

LOWER CAPE FEAR REPUBLICAN WOMEN'S CLUB BYLAWS

Revised September 6, 2018

ARTICLE I – NAME

The name of this Organization shall be the Lower Cape Fear Republican Women's Club; hereafter in this document shall be referred to as the LCFRWC.

ARTICLE II - OBJECTIVES

The objectives of the LCFRWC shall be:

- to promote an informed public through political education and activity;
- to increase the effectiveness of women in the cause of good government through active political participation;
- to cooperate with the National and North Carolina Federations of Republican Women;
- to foster loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections;
- to support the objectives and policies of the national, state and local Republican Party organizations and to work for the election of Republican nominees.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

A. Membership in the LCFRWC shall be open to any woman who is a registered Republican or has the intent to register Republican when she is of legal voting age in North Carolina and a resident of North Carolina, and who accepts and advocates the Objectives and Rules of this Organization.

B. Associate Members

1. Republican women who have primary membership in a federated local club are eligible for associate membership in local clubs upon payment of the required annual dues. Associate members cannot hold office, vote or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions;
2. Republican men are eligible for associate membership upon payment of the required annual dues to the local club. They cannot hold office, have a voice or vote or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. Republican men who are associate members in local clubs do not become members of the state federation of the NFRW.

C. A Member in Good Standing is an individual active member whose current dues are paid in a NCFRWC affiliated unit club, who supports Article II of these Bylaws, and who is a registered Republican.

Section 2. Dues

A. Annual dues shall be determined by the club membership at its annual meeting in November and include membership in the North Carolina Federation of Republican Women and the National Federation of Republican

Women (hereinafter called the NCFRW and the NFRW, respectively), and shall be due and payable by January 1 of each year.

B. Dues paid by any member joining this Organization for the first time after September 1 shall include membership through the following calendar year.

Section 3. Removal from Membership

A. Any member may be removed from membership for non-payment of dues by April 1 of the current year, by resignation, or by change of registration to an opposition party.

B. Any misuse of a unit membership list by a member for personal gain shall constitute grounds for removal from membership.

C. A member may be reinstated upon receipt of dues, or by a two-thirds vote of the LCFRWC Executive Board, providing the reasons for removal have been corrected.

Section 4. National and State Membership

This Organization shall maintain membership in the NCFRW and the NFRW according to their bylaws. This Organization shall be in good standing when its current dues and service charges are paid to NCFRW and NFRW; and it supports the bylaws and objectives of NCFRW and NFRW, and whose bylaws are shall not be in conflict with NCFRW and NFRW bylaws.

Section 5. Fiscal Year

The fiscal year of the Organization shall be from January 1 through December 31.

ARTICLE IV - OFFICERS

Section 1. Officers

A. The officers of this Organization shall be a President, a Vice President, a Secretary, a Treasurer and an Assistant Treasurer, and two at-large members.

B. Each officer shall be an active member in good standing of this Organization and shall not hold office or chair a committee in another Local Republican Women's Club.

Section 2. Nominations and Elections

A. Nominations

1. A nominating committee of three members shall be elected by the general membership by the regular September meeting in even numbered years;
2. The Nominating Committee shall submit one nominee for each office in a report to the membership ten (10) days prior to the November meeting. The consent of the nominee to serve if elected must be secured in advance of presenting the report;
3. Nominations from the floor may be made following the report of the Nominating Committee provided that the consent of the nominee has been secured in advance;
4. Only members who maintain an active membership in good standing with the Organization shall be nominated for elective office. Members who hold office or committee chairmanships in other Local Republican Women's Clubs are not eligible for nomination.

B. Elections

1. Elections shall be held at the annual November meeting in even numbered years;
2. Elections shall be by ballot in all cases where there is more than one nominee for that office, and the President shall appoint three tellers to count the ballots.
3. A majority vote of the members present, and voting shall constitute an election
4. In order to vote, members must have a full membership paid by September 1. A majority vote of the members present and voting, providing a quorum is present, shall constitute an election.

C. Terms of Office

1. The officers shall serve for a term of two years or until their successors are duly elected and qualified. Officers will take office at the installation ceremony in December; However, the outgoing treasurer will complete all necessary reports to complete the fiscal year of the club through December 31 before turning the records over to the incoming treasurer.
2. No member shall hold more than one office at any one time; and no officer may be eligible to serve more than two consecutive terms in the same office, unless she shall have filled the unexpired term of her predecessor provided, she served less than half of the unexpired term.

