

PARKER COUNTY REPUBLICAN WOMEN CLUB BYLAWS

Date Approved by Membership *[Pending]*

ARTICLE I

The name of this organization shall be: *Parker County Republican Women (hereinafter referred to as The Club), previously known as Bush Legacy Republican Women.* The address of this organization shall be that of the incumbent president.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- To work for the election of the Republican Party's nominees.
- To promote an informed electorate through political education.
- To increase the effectiveness of women in the cause of good government through active political participation.
- To facilitate cooperation among local Republican Women's clubs.
- To foster loyalty to the Republican Party and to promote its principles and candidates in all elections including non-partisan elections.
- To perform any lawful activity not inconsistent with the foregoing.
- To facilitate cooperation among the members and promote the welfare of The Club.

ARTICLE III – POLICY

Section 1. Organization Membership: This organization and its members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women, shall support their objectives and policies, and shall pay per capita dues and the annual service charges to said organizations.

Section 2. Registered PAC: This organization shall be registered with the Texas Ethics Commission as a Political Action Committee.

Section 3. Candidate Endorsement: This organization, its president, and its campaign activities chairman shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization, with the exception of the President and Campaign Activities Chairman, may work for any candidate of their choice in contested Republican primaries but not in the name of the organization. No candidate shall use the TFRW logo in any political advertising, and any political advertising shall contain the following disclaimer: “This endorsement is given by the individual(s) only, NOT the Texas Federation of Republican Women.”

Section 4. Candidate Endorsement Exemption: This article pertains only to contests between Republican candidates for public office. If the President or Campaign Activities

Chairman is a candidate, or whose husband, or another family member, she shall be exempt from this rule, but may not endorse in the name of the organization.

Section 5. Controversial Issues: This organization and its officers shall not issue statements or pass resolutions on controversial issues in the name of the organization without first polling its members and obtaining a two-thirds (2/3) written vote of approval of the total membership.

Section 6. Delivery of Records: All officers and committee chairmen and vice chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the Club to their successor before December 31 of the year in which she is retiring from office, or within 3 days of leaving the position if earlier than December 31, unless otherwise directed by the Club President or Executive Committee. Failure to meet the deadlines may result in the termination of her membership by the club.

Section 7. Lobbying: There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by any federated local club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

Section 8. Fiscal Year: The fiscal year of this club shall be from January 1 through December 31.

Section 9. Candidate Fairness: After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election. Neither the Club nor any member may imply The Club's endorsement in a contested primary.

ARTICLE IV – MEMBERSHIP

Section 1. Member in Good Standing

An individual member in good standing is one who meets the criteria of the definition in (Article III,

Section 4, A) Who supports (Article II), and whose current dues and service dues are paid to NFRW,

TFRW, and The Club.

Section 2. Eligibility:

- A. Membership in The Club, shall consist of ten or more members who pay the annual per capita dues and service charges to the Texas Federation of Republican Women and whose bylaws and objectives are not in conflict with the Texas Federation of Republican Women and the National Federation of Republican Women and who have filed as a Political Action Committee with the Texas Ethics Commission.
- B. Any woman believing in the philosophy of the Republican Party and in the objectives of this organization shall be eligible for membership.
- C. She shall be a registered voter.

Section 3. Classification of Membership:

- A. **Primary** – Any woman who believes in the philosophy of the Republican Party and the objectives of the local club and who pays the required annual dues is classified as a primary member. A primary member may be counted in only one local club for the purpose of delegate representation to Federation State and National Conventions, and this will be the only local unit in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from her primary local unit only.
- B. **Associate** – A Republican Woman who is a regular member of another federated local club and wishes to support The Club may be eligible for Associate membership upon payment of required dues. She cannot hold office, vote, have voice, or be counted for the purpose determining the number of delegates to National or State Federation meetings or conventions.
- C. **Associate Men** – Republican men are eligible for Associate membership upon payment of the required annual dues. 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. They do not become members of the State or the National Federation.
- D. **Young Affiliate** – A Young Affiliate is a young teenage woman, age thirteen through seventeen, who wishes to be affiliated with a local Republican Women’s club by paying the required annual dues. A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women, cannot be counted for purposes of determining the number of delegates to the Texas Federation of Republican Women or the National Federation of Republican Women meetings or conventions, and shall have no vote at local club meetings. Her name and dues will not be sent to the Texas Federation of Republican Women Headquarters.

Section 4. Removal from Membership. A two thirds vote of the Executive Board of The Club present and voting is required for removal from membership.

