

# **BUSH LEGACY REPUBLICAN WOMEN OF WEATHERFORD**

## **BYLAWS - Revised December 2010**

### **ARTICLE I – Name**

The name of this organization shall be the Bush Legacy Republican Women of Weatherford (hereinafter referred to as BLRWW).

### **ARTICLE II – Purpose**

The purposes of this Organization shall be to:

- A. Increase the effectiveness of our members in the cause of good government.
- B. Inform the public through political education and activity.
- C. Foster loyalty to the Republican Party.
- D. Promote the principles of the Republican Party.
- E. Support the objectives and policies of the Republican National Committee.
- F. Perform any lawful activity not inconsistent with the foregoing.
- G. Facilitate cooperation among the members and promote the welfare of BLRWW.

### **ARTICLE III - 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) of these Bylaws, and whose current dues and service dues are paid to NFRW, TFRW, and BLRWW.

Section 2. Eligibility:

Membership in BLRWW shall be extended to any individual Republican woman who believes in and supports the philosophy of the Republican Party and (Article II) of this organization, and she shall be a registered voter.

Section 3. Application for Membership:

All applications for membership shall be on BLRWW original forms furnished for that purpose and shall be accompanied by payment of required dues (See Article V, Section 1).

Section 4. Classification of Membership:

- A. Active Membership - Republican Woman who has met the Eligibility criteria in (Section 2) and the stipulations in (Section 3) is classified as an Active Member. She shall be a member of BLRWW for three months and have attended at least one meeting prior to being eligible to vote.
- B. Associate Membership - A Republican Woman, Young Republican, Young Affiliates, and Elected officials who are regular members of another Republican unit and who wish to support this unit may be eligible upon payment of the required dues. They may attend meetings, but cannot make motions, have a voice or vote, be on a committee, hold office, or be counted for the purpose of determining the number of delegates to National or State Federation Meetings or Conventions.
  - B.1 Associate Membership - Republican Men may be eligible for this membership classification upon payment of the required annual dues of \$90.00. Such members may attend meetings, but cannot make motions, have a voice or vote, be on a committee, hold office, or be counted for the purpose of determining the number of delegates to Regional, National, or State Federation Meetings of Conventions.
- C. This organization and its members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women, and shall support their objectives and policies. This organization shall also pay the annual charges (same as dues) to the Texas Federation of Republican Women and National Federation of Republican Women in accordance with NFRW deadlines.

Section 5. Removal from Membership:

A two-thirds vote of the Executive Board of BLRWW present and voting is required for removal from membership.

- A. Grounds for removal of membership:
  - 1. 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 BLRWW Bylaws.
  - 2. Failure to comply with BLRWW membership rules and/or Bylaws at (Section 5.A.1 above).
  - 3. Affiliation with any political organization which is not officially recognized as working in concert with the Republican National Committee, NFRW, TFRW or BLRWW.
  - 4. Non-payment of dues by deadline date of January 31 (Dues will be considered delinquent March 1).
  - 5. Attendance of less than Two-Thirds of all board meetings in a calendar year by the Executive Board of BLRWW.
- B. Procedure for reinstatement to BLRWW membership.
  - 1. The same procedure must be followed by the applicant as if she were applying for a new membership.

2. Membership application and reinstatement must be approved in writing by two-thirds vote of the Executive Board present and voting.

Section 6. Member Resignation:

Individual members who resign or transfer their membership from local member units are subject to the following stipulations:

- A. Upon resignation of a member of BLRWW, no refund of dues will be made.
- B. Procedure for reinstatement to BLRWW membership:
  1. The same procedure must be followed by the applicant as if she were applying for a new membership.
  2. Membership application and reinstatement must be approved in writing by two-thirds vote of the Executive Board present and voting.

Section 7. Transfer of Membership:

- A. A transfer of membership from another local unit during the fiscal year prior to July 31 may be accepted for the following reasons:
  1. She has moved from another city, town or county.
  2. If she is currently actively involved in the organization of a new local unit and her leadership abilities are vital to the formation and operation of this new local unit. Otherwise, she should join as an Associate member until the end of the fiscal year before changing local units.
  3. She wished to transfer from a daytime unit to a nighttime local unit or vice-versa.
- B. A transfer membership shall be subject to the same criteria as a new member in (Article III, Section II).

