

BY-LAWS

Of

WAKE COUNTY REPUBLICAN WOMEN CLUB

Article I: Name

The name of this organization shall be the WAKE COUNTY REPUBLICAN WOMEN'S CLUB (WCRWC).

Article II: Objectives

The objectives of this organization shall be to:

- Promote an inform electorate through political education and activity.
- Increase the effectiveness of women in the cause of good government through active education and political participation.
- Foster loyalty to the Republican Party and promote its principles and candidates in all elections, including non-partisan elections.
- Build a two party system and increase membership in the Republican Party in Wake County and the State of North Carolina.
- Participate and support the National and North Carolina Federation of Republican Women.
- Promote the principles of freedom, equality, and justice upon which the government of this country is founded.

Article III: Membership and Dues

Section II: Membership:

- A. Membership in the WCRWC shall be open to any woman who is a registered Republican to vote in Wake County, North Carolina, and who accepts, and advocates the objectives (Article II) and policies (Article IX) of this club.
- B. An active member shall be one in good standing by:

- a. Membership shall be paid.
 - b. Attends a majority of the regular monthly meetings.
- C. Honorary members of the WCRWC shall be limited to the spouses of a Republican governor and a Republican lieutenant governor. Honorary members shall be non-voting members.
- D. Life Membership:
- a. There shall be no lifetime memberships granted to any member of the Wake County Republican Women's Club.
 - b. Life time memberships are granted by the North Carolina Federation of Republican Women for outstanding service to the local club and the state.
- E. Associate memberships shall be open to registered Republican women who are members of another federated club and who wish to support this club as well. Registered Republican men are also eligible for Associate Membership. Associate members will receive regular mailings and may attend meetings, but cannot make motion, vote, hold office, or be counted for representation to State and National Conventions. Associate members may serve on committees but cannot hold office or act as chairman.

Section II. Dues:

- A. Dues shall be determined by the Executive Board and shall include dues for the North Carolina Federation of Republican Women and the National Federation (hereinafter called NCFRW and NFRW, respectfully), and shall be due and payable by January 1st of each year.
- B. Dues for Life Members of the NCFRW shall be the same as dues for regular members minus NCFRW dues.
- C. Associate Members shall pay only WCRWC dues they shall not pay State and National Federation dues.
- D. Dues paid by any member joining this club for the first time after September 1st shall include membership through the following calendar year.

Section III. Removal from Membership:

A member may be removed from membership for a change in voter registration. Membership Chairman shall notify all members not in good standing **by (changed to by from on)** March 1st.

Section IV. National and State Federation Membership:

This club shall maintain membership in the NCFRW and the NFRW according to their by-laws.

Article IV: Meetings

Section I. Regular:

Regular Meetings of the Wake County Republican Women’s Club shall be held monthly, according to Robert’s Rules of Order, during the calendar year January 1 through December 31st, at a time and, place designated by the President with the advice and consent of the Executive Board.

Section II. Special:

The President or at least three members of the Executive board **may agree to call the special meeting**; the purpose of the special meeting shall be stated in the call, with no other business to be transacted at the meeting. Minimum three days notice shall be given to all members for any special meeting.

Section III. Quorum:

Fifteen percent of the paid membership of WCRWC shall constitute a quorum for a regular and special meeting. There shall be no proxy voting.

Article V: Officers and Their Duties:

Section I. Officers

- A. The officers of this club shall be a President, First-Vice President, Second-Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.
- B. Each officer shall be an active member in good standing of this club and shall NOT hold office or CHAIR a committee in another Republican Women’s Club with the exception of being an office holder in the NCFRW or in the NFRW.

Section II. Terms of Office:

- A. The officers shall be elected at the regular November meeting and be installed at the December meeting and shall serve for a term of one year.

Officers shall take office immediately after installation.

- B. No member shall hold more than one office at any one time; and no officer may be eligible to serve more than three consecutive terms in the same office, unless she filled her unexpired term of her predecessor.

Section III. Duties of Officers:

- A. The duties of the President shall be to:

Actively represent the club as a unit, as a member of the NCFRW Board of Directors, by:

1. Keeping her club members informed by attending NCFRW quarterly meetings and sharing materials and information.

2. Represent the club members as a committee member on the Board of the State Federation.

3. Be the chairman of the delegates and alternates to the State and National Federation Convention,

4. Encourage club and individual member participation in all state and national projects.

5. To be responsible for the following to:

- Preside over all meetings this club and the Executive Board ,
- Represent the club at all times or to designate the First-Vice President or a member of the Executive Board as a representative in her absence or ability to do so.
- Appoint all standing committee chairman and the parliamentarian prior to the joint Executive Board meeting in December, with the advice of the elected officers for a term of three years.
- Appoint special committee chairmen.
- Provide a training session for all new officers and committee Chairmen prior to the December regular meeting, with the advice of the elected officers for a term of one year.
- Serve as ex-officio member of all committees except the nominating committee.
- Sign checks, in an emergency and in the inability of the Treasurer and Assistant Vice President.

