

## **BYLAWS TEMPLATE IDAHO REPUBLICAN WOMEN CLUBS**

### **ARTICLE I – NAME**

The name of this organization shall be the \_\_\_\_\_ REPUBLICAN WOMEN, hereinafter referred to as the “Club”.

### **ARTICLE II – OBJECTIVES**

- A. Increase the effectiveness of women in the cause of good government.
- B. Recruit and work for Republican candidates in all elections.
- C. Foster loyalty to the Republican Party at all levels of government.
- D. Inform club members and the public through political education and activity.
- E. Promote the principles of the Republican Party and support the goals and objectives of the Idaho Federation of Republican Women, the National Federation of Republican Women, and the Republican National Committee.
- F. Uphold the principles of freedom, equality and justice upon which our nation is founded.

### **ARTICLE III – POLICIES**

Section 2: The Club as a whole or its president shall not publicly endorse or contribute to any candidate in the name of the Club in contested Republican primaries or special elections. Individual members are encouraged to work for the candidate of their choice in primary elections, but not in the name of the Club. Following the primary election, the Club, its officers and members, shall actively support all Republican candidates.

An officer of the club who is a candidate or whose spouse or family member is a candidate is exempt from this rule; however, she may not campaign in the name of the club or use the logo or stationery of the NFRW, IFRW, or local club.

Section 3: Neither the Club nor an individual member shall advocate a split ticket, support a candidate on an opposition ticket, or act contrary to NFRW or IFRW policies or bylaws.

Section 4: The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the IFRW, NFRW or the Republican National Committee.

Section 5: All literature, petitions, announcements or other materials shall be submitted to the President and/or Executive Committee for approval prior to display or distribution at any meeting. Video or audio recordings of meetings shall not be allowed unless approved in advance by the Executive Committee.

Section 6: No speaker from any other political party, or who espouses a political philosophy not in harmony with Republican principles, shall be invited to speak at any Club meeting or event.

#### **ARTICLE IV – MEMBERSHIP**

##### **Section 1. PRIMARY MEMBERSHIP.**

- A. Any duly affiliated Republican woman who supports the philosophy of the Republican Party, supports the Republican candidates, and supports the objectives of this organization is eligible for membership upon payment of dues.
- B. A member in good standing shall be a member who has paid the required dues for the current calendar year to her local club prior to June 1<sup>st</sup>.

##### **Section 2. ASSOCIATE MEMBERSHIP.**

- A. A duly affiliated Republican woman who is an active member of another Federated Republican Women's club who supports the objectives of this club shall be eligible to become an associate member upon payment of required annual dues. Associate women cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions.
- B. Duly affiliated Republican men who support the principles and objectives of this Club are eligible for associate membership upon payment of annual dues, but cannot hold office, have a voice or a vote or be counted for the purpose of determining the number of primary members in the Club.
- C. Dues for associate members shall be stated in the Club's Standing Rules of Order, amended as required, and shall remain with the Club. Associate members are not reported to the IFRW or NFRW.

#### **ARTICLE V – FINANCES**

Section 1. FISCAL YEAR. The fiscal year of this organization shall be January 1 through December 31.

Section 2. MEMBERSHIP DUES. The annual membership dues shall be stated in the Club's Standing Rules of Order and shall be due in January of each year. Payment of dues November 1<sup>st</sup> or thereafter shall constitute membership for the following year.

The Club shall pay the required IFRW and NFRW per capita dues and the annual service charges on behalf of its members, as required.

Section 3. FINANCIAL RESPONSIBILITIES. At the January meeting of each year, the Executive Board will present its proposed budget for the ensuing year. The budget will contain projected income and expenses.

#### **ARTICLE VI – ELECTED OFFICERS AND THEIR DUTIES**

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Section 1. OFFICERS. The elected officers of this Club shall be President, First Vice President, Second Vice President, Secretary, and Treasurer. Each elected officer shall have been a primary member of the Club in good standing for one year. This requirement may be waived by a two-thirds vote of the Club membership.

