

# KENDALL COUNTY REPUBLICAN WOMEN BYLAWS

## ARTICLE I—NAME AND ADDRESS

The name of this organization shall be KENDALL COUNTY REPUBLICAN WOMEN, affiliated with the TEXAS FEDERATION OF REPUBLICAN WOMEN and with the NATIONAL FEDERATION OF REPUBLICAN WOMEN. The address of the club shall be P.O. Box 122, Boerne, Texas 78006.

## ARTICLE II—OBJECTIVES

The objectives of this organization shall be:

- To support the objectives and policies of the Republican National, State, and County Executive Committees and to work for the election of the Republican Party's nominees;
- To promote an informed public through political education and activity;
- To increase the effectiveness of women in the cause of good government through active participation;
- To facilitate cooperation among Republican Women of Texas, and to contribute to the welfare and growth of the Republican women's clubs in the state;
- To foster and encourage loyalty to the Republican Party and its candidates, and to promote its principles and candidates in all elections, including non-partisan elections.

## ARTICLE III—POLICY

- Section 1.** Organization Membership: This organization shall be a member of the Texas Federation of Republican Women (TFRW) and of the National Federation of Republican Women (NFRW), shall support their objectives and policies, and shall pay service charges and per-capita dues to said organizations.
- Section 2.** 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, 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. A non-Republican candidate shall not address Kendall County Republican Women. 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 3.** Candidate Endorsement Exemption: This article pertains only to contests between Republican candidates for public office. An officer of this organization who is a candidate, or whose spouse or another family member is a candidate, shall be exempt from this rule, but may not endorse in the name of the organization.
- Section 4.** Candidate Fairness: After the end of the 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 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.

**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 membership present at a regularly scheduled meeting.

**Section 6.** Lobbying: There shall be no lobbying with legislators using the name of the TFRW by any federated local club or any individual member, without the express permission of the board of directors of the TFRW.

**Section 7.** Fiscal Year: The fiscal year of this organization shall be from January 1 through December 31.

## **ARTICLE IV—MEMBERSHIP**

### **Section 1.** Eligibility

- A.** Any registered voter believing in the philosophy of the Republican Party and in the objectives of this organization shall be eligible for membership.
- B.** Dues must be paid for at least one month and at least one meeting must be attended prior to the privilege of voting.

### **Section 2.** Classification of Membership

- A.** Active—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 an active member. An active 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
- B.** Active/Supporting—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 but who is unable to participate fully as an active member, is classified as an active/supporting member. She shall enjoy all the privileges of an active member.
- C.** Associate—A Republican woman who is a regular member of a federated local club and who wishes to support another local club may be eligible for associate membership upon payment of required dues to said local club. She cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national or state federation meetings or convention. As an associate member, she does not become a member of the state or national federation.
- D.** 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.
- E.** Honorary—Honorary members shall have all the privileges of membership except when an active member of another Republican women’s club. Honorary members shall pay no dues, and the local club shall pay their per-capita dues to the TFRW and the NFRW, unless they are active members of another local Republican women’s club.
- F.** Young Affiliate—A young affiliate is a 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 of the TFRW from the subsequent local club, cannot be counted for purposes of determining the number of delegates to the TFRW or the NFRW meetings or conventions, and shall have a voice but no vote at local club meetings. Her name and dues will not be sent to the TFRW Headquarters by the subsequent local club.

## **ARTICLE V—DUES**

**Section 1.** Annual dues shall be set by the executive committee.

**Section 2.** Dues shall be payable January 1, which shall include Kendall County Republican Women dues, state dues and national dues.

**Section 3.** This organization shall pay the annual service charges required by the TFRW and the NFRW and submit the per-capita dues, names and addresses of club officers and members with payment prior to December 31 of each year.

## **ARTICLE VI—OFFICERS AND THEIR DUTIES**

**Section 1.** Elected Officers: The officers of this organization shall be president, vice president, secretary, and political action committee (PAC) treasurer.