**ARTICLE IV – Policy**

Section 1. Candidate Endorsement:

- A. Candidate Endorsement:
  1. This organization, its President, and its Campaign Activities Chair shall not endorse any candidate for public office in contested Republican Primaries.
  2. This organization 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.
  3. When more than one Republican is in a non-partisan or partisan race the organization, its President or Campaign Activities Chair shall not publicly endorse or work for any candidate in said race.
- B. Candidate Endorsement Exemption:

This article pertains only to contests between Republican candidates for public office. Officers of this organization who are candidates, or whose husband or a member of her family, are candidates shall be exempt from this rule, but may not endorse in the name of the organization.

Section 2. Assets and Name Use:

- A. This organization and its officers shall not issue statements or pass resolutions on issues in the name of BLRWW.
- B. The web-site of BLRWW shall be www.BLRWW.com said name, assets and web-site to be exclusively retained and owned by BLRWW.
- C. Individual members of this organization, with the exception of the President and Campaign Activities Chair can work for any candidate of their choice in contested primaries, but shall not in the name of this organization.

Section 3. Dissolution:

Upon Dissolution of the club, the name and the assets shall be assigned to the TFRW. None of the assets are to be distributed to a member or officer of the organization.

**ARTICLE V - Dues**

Section 1:

- A. Membership dues shall include State and National Federation per capita dues, plus monies for Bush Legacy Republican Women of Weatherford operation as determined by the membership, payable on or before January 1, of each year.
- B. Membership dues for Associate Members shall be as stated at (Article XII, Section 2 A).
- C. The Fiscal Year shall begin January 1, and end December 31.

**ARTICLE VI - BLRWW Officers and Their Duties**

Section 1. Eligibility and Qualifications to become an Officer:

- A. Officers and Nominating Committee recommend that candidates for nomination must:
  - 1. Meet all requirements of Bylaws and Standing Rules.
  - 2. Have demonstrated commitment to BLRWW:
    - a. Must have been a member of BLRWW for a minimum of 1 year.
    - b. Attendance at two-thirds of all meetings of BLRWW.
    - c. Demonstrates leadership skills by working on or heading a committee or successful project of BLRWW, predicated by a past history of actual work for BLRWW.
    - d. Attendance and participation in activities of BLRWW.
    - e. Ability to professionally represent the organization and its members and leadership team.

- f. Meets all stipulations of Active Membership as outlined in (Article III, Section 2).
- B. Office of President and 1<sup>st</sup> Vice-President.  
In addition to above (Article VI, Section 1.A) candidate for President or 1<sup>st</sup> Vice-President must have been on the Executive Board for a specified time of one year or has had experience serving on other boards in the community before holding the office of President or 1<sup>st</sup> Vice-President. (i.e. Board position with fiduciary responsibility)
- C. Election of Officers shall be held at the October meeting, with installation prior to the end of the year.
- D. The term of the elected Officers and appointed committee chairs of BLRWW shall begin January 1.
- E. All Officers, except Treasurer, may only serve two consecutive terms before they will need to step aside for a minimum of one year. Those Officers may run for another office during that year.
- F. All Officers, committee chairs and vice-chairs shall deliver all records, files and properties of BLRWW to her successor within seven days after retiring from office unless otherwise directed by the President or the Executive Board.
- G. A candidate shall run for only one office in an election.
- H. No Officer elected or appointed shall be retained in office who publicly advocates a split ticket or who has publicly supported an opposition candidate in the last General Election.

Section 2. Officer:

The officers of this organization shall be:

- President
- 1<sup>st</sup> Vice-President - Programs
- 2<sup>nd</sup> Vice-President - Membership
- 3<sup>rd</sup> Vice-President - Public Relations and Campaign Activities
- 4<sup>th</sup> Vice-President - Finance
- 5<sup>th</sup> Vice-President - Bylaws and Legislation
- 6<sup>th</sup> Vice-President - Hospitality
- Corresponding Secretary
- Recording Secretary
- Treasurer

All of whom shall be elected annually at the October meeting, will serve at least one year, and will serve as a member of the Executive Board.

Section 3. Officers Duties:

- A. PRESIDENT:
  - 1. 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.
  - 2. Shall serve as chair of the Executive Board and preside at all meetings of the organization, including meetings of the Executive Board.