Section 2. VACANCIES. A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by election at the first meeting of the Club following the vacancy. Persons elected to fill vacancies shall serve for the remainder of the term.

Section 3. REMOVAL. Elected officers or members of the Club may be removed from office or membership by a two-thirds vote of the Executive Committee for any of the following reasons:

- A. Non-payment of dues
- B. Advocating a split party ticket
- C. Supporting an opposition party candidate
- D. Failure to uphold the policies and objectives of this Club (Art. II and III)

Section 4. ELECTION. Officers shall be elected at the Annual Meeting and shall serve a term of      years, or until their successors take office. Officers, except the treasurer, shall be limited to two terms in the same position. Officers shall assume their duties upon election, regardless of when officially installed.

Section 5. DUTIES OF ELECTED OFFICERS:

A. The President shall:

- 1. Call and preside over all meetings of the Club and the Executive Committee.
- 2. Appoint chairs for Standing and Special Committees, except the nominating committee, subject to the approval of the Executive Committee.
- 3. Be an ex-officio member of all committees except the nominating committee and the financial review committee.
- 4. Prepare a program of action in consultation with officers and committee chairs.
- 5. Represent the Club at Republican Party and community activities or designate another officer to do so.
- 6. Co-sign checks as one of two authorized signatories, namely the President and the Treasurer.
- 7. Appoint a Financial Review/Audit Committee at the end of the treasurer's term.
- 8. Accept the written resignation of any member wanting to resign from a position in the Club or as a member.

B. The First Vice President shall:

- 1. Preside and perform the duties of the President in her absence.
- 2. Perform duties assigned by the President, and render assistance as required.
- 3. Fill the unexpired term in the event of a vacancy in the office of the President.
- 4. Serve as Program Chair.

C. The Second Vice President shall:

- 1. Preside and perform the duties of the President in the absence of both the President and First Vice President.

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2. Perform such other duties as are assigned by the President.
3. Serve as chairman of the Membership Committee.
4. Maintain a current roster of members of the Club.

D. The Secretary shall:

1. Keep the minutes of all meetings of the Club, the Executive Committee, and the Board of Directors.
2. Send a copy of the minutes to the President for review, then distribute minutes to members electronically.
4. Present minutes for approval at a general meeting.
5. Keep a list of all committees and their chairs, a copy of the bylaws, and a copy of standing or special rules of order.
6. Prepare club correspondence in coordination with the President.
7. Preserve in a permanent file all minutes and records of importance to the Club.
8. Keep a current inventory of Club property.

F. The Treasurer shall:

1. Serve as custodian of all Club funds and deposit monies in a bank approved by the Executive Board.
2. Co-sign checks as one of two authorized signatories; namely, President and Treasurer. Disburse funds and pay bills as directed.
3. Receive all membership dues and keep a roster of paid members; provide an up-to-date list of paid members to the membership chair each quarter.
4. Provide a written financial report at regular club and executive meetings.
5. Submit all dues and service charges to the IFRW as directed.
6. Submit the financial records at the end of the each term of office to the Audit/Financial Review Committee for review.
7. Comply with all state election reporting requirements.

Section 6. RECORDS. Officers and committee chairmen shall deliver all records, files, and properties of the Club to their successors upon completion of their term of office.

Section 7. APPOINTED POSITIONS. The President may appoint, with the approval of the Executive Committee, a Parliamentarian, a Historian, a Corresponding Secretary, and any other position required to conduct the business of the Club.

A. The Parliamentarian shall:

- a. Serve as counsel and advise officers in matters of parliamentary procedure.
- b. Provide training to membership in parliamentary procedure.
- c. Work with bylaws committee to review bylaws and standing rules of order.

B. The Corresponding Secretary shall:

- a. Conduct correspondence for the Club, including electronically, as assigned by the president.
- b. Provide notices of all meetings and activities to Club members.

C. The Historian shall:

- a. Preserve all correspondence, photos, or other papers of value to the Club.
- b. Gather and compile information of interest from former members and officers.