Section 3. Duties of Officers

A. The duties of the President shall be:

1. To actively represent the Club as a member of the NCFRW Board of Directors and keep her Club members informed by attending NCFRW Board meetings and sharing materials and information; and by encouraging the Unit Club and individual member participation in all State and National projects;
2. To prepare an annual budget with the Executive Board to be presented; to the membership for adoption no later than the February meeting.
3. To preside at all meetings of this Organization and of the LCFRWC Executive Board;
4. To represent the Organization at all times or to designate a member of the LCFRWC Executive Board as a representative in her absence or inability to do so;
5. To appoint all standing committee chairmen with the advice and consent of the Executive Board.
6. To appoint special committee chairmen except the nominating committee;
7. To appoint a parliamentarian;
8. To serve as ex-officio member of all committees except the nominating committee;
9. To sign checks in an emergency as approved by the Executive Board upon the inability or unavailability of the Treasurer to do so;
10. To ensure that a complete membership list of the Club is maintained, and such list is for the exclusive use of the Club, the NCFRW and the NFRW as authorized under their respective bylaws;
11. If required by the County Republican Party Plan of Organization, to serve as a member of the County Executive Board;

12. Arrange for an annual audit of financial records, in coordination with the Treasurer and ensure that the results are reported to the Executive Board.

B. The duties of the Vice President shall be:

1. To perform the duties of the president in the absence of the president;
2. To serve as Program Committee Chairman secure the location of the monthly meetings and to arrange for guest speakers;
3. To prepare and distribute a quarterly newsletter and monthly e-update for the membership. In the event the vice-president is unwilling or unable to perform these duties, an editor will be appointed by the president with the approval of the Executive Board.
4. To perform other duties as may be assigned by the President.

C. The duties of the Secretary shall be:

1. To keep accurate records of the regular meetings of the club and Executive Board meetings and to send minutes to the president within ten days of each meeting;
2. To perform such other duties as may be assigned to her by the president;
3. To keep attendance at all executive and regular meetings.
4. To accept the RSVP's for monthly meetings and official functions and compile a list of such and to oversee the check-in process for meetings and functions.
5. To maintain a current e-mail list of all members and to send e-mails to members when so directed by the president.

D. The duties of the Treasurer shall be:

1. To obtain mandatory Treasurer Compliance Training from the NC Board of Elections and acquire a Certificate of Completions within three months of appointment;
2. To be custodian of all funds of the club;
3. To send notices of unpaid dues to members;
4. Disburse and receive funds as directed by the LCFRWC Executive Board in compliance with generally accepted accounting standards and in compliance with Bylaws, Standing Rules, NC Board of Elections Rules and Campaign Finance Laws;
5. Coordinate with the President on the annual audit that is reported to the LCFRWC Executive Board;
6. To make written reports of receipts and disbursements for all meetings, and as directed by the President;
7. To issue club checks for payment of club dues and service charges to the NCFRWC as stipulated in the NCFRW bylaws;
8. File the necessary reports required by the NC Board of Elections and Campaign Finance laws;

E. The duties of the Assistant Treasurer shall be:

1. To maintain a complete membership list of the LCFRWC and to ensure such list is for the exclusive use of the LCFRWC, the NCFRW and the NFRW as authorized under their respective bylaws; and to file all required reports with the NCFRW and NFRW.

2. To perform the duties of the Treasurer in the absence of the Treasurer.

Section 4. Resignation from Office

Should any President or Vice-President file for election to public office, involving a primary; advocate a split party ticket; or support a candidate running on an opposition ticket, she must resign her office in this Organization.

Section 5. Vacancies

A vacancy in an elective office shall be filled by election by the LCFRWC Executive Board at the meeting following the vacancy. Notice of such vacancy shall be given to the members of the LCFRWC Executive Board with the notice of the meeting.

Section 6. Records

Each officer shall keep a portfolio of her duties and records which shall be passed on to her successor within thirty days of retirement from her position, unless otherwise directed by the President or the LCFRWC Executive Board.

ARTICLE V – MEETINGS

Section 1. Regular

Regular meeting shall be held once a month at a time and place designated by the President with the advice of the LCFRWC Executive Board. Club members shall be notified by mail/email of the date, time and place of all meetings. (Club must hold a minimum of five regular meetings.)

Section 2. Special

Special meetings may be called by the LCFRW Executive Board or ten (10) regular members in good standing and the purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least five days' notice shall be given to all members for any special meeting.

Section 3. Annual Meeting

The meeting in November shall be the annual meeting and shall be for the purpose of electing officers in even-numbered years; receiving reports of officers and committees, and for any other business necessary.

Section 4. Quorum

Twenty-five percent of the paid full membership of the Club shall constitute a quorum for all regular and special meetings. There shall be no proxy voting. Associate members do not vote.

Section 4. Electronic Voting

A motion which exceeds the \$75 discretionary spending limit of the Executive Board and is considered time sensitive and has been passed by the Executive Board may be submitted to the membership for an electronic vote provided a quorum responds (equal to the quorum of a regular meeting) and a time frame of two days (48 hours) is given for voting.