- Submit monthly President Report, article to the website, and same article for e-newsletter and hard-copy to be submitted to recording secretary to be filed each month.

B. The duties of the First Vice-President shall be to:

- Perform all of the duties of the President in the absence of the President.
- Assume the Presidency in the event of the resignation of the President.
- Serve as Program chairman, to secure program speaker, secure the meeting location and make the necessary arrangements for all general meetings of the club,
- Coordinate activities with the Publicity Committee,
- Create and send meeting e-vites, contact meeting venue with head count, and create an attendance list.
- Perform such other duties as may be assigned by the President.

C. The duties of the Second Vice President shall be to:

- Serve as membership chairman of the regular meetings of this club and to direct her activities toward securing new members for this club.
- Keep a current membership list, maintaining a communication database updating it quarterly.
- Prepare membership directory for distribution at the March meeting.
- Notify all members not in good by February 1st and delete members not in good by March 1st.
- Perform such other duties as may be assigned by the President.

D. The duties of the Recording Secretary shall be:

- To keep accurate minutes of the regular meetings of this club and of the Executive Board and to send copies of said minutes to the President within ten days of each meeting.
- To keep a record of attendance at all regular and Executive Board meetings and attach a copy to the minutes,
- To keep a copy of by-laws, rules, resolutions, and all filed reports.
- To perform such other duties as may be assigned by the President.

E. The duties of the Corresponding Secretary shall be:

- **Produce and distribute the club e-newsletter.**
- **Produce and maintain the WCRWC website site up to date with the club's activities.**
- **Maintain WCRWC social media sites.**
- **Coordinate donation activities at regular meetings.**
- **Perform such other duties as may be assigned by the President.**

F. The duties of the Treasurer shall be to:

- Shall attend required NC Board of Election Treasurer Certification training as mandated.
- Be custodian of all WCRWC funds.
- Disburse funds as directed by the President if \$100.00 or less and as directed by the Executive Board when in excess of \$100.00, within the adopted budget.
- Make written reported of receipts and disbursements for all meetings and as directed by the President.
- Responsible for filing WCRWC yearly NC State Tax Returns.
- Make written reports of receipts and disbursements for all meetings as directed by President.
- Be responsible for official membership list and payment of club dues from the club funds to the NCFRW as stipulated by the NCFRW bylaws.
- File the necessary reports required by the NC Board of Elections under the Campaign Reporting Laws and required by IRS.
- Serve as chairman of the Budget Committee.
- Present the proposed budget to Executive Board for approval and to the general membership for adoption **at the** February meeting.
- Obtain mail from the WCRWC Post Office Box at least weekly and distributed as needed.
- Perform such duties as may be assigned by the President.

G. The duties of the Assistant Treasurer shall be to:

- **Attend required NC State Board of Elections Treasurer Certification Training within 30 days of taking office.**
- **Assume the Treasurer Office in the event of the resignation of the Treasurer.**
- **Conduct member check-in for all WCRWC meeting.**

- **Bill club members who have made reservations and did not cancel.**
- **Within proper time or did not show up. These members must still.**
- **Pay for meal and it is assistant treasurer's responsibility to bill RSVP.**
- **Support and assist the Treasurer**
- **Perform such duties as may be assigned by the President.**

Section IV. Resignation from Office:

Should any elected or appointed club officer file for election to public office involving a primary, or support a candidate running on an opposition ticket, she must resign her office in this club.

Section V. Vacancies:

A vacancy in an elected office shall be referred to the Nominating Committee for recommendations to be presented to the Executive Board at the meeting following the vacancy at which time an election will take place. Notice of such vacancy shall be given to the members of the Executive Board and a special meeting will be call.

Section VI. Records:

Each officer shall keep a portfolio of her duties and records which shall be passed on to her successor at the joint/old and new Executive Board meeting in December or upon her resignation, unless otherwise directed by the President.

Article VI: Executive Board

Section I. Membership:

- The Executive Board shall consist of the following members:
- The elected officers of this club.
- The immediate past President of this club, who shall serve in an advisory capacity.
- The chairman of standing committees of this club.
- The Parliamentarian without voting privileges, according to Robert's Rules of Order.
- The members of the Executive Board shall be in good standing at time of installation.

Section II. Duties

The duties of the Executive Board shall be to:

- Serve as the governing body of this club between meetings.
- Fill by election any vacancy occurring in an elective office at the next meeting following the vacancy.
- Attend all Executive Board meetings. In case of absence the member must submit a written report of her office or committee to the President prior to the meeting. If this is not possible a telephone report must be given to the president prior to the meeting. Three consecutive absences will constitute automatic removal from the Executive Board. In the case of sickness or other reasonable excuse the Executive Board by **vote** may waive this rule.
- Elect delegates and alternates, who shall be members in good standing of the club for at least six months, to the conventions of NCFRW and NFRW.
- Approve disbursement of over \$100.00.
- Approve annual budget.

Section III. Meetings:

- A. The Executive Board shall meet sometime prior to the regular meeting of the club. Notice of the date, time and place of meeting shall be given to each member of the board **one week in advance** of the meeting.
- B. Special meetings may be called by the President or by three members of the Executive Board upon three days notice.