**Section 2.** Submission of Officers: This organization shall elect officers and send lists of their names, addresses, zip codes, telephone numbers and email addresses to the Texas Federation of Republican Women Headquarters by January 1 of each year, and to the District Director.

**Section 3.** Duties of Officers:

- A.** The president shall preside at all meetings of the organization and the executive committee; have general supervision of the work of the organization; shall appoint chairmen of all standing and special committees with the exception of the program chairman; prepare a program of action, after consultation with the chairmen of standing committees, for presentation to the executive committee; sign checks in an emergency and by vote of the executive committee if the PAC treasurer is unable to do so; and, be an ex-officio member of all committees except for the nominating committee.
- B.** The vice president shall perform the duties of the president whenever the president is absent or otherwise unable to serve. She shall also serve as chairman of the program committee, and perform such other duties as the president may prescribe.
- C.** The secretary shall keep a factual and unbiased record of the proceedings of all meetings of the organization and the executive committee; shall prepare the correspondence of the organization; shall have custody of all records pertinent thereto; and, shall perform such additional duties as may be required of the office.
- D.** The PAC treasurer shall receive and is custodian of all funds of the organization and shall pay all bills upon authorization by the president or the executive committee. The PAC treasurer shall keep an account of all monies received and disbursed and shall give a report at each regular meeting of the organization to the membership. She shall submit all reports required by the Texas Ethics Commission in a timely manner. All records must be submitted at the end of the year for review and/or audit.

**Section 4.** Term of Office: The term of office for officers and chairmen shall be from January 1 through December 31 following their election or appointment. No officer shall serve in the same position for more than two consecutive years with the exception of the PAC Treasurer who may serve more than two (2) consecutive years with approval of the executive committee.

**Section 5.** 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. If the officer or committee chairman dies or resigns, the records and files shall be delivered to the president as soon as possible after the event, in no case more than 30 days.

## ARTICLE VII—EXECUTIVE COMMITTEE

- Section 1.** The executive committee shall consist of the elected officers, the immediate past president, who shall serve as advisor, the chairmen of the standing committees, and the parliamentarian who shall serve as ex-officio without vote.
- Section 2.** 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 direct disbursements of club funds, 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 3.** For an Executive Committee meeting, a majority of the Committee shall constitute a quorum.

## ARTICLE VIII—MEETINGS

- Section 1. Regular Meetings:**
- A. The regular meetings of the club shall be held on the second Tuesday of each month unless otherwise ordered by the executive committee, which shall give no less than seven- (7) days' notice of the change to the membership.
  - B. A minimum of nine (9) regular meetings per annum shall be held.
  - C. The annual meeting of the club shall be held in November.
- Section 2. Special Meetings:**
- A. Special meetings shall be held at the call of the president or upon the request of twenty (20%) percent 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.
  - C. The call shall be by mail, telephone, or electronic mail and shall include the reason for the call as well as the place and time of the special meeting and no other business shall be considered at the meeting.
- Section 3. Regular Meetings of the Executive Committee:** Regular meetings of the executive committee shall be held prior to the scheduled club meetings and at such time and place as may be determined by the president.
- Section 4. Special Meetings of the Executive Committee:** Special meetings of the executive committee 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.
- Section 5. Quorum for Meetings:** A quorum for a meeting of the membership shall be twenty (20%) percent of the membership.

## ARTICLE IX—COMMITTEES

- Section 1. Standing Committees:**
- A. The standing committees shall include: Campaign Activities, Political Action, Legislation, Awards, Bylaws, Caring for America, Heritage/Americanism, Historian and Scrapbook, Hostess, Membership, Memorials, Program, Public Relations and Newsletter, Senior Americans, Telephone, Voter Registration, Ways & Means, Yearbook, Youth Activities, and Literacy.

