

**Missouri Federation of Republican Women**  
**BYLAWS**

As adopted June 12, 2010, at the Annual MoFRW Convention

ARTICLE I -- NAME

SECTION 1. NAME. The Name of this organization shall be the MISSOURI FEDERATION OF REPUBLICAN WOMEN, hereinafter known as MoFRW.

SECTION 2. AFFILIATION. MoFRW shall be a member of the NATIONAL FEDERATION OF REPUBLICAN WOMEN (NFRW).

ARTICLE II -- OBJECTIVES AND POLICES

SECTION 1. The objectives of this organization shall be:

- (a) to promote an informed public through political education and activity,
- (b) to increase the effectiveness of women in the cause of good government,
- (c) to facilitate cooperation among the National Federation of Republican Women, the Missouri Federation of Republican Women and Republican Women's Clubs throughout the state,
- (d) to foster loyalty to the Republican Party and to promote its principles and candidates in all elections, including nonpartisan elections, and
- (e) to support the objectives and policies of the Republican National Committee and to work for the election of Republican Party Nominees.

SECTION 2. The Policies of this organization shall be:

- (a) No opposed Republican candidate for office shall be endorsed by a Federation officer, or club prior to the party primary.
- (b) Federation clubs shall not give their membership lists to any other organization or nonmember.

ARTICLE III -- MEMBERSHIP

SECTION 1. Membership in this organization shall be open to any Republican women's club of ten or more members whose application shall have been filed with the President and the Treasurer of MoFRW. Said application shall be signed by the President and Secretary of the club applying for membership and shall be accompanied by a copy of their bylaws, and a copy of their membership list with a check for their per capita membership dues plus the State and National service charges. (See standing rules for dollar amounts.)

SECTION 2. The word 'REPUBLICAN' shall be included in the title of all clubs. The word 'FEDERATION' shall not be used in the title of any club; the word 'FEDERATED' may be used in the title of any club.

SECTION 3. New clubs shall be federated only after approval of their bylaws by the MoFRW Executive Committee and upon payment of dues and service charges.

SECTION 4. Each club shall belong to its respective Congressional District Club.

SECTION 5. Each club shall elect officers in the odd numbered years for a two year term. The term of office shall be from January 1 through December 31 two years hence, regardless of when installation takes place. In the event of dissolution of a club, after payment of all expenses, all remaining assets shall be distributed to MoFRW to be used for New Club Development.

SECTION 6. Individuals living in a county that had no organized Federated Republican Women's club may join MoFRW on payment of yearly dues to MoFRW. Such members shall be known as 'MEMBERS AT LARGE'. (See standing rules for dues amount.)

SECTION 7. To serve MoFRW in any capacity, a member must be in good standing with current dues paid.

SECTION 8. REMOVAL FROM MEMBERSHIP. By a two-thirds vote of the voting members of the Executive Committee, a club may be removed from membership in MoFRW for any of the following:

- (a) bylaws which are in conflict with the State and/or National bylaws;
- (b) non-payment of dues for full membership and current service charges;
- (c) failure to support the Republican party ticket, supporting a candidate on the opposition ticket or a Democrat running as a nonpartisan;
- (d) failure to maintain a minimum of ten members and hold at least five meetings within a twelve month period, or
- (e) affiliation with any political organization which is not officially recognized by the NFRW and the Republican National Committee.

SECTION 9. REINSTATEMENT TO MEMBERSHIP. A club removed from membership for any cause may be reinstated by filing with the MoFRW President an application for reinstatement accompanied by the proper fee plus current dues and service charges, provided the application of reinstatement is approved by a two-thirds vote of the voting members of the Executive Committee.

SECTION 10. CLASSIFICATION OF MEMBERSHIP.

(a) REGULAR MEMBERS: Those club members on whom per capita dues are paid and who count for the purpose of representation at State and National Conventions.