## **ARTICLE VII - THE EXECUTIVE COMMITTEE**

Section 1. COMPOSITION. The voting members of the Executive Committee shall consist of the elected officers and the immediate past president of the Club. A majority of the voting members shall constitute a quorum.

Section 2. DUTIES. Transact required business between meetings of the Club, approve committee appointments, recommend an annual budget, establish the date, time and place for meetings.

## **ARTICLE VIII — BOARD OF DIRECTORS**

Section 1. COMPOSITION. The voting members of the Board of Directors of the Club shall consist of the members of the Executive Committee and the Standing Committee Chairs. Participating, non-voting members, shall be the appointed officers and the chairs of special committees. A majority of the voting members shall constitute a quorum.

Section 2. DUTIES. The Board of Directors shall meet at the call of the President or upon the request of five members, and shall coordinate the work of the Club, prepare a plan of action for events, organize membership drives and fundraising activities, and make relevant recommendations to the Club.

## **ARTICLE VIII – COMMITTEES**

Section 1: STANDING COMMITTEES. Standing committees shall be Bylaws, Campaign/Legislative Activities, Fundraising, Membership, Programs, and Public Relations /Communication. Chairmen are primary members in good standing appointed by the President for a two-year term and approved by the Executive Committee.

A. Bylaws Chair shall:

- a. Conduct biennial review of Club bylaws and suggest amendments.
- b. Receive proposed amendments from members and submit to Executive Committee.
- c. Furnish a copy of proposed bylaws to IFRW Bylaws Chair for review and approval.
- d. Present approved bylaws to club members 30 days prior to a vote. Adoption requires a 2/3 majority vote of primary club members present at a regular or special meeting.

B. Campaign/Legislative Chair shall:

- a. Coordinate all activities of the Club's campaign program.
- b. Collect and report to IFRW volunteer campaign hours provided by Club members.
- c. Provide a list of all approved campaign activities that may be reported.
- d. Inform the Club and Executive Committee of legislation that may affect the interests of Republican Women.
- e. Review, report, and advocate for legislation important to the Club and its members.
- f. Encourage members to be aware of pending legislation.

- C. Fundraising Chair shall:
  - a. Prepare and implement plans for raising funds to meet the Club's budget.
  - b. Work with the Treasurer and other Executive Committee members to determine needs.
  
- D. Membership Chair shall:
  - a. Organize annual membership renewal efforts.
  - b. Implement planned new member campaigns.
  - c. Maintain current membership list and share with officers.
  - d. Coordinate with treasurer to assure that all membership information is submitted to IFRW and NFRW according to deadlines.
  
- E. Programs Chair shall:
  - a. Work with Executive Committee to plan and prepare programs for club meetings.
  - b. Offer ideas and plans for special events.
  - c. Provide members with opportunities to support and engage in the programs of IFRW and NFRW; namely, scholarships, literacy, caring for America, veteran and armed services support, Syringa, and Regent's membership.
  
- F. Public Relations/ Communications Chair shall:
  - a. Advertise Club meetings and activities in the media.
  - b. Promote the programs adopted by the Club, such as a Caring for America project, on social media platforms.
  - c. Communicate information to club members, as requested.
  - d. Establish and maintain the Club's website and social media presence.

Section 2: SPECIAL COMMITTEES. Special Committee chairs may be appointed by the President to assist in carrying out activities and special projects for the Club and often serve for less than a term of office. Special Committees may include, but are not limited to, Caring for America, Literacy, Protocol, Americanism, Outreach, Veteran's Support, and Leadership Development.

Section 3: DUTIES. Committees shall prepare programs of action in their respective fields and present to the Board of Directors for consideration and implementation. The president shall be an ex-officio member of all committees except the Nominating and Financial Review Committees and shall have final authority over all printed materials used to promote activities or projects. All committee members must be primary club members in good standing.

