

*BYLAWS OF FORT WORTH REPUBLICAN WOMEN*

ARTICLE I

Name and Affiliation

Section 1. The name of this organization shall be FORT WORTH REPUBLICAN WOMEN (hereinafter referred to as FWRW or the "Club").

Section 2. The physical address of the Club shall be that of the President. The Club may also maintain a post office box which may serve as its mailing address.

Section 3. This Club is a Political Action Committee ("PAC") and is registered with the Texas Ethics Commission ("TEC").

ARTICLE II

Objectives

The objectives of this Club shall be:

Section 1: To promote an informed electorate through political education.

Section 2: To increase the effectiveness of women in the cause of good government through active political participation.

Section 3: To facilitate cooperation among Republican Women of Texas.

Section 4: To foster loyalty to the Republican Party and promote its ideals.

Section 5: To work for the election of the Republican Party's nominees on the local, state and national level, including non-partisan elections.

ARTICLE III

Endorsements

Section 1: FWRW shall not publicly endorse or work for a known candidate of another party in a partisan or non-partisan race where a Republican is in the race.

Section 2: FWRW, its President and its 3<sup>rd</sup> Vice President-Campaign Activities shall not endorse any candidate for office in contested Republican primaries, Runoff Elections, and Special Elections. When more than one Republican is in a non-partisan race, neither the President of FWRW nor the 3<sup>rd</sup> Vice President- Campaign Activities shall publicly endorse or work for any candidate in said race.

Section 3: Officers of FWRW including the President and the 3<sup>rd</sup> Vice President-Campaign Activities who are candidates, or whose husband is a candidate, or who has a member of her family who is a candidate, shall be exempt from this rule, but may not endorse in the name of the organization.

Section 4: Individual members of FWRW, with the exception as noted in Section 2 and 3 above, may work for any candidate of their choice in contested primaries, but may not do so in the name of FWRW.

Section 5: This Club and its officers shall not issue statements or pass resolutions on controversial issues in the name of the Club without first polling its members and obtaining a two-thirds vote of approval of the total membership.

Section 6: There shall be no lobbying with Legislators using the name of the FWRW without the express permission of the Board of Directors of FWRW.

## ARTICLE IV

### Membership

Section 1: Any U.S. citizen who is registered to vote, who believes in the philosophy of the Republican Party and embraces the objectives of this Club, shall be eligible for membership in this Club.

#### Section 2: Classification of Membership

##### A. Active Member

An Active/Regular Member is any woman who believes in the philosophy of the Republican Party, the objectives of FWRW and who pays the required annual dues and shall enjoy the full privileges of membership in FWRW.

##### B. Sustaining Active Member

A Sustaining Active Member is any woman who believes in the philosophy of the Republican Party, the objectives of FWRW, and who pays the required annual dues for a Sustaining Active Member, but who is unable to participate fully as does an Active Member. She shall enjoy all the rights and privileges of an Active Member.

##### C. Female Associate Member

A Female Associate Member *is* a woman who wishes to support, attend and be a member of FWRW. Female Associate Members are assessed Associate Member annual dues and are welcome to attend all meetings. However, Female Associate Members may not propose motions, have a voice or vote, be on a committee or hold office.

##### D. Male Associate Member

Male Associate Members are men who wish to support, attend and be a member of FWRW. Male Associate Members are assessed Associate Member annual dues and are welcome at all meetings. However, Male Associate Members cannot propose motions, have a voice or vote, be on a committee or hold office.

##### E. Honorary Life Member

An Honorary Life Member is a member whose inclusion into FWRW is voted upon by the membership of the Club, and shall have all the privileges of FWRW membership. Honorary Life Members shall pay no FWRW membership dues.

## F. Young Affiliate

A Young Affiliate is a young teenage woman, under the age of eighteen (18), who believes in the philosophy of the Republican Party and wishes to be affiliated with FWRW. Young Affiliate Members are assessed Young Affiliate Member annual dues and are welcome at all FWRW meetings. However, Young Affiliates cannot propose motions, have a voice or vote, be on a committee or hold office.