3. Appoint all committee chairs with the approval of the Executive Board except the nominating committee and those standing committees of which the Vice-Presidents chairs.
4. To be the Ex-Officio member of all committees except nominating committee.
5. To prepare program of action after consultation with the chairs of the standing committees.
6. To appoint the Parliamentarian.
7. To sign checks in emergency or by vote of the Executive Board in the inability of the Treasurer to do so.
8. To represent the organization at all times. In the event she or the 1<sup>st</sup> 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).
9. A newly elected president shall appoint a financial review committee consisting of no less than three members to audit the records of the Treasurer.

B. FIRST VICE-PRESIDENT: Programs

1. Shall perform duties of President whenever the President is absent or otherwise unable to serve. In the event of permanent disability or resignation of the President, she shall succeed to that office for the unexpired portion of the term.
2. Shall serve as Program chairs and perform such other duties as the President may designate.
3. Shall communicate to President, Third Vice-President and Seventh Vice-President the programs in a timely manner.

C. SECOND VICE-PRESIDENT: Membership

1. Shall serve as Membership Chair and shall perform such other duties as the President may designate.
2. Shall maintain contact with members and keep accurate records of names, addresses, telephone numbers, interests and abilities of members.
3. Shall prepare a monthly report of new members and send same to President and to the entire membership at each monthly meeting.
4. Shall update membership directory yearly.

D. THIRD VICE-PRESIDENT: Public Relations and Campaign Activities

1. Work with First Vice-President and prepare monthly press releases to the media.
2. Document and submit to TFRW all campaign and volunteer hours.
3. Remain neutral during contested primaries, unless she or a member of her immediate family is a candidate.
4. Responsible for submitting press releases and disseminating information.

E. FOURTH VICE-PRESIDENT: Finance

Co-ordinate Fund Raising Activities.

F. FIFTH VICE-PRESIDENT: Bylaws and Legislation

1. Revision of bylaws and legislation.
2. Keep members informed of current or pending legislation.

G. SIXTH VICE-PRESIDENT: Hospitality

Make all arrangements for and coordinate the monthly lunch meetings.

Corresponding Secretary:

Timely prepare and publish monthly newsletter.

Recording Secretary:

- A. Shall prepare and report to the Executive Board the minutes of all meetings in a timely manner.
- B. Shall be the custodian of all records and papers.
- C. Shall perform such additional duties as may be required of the office.
- D. Shall perform such other duties as the President may designate.

Treasurer:

- A. Shall be the custodian of all funds of the organization.
- 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 President.
- D. Shall keep an account of all monies received and disbursed and give a financial report to the membership at each regular meeting of the organization.
- E. Shall serve as chair of the Political Action Committee (PAC) and distribute funds as allocated by the PAC.
- F. Copies of all checks and vouchers/invoices supporting expenditures and income to BLRWW shall be maintained by the Treasurer and timely reports filed to the Texas Ethics Commission (TEC) in accordance with deadlines.
- G. Must register with TEC as PAC Treasurer and file all reports required by them promptly.
- H. The BLRWW PAC Committee shall consist of the Treasurer, President, Third-Vice President and two (2) members-at-large to be nominated and elected at the May meeting, during an election year.

**ARTICLE VII - Executive Board**

Section 1. Composition:

The Executive Board shall consist of the elected officers of the club, the chairs of the standing committees and an experienced member chosen by the President to be her advisor.

Section 2: Duties:

- A. The Executive Board shall have authority to transact the business of this club.
- B. To fill vacancies that occurs in elected offices between elections by two-thirds vote of the board members present and voting.
- C. To approve the program of action as presented by the President.
- D. To select the time and place of the meetings.
- E. To approve the annual budget and direct the disbursement of funds.
- F. To approve the bank where the funds are to be deposited.
- G. Standing committees shall include, but not be limited to:
  - Telephone
  - Awards
  - Community Outreach and Education
- H. Special Committees - Financial reviews, Nominations, Historian, Awards, Support our Troops (Americanism), Literacy, Caring for America.
- I. Standing Committees - Political action, Campaign Activities, and Legislation.