- B. The chairmen of the standing committees shall be appointed by the president. The committees shall outline programs for action in their respective fields for consideration and adoption by the executive committee, and shall carry out such other duties as may be prescribed by the executive committee and/or the president.
- C. Political Action Committee (PAC): The Political Action Committee shall be chaired by the PAC treasurer who shall abide by Texas Election Laws and the opinions issued by the Texas Ethics Commission. The committee shall present recommendations for the distribution of funds to candidates to the executive committee for approval. After approval by the executive committee, the recommendations shall be presented to the membership for approval.

**Section 2. Special Committees:**

- A. Special committees shall include: Parliamentarian, Chaplain, Special Events, Internal Review, Nominations, and Finance, whose chairmen shall be appointed by the president and/or executive committee as deemed advisable.
- B. The special committees shall outline programs in their respective fields for consideration and adoption by the executive committee. These committees shall be formed only for the duration of their service.
  - 1. Finance Committee: The president, vice president, secretary, PAC treasurer and chairman of the finance committee shall serve as members of this committee. The finance committee shall draw up a projected budget for each fiscal year and submit it to the membership for approval.
  - 2. Internal Review/Audit Committee: An internal review committee shall be selected to conduct an internal review of the books by December 31 of the fiscal year and shall submit its report to the executive committee prior to the regular meeting in January. The PAC treasurer shall not be present at the internal review of the books, but shall be available to answer any questions.

**Section 3. Committee Reports:**

- A. All committees shall report to the executive committee and to the membership at the regular meetings as ordered by the president.

**Section 4.** A quorum for a meeting of any committee shall be a majority of the members of the committee.

**ARTICLE X—NOMINATIONS AND ELECTIONS**

**Section 1. Nominating Committee:**

- A. A nominating committee of not less than three (3) members and not more than five (5), at least three (3) of whom shall not be a member of the executive committee, shall be elected by the membership prior to the October meeting. The nominating committee shall elect its chairman from one of its own number.
- B. The nominating committee shall nominate one nominee for each office at the October meeting.
- C. The nominating committee cannot succeed itself.

**Section 2. Elections:**

- A. Elections shall be held at the annual meeting after the nominating committee has reported its nominees.
- B. Nominations from the floor shall be allowed at the elections' meeting, 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 shall be by ballot. A plurality vote shall elect.
- D. No absentee or proxy voting shall be allowed.

**Section 3.** Installation:

- A. Officers shall be installed at the December meeting.

**ARTICLE XI—PARLIAMENTARY AUTHORITY**

**Section 1.** Amendments Approval:

- A. These bylaws may be amended at any regular meeting of the local club by a two-thirds (2/3) vote of those present provided that notice of the proposed amendment has been sent to each member at least fifteen (15) days prior to the meeting or provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting.

**Section 2.** Proper Form of Proposed Amendments:

- A. The bylaws committee shall consolidate and present, in proper form, proposed bylaws' amendments to the executive committee for approval before presenting to the membership.

**Section 3.** The latest edition of *Robert's Rules of Order, Newly Revised*, shall govern all proceedings except where inconsistent with the bylaws of this organization and those of the TFRW and of the NFRW.

**ARTICLE XII—REPRESENTATION**

**Section 1.** This club shall be represented at the Biennial State Convention in the fall of odd numbered years by one delegate and one alternate for each ten (10) members or major fraction thereof. Delegates and alternates to the state convention shall be elected at the meeting immediately following receipt of the call to convention.

**Section 2.** The president of KCRW shall represent the club as delegate to the Biennial National Convention which convenes in the fall of odd numbered years, and an alternate shall be elected at the May meeting. If the president is unable to attend, one delegate and one alternate shall be elected at the May meeting.

**Section 3.** For the purpose of the delegate representation to the TFRW and the NFRW conventions, a member may be counted in only one club, and this will be the only club in which she may hold office. Her dues and name shall be submitted to the TFRW from this club only (See Women Associate Members).

**ARTICLE XIII—DISSOLUTION**

**Section 1.** This club may be dissolved by a two-thirds (2/3) vote at the 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, telephone or electronic mail to all members of the local club. In the event of dissolution, the executive committee shall, after payment of all liabilities of the 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.