

BYLAWS

WICHITA COUNTY REPUBLICAN WOMEN 2021

ARTICLE I – NAME AND ADDRESS

The name of the organization shall be **Wichita County Republican Women**, affiliated with the Texas Federation of Republican Women and the National Federation of Republican Women. The address of the organization is P.O. Box 2565, Wichita Falls, Texas 76307.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- To foster loyalty to the Republican Party, and to promote its principles and candidates in all elections including non-partisan elections
- To promote an informed Republican electorate,
- To assist the Republican Party in electing their candidates to office,
- To increase the effectiveness of women in the cause of good partisan government,
- To assist the Republican County Chair to assure ballot integrity by working as Republican election judges, clerks and poll watchers, and by participating in other Party auxiliary activities,
- To support the objectives and policies of the Texas Federation of Republican Women (TFRW) and the National Federation of Republican Women (NFRW).

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

- A. This organization, its President and Campaign Activities Chair shall not publicly endorse any candidate for office in a contested Republican Primary or any candidate of an opposition party in any election.

- B. Individual members of this organization, with the exception of the President and Campaign Activities Chairman, may volunteer and/or work for any candidate of their choice in contested Republican Primaries, but may not in the name of the organization. No candidate can 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. Endorsement Exemption

This section pertains only to contests between Republican candidates for public office. Any officer of this organization who is a candidate or whose husband or family member is a candidate shall be exempt from the rules as stated in Article III. Section 3 but may not do so in the name of this club. Members with relatives who are opposition party candidates in any election shall not be granted this exemption.

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 successors before December 31 of the year in which she is retiring from office, or within 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 the local club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

Section 8. 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.

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility

Any person believing in the philosophy of the Republican Party and in the objectives of this organization may be eligible for membership. Any citizen of the United States shall be a registered voter to be eligible for membership.

Section 2. Types of Membership

A. Primary Member

1. A Primary Member is a woman who meets the eligibility requirements of this organization and pays the annual dues. She shall enjoy the full privileges of membership, including voting rights.
2. A Primary Member may be counted in one club only for the purpose of delegate representation to Federation State and National Conventions and this will be the only club in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from this club only

B. Associate Member

1. Any woman who is a member of another federated local unit and who wishes to support this local unit may be eligible for Associate membership upon payment of the required dues. They will have no voting rights.
2. Any Republican man may be eligible for Associate membership upon payment of the required dues. They will have no voting rights.
3. Associate Members cannot hold office or vote in this organization, may not be listed on the roster to TFRW, nor can they be counted for the purpose of determining the number of delegates to TFRW or NFRW meetings or conventions, and dues will not be sent to TFRW.

C. Young Affiliate

1. A Young Affiliate is any person age thirteen through seventeen who wishes to be affiliated with this local Republican unit by paying the required annual dues. They will have no voting rights
2. A Young Affiliate cannot hold office or vote in this organization; may not be listed on the roster to TFRW; cannot be counted for purposes of determining the number of delegates to TFRW or NFRW conventions; and dues will not be sent to TFRW.

ARTICLE V – OFFICERS & EXECUTIVE COMMITTEE

Section 1. Officers

The officers of this organization shall be President, Vice-President, Secretary and Treasurer. Each of these officers will serve a one year term and may serve two consecutive terms. Any terms longer than two years will require a majority approval from the Executive Committee.

Section 2. Duties of Officers

A. President

Shall preside at all meetings of the organization and the Executive Committee; shall appoint chairmen of all standing and special committees with approval of the Executive Committee; shall appoint a parliamentarian; shall serve ex-officio on all committees except the Nominating Committee and Finance Committee as stated in Article VI Section 4; and shall have general supervision of the work of the organization.

B. Vice President

Shall perform the duties of the President whenever the President is absent or otherwise unable to serve; shall be an ex-officio member of all committees except the Nominating Committee as stated in Article VI Section 4; and shall perform such other duties as the President may designate.

C. 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 thereto; shall serve on the Finance Committee; and shall perform such additional duties as may be required of the office.

D. Treasurer

Shall receive and be custodian of all funds of the organization; shall pay all bills upon authorization by the President; shall keep an account of all monies received and disbursed; shall give a report at each regular meeting of the organization to the membership; and shall serve as chairman of the Finance Committee. She shall submit her financial records to the Finance Committee for an end-of-year review no later than December 31. The Treasurer will also serve as the PAC Treasurer unless a separate PAC Treasurer is named.

E. Pac Treasurer

Shall be registered with the Texas Ethics Commission and shall submit all reports required by the TEC in a timely manner. There is no term limit on the PAC Treasurer position, although she is elected at each election cycle.

Section 3. Executive Committee

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. If not serving in another capacity as an Executive Committee member, the Republican County Chair or his/her designate, shall serve as an ex-officio member. All officers and committee chairmen shall have voted in the immediate past Republican primary.

Section 4. Duties of the Executive Committee

The Executive Committee shall have the authority to transact any necessary business between meetings; to make recommendations as to 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. The Executive Committee shall meet once a month.

ARTICLE VI – COMMITTEES

Section 1. Standing Committees & Chairmen

The Standing Committees shall include: Campaign Activities, Program, Membership, Legislative, Public Relations, and PAC. Chairmen of these committees shall be appointed by the President, shall serve on the Executive Committee, and may serve in more than one capacity. The President shall add other standing committees if needed such as Special Events, Ways & Means, Newsletter, etc.

Section 2. Duties of Standing Committees

Standing Committees shall outline programs for action in their respective fields for consideration and adoption by the Executive Committee; shall report to the club at the regular meeting or as ordered by the President, and shall carry out such other duties as prescribed by the Executive Committee.