(b) ASSOCIATE MEMBERS:

1. Republican women who choose to hold membership in other Federated Republican Women's clubs in addition to regular membership in their home clubs. Associate members may not be counted for the purpose of per capita dues, representation at MoFRW or NFRW Convention (s) and may not serve as a club officer, or vote.

2. Republican men may be eligible for associate membership only upon payment of the required dues. They may attend meetings, but cannot make motions, have a vote, be on a committee, hold office or be counted for the purpose of a quorum. Men do not become members of MoFRW or NFRW, and shall not be used in the count of a club's representation for MoFRW Annual Convention or NFRW Biennial Convention.

(c) MEMBERS AT LARGE: Members living in a county that has no organized Federated Republican Women's Club who have paid yearly dues to MoFRW. A member at large shall not be eligible to serve on the Board of Directors nor hold an office in any Congressional District Federated Club, nor be eligible for representation at any State or National Conventions.

## ARTICLE IV -- OFFICERS AND THEIR DUTIES

### SECTION 1. ELIGIBILITY FOR OFFICE.

- (a) Officers shall be legal voters of Missouri and active, regular members of a club in good standing.
- (b) No one shall be eligible for President unless she has served at least one term as a member of the Executive Committee.
- (c) No one shall be eligible to be Vice President unless she has served at least one term as a Board Member in MoFRW.
- (d) Not more than two elected officers shall reside in the same Congressional District at the time of their election.
- (e) Only one member of the same family shall serve concurrently on the Executive Committee, i.e. mother and daughter.
- (f) No one shall be appointed to the Executive Committee, Board of Directors or any committee of MoFRW unless she is an active regular member of MoFRW prior to her appointment.

SECTION 2. ELECTED OFFICERS OF MoFRW. The elected officers of MoFRW shall be: President, First Vice President, Second Vice President, Recording Secretary, and Treasurer. All shall be elected at the annual convention in the odd numbered years.

SECTION 3. TERM OF OFFICE. The officers shall be elected at the Convention in the odd numbered years, for a term of two years. No elected officer shall serve more than one term in the same office except the Treasurer, who may serve two consecutive terms. The term of office shall be from January 1 following the election through December 31 two years hence, regardless of when installation takes place.

### SECTION 4. DUTIES OF THE PRESIDENT.

The President shall:

- (a) preside at all meetings of MoFRW;
- (b) have general supervision of the work of MoFRW;
- (c) appoint all Committees, a Parliamentarian, a Membership Secretary, an Auditor (who shall be a past treasurer), a Historian, and a Chaplain, subject to the approval of the Executive Committee;
- (d) be an ex-officio member of all committees except the Nominating Committee;
- (e) prepare the Call for the Annual Convention to be mailed sixty (60) days prior to the first day of the Convention;
- (f) appoint, prior to the Convention, a Standing Rules of Convention Committee of three members, one of whom shall be the Chairman of the Bylaws Committee; and a Credentials Committee of four, one of whom shall be the Membership chairman;
- (g) prepare the annual budget with the Treasurer, present it to the Executive Committee at its first meeting of the year for consideration and recommend its approval to the Board of Directors;
- (h) be empowered to sign a check for budgeted items when necessary (in case of emergency or the inability of the Treasurer to do so, upon a majority vote of the Executive Committee);
- (i) represent MoFRW or designate another officer in line as a representative in her absence or inability to do so;
- (j) act as liaison officer between MoFRW and NFRW and serve on the NFRW Board of Directors; and
- (k) be bonded to cover the maximum amount of money likely to be in the treasury, the cost of the bond to be paid by MoFRW.

### SECTION 5. DUTIES OF THE VICE PRESIDENTS.

A. The First Vice President shall:

- (a) perform the duties of the President in the President's absence;
- (b) be Chairman of the Congressional District Club Presidents;
- (c) in cooperation with the Second Vice President, visit each district and assist the District Presidents in promoting the work of the Federation;
- (d) make a report at each annual Convention; and
- (e) perform such other duties as may be assigned to her by the President.