- A. Grounds for Removal of Membership.
 - a. Failure to support the Republican Party ideals, advocating a split ticket, publicly supporting a candidate on an opposition ticket or actions which are in conflict with NFRW Bylaws, TFRW Bylaws or The Club’s Bylaws.
 - b. Failure to comply with The Club’s membership rules.
 - c. Affiliation with any political organization which is not recognized with working with the Republican National Committee, NFRW, TFRW or The Club.
 - d. Non-payment of dues.
- B. Procedure for Reinstatement to The Club Membership:
 - a. The same procedure must be followed by the applicant as though a new membership.
 - b. Membership application and reinstatement must be approved by two-thirds of the Executive Board present and voting.

Section 5. Member Resignation:

- A. A transfer of membership from another local club during the fiscal year prior to July 31st may be accepted for the following reasons.

- a. She has moved from another city, town or county.
 - b. If she is currently actively involved in the organization of a new local club and her leadership abilities are vital to the formation and operation of this new local club. Otherwise, she should join as an Associate Member until the end of the fiscal year before changing local clubs.
 - c. She wished to transfer from a daytime club to a nighttime local club or vice versa.
- B. A transfer membership shall be subject to the same criteria as a new member.

ARTICLE V – APPLICATION FOR MEMBERSHIP & DUES

Section 1. Annual Dues shall be set by the membership in the Standing Rules.

Section 2. Dues shall be paid on December 31, which shall include The Club dues, state dues, and national dues and shall be delinquent March 1. Membership is not completed until payment of dues has been made.

Section 3. This organization shall pay the annual service charges required by the Texas Federation of Republican Women and the National Federation of Republican Women and submit names and addresses of club officers and members with payment.

Section 4. This organization shall pay the annual per capita dues for its active members and annual service charges to the TFRW and NFRW.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. Eligibility and Qualifications to become an Officer

- A. Officers and Nominating Committee recommend that candidates for nomination must.
- a. Meet all requirements of Bylaws and Standing Rules.
 - b. Have demonstrated commitment to The Club.
 - i. Must have been a member of The Club for a minimum of 6 months.
 - ii. Attendance at two-thirds of all meeting of The Club.
 - iii. Demonstrates leadership skills by working on or heading a committee or successful project of The Club, and/or community, business or other activities which indicate leadership skills.
 - iv. Attendance and participation in activities of The Club.
 - v. Ability to professionally represent the organization and its members and leadership team.
 - vi. Meets all stipulations of Active Membership as outlined in Article IV, Section 3.

Section 2. Election of Officers:

- A. The election of officers shall be at the October meeting, with installation prior to the end of the year.

Section 1. Elected Officers: The required officers of this organization shall be President, Vice President, Recording Secretary, and PAC Treasurer. The Club will maintain a slate of officers to also include 1st Vice President – Programs, 2nd Vice President – Membership, 3rd Vice President – Public Relations and Campaign Activities, 4th Vice

President – Finance, 5th Vice President – Bylaws and Legislation, 6th Vice President – Hospitality, and Corresponding Secretary.

Section 2. Duties of Officers:

A. The President:

- a. The President shall be the chief officer of the organization and shall be charged with the general and active management of the organization, and with the support of the Executive Board, with the direction of the activities of the organization.
- b. Shall serve as chair of the Executive Board and shall schedule and preside over all meetings of the organization, including meetings of the Executive Board.
- c. Shall appoint all committee chairs with the approval of the Executive Board except the nominating committee and those standing committees, which are chaired by the Vice Presidents.
- d. Shall serve as an ex-officio member of all committees except the nominating committee.
- e. Shall prepare a program of action after consultation with the chairs of the standing committees.
- f. Shall appoint the Parliamentarian.
- g. Shall serve as a co-signer of checks along with the PAC Treasurer and other officers designated by the Executive Board as signatories on the bank accounts.
- h. Shall represent the organization at all times. In the event that she or the 1st Vice President is unable to do so, the President shall appoint an appropriate representative who meets the criteria for nomination in the Bylaws (Article VI, Section 1).
- i. Upon election, she may appoint a financial review committee consisting of three members to audit the records of the PAC Treasurer.

B. First Vice President, Programs:

- a. Shall perform the duties of the President whenever the President is absent or otherwise unable to serve. She shall perform such other duties as the President may designate.
- b. Shall serve as Program Chair.
- c. Shall communicate to the President and 3rd Vice President the programs in a timely manner.

