

# **ADA COUNTY REPUBLICAN WOMEN'S CLUB BYLAWS**

## ARTICLE I – NAME

The name of this organization shall be the ADA COUNTY REPUBLICAN WOMEN'S CLUB, FEDERATED, (hereinafter referred to as ACRWC).

## ARTICLE II – OBJECTIVES

- A. Promote Republican principles;
- B. Promote the principles of freedom, equality and justice on which the government of this country is founded;
- C. Increase the effectiveness of women in the cause of good government;
- D. Promote an informed electorate through political education;
- E. Work for the election of Republican candidates in all elections;
- F. Support the objectives of the Idaho Federation of Republican Women, (hereinafter referred to as IFRW).

## ARTICLE III - NON PROFIT ORGANIZATION

This association is a non-profit organization. Any property of the association is irrevocably dedicated to political and community purposes. No part of the net income or assets, including gains, profits or dividends shall be distributed to the members thereof.

(A new Article – Policies – has been suggested by NFRW for clubs to incorporate into their bylaws.)

## **ARTICLE III – POLICIES**

Section 1: This association is a non-profit organization. Any property of the \_\_\_\_\_ County Republican Women is irrevocably dedicated to political and community purposes. No part of the net income or assets, including gains, profits or dividends shall be distributed to the members thereof.

Section 2: The Club as a whole or its elected officers shall not publicly endorse any candidate, in the name of the Club, in contested Republican primaries or special elections. Individual members of this organization are encouraged to work for the candidate of their choice in primary elections, but not in the name of the Club. Following the primary election, the Club, its officers and members, shall actively support all Republican candidates.

Section 3: Neither the Club nor an individual member shall advocate a split ticket, support a candidate on an opposition ticket, or act contrary to NFRW or IFRW policies or bylaws.

Section 4: The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the IFRW, NFRW or the Republican National Committee.

Section 5: All literature, petitions, announcements or other materials shall be submitted to the President and/or Executive Committee for approval prior to display or distribution at any meeting.

## ARTICLE IV – MEMBERSHIP

### SECTION 1 – ACTIVE

Any **affiliated Republican\*** woman believing in the principles of the Republican Party, intending to support its candidates, attend meetings and participate in most projects is eligible for membership upon payment of dues. A member in good standing shall be a member who has paid the required dues for the current calendar year to her local club.

\*some clubs are wanting to add “affiliated”, now that it is required to vote Republican in the Primaries.

### SECTION 2 - SUPPORTING

Any woman who shall have all the privileges of active membership (active), including those of voting and holding office, but shall not be obligated to participate in the activities of ACRWC.

### SECTION 3 – ASSOCIATE

Any **affiliated Republican** man or member of another **Republican Women’s** club believing in the principles of the Republican Party and intending to support its candidates is eligible for associate membership upon payment of dues, and shall have all the privileges of ACRWC **membership** except those of voting and holding office. **Associate members cannot be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions.**

SECTION 4 – This organization shall be a member of the Idaho Federation of Republican Women and the National Federation of Republican Women.

## ARTICLE V - FISCAL YEAR AND REVENUE

### SECTION 1- FISCAL YEAR

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

### ~~SECTION 2 – DUES~~

~~The Active membership dues of this organization shall be twenty dollars (\$20.00). Supporting membership dues shall be thirty dollars (\$30.00). Associate membership dues shall be fifteen dollars (\$15.00). All dues are due & payable on January 1 of each year.~~

Amount of dues are best included in the Standing Rules of Order for your club. This allows changes as necessary without amending the bylaws.

### SECTION 3 - FINANCIAL RESPONSIBILITIES

At the January meeting of odd-numbered years, the Board will present to the membership for approval, a proposed two-year budget for the ensuing two years. The budget will contain projected income and expenses. Expense items outside of the approved budget and over \$200 will require approval of the membership.

### ARTICLE VI - OFFICERS AND THEIR DUTIES

SECTION 1 - The officers of this organization shall be President, First Vice President, Second Vice President, Secretary, Treasurer, and Three Directors.

Section 2. VACANCIES. A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by election at the first meeting of the Club following the vacancy. Persons elected to fill vacancies shall serve for the remainder of the term.