B. The Second Vice President shall:

- (a) assume the duties of the President in the absence of the President and the First Vice President;
- (b) coordinate the work of the Committee Chairman assigned to her by the President;
- (c) in cooperation with the First Vice President, visit each district and assist the District Presidents in promoting the work of the Federation; and
- (d) perform such other duties as may be assigned to her by the President.

### SECTION 6. DUTIES OF THE RECORDING SECRETARY.

The Recording Secretary shall:

- (a) record and keep the minutes of all meetings of the MoFRW Executive Committee, the Board of Directors and the Annual Convention;
- (b) be custodian of all records and papers of the MoFRW except those that pertain to some other office or committee;
- (c) send copies of the Executive Committee minutes within thirty (30) days following meeting to all members of the Executive Committee;
- (d) send copies of minutes of Board of Directors and Annual Convention meetings within thirty (30) days following meeting to the President and Executive Committee members, and to the Committee to approve minutes;
- (e) serve as Chairman of the committee to approve the minutes of the Board of Directors Meeting and the Annual Convention within sixty (60) day after the close of the meeting or convention; and
- (f) perform such other duties as may be assigned to her by the President.

### SECTION 7. DUTIES OF THE TREASURER.

The Treasurer shall:

- (a) receive all funds of the Federation and pay out only upon authorization of the Board of Directors of the Executive Committee;
- (b) keep an accurate record of all receipts and disbursements and render a full report at all meetings as directed by the President;
- (c) with the President, prepare the Annual Budget, present it to the Executive Committee for consideration at the first Executive Committee meeting of the year and present said budget for adoption to the Board of Directors at their first meeting of the year;
- (d) submit a copy of the monthly bank statement and reconciliation to the President and Recording Secretary;
- (e) prepare necessary records and deliver them to an accountant approved by the executive committee by January 31 each year so that annual tax returns, as required for the organization, may be prepared and filed in a timely manner; and
- (f) be bonded to cover current Federation funds, the cost of the bond to be paid by MoFRW.

## SECTION 8. DUTIES OF THE MEMBERSHIP SECRETARY.

The Membership Secretary shall:

- (a) maintain membership records for MoFRW;
- (b) send dues notices to the club Treasurers on or before December 31 of each year;
- (c) prepare credentials for each club in good standing and supply to Corresponding Secretary to be mailed with the Call to the Annual Convention sixty (60) days prior to the Annual Convention;
- (d) be an ex-officio member of the Credentials Committee; and
- (e) prepare, for the Credentials Committee, a list of delegates and alternates.

## SECTION 9. DUTIES OF THE CORRESPONDING SECRETARY.

The Corresponding Secretary shall:

- (a) mail to the membership, at the direction of the President, a notice of each meeting, known as the Call of the Meeting;
- (b) include credentials material supplied by the Membership Secretary with the Call to the Annual Convention; and
- (c) conduct the general correspondence of the organization, which is not the duty of another officer or committee, as directed by the President.

## SECTION 10. DUTIES OF THE AUDITOR.

The Auditor shall audit the books of the Treasurer between December 31 and January 15 annually. If a vacancy occurs in the office of treasurer, an audit shall be made within thirty (30) days of said vacancy. An audit may be made if requested by a majority of the Board of Directors.

## SECTION 11. DUTIES OF THE HISTORIAN.

The Historian shall compile the historical record book of the Federation.

SECTION 12. OFFICERS' RECORDS. All officers and all committee chairmen shall deliver all records, files and properties of MoFRW to their successors within one month after retiring from office unless otherwise directed by the President or the Executive Committee of MoFRW.