Section 4: OTHER COMMITTEES:

- A. Audit/ Financial Review Committee – shall consist of three qualified primary club members appointed by the President to review the treasurer's books at the end of the calendar year in which the election of officers is held.
- B. Nominating Committee – see Article XI.
- C. Budget Committee – may consist of the President and Treasurer. Budget shall be submitted to the Executive Committee for approval, and presented to the Board of Directors and the Club membership.

**ARTICLE IX - MEETINGS**

Section 1. REGULAR MEETINGS. A minimum of five regular meetings shall be held during the club year. Date, time and place shall be determined by the Executive Committee and made a part of the Standing Rules of Order. Members shall be given at least 14 days' notice of regular meetings either by electronic means or by mail. A quorum at Club meetings shall be 30% of its primary members.

Section 2. SPECIAL MEETINGS. Special meetings may be called by the president upon the request of three members of the Executive Committee or by 20% per cent of the primary members of the club. The purpose of the meeting shall be stated in the call, and no other business may be transacted at the special meeting. At least five days' notice shall be given to all club members for any special meeting.

Section 2. ANNUAL MEETING. The Club's regularly scheduled November meeting shall be designated as the Annual Meeting for the purpose of electing officers.

Section 4. VOTING. A vote of the Executive Committee, Board of Directors, or Club membership may be conducted by mail or electronically, if necessary, between regular meetings, provided there is participation by a quorum of the members of the body. The vote shall be ratified and entered into the minutes at the next regular meeting.

**ARTICLE X - NOMINATIONS AND ELECTIONS**

Section 1. NOMINATING COMMITTEE. At the Club's regular meeting in September, a nominating committee of three members shall be elected. It shall be the duty of this committee to nominate a qualified candidate for each office. The nominating committee must secure the consent of each candidate. A copy of the slate of officers nominated by the Committee shall be made available to the Club membership at least 30 days prior to the election of officers.

Following presentation of the slate of officers by the Nominating Committee at the Annual Meeting in November, additional nominations for each office may be made from the floor, with permission of the nominee. All nominees must be members in good standing of the Club.

Section 2. ELECTION. All officers shall be elected by ballot at the November Annual Meeting. A majority vote of primary members present shall be required to elect. If there is only one nominee for the office, election may be by voice vote. No member shall hold more than one elected office.

Section 3. TERM. The President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected for a term of \_\_\_\_ years to begin at the close of the Annual Meeting and continue until their successors are elected.

**ARTICLE XI - IFRW STATE CONVENTION DELEGATES**

Section 1. The president of each local club shall be an automatic delegate. A club vice-president may serve in the absence of the president.

Section 2. Additionally, each club is entitled to one delegate and one alternate for the first 10 members and one delegate and one alternate for each additional 25 members or major fraction thereof. Delegates and alternates must be primary members in good standing.

Section 3. Delegates and alternates shall be selected as determined by the Executive Committee. Vacancies occurring prior to the convention may be filled by the Executive Committee.

**ARTICLE XII - PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Newly Revised, shall govern the Club in all instances where they are applicable and in which they are not inconsistent with these bylaws, the IFRW or NFRW bylaws, or any special Rules of Order adopted by the Club.

The parliamentarian shall advise the presiding officer in resolving any disputes concerning parliamentary procedure interpretation. The presiding officer is responsible to make the final ruling.

**ARTICLE XIII - AMENDMENTS**

These bylaws may be amended by a two-thirds vote at any regular meeting of the club, provided that notice of the proposed amendments shall have been provided to members thirty days prior.

**ARTICLE XIV DISSOLUTION**

This Club may be dissolved by a two-thirds vote at any regular or special meeting of the Club, provided that notice has been submitted in writing at the previous meeting and has been provided to all members of the Club. In the event of dissolution, the Board of Directors shall, after payment of all liabilities of the Club, distribute any remaining assets to the IFRW. No funds shall be distributed to any member or officer of the Club. The right to use the name of a dissolved Club shall revert to the IFRW.

**These bylaws adopted by** \_\_\_\_\_

\_\_\_\_\_  
**(date)**

\_\_\_\_\_  
President,  
Republican Women