### ARTICLE V

#### Fiscal Year/Annual Dues

Section 1: The Fiscal Year of this Club shall begin on January 1 and end on December 31 of each year.

Section 2: Membership dues of Active Members shall be \$25.00, payable on or before January 1 of each year and shall be delinquent on February 1.

Section 3: Membership dues of Sustaining Active Members shall be \$50.00, payable on or before January 1 of each year and shall be delinquent on February 1.

Section 4: Membership dues of Associate Members shall be \$10.00.

Section 5: Membership dues of Young Affiliate Members shall be \$10.00.

### ARTICLE VI

#### Membership Meetings

Section 1: Regular membership meetings of this Club ("General Meetings") shall be held the fourth Wednesday of each month unless otherwise ordered by the Executive Board. There shall be no less than nine (9) General Meetings per year.

Section 2: Special membership meetings of this Club ("Special Meetings") may be called by the President, or the Executive Board, or upon the request of ten percent (10%) of the active membership. The purpose of the Special Meetings shall be stated in the call and no other business shall be considered at the Special Meeting.

Section 3: At least five (5) days' notice of all meetings, General or Special, shall be given to the membership. In the event of a stated emergency, two (2) days' notice may be given.

Section 4: A quorum for either a General or Special Meeting of this Club shall be ten percent (10%) of the voting membership.

### ARTICLE VII

#### Delegate Strength

This article was repealed effective September 23, 2015.

### ARTICLE VIII

#### Officers & Elected Officials

The Officers and Elected Officials of this Club shall be as follows:

- A. President
- B. 1<sup>st</sup> Vice President - Membership
- C. 2<sup>nd</sup> Vice President – Programs
- D. 3<sup>rd</sup> Vice President – Campaign Activities
- E. 4<sup>th</sup> vice President – Finance
- F. 5<sup>th</sup> Vice President – Communications
- G. 6<sup>th</sup> Vice President – Events
- H. Secretary
- I. Treasurer
- J. Parliamentarian

## ARTICLE IX

### Election of Officers

Section 1: Elections shall be held at the October General Meeting, and nominations from the floor shall be allowed. Prior consent of each of the nominees shall be obtained. 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. There shall be no absentee or proxy voting.

Section 2: To be eligible to vote in the election of officers, the Treasurer must have received a member's payment for current annual dues at least 60 days prior to the election.

Section 3: Installation: Officers shall be installed at the December General/Installation Meeting, with terms commencing January 1 of the following year.

## ARTICLE X

### Duties of the Officers

A. The President shall:

- (1) Support the objectives and goals of FWRW.
- (2) Preside at all meetings of FWRW, its Board of Directors and its Executive Committee.
- (3) Appoint all Standing and Special Committees, except the Nominating Committee.
- (4) Appoint the PAC Committee Treasurer with the approval of the Executive Committee.
- (5) Be an ex officio member of all committees except the nominating committee.
- (6) Sign all checks in the absence of the Treasurer.
- (7) At all times represent the Club with dignity.
- (8) Prior to a new Treasurer taking office, the President shall appoint an Internal Review Committee consisting of three (3) members who are authorized to make an internal review of the Treasurer's books.
- (9) Welcome new members by letter or telephone.

(10) Make special appointments as necessary.

(11) Create Ad Hoc committees which are deemed necessary or advisable to accomplish a special purpose or task, with the approval of the board.

B. 1<sup>st</sup> Vice President – Membership shall:

(1) Support the objectives and goals of FWRW.

(2) Attend all Executive Board and General Meetings and be prepared to report to the membership.

(3) Perform all the duties of the President in her absence.

(4) Develop a plan and goals for increasing the Club's membership.

(5) Collect membership dues and ensure that all new members receive their yearbook and publications.

(6) Forward membership dues and personal contact information to the Treasurer.

(7) Notify the President, Newsletter editor, Campaign Chairman, PAC Treasurer and Yearbook Chairman of new members.

(8) Appoint, after consulting with the President, a membership committee.

(9) Contact former members who have not rejoined and encourage them to do so.