## SECTION 13. OFFICERS, VACANCY IN OFFICE.

- (a) In the event a vacancy occurs in the office of the President, the First Vice President shall automatically become the President, the Second Vice President shall become the First Vice President.
- (b) In the event a vacancy occurs in the office of the First Vice President, the Second Vice President shall become the First President.
- (c) In the event of vacancy in Other offices, an interim appointment shall be made by the Executive Committee to complete the unexpired term, except:
- (d) If a vacancy occurs in the office of Second Vice President, a replacement shall be selected in accordance with Article IV, Section 1, by the voting members of the Executive Committee and the District Presidents. This shall be done in a meeting or by mailed vote authorized by phone and written approval of the voting members of the Executive Committee within sixty (60) days of the vacancy; said actions shall be ratified by the Board of Directors at its next meeting. If more than one candidate's name is offered, election shall be a majority of the five (5) elected members of the Executive Committee and the nine (9) District Presidents. If a tie occurs, re-balloting shall take place until a majority vote is reached.

## SECTION 14. CONGRESSIONAL DISTRICT CLUB OFFICERS.

- (a) Congressional District Officers shall be elected by the members of those clubs in good standing within the Congressional District. Congressional District Officers shall be elected in the odd numbered years. The term of office shall be from January 1 through December 31 two years hence, regardless of when installation takes place.
- (b) They shall be responsible for promoting the work of MoFRW in their respective districts.
- (c) The Congressional District Presidents shall work with the MoFRW First Vice President, New Club Development Chairman, and Membership Chairman in membership extension and the organizing of new clubs in their respective districts.
- (d) The Congressional District Presidents shall make an effort to visit each club in their districts and assist them in any way toward promoting MoFRW.
- (e) Each Congressional District club shall have two meetings per year. One shall be held in the spring and one shall be held in the fall.

## ARTICLE V -- EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

### SECTION 1. EXECUTIVE COMMITTEE.

A. The Executive Committee shall be composed of the elected officers, the Corresponding Secretary, the Membership Secretary, and the Parliamentarian. The Corresponding Secretary, the Membership Secretary and the Parliamentarian shall be nonvoting members. This committee shall:

1. meet at the written request of the President or upon written request of three of its members, and shall transact business between regular meetings of the Board of Directors subject to ratification at the next regular meeting of the full board;
2. fill vacancies occurring between biennial elections of elected officers except that of President, First Vice President, and Second Vice President;
3. consider the annual budget for each fiscal year and recommend its approval by the Board of Directors;
4. have jurisdiction over membership applications and removal from and reinstatement to membership of clubs; and
5. approve the President's recommendations of Standing and/or Special Committee Chairmen.

B. Not more than two members of the Executive Committee shall reside in the same Congressional District during their term on the Executive Committee.

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

### SECTION 2. BOARD OF DIRECTORS.

- (a) The Board of Directors shall be composed of the Executive Committee, the Presidents of the Congressional District Clubs, Club Presidents, Past Presidents of MoFRW, Chairmen of all Standing Committees, MoFRW Historian, MoFRW Chaplain, National Committeewoman, the Chair or Vice Chair (whoever is the woman) of the Republican State Committee and the Young Republican National Committeewoman. No one shall have more than one vote on the Board.
- (b) The duties of the Board shall be to govern MoFRW between Annual Conventions; to establish the policies of MoFRW and to approve the official program of action.
- (c) The Board shall approve the annual budget.
- (d) The Board shall approve the site of the annual convention from recommendations made by the Executive Committee or by the president-elect for convention in even-numbered years.

- (e) In accordance with NFRW Bylaws, Article III, Section 3, B, 8, each state federation shall be required to hold two Board of Directors meetings each fiscal year. Regular meetings of the MoFRW Board of Directors shall be held annually in January, February, or March as designated by the President and at the Annual Convention.
- (f) Special meetings shall be called by the President upon request of twenty members of the Board.
- (g) In the event of an emergency, a vote may be taken by mail, telephone, or electronic mail and shall be ratified at the next meeting of the Board of Directors.
- (h) A quorum of any meeting of the Board shall consist of three elected MoFRW Officers and fifteen members of the Board.

