

**SAMPLE FEDERATED REPUBLICAN WOMEN  
BYLAWS**

**Article I – Name**

Section 1. Name.

The name of this organization shall be Sample Federated Republican Women.

Section 2. Affiliation.

This club shall be a member of the Eighth Congressional District Federated Republican Women's Club, the Missouri Federation of Republican Women, and the National Federation of Republican Women.

**Article II — Objectives and Policies**

Section 1. The objectives of this organization shall be to:

- (a) promote an informed public through political education and activity;
- (b) increase the effectiveness of women in the cause of good government;
- (c) participate in activities of the Congressional, State, and National Republican Women's Clubs;
- (d) foster loyalty to the Republican Party and promote its principles and candidates in all elections, including non-partisan elections; and
- (e) support the objectives and policies of the Republican National Committee and the Missouri Republican Party, and work for the election of Republican nominees.

Section 2. The policies of this organization are as follows.

- (a) No opposed Republican Candidate for office shall be endorsed by this club or any of its officers prior to the party primary.
- (b) This club shall not advocate a split ticket nor support or endorse a candidate on an opposition ticket.
- (c) All political material, petitions or items for sale, shall have prior approval of the Executive Committee before being circulated or displayed.
- (d) This club shall not give its membership list to any other organization or any non-member.

**Article III -- Membership**

Section 1. Membership.

Membership in this organization shall be open to any woman who is a citizen of the United States of America and who supports the principles of the Republican Party.

Section 2. Classification of membership.

- (a) Regular Members: Those club members on whom the club pays per capita dues and who shall be counted for representation at MoFRW or NFRW Conventions.
- (b) Associate Members: Republican women who choose to hold membership in other Federated Republican women's clubs in addition to regular membership in their home club. Associate members shall pay any required dues; however, associate members shall not be counted for the purpose of per capita dues nor for representation at MoFRW or NFRW Conventions and shall not hold office or have a vote.
- (c) Associate Members: Republican men are eligible for associate membership upon payment of any required dues. They may attend meetings but cannot make motions, have a vote, serve on a committee, hold office, or be counted for the purpose of a quorum or determining the number of delegates to MoFRW or NFRW Conventions.

Section 3. Removal from membership.

- (a) Any member who advocates a split ticket or supports a candidate of any opposition party.
- (b) Any member, having received two (2) written notices from the treasurer and being more than six months in arrears for non payment of dues shall be dropped from the regular membership roster.

Section 4. Reinstatement.

Upon payment of all delinquent dues, member shall be reinstated with the approval of two-thirds vote of the Executive Committee.

**Article IV - Officers and their Duties**

Section 1. Eligibility for office.

Officers shall be legal voters in the State of Missouri, and shall be active, regular members in good standing of this club.

Section 2. Elected officers.

The elected officers of this club shall be President, Vice President, Recording Secretary and Treasurer.

Section 3. Term of office.

Officers shall be elected at the October meeting in odd-numbered years. The term of office shall be from January 1 following the election through December 31 two years hence regardless of when installation takes place. No officer shall serve more than 2 terms in the same office.

Section 4. Duties of the President.

The President shall:

- (a) preside at all regular and special meetings of the club and the Executive Committee;
- (b) appoint all committees, except the Nominating Committee, a Chaplain, an Auditor, and a Parliamentarian, subject to the approval of the Executive Committee;
- (c) serve as ex-officio member to all committees except the Nominating Committee;
- (d) represent this organization at all times or designate another officer in line in her absence or inability to do so;
- (e) be a signatory on club bank account, and be empowered to sign checks in an emergency or the inability of the Treasurer to do so; and
- (f) prepare the annual budget with the Treasurer, and present it to the Executive Committee recommending its approval.

Section 5. Duties of the Vice President.

The Vice President shall:

- (a) perform all the duties of the President in her absence or inability to serve;
- (b) serve as Chairman of the Membership Committee;
- (c) maintain the membership record for the club; and
- (d) perform such other duties as may be assigned by the President.

Section 6. Duties of the Recording Secretary.

The Recording Secretary shall:

- (a) record and keep accurate minutes of all special and regular meetings for the club and the Executive Committee;
- (b) be custodian of all records and documents of this club except those that pertain to some other office or committee. (If a committee submits a written report, a copy should be filed with the secretary.);
- (c) have copies of the club bylaws for distribution and reference;
- (d) perform such other duties as may be assigned by the President.

Section 7. Duties of the Treasurer.

The Treasurer shall:

- (a) receive all funds of the club and make disbursements as directed by the membership;
- (b) keep an accurate record of all receipts and disbursements, and render a full report at all meetings or as directed by the President;

- (c) prepare the annual budget with the President, and present it to the Executive Committee recommending its approval;
- (d) perform such other duties as may be assigned by the President.

Section 8. Vacancy in office.

In the event a vacancy occurs in the Office of President, the Vice President shall automatically become the President. In the event of a vacancy in the Office of Recording Secretary or Treasurer, an interim appointment shall be made by the Executive Committee, and the Officer shall serve the remainder of her term or until her successor is elected. Officers so appointed shall be voting members of the Executive Committee. If a vacancy occurs in the Office of Vice President, an interim Vice President shall be elected from the regular membership to serve the remainder of the term or until a successor is elected.