Section IV. Quorum:

A quorum shall consist of at least three elected officers plus two committee chairman to make least five committee chairmen (does not include Parliamentarian as she does not have voting rights.)

Article VII. Committees:

Section I. Standing Committees:

- A. Standing Committee chairmen and Parliamentarian shall be appointed by President prior to the joint executive board meeting in December for a term of one year and shall be eligible to serve a maximum of two consecutive terms.

B. Committee Chairmen shall submit names of committee members to the incoming President by January 30th.

C. The duties of the standing committee shall be:

1. By-law:

- The committee shall consist of an odd number of members with a **minimum of three**.
- The function of the by-laws committee shall be to act as a study group for any problem which necessitates by-law changes and plan for and interpret same to the board. They shall bring before the membership by-law changes which have been approved by the executive board.

2. Nominating:

- The committee shall consist of three members who are elected at the January meeting. Upon resignation of a committee member, the General membership shall elect a replacement at the next meeting.
- The Nominating Committee shall submit one nominee for each elective office (Article V) to the Executive Board by October 1st of each year, and present this list to the membership at the regular October meeting. No one shall be nominated who neither has nor previously given consent to serve if elected.
- Nominations may also be made from the floor in November, following the second reading go to the nominating committee slate. No one shall be nominated who has not previously given consent to serve if elected.
- Only members who maintain an active membership in good standing with this club shall be nominated for an elective office.
- Members who hold office or committee chairmanship in other Republican women's clubs are NOT eligible for nomination with the exception of office holders in the NCFRW or NFRW.
- The first consideration for presidential nominee shall be made from the existing Executive Board.
- This Committee shall serve throughout the calendar year and in the event of the resignation of an officer, except the President, shall recommend another candidate to the

Executive Board. The members of this committee shall elect a Chairman and a Secretary from their own number.

3. Legislature:

- The function of the Legislative Committee shall be to discover, study, and present to the membership those legislative, political, and governmental movements which affect the life of this community, this country, and the world, and shall endeavor to stimulate the members of this club to exercise their citizenship intelligently. The chairman should recommend to the membership action deemed necessary by her committee.

4. Budget:

- The Budget Committee consists of the Treasurer as Chairman, the immediate past Treasurer, Ways and Means Chairman and two members appointed by the President. The function of the Budget committee shall be to prepare and present a proposed budget for the ensuing year to the Executive Board for approval in February and to the General Membership, also in February, for adoption. The budget shall include provision for a carryover from the previous year to the next of a minimum of \$2,000.00.

5. Ways and Means:

- The function of the Ways and Means Committee shall be to investigate and organize any money raising event. These money raising events shall be consistent with standards of dignity and good taste and in keeping with the laws and customs of the community. The chairman of the Ways and Means Committee will be in charge of the annual fundraising, including the annual main fundraiser event.
- The chairman of the Ways and Means Committee shall also serve on the Budget committee.

6. Publicity:

- The function of the Publicity Committee shall be to publicize club activities. The chairman of this committee shall work in cooperation with the First Vice President and the Corresponding Secretary to accomplish this objective.

7. Telephone:

- The function of the Telephone Committee shall be to make all such telephone calls as are deemed necessary for the activities of the club by the President or the Executive Board.

8. Audit:

- **The function of the Audit Committee will be to review quarterly the club's financial records. The committee members shall consist of 3 club members who names will be elected from the floor in July by and voted by the membership the same meeting.**

Section II. Special Committees:

A. The President may appoint special committees, except the nominating committee, deemed necessary to carry out the work of the club and to perform duties not considered the responsibility of the standing committees.

B. Special Committees shall serve for the length of the time required to complete their work, such time is limited to the term of the appointing President.

Section III. Records:

A. All committee chairman shall deliver all records, files, and properties of the club to their successors or to the club officer designated by the President or the Executive Board following completion of their terms or their resignation from chairmanship, unless otherwise directed by the President or the Executive Board.

Article VIII. Elections:

Section I. Elections:

A. Elections shall be held at the regular November meeting each year.

B. Elections shall be by ballot, and a majority of all votes cast shall constitute an election. Where there is only one candidate for an office, election may be a voice vote.

Article IX. Policies:

Neither the club nor the club President shall endorse a candidate on the national, state, or local level prior to the primary election when there is more than one Republican candidate for the same office. The name of the club or the position held shall not be used by any member in supporting a candidate on the national, state, or local level proper to the primary election.

The club shall not advocate a split ticket or support a candidate running on an opposition ticket.

Article X. Parliamentary Authority:

These by-laws may be amended or replaced at any business meeting of this club provided that a prior presentation of suggested changes has been presented to the membership in written form one month previous and that the changes have been approved by the Executive Board. These by-laws shall be considered amended or replaced by two-thirds of those members present and voting at a regular meeting and shall go into effect immediately upon adoption.

Adopted January 18, 1990: Revised September, 1995: Amended October 1998;
September 2008: Revised April 13, 2011: