be by voice vote. A majority vote of the members present and voting shall constitute an election.

C. Terms of Office

- 1) The officers shall serve for a term of [] year(s) or until their successors are duly elected and qualified. Officers will take office on the first day of January after installation in December.
- 2) No member shall hold more than one office at any one time; and no officer may be eligible to serve more than [] consecutive terms in the same office, unless she shall have filled the unexpired term of her predecessor.

Section 3. Duties of Officers

A. The duties of the President shall be:

1. to actively represent the Club as a member of the NCFRW Board of Directors and keep her Club members informed by attending NCFRW Board meetings and sharing materials and information; and by encouraging the Unit Club and individual member participation in all State and National projects;
2. to preside at all meetings of this Organization and of the (XYZ RW) Executive Board,
3. to represent the Organization at all times or to designate a member of the (XYZ RW) Executive Committee (or Executive Board) as a representative in her absence or inability to do so;
4. to appoint all standing committee chairmen with the advice and consent of the Executive Board.
5. to appoint special committee chairmen except the nominating committee;
6. to appoint a parliamentarian;
7. to serve as ex-officio member of all committees except the nominating committee;
8. to sign checks in an emergency as approved by the Executive Board (can add - not to exceed \$_____) upon the inability of the Treasurer to do so;
9. to ensure that a complete membership list of the Club is maintained and such list is for the exclusive use of the Club, the NCFRW and the NFRW as authorized under their respective bylaws;
10. If required by the County Republican Party Plan of Organization, to serve as a member of the County Executive Board;

B The duties of the Vice President shall be:

1. to perform the duties of the President in the absence of the President;
2. to serve as Program Committee Chairman;
3. to perform such other duties as may be assigned by the President;

C. The duties of the Secretary shall be:

1. to keep accurate records of the regular meeting of this Organization and the Executive Board and to send draft of said minutes to the President within ten days of each meeting.
2. to perform such other duties as may be assigned to her by the President
3. to keep attendance at all Executive and regular meetings

D. The duties of the Treasurer shall be:

1. to be custodian of all funds of this Club;
2. to send notices of unpaid dues to members;
3. to disburse funds as directed by the (XYZ RW) Executive Board;
4. to provide for an annual independent audit with the approval of the (XYZ RW) Executive Board;
5. to make written reports of receipts and disbursements for all meetings, and as directed by the President;
6. to be responsible for payment of Unit Club dues from the Organization's funds to the NCFRW as stipulated in the NCFRW bylaws;
7. to file the necessary reports required by the NC State Board of Elections under the Campaign Reporting Law.
8. to maintain a complete membership list of the Unit Club and to place such list under irrevocable trust for the exclusive use of the unit, the NCFRW and the NFRW as authorized under their respective bylaws;

Section 4. Resignation from Office

Should any President or Vice President? file for election to public office, involving a primary; advocate a split party ticket; or support a candidate running on an opposition ticket, she must resign her office in this Organization.

Section 5. Vacancies

A vacancy in an elective office shall be filled by election by the (XYZ RW) Executive Board at the meeting following the vacancy. Notice of such vacancy shall be given to the members of the (XYZ RW) Executive Board with the notice of the meeting.

Section 6. Records

Each officer shall keep a portfolio of her duties and records which shall be passed on to her successor within thirty days of retirement from her position, unless otherwise directed by the President or the (XYZ RW) Executive Board.

ARTICLE V **MEETINGS**

Section 1. Regular

Regular meeting shall be held once a month at a time and place designated by the President with the advice of the (XYZ RW) Executive Board. Club members shall be notified by mail/email of the date, time and place of all meetings. (Clubs must hold a minimum of five regular meetings)

Section 2. Special

Special meetings may be called by the (Club Name) Executive Board or ___ regular members in good standing and the purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least five days notice shall be given to all members for any special meeting. (Usually a certain number of regular members can call a special meeting. The

number should be reasonable in portion to regular active members of the unit club. Remember the club belongs to the membership not the executive board.)