A. Campaign Activities

Shall organize all activities of this club which support the election of Republican candidates for any office when not opposed for that office by another Republican candidate.

B. Legislative

Shall keep the membership informed of any State or Federal legislation on which individual members, or the club as a whole, may wish to take action.

C. Membership

Shall maintain a roster of current and prospective members and actively recruit new members.

D. Political Action

The Political Action Committee shall follow the PAC Standing Rules as adopted by the TFRW and will abide by the Texas Election Laws and the opinions issued by the Texas Ethics Commission. The Political Action Treasurer will be registered with the TEC and file all reports to them in a timely manner. Any and all distribution of PAC funds shall be approved by the Executive Committee. Every member of the Wichita County Republican Women's organization is a member of this committee.

E. Program

Shall plan all programs for each general meeting of the membership.

G. Public Relations

Shall maintain club social media and website on behalf of the organization and notify the media about Regular meetings and special events.

Section 3. Special Committees and Chairmen

Special Committees shall include the Finance Review, Nominating and Finance. Other special committees may be appointed by the President with the approval of the Executive Committee.

Section 4. Duties of Special Committees

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 and shall report to the club at the regular meeting or as ordered by the President.

A. Finance Review Committee

The Finance Review Committee shall review the books by December 31 of the fiscal year and shall submit its report to the new Executive Committee prior to the regular meeting in January. Both prior and new Treasurers shall be present at the financial review.

B. Nominating Committee

A Nominating Committee of not less than three (3) and not more than five (5) and at least one alternate, least two (2) of whom shall not be a member of the Executive Committee, shall be elected by the membership no later than the September meeting. The Nominating Committee shall elect its Chairman from one of its own members and shall report one nominee with prior consent for each office at the next meeting. The President and Vice-President shall not serve on this committee.

C. Finance Committee

The Treasurer shall serve as Chairman of this Committee. The President, Vice-President, Secretary and PAC Chairman shall also serve as voting members. The committee shall draw up a proposed budget for each fiscal year and submit it the membership for approval

ARTICLE VII – ELECTIONS & TERM OF OFFICE.

Section 1. Elections

Elections shall be held no later than the *October* meeting, and nominations from the floor shall be allowed with prior consent of the nominee. To be eligible to vote, a member must have paid all dues and been a member for at least one month prior to the election. Election may be by voice vote where there is only one candidate for an office and by written ballot if more than one candidate. A plurality vote shall elect. There shall be no absentee or proxy voting.

Section 2. Installation

Officers shall be installed at the last meeting of each year.

ARTICLE VIII – MEETINGS

Section 1. Annual Meeting

The Annual Meeting of this organization shall be held in the fall.

Section 2. Regular Meetings

The regular meeting shall be held monthly unless otherwise ordered by the Executive Committee, provided that there shall be no less than five (5) regular meetings per annum.

Section 3. Special Meetings

Special meetings shall be held at the call of the president or upon the request of 15% of the membership. 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. Notice of any such special meeting must be sent five (5) days prior to the meeting.

Section 4. Regular Meetings of the Executive Committee

Meetings of the Executive Committee shall be once a month with the specific date called at the discretion of the President.

Section 5. 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 Executive Committee; the purpose of the meeting to be stated in the call and no other business shall be transacted. Notice of any

special meeting of the Executive Committee must be sent five (5) days prior to the meeting.

ARTICLE IX – DUES

Section 1. Fiscal Year

The fiscal year of this organization shall be from January 1 through December 31.

Section 2. Membership Dues

The membership dues for each class of membership shall be proposed by the Executive Committee for approval by the membership each year.

Section 3. Annual Service Charges

The organization shall also pay the annual service charges required by TFRW and NFRW by December 31st.

ARTICLE X – REPRESENTATION

Section 1. Biennial State Convention Representation

The 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 (6) to (9) members. Delegates and alternates to the Convention of the Texas Federation of Republican Women (TFRW) shall be elected no later than the *June* meeting.

Section 2. Biennial National Convention Representation

This organization may be represented at the Biennial National Convention by one delegate and one alternate. The delegate and alternate to the NFRW Convention shall be elected no later than the August meeting.

ARTICLE XI – QUORUM

Section 1. Quorum for Regular Meeting

A quorum for a meeting of this organization shall be ten-percent (10%) of the members.

Section 2. Quorum for Executive Committee

A quorum for a meeting of the Executive Committee shall be a majority of the Executive Committee.

Section 3. Electronic Voting by Executive Committee

If an issue arises between regular Executive Committee meetings requiring a vote of the Executive Committee, this may be done through email, initiated by the President.

Individual electronic responses must be retained and reported in the next regular Executive Committee meeting.

Section 4. Electronic Voting by General Membership

In the event that a General Membership meeting cannot be held at a time when crucial decisions must be made by the members, this may be done by email initiated by the President to all paid members. Individual electronic responses must be retained and verified by another officer prior to reporting the results to membership. The vote shall be ratified and entered into the minutes of the body's next regular meeting.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, or the latest edition thereof, shall govern all proceedings except where inconsistent with the Bylaws 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 by a two-thirds (2/3) vote of the Primary members present and voting at any regular meeting of this organization provided notice of the proposed amendment(s) has been given in writing to all members at least thirty (30) days prior to the meeting.

ARTICLE XIV – DISSOLUTION

Section 1 Requirements for Dissolution

This club may be dissolved by a two-thirds vote at any meeting of the 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 club.

Section 2 Assets Upon Dissolution

The assets upon dissolution of a state or local club shall be distributed to its superior body. None of the assets shall be distributed to any member or officer of the organization. The right to use the name of a dissolved club shall revert to its superior body.