## ARTICLE VI -- STANDING COMMITTEES

SECTION 1. There shall be the following Standing Committees: ABC Campaign School, Americanism, Achievement Awards/Campaign, Bylaws, Cap Alert, Community Relations/Caring for America, Education and Training, Farm Affairs, Free Enterprise, Millennium Club/Century Club/Federation Friends/Regents, HRCC Liaison, Literacy/Mamie Eisenhower/Library Project, Fundraising, Membership, Memorial Fund, Outreach, National Legislation, New Club Development, Program, Protocol, Public Relations/Information Technology, Senior Americans, SRCC Liaison, State Legislation, Urban Affairs, Women in Politics, Youth Outreach and Joanne Breckenridge Scholar Program. All other committees shall be Special Committees.

SECTION 2. Each Committee shall outline programs for action in its respective field for consideration and adoption by the President, with the approval of the Board of Directors.

## ARTICLE VII -- NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATING COMMITTEE. Each Congressional District Club shall at its Fall meeting in the even numbered years, elect a member and an alternate, who shall be regular members in good standing, to serve on the MoFRW Nominating Committee. The names of the members so elected shall be sent to the State President and shall be ratified by the Board of Directors at the annual meeting. This committee shall meet prior to the convention in the odd numbered years and elect a Chairman from one of its members. They are to prepare a slate consisting of one nominee for each office to be filled and report same at the first session of the convention, after which nominations from the floor shall be in order. In the event a member of alternate of the Nominating Committee is unable to attend, the President of her Congressional District Club shall appoint a substitute.

SECTION 2. Recommendation for nominees must be made by the Unit Club in which the candidate is an active regular member, to the members of the Nominating Committee no later than ten (10) days prior to the convention. The candidates shall be selected from the endorsements received.

SECTION 3. Election shall be by voice, except when there is more than one candidate for an office, that vote shall be by ballot.

### SECTION 4. CREDENTIALS.

- (a) The Credentials Committee shall convene on the first day of the Annual Convention and shall serve until the final report is given.
- (b) The Credentials Committee shall report at the beginning of each convention session and just prior to the election:
  - (1) the number of Executive Committee members and Board Members present;
  - (2) the number of certified delegates present by Congressional district;
  - (3) the total of (b) (1) and (b) (2) will be the number of voting Delegates;
  - (4) the number of certified alternates present by Congressional district; and
  - (5) the number of visitors present.
- (c) No one shall be qualified by the Credentials Committee as a voting member of the Convention unless her name appears on the list of delegates and alternates provided to the Credentials Committee by the Membership Secretary.
- (d) The Credentials Committee shall furnish a complete list, by Congressional District, of all eligible voters attending the convention to the Election Committee just prior to the election.

### SECTION 5. ELECTIONS COMMITTEE.

- (a) An Elections Committee of not less than three members shall be appointed by the President at the meeting of the Board of Directors prior to the convention. This committee shall provide election material, and shall act as tellers for the election. Delegates shall be seated by districts. The District President shall be the chairman of the congressional district delegation and shall be responsible for the distribution and collection of the ballots in her district.
- (b) The Elections Committee shall receive a copy of the Credentials Committee report just prior to the election.

### SECTION 6. PROXY VOTING.

Proxy Voting shall not be allowed

## ARTICLE VIII -- DUES AND SERVICE CHARGES

### SECTION 1. CLUB DUES AND SERVICE CHARGES.

- (a) Dues are payable January 1. On or before March 1 of each year each club Treasurer shall send the Membership Secretary a complete list of all regular members whose dues are current, accompanied by payment of the per capita dues for those listed. Lists of members added after that date should be sent to the Membership Secretary accompanied by the per capita dues for the additional members on a monthly basis.
- (b) The MoFRW Treasurer shall pay the per capita dues fee to the National Federation on members listed by the individual clubs.
- (c) Each club shall pay the established annual State Service Charge to the Membership Secretary with the first membership payment.
- (d) Each club shall participate in support of the National Federation by paying a National Service Charge (per club) to the Membership Secretary with the first membership list.
- (e) A club dropped from good standing for nonpayment for the Service Charge may be reinstated at any time upon payment of the Service Charge, provided other dues and fees are current.

### SECTION 2. DISTRICT DUES AND SERVICE CHARGES.

- (a) Each Congressional District Club shall pay the membership fee to the MoFRW Treasurer by March 1 of each year.
- (b) District Clubs having two meetings during the year and whose fees have been paid by March 1 of the current year shall be eligible to vote at the Annual Convention.

SECTION 3. Each club in the Congressional District shall pay to the Congressional District Treasurer its membership fee my March 1 of each year.  
SECTION 4. The fiscal year of MoFRW, Congressional Districts and clubs shall be from January 1 through December 31 of each year.

#### ARTICLE IX -- CONVENTIONS

SECTION 1. The Annual MoFRW Convention shall be held in June unless otherwise ordered by the Executive Committee. The Call shall be sent to each club sixty (60) days in advance of the convention.

SECTION 2. The voting body of the MoFRW convention shall be delegates representing the Clubs, District Presidents, Past Presidents of MoFRW and members of the Board of Directors. Delegates must be members in good standing through the payment of the required dues, of MoFRW. A quorum of the convention shall be a majority of the voting body of the convention and at least three elected MoFRW Officers.

SECTION 3. Representation in the convention shall be by clubs. Each club in good standing through the payment of the required dues, with membership of ten (10) to twenty-five (25) members shall be entitled to two (2) delegates and two (2) alternates; and for each additional twenty-five (25) a club shall be entitled to an additional delegate and alternate, (i.e. if a club has fifty (50) members, they shall be entitled to three (3) delegates and three (3) alternates. A club with seventy-five (75) members shall be entitled to four (4) delegates and four (4) alternates, etc. Members shall be counted from one club only, for the purpose of delegate and alternate representation to a MoFRW or NFRW Convention. Said member shall not serve as a delegate or alternate from any club of which she is an associate member. Only an active member of a Club is eligible to be a delegate or alternate to a MoFRW or NFRW convention.

#### SECTION 4. REPRESENTATION.

- (a) The delegates and their alternatives shall be legal voters of the State of Missouri and shall be selected in a manner as the respective clubs shall prescribe. No club shall be in good standing if its dues and lists of members and addresses for the current fiscal year shall not have been received by the Membership Secretary sixty (60) days prior to the MoFRW Convention and certified by the MoFRW Treasurer.
- (b) Each Congressional District Club shall be represented by its President, Vice President or another designated officer of that Congressional District Club.
- (c) Each Club shall be represented by its President, Vice President or another designated officer of that Club. This is in addition to the club delegates named in Section 3.

SECTION 5. No local club having less than five meetings per year shall be eligible for representation.

SECTION 6. Written credentials for voting delegates must be signed by the President and another officer of their respective clubs and received by the Membership Secretary of MoFRW not less than fifteen (15) days prior to the convention. Credentials may be mailed or faxed to the Membership Secretary.

SECTION 7. There shall be a registration fee for each annual convention. If a member or guest attends meal function only, the registration fee shall be waived. If a member or guest attends session only, the registration fee must be paid.

SECTION 8. The President shall appoint a Rules of Convention Committee of three members, one of whom shall be the Chairman of the Bylaws Committee. This committee shall meet at the call of the Chairman prior to the convention.

SECTION 9. New clubs who have been certified by the MoFRW President and Membership Secretary by the time the Call goes out for the Annual State convention will be eligible to vote. However, only clubs in good standing for at least six (6) months prior to the National Federation of Republic Women's Biennial Convention will be eligible to vote at the NFRW Biennial Convention.