Section 9. Officers' records.

All officers and Committee Chairmen shall deliver all records, files, and properties of the club to their successors within one month after retiring from office unless otherwise directed by the Executive Committee.

### **Article V – Meetings**

1. There shall be a minimum of five (5) regular meetings of this club during the calendar year.
2. The Annual Meeting shall be held in October for the purpose of receiving reports of officers and Committee Chairmen, electing officers in odd-numbered years, and transacting business deemed necessary for the good of the club.
3. The monthly meeting will be held on the first Thursday evening of every month at 5:30 p.m.;
4. Special meetings may be called by the President or by written request of three members. Members must be notified by mail or e-mail five working days prior to the meeting. Only those items stated in the call can be acted on;
5. A quorum for a regular meeting shall constitute six members, one of which shall be an executive officer.

### **Article VI – Executive Committee**

The Executive Committee shall consist of the elected voting officers. (The Chaplain and Parliamentarian shall be non-voting members of the Executive Committee). This Committee shall:

- (a) meet at the request of the President when necessary to transact business between meetings. All actions shall be ratified by the regular membership at the next regular meeting or a special meeting that is called for that purpose;
- (b) fill vacancies occurring between biennial elections, except in the Office of President or Vice President;

- (c) consider the annual budget and recommend its approval by the membership;
- (d) have jurisdiction over removal from membership and reinstatement; and
- (e) approve the President's appointment of all Special and/or Standing Committees.

A quorum of the Executive Committee shall be a majority of the elected officers.

### **Article VII – Standing Committees**

There shall be the following Standing Committees:

Bylaws; Membership; Campaign; Fundraising; Legislative; Program; Caring for America/Community Relations; Mamie Eisenhower Library and Literacy Project; and Public Relations. All other committees shall be Special Committees.

### **Article VIII – Nominations and Elections**

Section 1. Nominating Committee.

At the September meeting in odd-numbered years, three regular members shall be elected to the Nominating Committee. The Committee shall pick a Chairman from its Committee. This Committee shall present a slate of officers at the October meeting. Following the Nominating Committee's report, the floor shall be opened for nominations. If there is more than one candidate for an office, election shall be by secret ballot and the President shall appoint a Tellers Committee of three. All names placed in nomination shall be regular, active members in good standing and shall have given prior consent to having their names placed in nomination. If there is only one candidate for an office, election may be by voice vote.

Section 2. Election of delegates and alternates.

At the April meeting each year, the club shall elect two delegates and two alternates for ten to twenty-five members, and one delegate and one alternate for each additional twenty-five members. Representation is based on regular members whose per capita dues have been paid to MoFRW and NFRW. The delegates and alternates so elected shall represent the club at the Annual Convention of MoFRW.

In odd-numbered years, a delegate and an alternate may be elected to represent the club at the Biennial Convention of NFRW.

Section 3. Proxy voting.

Proxy voting should not be allowed.

## **Article IX – Dues, Fees, and Finances**

### Section 1. Members in good standing.

A member in good standing when her annual dues are paid to the local club, the MoFRW and the NFRW.

### Section 2. Dues.

- (a) Members' dues shall be established by the Executive Committee and approved by the membership. Dues for the club are payable January 1 and become delinquent March 31;
- (b) The Treasurer shall pay annual per capita dues to the MoFRW and include a complete list of information for all regular members whose dues are being paid. Amounts to be paid, dates due, and forms used, will be at the direction of the MoFRW.

### Section 3. Fees.

- (a) The Treasurer shall send to the MoFRW the established annual State service charge and National service charge with the first membership list and per capita dues report in order for the club to be in good standing.
- (b) The Treasurer shall send to the Congressional District Treasurer by March 1<sup>st</sup> of each year, the fees as set forth by the Congressional District.

### Section 4. Auditor.

The Auditor appointed by the President shall audit the books and records of the Treasurer at the conclusion of each term of office and submit a written report to the membership.

### Section 5. Fiscal Year.

The fiscal year of this club shall be from January 1 to December 31 each year.

## **Article X – Dissolution**

In the event of dissolution of this club, all of its remaining assets, after payment of all costs and expenses of such dissolution, shall be distributed in accordance with any governmental regulations to MoFRW. None of the assets shall inure to the benefit of any officer or member of Sample Federated Republican Women.

## **Article XI – Parliamentary Authority**

The most current copy of Robert's Rules of Order, Newly Revised, shall govern all proceedings of this club except where inconsistent with the provisions of these bylaws or the bylaws of MoFRW.

## **Article XII – Amendments**

These bylaws may be amended or revised by a two-thirds vote at any regular meeting provided the proposed amendment or revision is mailed to all members thirty (30) days prior to said meeting. Upon approval of any amendment or revision, a copy shall be submitted to the MoFRW President and the MoFRW Parliamentarian within thirty (30) days following adoption.

Date and year of Adoption: August 6, 2009.