Section 3: Meetings of Executive Board:

- A. Regular Meetings - Shall meet a minimum of 10 times annually at such time and place to be determined by the President. (See Article VII, Section 2.D).
- B. A quorum of the Executive Board shall be a majority of the voting members of the Board.
- C. Executive Board members are expected to attend all Board Meetings.
  - 1. If an officer misses three board meetings, the Executive Board may choose to replace that person.
- D. With adequate notice, Special Meetings of the Executive Board shall be called by the President prior to the general meeting as necessary to transact business. The purpose of the meeting to be stated in the call and no other business shall be transacted at said special meeting.

**ARTICLE VIII – Nominations and Elections**

Section 1. Nominations:

- A. A nominating committee of seven (7) shall be elected at the September meeting.
  - 1. This committee shall be made up of the present and immediate past president and five (5) members-at-large. The Nominating Committee shall meet at least one time. The Nominating Committee shall elect its chairs from one of its own members.
- B. Upon satisfactory execution of each current officer's duties, she shall be given the opportunity to serve a second term, if she so desires.
- C. The Nominating Committee shall report one nominee for each office at the October meeting at which they are to be elected.
- D. Nominations for office may be made from the floor.
- E. Prior consent of each nominee must be obtained.

- F. All nominees shall be members in good standing as defined in these Bylaws and must meet all eligibility and qualifications as outlined in (Article III, Section 4.A).
- G. Members of the Nominating Committee shall not serve more than two consecutive years.

Section 2. Elections:

- A. Elections shall be by ballot when there is more than one nominee for an office. When there is only one nominee, elections shall be by voice vote.
- B. Members eligible to vote must do so in person at the October meeting. There shall be no absentee or proxy voting.
- C. Officers shall be elected at the October meeting, installed prior to the end of the year at the determination of the Executive Board, and take office on January 1.

**ARTICLE IX – Meetings**

Section 1. Regular Meetings:

- A. The Bush Legacy Republican Women of Weatherford must meet once each month on the third Thursday or as designated by the Executive Board with a two-thirds majority vote of the membership present.
- B. A quorum for a meeting of this organization shall be 20 % of the voting membership.
- C. The current monthly agenda shall be adhered to.

Section 2. Special Meetings:

- A. If deemed necessary, shall be held at the call of the President or upon the request of 50% of the membership (said number larger than the designated quorum).
- B. The purpose of the meeting shall be stated in the call and no other business shall be considered or transacted at the special meeting.

**ARTICLE X – Delegates**

Section 1. Representation at Biennial and State Convention:

- A. This organization shall be eligible for representation at the Biennial State Convention of the Texas Federation of Republican Women in the fall of odd numbered years by one delegate and one alternate for each ten members or major fraction thereof.
- B. Delegates and alternates to the State Convention shall be elected not less than 30 days prior to the convention.

Section 2. Representation at Biennial National Convention:

- A. This organization shall be eligible for representation at the Biennial National Convention by one delegate and one alternate.
- B. Delegates and alternates shall be elected at the nearest meeting of this organization, but not less than 45 days prior to the Biennial National Convention.

## **ARTICLE XI – Parliamentary Authority**

Roberts Rules of Order Newly Revised shall govern this organization in all proceedings except where inconsistent with the provision of the Bylaws of organization, and those of the State and National Federation of Republican Women.

## **ARTICLE XII – Amendments**

These Bylaws may be amended by two-thirds vote of the Active Membership at any regular or special meeting of this organization, provided the item is placed on the agenda and notice of the proposed amendment has been given to all members at least 60 days prior to the meeting.

### **STANDING RULES**

- A. Membership dues shall be as stated below. These consist of the annual BLRWW fee plus dues required by TFRW and NFRW annually:
  - 1. Regular \$100.00
  - 2. Single mothers and widows \$55.00
  - 3. Young Republicans \$35.00
  - 4. Young affiliate (Up to age 18) \$25.00
  - 5. Elected officials \$35.00
  - 6. Associate membership \$90.00
  
- B. The BLRWW PAC Committee recommends; however, the full membership must approve the following:
  - 1. The disbursement of funds to Republican Candidates or office holders who are BLRWW members meeting the following criteria:
    - a. Members in good standing of BLRWW prior to the primary election (Article III, Section 2).
    - b. Have voted in the past two (2) Republican Primary elections.
  - 2. GOTV efforts.
  - 3. Support Republican Candidates.
  
- C. Upon approval by two-thirds of the Membership, the Treasurer shall immediately disburse the funds as approved by the membership.