C. 2<sup>nd</sup> Vice President – Programs shall:

(1) Plan and execute programs:

a. Concerning the political process.

b. Concerning local, state and national candidates and issues, which build leadership in Republican endeavors and which will challenge, educate, train and strengthen our members.

(2) Coordinate with the 6<sup>th</sup> VP Events, Awards and Hospitality Chairmen in planning and executing the December General/Installation Meeting. Obtain Speaker/Installing officer for said meeting.

D. 3<sup>rd</sup> Vice President – Campaign Activities shall:

(1) Coordinate all organization activities with the campaigns of local, state and national candidates.

(2) Inspire Club members to become actively involved in Republican campaigns.

(3) Solicit help from among the Club members for candidates' phone banks, mass mailings, and other help needed by candidates, if given reasonable notice by the candidate of the type of help requested and information regarding who volunteers should contact.

(4) Keep a current list of all Republican candidates' headquarters with addresses, phone numbers and names of campaign managers and schedulers.

(5) Encourage members to record campaign hours on the form as printed in the Yearbook.

(6) Be prepared to make reports to the Executive Board or General Meeting as required.

(7) Recruit volunteers to work in Republican Headquarters' offices when needed.

E. 4<sup>th</sup> Vice President – Finance shall:

(1) Coordinate all fund-raising activities of the Club.

(2) Be prepared to make monthly progress reports to the Executive Committee and the membership, and report the funds raised by those activities.

(3) Work with the Club Treasurer and PAC Treasurer to ensure that all respective funds are accounted for.

F. 5<sup>th</sup> Vice President – Communications shall:

(1) Coordinate all official communications from the Club to the membership through print media, electronic media, telephone, and in writing.

(2) Be prepared to make a report to the Executive Committee or General Meeting as required.

(3) Serve as the chair of the Communications Committee.

(4) Serve in one or more of the following Communications Committee positions: Yearbook Editor, Newsletter Editor, Social Media Administrator, Webmaster, Publicity Chair, Telephone/Cap Alert Chair, or Courtesy Chair. She shall also coordinate with the president for the appointment of the chairs of these committees.

(5) Serve as or work with the Yearbook Editor to assure the Club's yearbook is compiled, printed and distributed in a timely manner. The yearbook shall include Active/Regular, Sustaining Active, Female and Male Associate Members and Life/Honorary members of FWRW, as well as FWRW Officers, committee chairs, and other pertinent individuals.

(6) Serve as or work with the Newsletter Editor to assure the Club's newsletter is compiled and distributed to all Club members and others whom the President deems advisable.

(7) Serve as or coordinate with Webmaster who shall be responsible for maintaining and updating the Club's website with relevant and current information regarding Club activities.

(8) Serve as or coordinate with Social Media Administrator who shall be responsible for maintaining and updating the Club's Social Media page with relevant and current information regarding Club Activities.

(9) Serve as or coordinate with Telephone/Cap Alert Chair who shall establish a telephone committee to contact members who prefer to be contacted by telephone.

(10) Serve as or coordinate with the Publicity Chair who shall submit information of coming events, meetings, etc. to the news media and community newspapers, and encourage members to be involved in community activities.

(11) Serve as or coordinate with Courtesy Chair to insure that an appropriate card or letter is sent to members who have experienced serious illness or death in the immediate family.

G. 6<sup>th</sup> Vice President – Events shall:

(1) Serve as the Luncheon Meetings Chair.

(2) Coordinate all planned Club events with the exception of the Club's biennial Fundraising event. Planned Club events shall include the monthly luncheon meetings, Christmas luncheon, New Membership event, Meet the Judges event.

(3) Coordinate with the president who shall appoint the Chairs of the Christmas luncheon, New Membership Event and Meet the Judges event.

(4) Develop and present an orientation meeting (New Membership Event) annually.

H. Secretary shall:

(1) Be the recording officer and custodian of records for the Club. She shall record all motions, including the name of the person making the motion and the result of the vote.

(2) Maintain a permanent record of all minutes of special or regular Executive Committee Meetings and General Meetings.

(3) Receive officer and committee reports to be retained with the permanent records of the Club.

I. Treasurer shall:

(1) Collect members' dues from the Membership Chairman.