C. Second Vice President, Membership:

- a. Shall serve as Membership Chair and perform such other duties as the President may designate.
- b. Shall maintain contact with members and keep accurate records of names, addresses, telephone numbers, interests and abilities of members.
- c. Shall prepare a monthly report of new members and send same to President and to the Corresponding Secretary to include in the Newsletter.
- d. Shall update membership directory yearly.

D. Third Vice President – Public Relations and Campaign Activities:

- a. Shall work with the First Vice President to prepare timely press releases to the media.

- b. Shall document and submit to TFRW all campaign and volunteer hours.
- c. Shall remain neutral during contested primaries, unless she or a member of her immediate family is a candidate.
- d. Shall be responsible for submitting press releases and disseminating information.
- e. Shall perform such additional duties as may be required of the office.

E. Fourth Vice President – Finance:

- a. Shall coordinate fundraising activities of the club in order to generate revenue for the organization’s annual budget and support of Republican candidates and causes.
- b. Shall perform such additional duties as may be required of the office.

F. Fifth Vice President – Bylaws and Legislation:

- a. Shall be responsible for the revision of bylaws, as needed.
- b. Shall keep members informed of current or pending legislation.
- c. Shall perform such additional duties as may be required of the office.

G. Sixth Vice President – Hospitality:

- a. Shall make all arrangements for and coordinate the monthly lunch meetings.
- b. Shall perform such additional duties as may be required of the office.

H. Corresponding Secretary:

- a. Shall timely prepare and publish the periodic newsletter.
- b. Shall perform such additional duties as may be required of the office.

I. Recording Secretary:

- a. Shall prepare and report the minutes of all meetings in a timely manner.
- b. Shall serve as the custodian of all records and papers.
- c. Shall perform such additional duties as may be required of the office.

J. PAC Treasurer:

- a. Shall be the custodian of all funds of The Club.
- b. Shall prepare the annual budget to be presented to the Executive Board at the January meeting.
- c. Shall disburse funds as budgeted or authorized by the Executive Board.
- d. Shall serve as the chair of the PAC Committee and distribute funds as allocated by the Committee. The PAC Committee shall consist of the PAC Treasurer, President, Third Vice President and 2 additional members of The Club.
- e. Shall maintain copies of all income and expenditures.
- f. Shall register with Texas Ethics Commission (“TEC”) as PAC Treasurer and file all reports required.

Section 3. Term of Office: The term of office for officers and chairmen shall be for one year or until their successor is elected, from January 1 through December 31 following their election or appointment, and no officer or chairman may serve in the same position for more than two consecutive terms with the exception of the PAC Treasurer.

Section 4. Delivery of Records: All officers and all committee chairmen shall deliver all records, files and properties of the club to their successors before December 31 of the year in which they are retiring from office unless otherwise directed by the President.

ARTICLE VII – EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall consist of the elected officers of The Club, the chairmen of the Standing Committees, may include an experienced member chosen by the President to be her advisor, and Parliamentarian who shall serve ex officio without vote.
- Section 2.** The Executive Committee shall approve the annual budget and direct the disbursement of funds. The Committee shall also approve the bank relationship for The Club.
- Section 3.** The Executive Committee shall have the authority to transact any necessary business between meetings, to make recommendations as to the policies of the organization, to advise the President, and to fill vacancies that occur between elections by a two-thirds (2/3) vote of the Executive Committee members present and voting with the exception of a vacancy in the presidency, in which case the Vice President shall assume the office of President and the Executive Committee shall elect a Vice President as stated herein.
- Section 4.** A quorum for a meeting of the Executive Committee shall be a majority of the Executive Committee.
- Section 5.** A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Executive Committee.

ARTICLE VIII – MEETINGS

Section 1. Regular Meetings:

- A. The regular meetings shall be held on the 3rd Thursday of each month unless otherwise ordered by the Executive Board, which shall give no less than seven (7) days' notice of the change to the membership.
- B. A minimum of five regular meetings per annum shall be held.

Section 2. Special Meetings:

- A. Special meetings shall be held at the call of the President or upon the request of 50% of the membership.
- B. The purpose of the meeting shall be stated in the call and no other business shall be considered at the special meeting except that stated in the call of the meeting, with at least 7 days' notice to the members.

Section 3. Regular Meetings Executive Board: Regular meetings of the Executive Board shall be held as scheduled by the Board, but at least 10 days prior to the regular meeting of the membership at such time and place as may be determined by the President.

Section 4. Special Meetings Executive Board: Special meetings of the Executive Board may be called by the President or upon the request of a majority of the members of the Committee; the purpose of the meeting to be stated in the call and no other business shall be transacted, with at least 7 days' notice to the members.