Section 3. REMOVAL. Elected officers may be removed by a two-thirds vote of the Executive Committee for any of the following reasons:

- A. Non-payment of dues
- B. Advocating a split party ticket
- C. Supporting an opposition party candidate
- D. Failure to uphold the policies and objectives of this Club (Art. II and III)

Section 4. ELECTION. Officers shall be elected at the Annual Meeting and shall serve a term of two years, or until their successors take office. Officers, except the treasurer, shall be limited to two terms in the same position. Officers shall assume their duties upon election, regardless of when officially installed.

### SECTION 2 - DUTIES OF ELECTED OFFICERS

A. The President shall:

- 1. Call and Preside at all meetings of the Club and the Executive Board.
- 2. Appoint the chairmen and members of all committees, except the nominating committee.
- 3. Be an ex-officio member of all committees except the nominating committee.  
Prepare a program of action in consultation with officers and committee chairs.
- 4. Appoint individuals to special project positions, such as parliamentarian, historian, and corresponding secretary, to assist

her in carrying out the activities of the ACRWC as deemed necessary.

Represent the Club in all Republican Activities.

Co-sign checks with Treasurer.

Appoint a Financial Review/Audit Committee at the end of her term.

Accept the written resignation of any member wanting to resign from a position in the Club.

5. Perform all other duties pertaining to the office and those prescribed in these bylaws.

B. The First Vice President shall:

1. In the absence of the President, preside and perform the duties of the office, and at all times render assistance to the President.
2. In case of the resignation or death of the President, she shall become President for the unexpired part of the term.
3. Serve as membership chair, which includes:
  - a. Facilitating, along with the President or President Elect a membership renewal letter to be sent to all current members in November with a follow up letter in March.
  - b. Responsible for follow-up thank you letters to member who renew and 'thank you for joining us' letters to new members.
  - c. Receive membership dues and transmit immediately to the Treasurer.
  - d. Attend all Meet and Greet functions.
  - e. Responsible for creation, printing and inventorying an adequate number of membership brochures and forms and making sure that brochures and forms are available at all functions.
  - f. Develop innovative ways of recruiting new membership
  - g. Maintain a current membership roster and make it available to all other members.
  - h. Recruit, recruit, recruit

C. The Second Vice President shall:

1. Perform the duties of the President and First Vice President in their absence and shall act in an advisory capacity at all times.
2. In the case of the resignation or death of the President and First Vice President, she shall become president for the unexpired part of the term.
3. Serve as chairman of the program committee, which includes:
  - a. Secure an appropriately located venue for General Membership meetings.
  - b. Arranging, along with the President or President Elect, for motivational, educational, inspirational programs that should be primarily focused on keeping the membership engaged and

informed about Republican principles, candidates, issues and how our government functions.

c. Schedule programs that assist ACRWC Club in attaining the highest level of Achievement Award from the National Federation.

D. The Secretary shall:

1. Keep an accurate record of the business proceedings of ACRWC and the ACRWC Executive Board.
2. Keep a list of all committees, a copy of the bylaws and a copy of any standing or special rules.
3. Keep a list of the names and addresses of all the members.
4. Send a copy of the minutes to the President **prior to distributing to membership**; ensure minutes are distributed.
5. Preserve in a permanent file all records, minutes and letters of value to ACRWC and its officers, to be transferred to her successor at the close of her office.
6. Conduct the correspondence of ACRWC and shall send out all notices when necessary.
7. Send to the President and Secretary of the Idaho State Federation, the names and addresses of all officers immediately after election, and the names and addresses of all Chairmen as they are appointed, and the names and addresses of all delegates and alternates elected by the organization to the biennial convention of the Idaho State Federation.
8. A Corresponding Secretary may be appointed by the President if needed.

F. The Treasurer shall:

1. Serve as custodian of the funds of ACRWC and shall pay all bills approved by the organization or board. Checks shall be signed by the Treasurer with the approval of the President.
2. File all paid bills, keep an account of receipts and expenditures and shall submit a report to the membership at regular meetings with a copy for the President.
3. Receive all dues given her by the membership chair.
4. Submit a written report at the annual meeting.
5. Collect and transmit all dues and service charges to IFRW as directed.

G. The Directors shall:

1. Assist the President in promoting the work of the ACRWC.

Section 6. **RECORDS.** All officers and all committee chairmen shall deliver all records, files, and properties of the Club to their successors upon retiring from office.