Section 3. Quorum

All of the members present and voting shall constitute a quorum for all regular and special meetings, so long as there is no less than [] members in attendance. There shall be no proxy voting.

ARTICLE VI **EXECUTIVE BOARD**

Section 1. Membership

Membership of the (XYZ RW) Executive Board, shall be elected officers, Standing Committee Chairmen and the immediate past President of this Organization provided the immediate past president has not resigned or been asked to resign due to negligence in the fulfillment of her duties

Section 2. Duties

The duties of the (Club Name) Executive Board shall be:

- to serve as the governing body of the Organization between meetings;
- to fill by election any vacancy occurring in an elective office at the next meeting following the vacancy;

Section 3. Meetings

- A. The (XYZ RW) Executive Board shall meet at some time prior to the regular meeting of the Organization. Notice of the date, time and place of the meeting shall be given to each member of the Board one week in advance of the meeting.
- B. Special meetings may be called by the President or by three members of the RWU Executive Board upon three days' notice.

Section 4. Quorum

A majority of the membership of the (XYZ RW) Executive Board shall constitute a quorum for all meetings of the Board, so long as there is no less than [] members in attendance.

ARTICLE VII **COMMITTEES**

Section 1. Standing Committees

- A. The standing committees of this Organization shall be: Bylaws, Campaign, Fund raising, Membership, Program, Public Relations, Legislation and Research, and Americanism. The chairmen of which shall be appointed by the President (except the Program Chairman), with the approval of the (ABR) Executive Committee
- B. Standing committee chairmen shall be appointed for a term of one year and shall be eligible to serve a maximum of two terms.

- C. Each standing committee shall develop and outline programs of action in its respective area of responsibility at the first meeting of the standing committee and shall present its program to the (XYZ RW) Executive Committee and then to the general membership of the Organization at the meeting following development of the program.
- D. The standing committees shall meet upon call of their respective chairman and shall make reports at any regular or special meeting of the Organization as requested by the President.

Section 2. Special Committees

- A. The President may appoint special committees, with the approval of the (XYZ RW) Executive Committee, except the nominating committee, that are deemed necessary to carry out the work of the Organization and to perform specific assigned duties.
- B. Special committees shall serve for the length of time required to complete their work, provided such time is limited to the term of the appointing President.

Section 3. Records

All committees shall deliver all records, files, and properties of the Organization to their successors or to an officer designated by the President or the (XYZ RW ABR) Executive Board within one month after retiring from office, unless otherwise directed by the President or the (XYZ RW) Executive Board.

ARTICLE VIII **SPECIAL RULES**

- A. Neither Organization nor its President shall endorse a candidate prior to the primary election, when there is more than one Republican candidate for the same office.
- B. The name of this Organization, or the position held, shall not be used by any member in supporting a candidate prior to the primary election.

(NCFRW does not prohibit endorsement, but rules must be established for endorsement A. & B are optional) If you want wording where the club can approve to endorse, let me know.

- C. This Organization shall not advocate a split party ticket nor support a candidate running on an opposition ticket.
- D. Non-Republican political candidates, political office holders, party officials or their representatives shall not be allowed to address the group or distribute political materials at NCFRW and NCFRW Club meetings or events.

ARTICLE IX **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and when they are not inconsistent with these Bylaws.

ARTICLE X
AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds vote of those members present and voting, a quorum being present, at any regular meeting of the Organization, or a special meeting called for that purpose, provided that notice of the proposed changes has been given in writing to all members at least thirty days prior to the meeting. Any amendment adopted by the NFRW or the NCFRW affecting the work of this unit club shall become an amendment of the unit club without further notice.

ARTICLE XI
ADISSOLUTION OF ORGANIZATION

The Organization shall be considered dissolved by a motion presented to the membership and passed by a two thirds majority of those present and voting, provided there is a quorum of membership in attendance. All debts shall be paid and any other assets will be tendered according to the legal requisites for political affiliates and no assets personally benefit any member(s) of the Organization.

Adopted _____

Amended _____

Amended _____

Etc.