Section 5. Quorum for Regular Meeting: A quorum for a meeting of this organization shall be 20% of the membership.

Section 6. Electronic Meetings: A vote of the club or executive committee may be conducted by electronic means between meetings, provided there is participation by majority of

the members of the body. The vote shall be ratified and entered into the minutes at the bodies next regular meeting.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees. The following shall be standing committees of The Club:

- A. Awards.
- B. Political Action Committee.
- C. Legislative and Campaign Activities.
- A. The chairmen of the standing committees shall be appointed by the President unless otherwise provided for in these bylaws. The committees shall outline programs for action in their respective fields for consideration and adoptions by the Executive Committee, shall carry out such other duties as may be prescribed by the Executive Committee and/or President.
- B. Political Action Committee (PAC): The Political Action Committee shall be chaired by the PAC Treasurer *[who, if not elected, shall be appointed by the President and be a voting member of the Executive Committee. If your club separates duties of Treasurer and PAC Treasurer, the PAC Treasurer's duties should be enumerated here and NOT in the "Duties of Officers" section and the elected officer should just be listed as "Treasurer."]* She shall abide by Texas Election Laws and the opinions issued by the Texas Ethics Commission. All decisions relative to the distribution of funds shall be approved by the Executive Committee.

Section 2. Special Committees:

The Executive Board may appoint the following special committees:

- A. Financial Review.
- B. Historian.
- C. Support Our Troops – Americanism.
- D. Literacy.
- E. Caring for America.

Section 3. All Committees shall report to the membership at the Executive Board and the regular meeting or as requested by the President.

ARTICLE X - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee:

- A. A nominating committee of not less than 7, at least 3 of whom shall not be a member of the Executive Committee, shall be elected by the membership at the May meeting. The Nominating Committee shall elect its chairman from one of its own number. A plurality vote shall elect the members of the committee.
- B. Upon satisfactory execution of each current officer's duties, she may be asked to serve a second term if she so desires.
- C. The Nominating Committee shall report one nominee for each office at the September meeting **at least 30 days ahead of the election.**
- D. The nominating committee cannot succeed itself. Members may not serve more than two consecutive years.

Section 2. Elections:

- A. Elections shall be held at the October meeting after the Nominating Committee has reported its nominees.
- B. Nominations from the floor shall be allowed, provided prior consent of each of the nominees shall be obtained.
- C. Where there is only one candidate for an office, election may be by voice vote. Where there is more than one candidate for an office, election may be by ballot. A plurality vote shall elect.
- D. No absentee or proxy voting shall be allowed.

Section 3. Installation: Officers shall be installed at the December meeting.

ARTICLE XI – CONVENTIONS

Section 1. Texas Federation of Republican Women Biennial Convention:

This organization may be represented at the Biennial State Convention by one delegate and one alternate for each ten (10) members and an additional delegate and alternate for a remainder of six to nine members. Delegates and alternates to the convention of the Texas Federation of Republican Women shall be elected at a regular meeting.

Section 2. National Federation of Republican Women Biennial Convention:

This organization may be represented at the Biennial National Convention by one delegate and one alternate. The delegate and alternate to the National Federation of Republican Women Convention shall be elected at a regular meeting.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order, Newly Revised* shall govern all proceedings except where inconsistent with the Bylaws and any Special Rules of this organization and those of the Texas Federation of Republican Women and of the National Federation of Republican Women.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds vote provided that notice of the proposed amendment has been sent to each member at least 15 days prior to the meeting or provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting.

ARTICLE XIV – DISSOLUTION

This club may be dissolved by a two-thirds vote at any meeting of the local club, provided that notice of the dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members of the local club. In the event of dissolution, the Executive Board shall, after payment of all liabilities of the local club, distribute any remaining assets to the state federation. None of the assets shall be distributed to any member or officer of the organization. The right to use the name shall revert to the state federation, the Texas Federation of Republican Women.

STANDING RULES

- A. Membership shall consist of three (3) categories: Regular, Young Affiliate and Associate Members including eligible women who are members of another club and men. Dues which include the annual membership of The Club, TFRW, and NFRW are as follows:
 - a. Regular \$50.00
 - b. Young Affiliate \$25.00
 - c. Associate \$35.00
- B. The Club's PAC Committee makes recommendations to the Executive Board regarding the distributions of funds for campaign support based on the following standards.
 - a. Get Out The Vote efforts for the Republican nominees in the General Election.
 - b. Contested candidates that have participated in at least the two prior Republican Primaries.
 - c. The Club will ONLY support Republican candidates.