(2) Maintain accurate records of receipts and disbursements.

(3) Make disbursements as authorized by the President.

(4) Make monthly reports to the Executive Committee and to the Club.

(5) Provide PAC Treasurer with receipts, disbursements, accompanying names, addresses and occupations. Make timely reports to PAC Treasurer as required or requested.

J. Parliamentarian shall:

The Parliamentarian shall be the Immediate Past President and shall make available at all General Meetings current copies of the FWRW Bylaws as well as a current edition of Robert's Rules of Order Newly Revised 10th Edition, or the latest edition thereof.

## ARTICLE XI

### Executive Committee/Executive Board

Section 1: All Officers and Committee Chairmen shall be active dues paying members of FWRW.

Section 2: The Executive Committee shall consist of the elected officers and the Immediate Past President, who shall serve as Parliamentarian. The Executive Committee shall have the authority to transact any necessary business between meetings, make recommendations to the Executive Board as to policies for the Club, advise the President, and fill any vacancies that may occur between elections.

The Executive Committee is expected to attend all Executive Board Meetings, unless excused by the president.

Special meetings of the Executive Committee may be called by the President or upon request by a majority of the members of the Executive Committee. The purpose of the meeting shall be stated in the call and no other business shall be transacted. Any special meeting of the Executive Committee may be conducted and any vote may be taken electronically. A quorum shall be a simple majority of the members of the Executive Committee.

Section 3: The Executive Board shall consist of the Executive Committee, Chairmen of the Standing Committees, Special Appointments and Committee Chairmen. Appointed members are expected to attend all Executive Board Meetings unless excused by the president.

A. Duties of the Executive Board

1. Transact the necessary business of the Club;
2. Establish policy for the Club;
3. Review and approve the annual operating budget for submission to the Membership;
4. Make adjustments and amendments to the Membership approved annual operating budget in furtherance of the Executive Board's ongoing duty to transact business and establish policy for the Club.

B. Time and Place of Executive Board Meetings

The Executive Board shall meet prior to every General Meeting. A quorum shall be a simple majority of the members of the Board.

Section 4: The term of office for Officers and Committee Chairmen shall be one year commencing on January 1 and ending on December 31, or until their successors are elected or appointed, whichever occurs last. No Officer or Committee Chairman may serve in the same position for more than two consecutive terms with the exception of the PAC Treasurer.

ARTICLE XII

Standing Committees

There shall be the following Standing Committees:

- A. Awards
- B. Hospitality
- C. Community Engagement
- D. Political Action Committee (PAC)
- E. PAC Treasurer
- F. Legislation
- G. Communications
- H. Telephone/Cap Alert
- I. Historian
- J. Events

Except as otherwise provided herein, the President of the Club shall appoint the chairmen of each Standing Committee at the beginning of her term. The term of each Standing Committee shall run concurrent with the office of President.



## ARTICLE XIII

### Duties of Standing Committees

A. The Awards Committee shall keep membership and appropriate committee chair informed concerning any awards to be considered, including membership education, campaign work, general political activity, club promotion and other areas.

B. The Hospitality Committee shall:

- (1) Arrange for refreshments at Executive Committee Meetings.
- (2) Responsible for ordering permanent nametags as necessary.
- (3) Coordinate with the Program and Events Chairmen arrangements for the December Christmas Party.
- (4) Provide at General meetings blank name tags for guests to sign and a Guest Book to include name, address and telephone number of guests.

C. The Community Engagement Committee shall encourage diversity in membership by:

- (1) Assisting in the recruitment of young Republican women by targeting high schools and colleges.
- (2) Establishing a meaningful relationship with minority communities through involvement in their activities.
- (3) Assisting minority candidates through volunteerism.

D. The Political Action Committee (PAC)

The FWRW Political Action Committee is registered with the Texas Ethics Commission ("TEC") and shall abide by the Texas Election Laws and the opinions issued by the TEC. The PAC Committee shall consist of the Vice President of Campaigns, the Vice President Finance, the Club Treasurer, the PAC Treasurer, and a Past Club President who is appointed by the President. The PAC Treasurer shall chair the PAC Committee. The PAC Committee shall research candidates and make recommendations to the Club concerning disbursements of PAC funds.