### SECTION 3 - THE EXECUTIVE BOARD

The elected officers of the organization and the immediate past president shall constitute the ACRWC Executive Board.

- A. The ACRWC Executive Board shall have general supervision of the organization between its meetings and perform such other duties as are specified in these bylaws. It shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.
- B. The ACRWC Executive Board shall fill all vacancies in officer positions which occur between elections

Approve committee appointments made by the president

Recommend a budget

Set the date, time and place for club meetings

Work together to plan meetings, membership drives, and action plans presented by committee chairs

### SECTION 4 - QUALIFICATION OF OFFICERS

The President, First Vice President, Second Vice President Secretary and the Treasurer shall have been members of ACRWC nine months before being eligible for election to office and shall be a member in good standing.

## ARTICLE VII – STANDING COMMITTEES-AND SPECIAL PROJECTS

### SECTION 1 - STANDING COMMITTEES

The President, with the advice and consent of the Executive Board, shall appoint all Standing Committee Chair and Standing Committee Members. The Standing Committees shall be comprised of

Committees provided for in the IFRW and NFRW Bylaws are:

## ARTICLE IX – COMMITTEES

Section 1: STANDING COMMITTEES. Standing committees shall be Bylaws, Campaign Activities, Fundraising, Membership, Program, and Public Relations /Communication. Chairmen are appointed by the President for a two-year term and are approved by the Board of Directors. Standing Committee Chairs are voting members of the Board of Directors.

### Section 2: SPECIAL COMMITTEES

Special Committees may be appointed by the President to assist in carrying out the activities and special projects of the organization and often serve for less than a term of office. Special Committees may include, but are not limited to, Caring for America, Literacy, Legislation, Protocol, Americanism, Outreach, and Leadership Development. All committee members must be active members in good standing in the club.

Section 3: DUTIES. Committees shall prepare programs of action in their respective fields and present to the Executive Committee for consideration and approval. The president shall be an ex-officio member of all committees except the Nominating and Financial Review Committees and shall have final authority over all printed materials.

Section 4: OTHER COMMITTEES:

- A. Audit/ Financial Review Committee – shall consist of at least two qualified individuals appointed by the President to review the treasurer’s books at the end of the calendar year in which the election of officers is held. A report of the committee will be submitted to the Board of Directors.
- B. Nominating Committee – see Article XI.
- C. Budget Committee – may consist of the President and Treasurer. Budget shall be submitted to the Executive Committee for approval.

Americanism/Armed Forces	Budget/Finance	Bylaws/Parliamentarian
Caring For America	Chaplain	Club Achievement Awards
Communications	Historian	Leadership/Scholarship
Literacy	Legislation	Membership/Outreach

SECTION 2 - SPECIAL COMMITTEES

Special Committees may be appointed by the President to assist in carrying out the activities and special projects of the organization.

SECTION 3 – SILVER TEA

The purpose is to provide sustainable funding for ACRWC and the Scholarship Fund.

- A. Silver Tea revenue allocation is as follows:
  - a. ACRWC funds – All funds received with the exception of sponsorships and scholarship designations.
  - b. Scholarship funds – All sponsorship funds and donations received designated for scholarship funds.  
(Sponsor or Donor may designate specific scholarship fund)
- B. Membership
  - a. The Silver Tea shall be part of the yearly membership drive.

ARTICLE VIII - MEETINGS

SECTION 1 – REGULAR

The regular meetings of this organization shall be held monthly. The June, July and August meetings are optional.

SECTION 2 - ANNUAL MEETING

The meeting in **November**? December shall be the annual meeting and shall be for the purpose of **electing** installing officers, receiving reports and for any other business that may arise.

#### ARTICLE IX - NOMINATIONS AND ELECTIONS

SECTION 1 - At the regular meeting in October of even numbered years, a nominating committee of three members shall be elected. It shall be the duty of this committee to nominate a candidate for each office for a two-year term, to be filled at the annual meeting. The nominating committee must secure the consent of each candidate. Additional nominations may be made from the floor **at the annual meeting**.

SECTION 2 - All officers shall be elected by ballot at the **Annual Meeting in November meeting**, and a majority vote of a quorum present shall be required to elect. If there is only one nominee for the office, election may be by voice vote.