SECTION 10. DELEGATES AT LARGE TO NFRW CONVENTION. In accordance with NFRW Bylaws, Article IX, Section 3 (a) 2 Conventions, the voting body of the convention shall, at its annual conventions in odd numbered years, elect five (5) delegates-at-large and one additional delegate-at-large for each 500 members of major fraction thereof, based on the payment to the National Federation of Republican Women of the current year's dues, postmarked ninety (90) days before the NFRW Biennial convention. Delegates at Large to the NFRW Convention shall be members in good standing from clubs with all dues paid for at least six (6) months prior to the National Federation of Republican Women's Biennial Convention. Nomination shall be from the floor. A member may only make one nomination. Candidates for Delegates-at-large who are physically absent but have given their prior consent may be nominated and elected. An equal number of alternates-at-large may be elected for representation at the NFRW Biennial Convention and shall serve in the absence or inability to serve of a delegate-at-large. Having determined the additional number of delegates-at-large in addition to the allotted five delegates-at-large, elections shall be by secret ballot. The President shall appoint tellers. Delegates-at-large elected shall be the specified number of delegates-at-large allowed who receive the highest vote. From the remaining nominees, an equal number of alternates may be elected.

#### ARTICLE X -- PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern all proceedings except where inconsistent with the provisions of these bylaws.

#### ARTICLE XI -- DISSOLUTION

In the event of dissolution of this organization, 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 NFRW. None of the assets shall inure to the benefit of any officer or member of MoFRW.

#### ARTICLE XII -- AMENDMENTS

These bylaws may be amended by a two-thirds vote at any annual convention, provided proposed amendments have been approved by the Board of Directors. They shall be compiled by the Bylaws Committee from suggestions of the Executive Committee, Board of Directors or member clubs. A copy of the proposed amendments shall be sent in the Call to all clubs for the Annual Convention.

Revised 6/12/10, Amended 6/13/09

Amended 6/10/06 Amended 10/4/03 Amended 6/08/02 Revised 6/11/95 Revised 6/12/10

Kathy Drake \_\_\_\_\_ President

Joan Miller \_\_\_\_\_ Recording Secretary

## STANDING RULES

1. Each club Treasurer shall make up three membership lists complete with addresses, zip codes, telephone numbers to be distributed as follows:
  - (a) To MoFRW Membership Secretary when paying dues;
  - (b) To the Congressional District President;
  - (c) Retain one copy for her files.
2. The Secretary of each club shall send the State President, Membership Secretary and Congressional District President the names, addresses, zip codes and telephone numbers of all elected officers immediately following the election.
3. Club Presidents shall report at each meeting of their club on all correspondence from National. State and District Officers received by her.
4. In the event of the death of a past President or an elected officer currently serving MoFRW, a contribution shall be made in her memory to the MoFRW Memorial Fund or as requested by the family.
5. There shall be a meeting of the Executive Committee and the newly elected officers immediately following the convention, in the election years, for the purpose of orderly transitional planning.
6. Dollar amounts of various dues and service charges shall be assessed annually as follows:
  - (a) Club dues per member to be remitted annually to MoFRW:
    - \$2.00 MoFRW Membership dues per capita
    - \$10.00 NFRW Membership dues per capita
  - (b) Club service charge to be remitted annually to MoFRW:
    - \$2.00 MoFRW Service Charge per club
    - \$15.00 NFRW Service Charge per club
  - (c) Dues as assessed by Congressional District Clubs to each club within its district, to be remitted annually to the District Treasurer by March 1.
  - (d) Congressional District Club annual dues to MoFRW:
    - \$10.00 payable to MoFRW on or before March 1
  - (e) Membership at Large in MoFRW:
    - \$25.00 Membership dues to MoFRW annually
7. For conventions in even-numbered years, the President-elect shall have the authority to confirm the convention site, with said action to be ratified by the Board of Directors at their first meeting following the election of officers.
8. Officers elect are entitled to reimbursement for expenses related to MoFRW business; such expenses not to exceed amounts budgeted for the same.
9. In the event of a vacancy in the office of Second Vice President, the President shall mail written notice of said vacancy to all board members and Congressional District Club presidents fourteen (14) days prior to conducting an election according to Article IV, Section 13 (d) of these bylaws.
10. The MoFRW State Woman of Tribute will be announced at the annual convention held prior to the biennial Woman of Tribute Celebration.