E. The PAC Treasurer shall:

- (1) Verify compliance with Texas Ethics Commission rules regarding the designation of a PAC's campaign treasurer which will authorize her to perform her duties as such by ensuring that the Club has filed with the Texas Ethics Commission the required form (GTA Form, or any other applicable Form) to accomplish this.
- (2) Make monthly reports to the Executive Committee and the general meeting.
- (3) File reports with the Texas Ethics Commission in a time and manner that complies with the laws and deadlines prescribed by the TEC.

F. The Legislation Committee shall:

(1) Keep the members informed of issues of concern to come before the United States Senate and the U.S. House of Representatives, as well as the Texas Senate and House of Representatives.

(2) Encourage members to communicate with elected officials concerning issues for which they are responsible.

G. The Communications committee shall consist of the following: the 5<sup>th</sup> Vice President – Communications, who shall serve as the Committee chair, the Newsletter Editor, the Webmaster, the Yearbook Editor, the Social Media Administrator, the Publicity Chair, Telephone/Cap Alert Chair and Courtesy Chair. All members of the Communications Committee shall coordinate with and take direction from the Communications Committee Chair to ensure that club events, notices and meetings are distributed to the membership by every communication method and medium appropriate to the circumstances. Each Communications Committee member should attend board meetings when necessary for the purpose of carrying out the particular tasks and duties which have been assigned to her.

H. Telephone/Cap Alert Committee shall establish a telephone committee of members who will be available to call all members of the Club at the request of the President.

I. The Historian shall:

(1) Maintain a record of Club activities, publications and awards.

(2) Endeavor to obtain pictures of special events or people attending those events, or of any outstanding activity or honors in which the Club participates.

(3) Present the History Book to the President, if the President desires, at the end of her term.

J. Events Committee shall consist of the following: the 6<sup>th</sup> Vice President – Events, who shall serve as the Committee Chair/Luncheon Meeting Chair, the Christmas Luncheon Chair, the New Members Orientation Event Chair, and Meet the Judges Event Chair. All members of the Events Committee shall coordinate with and take direction from the Events Committee Chair. Each Events Committee member should attend board meetings when necessary for the purpose of introducing her assignment, presenting updates and reporting on the event's success.

#### ARTICLE XIV

##### SPECIAL COMMITTEES

The Special Committees shall include: Internal Review, Nominating and Finance. The Special Committees shall discharge their appointed tasks and, with the exception of the Nominating Committee, report back to the Executive Board. These committees shall be formed only for the duration of their service. Other Special Committees may be appointed by the President, as deemed advisable, with the approval of the Board.

#### ARTICLE XV

##### Duties of Special Committees

A. Finance Committee

The President, the 4<sup>th</sup> Vice President-Finance, the Secretary, the Treasurer and the PAC Treasurer shall serve as members of this committee. The Treasurer shall serve as Chairman of the Finance Committee. The Finance Committee shall draw up a projected budget for each fiscal year and submit it to the Executive Board for review and recommendation to the Membership for approval.

#### B. Internal Review/Audit Committee

Prior to a new Treasurer taking office, the President shall appoint an Internal Review Committee consisting of three (3) members who are authorized to make an internal review of the Treasurer's 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 Treasurer shall be present at the internal review of the books.

#### C. Nominating Committee

A Nominating Committee of not less than five (5) and not more than seven (7) at least three (3) of whom shall not be a member of the Executive Committee, shall be elected by the membership at the September General Meeting. The Nominating Committee shall elect its chairman from one of its own members and shall report one nominee for each office at the October General Meeting. No member of this committee shall serve for two consecutive years.

### ARTICLE XVI

#### Other Committees

Other committees to be appointed by the President as needed and their responsibilities shall include:

##### A. Americanism

- (1) Bring a brief patriotic or political thought to encourage patriotic activities and national loyalty.
- (2) Lead in the Pledge of Allegiance to the flag.