SECTION 3 - The President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected for a term of two years to begin at the close of the annual meeting. Each director shall be elected for a term of two years. The two of the three directors shall have been ACRWC officers previously.

SECTION 4 - No member shall hold more than one elected office at a time.

(Suggested verbiage for this Article from sample club bylaws that conform with IFRW bylaws)

#### ARTICLE XI - NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE. At the regular meeting in September, a nominating committee of three members shall be elected. It shall be the duty of this committee to nominate a candidate for each office. The nominating committee must secure the consent of each candidate. A copy of the slate of officers nominated by the Committee shall be presented to the Club membership at its October meeting. Additional nominations may be made from the floor at the Annual Meeting in November, with permission of the nominee.

Section 2. ELECTION. All officers shall be elected by ballot at the Annual Meeting. A majority vote of members present shall be required to elect. If there is only one nominee for the office, election may be by voice vote. No member shall hold more than one elected office.

Section 3. TERM. The President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected for a term of two years to begin at the close of the Annual Meeting.

#### ARTICLE X - QUORUM



SECTION 1 - A quorum for a meeting of ACRWC shall be ten percent (10%) of the paid membership.

SECTION 2 - A quorum for a meeting of the ACRWC Executive Board shall be five (5) members.

#### ARTICLE XI – SCHOLARSHIP COMMITTEE

SECTION 1 – The Scholarship Committee shall consist of a Chairman appointed by the ACRWC President, the ACRWC President and two additional ACRWC members appointed by the President.

SECTION 2- The purpose of this committee is to oversee the ACRWC Scholarship Fund in keeping with our goal of educating our members and mentoring young Republican women.

SECTION 3- In January of each year the scholarship committee will be given a budget by the ACRWC Executive Board for the current year’s awards.

SECTION 4- The Scholarship Committee will submit the names and amount of their scholarship awards to the ACRWC Executive Board for approval.

#### SECTION 5 – SCHOLARSHIPS

- A. Diana Hyde Scholarship  
For educating and mentoring Republican women a scholarship will be provided in memory of Diana Hyde. The recipient shall be a Republican woman attending or accepted to attend an Idaho College or University.
- B. Janet Miller Scholarship  
This scholarship will provide scholarships to members of the Ada County Republican Women’s Club in memory of Representative Janet Miller. They will be given to members in good standing and may be used for campaign schools, conferences or Federation conventions.
- C. American Legion Girls State Scholarship  
This scholarship will provide scholarships to girls selected to attend American Legion Girls State.

#### ARTICLE XII - IFRW STATE CONVENTION

SECTION 1. The State Convention is held biennially in even-numbered years. Each County Republican Women’s Club is represented at the Biennial Convention.

SECTION 2. Delegates and Alternates

- A. The president of each local club shall be an automatic delegate. A club vice president may serve in the absence of the president.

B. Additionally, Each club is entitled to one delegate and one alternate for the first 10 members and one delegate and one alternate for each additional 25 members or major fraction thereof. Delegates and alternates must be ACRWC members in good standing with the current year's dues paid by August 1.

C. Delegates and alternates shall be elected (selected?) by the Executive Board.

D. Delegate vacancies shall be filled by the alternates in their designated order. Alternate vacancies occurring prior to the convention shall be filled by the Executive Board as deemed necessary.

### ARTICLE XIII - PARLIAMENTARY AUTHORITY

SECTION 1 - Roberts Rules of Order, Revised, shall govern the ACRWC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of this organization.

SECTION 2 - The parliamentarian shall inform and advise the President in resolving any conflicts concerning parliamentary procedure.

### ARTICLE XIV - AMENDMENTS

These Bylaws may be amended by a two-thirds vote of a quorum present at any regular meeting of this organization, or special meeting called for the purpose of amending the bylaws, provided, that notice of the proposed amendments has been given in writing at least 45 days in advance.

The Bylaws of this organization were originally adopted in June 1953. Amended Bylaws occurred as follows:

- Amended January 1959
- Amended November 1962
- Revised May 1964
- Revised May 1968
- Amended October 1971
- Amended September 1976
- Amended March 1980
- Amended March 1983
- Amended October 1997
- Revised October 2007
- Amended October 2009
- Amended September 2012
- Amended October 2014

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Secretary, Ada County Republican Women's Club

Janalee Woolf  

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President, Ada County Republican Women's Club

Dated: April 21, 2017