##### B. Bylaws

- (1) The Immediate Past President and two or more officers shall serve on the Bylaws Committee.
- (2) The Bylaws shall be reviewed each year and kept current.
- (3) Proposed changes to the Bylaws shall be submitted to the Bylaws Committee for consideration.
- (4) Upon approval by the Bylaws Committee, proposed changes shall be submitted to the Executive Board.
- (5) Upon review by the Executive Board, proposed changes shall be presented to the membership with the Board's recommendation for approval or disapproval.
- (6) At least 30 days prior to any vote taken to amend the Club's Bylaws, notice must be given to the membership of the proposed changes and the time, date, and location of the vote. Notice may be given by posting on the Club's website, by posting in the Club's newsletter, by mailing to the Club's Active and Active Sustaining members, by written announcement at a General Meeting, or any combination thereof.

### C. Caring for America

- (1) Collect donations from members for charitable causes, as determined by the Executive Board, and report the amount of monetary donations collected.
- (2) Coordinate other activities in which members may participate to support charitable causes, as determined by the Executive Board.
- (3) Distribute donations collected to charitable causes, as determined by the Executive Board, in a timely manner and in compliance with applicable laws, rules and regulations.

### D. Courtesy

- (1) Send appropriate card or letter to members who have experienced serious illness or death in the immediate family, as requested by the President or the Executive Committee.

### E. Literacy

- (1) Collect and distribute to a public library or other charitable facility assorted books donated by members. Said books shall be identified as having been donated by FWRW.
- (2) Distribute dictionaries and other appropriate publications to select schools, with board approval.

### F. Senior American

- (1) Seek approval to visit senior centers or areas where seniors gather to present the Republican principles.
- (2) Seek approval to introduce Republican candidates at senior events.
- (3) Visit seniors who live in Republican areas and offer to take seniors to vote.
- (4) Encourage seniors in Republican areas to become qualified registered voters.
- (5) Select a committee of Republican women to visit senior areas to answer questions about political events.

### G. Scholarship

- (1) Identify applicants to apply for the FWRW Scholarship.

### H. Voter Registration

- (1) Ask Precinct Chairs to form a phone committee to register Republican voters in their Precinct.
- (2) Ask civic groups, churches and businesses in Republican areas if they will publish a nonpartisan article on voter registration for their newsletter, bulletin or community paper.
- (3) Solicit member participation in voter registration drives in predominately Republican areas around the city prior to elections.

I. Ad Hoc Committees.

Any other committee which the President shall deem necessary or advisable to accomplish a specific purpose or task, upon the approval of the board.

ARTICLE XVII

The Betty Andujar Award

FWRW established the “Betty” award in 1995. This award was established in honor of our founding member, Senator Betty Andujar. The purpose of the award is to recognize a member of FWRW who exemplifies those qualities and characteristics that Senator Andujar set as a standard. The award may be given not more often than annually, but does not have to be given on an annual basis. The “Betty” should be awarded to a woman who has worked tirelessly for the good of the local, state, and national Republican Women Organizations. The recipient should be involved in campaigns to elect Republicans to office and be involved in our party from the precinct level on up.

The recipient will be a woman who exemplifies the quintessential Republican Woman. The Committee deciding on the recipient will be made up of the President, Awards Chairman, and the Campaign Chairman.

ARTICLE XVIII

Parliamentary Authority

Roberts Rule of Order Newly Revised (10th Edition or the latest edition thereof) shall govern all proceedings except where inconsistent with the provisions of the Bylaws of this Club.

ARTICLE XIX

Amendments

These Bylaws may be amended by a two-thirds vote of the members present and voting at any General Meeting of the Club or adjourned session thereof, provided notice of the proposed amendment has been given in writing to all members at least thirty (30) days prior to the General Meeting.

ARTICLE XX

Dissolution

FWRW may be dissolved by a two-thirds vote at any meeting of the Club, provided that notice of the proposed dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members of the Club. In the event of dissolution, none of the assets shall be distributed to any member or officer of the organization, but the Executive Committee shall, after payment of all liabilities of the Club, distribute any remaining assets in accordance to current law.

(as revised September 23, 2015)