ARTICLE VI – EXECUTIVE BOARD & EXECUTIVE COMMITTEE

Section 1. Executive Committee

Membership of the LCFRWC Executive Committee shall be the elected officers and the immediate past president of the club provided the immediate past president has not resigned.

Section 2. Duties

The duties of the Executive Committee shall be:

1. Approve the appointment of the standing committee chairmen;
2. Approve the appointment of the special committee chairmen.

Section 3. Executive Board

Membership of the LCFRWC Executive Board shall be the Executive Committee and the Standing Committee Chairman.

Section 4. Duties

The duties of the LCFRWC Executive Board shall be:

1. To serve as the governing body of the Organization between meetings;
2. To fill by election any vacancy occurring in an elective office at the next meeting following the vacancy;
3. To prepare a report of disbursement of campaign contributions to be made to Republican candidates after the primary and to present the report to the membership ten (10) days before the meeting at which the vote is to take place.
4. To select the recipient of the Alice D. Cumberworth Award (or its successor). The recipient is to be chosen based on her involvement in the Club, the Federation and the Republican Party in general:
 - An appropriate gift not to exceed \$75 will be presented at the Installation Meeting and the permanent plaque will be engraved with the recipient's name.
 - Neither the current president or the incoming president will be eligible to receive the award in the year in which they are serving.

Section 5. Meetings

A. The LCFRWC Executive Board shall meet at least quarterly –notice of the date, time and place of the 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 LCFRWC Executive Board upon three days' notice.

C. Special meetings of the Executive Board may be held electronically provided all other requirements are met.

Section 6... Quorum

Four members of the Executive Board shall constitute a quorum for meetings provided two of the members present are elected officers.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees

A. The standing committees of this Organization shall be: Bylaws, Campaign, Fund raising, Membership, Program, Public Relations, Legislation and Research, and Americanism. The chairmen of which shall be appointed by the President with the approval of the LCFRWC Executive Committee

B. Standing committee chairmen shall be appointed for a term of two years and shall be eligible to serve a maximum of two terms.

C. Each standing committee shall develop and outline programs of action in its respective area of responsibility at the first meeting of the standing committee and shall present its program to the LCFRWC Executive Committee and then to the general membership of the Organization at the meeting following development of the program.

D. The standing committees shall meet upon call of their respective chairman and shall make reports at any regular or special meeting of the Organization as requested by the President.

Section 2. Special Committees

A. The President may appoint special committees, with the approval of the LCFRWC Executive Committee, except the nominating committee, that are deemed necessary to carry out the work of the Organization and to perform specific assigned duties.

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

Section 3. Records

All committees shall deliver all records, files, and properties of the Organization to their successors or to an officer designated by the President or the LCFRWC Executive Board within one month after retiring from office, unless otherwise directed by the President or the LCFRWC Executive Board.

ARTICLE VIII - CONVENTIONS

Section 1. NCFRW Biennial Convention

A. Delegates and Alternates are to be elected to the NCFRW Biennial Convention at the regular meeting prior to the credentials committee deadline.

B. Only full members in good standing of the LCFRWC are eligible to be delegates and alternates.

C. The number of delegates and alternates shall be determined by the NCFRWC Bylaws.

Section 2. NFRWC Biennial Convention

A. Each club is allowed one delegate

B. The LCFRWC President will be our allowed delegate

C. If the president is unable to attend, a delegate will be elected at the regular meeting prior to the credentials committee deadline.

D. One alternate shall be elected at the regular meeting prior to the credentials committee deadline.

E. Only full members in good standing are eligible to be a delegate or alternate.

ARTICLE IX – SPECIAL RULES

A. Neither Organization nor its President shall endorse a candidate prior to the primary election, when there is more than one Republican candidate for the same office.

B. The name of this Organization, or the position held, shall not be used by any member in supporting a candidate prior to the primary election.

C. This Organization shall not advocate a split party ticket nor support a candidate running on an opposition ticket.

D. Non-Republican political candidates, political office holders, party officials or their representatives shall not be allowed to address the group or distribute political materials at NCFRW and NCFRW Club meetings or events.

ARTICLE X – STANDING RULES

Standing Rules may be adopted by the Executive Board and presented to the membership for adoption provided that notice of the proposed rules has been given electronically to all members at least ten days prior to the meeting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and when they are not inconsistent with these Bylaws.

ARTICLE XII – AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds vote of those members present and voting, a quorum being present, at any regular meeting of the Organization, or a special meeting called for that purpose, provided that notice of the proposed changes has been given electronically to all members at least twenty-one (21) days prior to the meeting. Any amendment adopted by the NFRW or the NCFRW affecting the work of this unit club shall become an amendment of the unit club without further notice.

ARTICLE XIII – DISSOLUTION OF ORGANIZATION

The Organization shall be considered dissolved by a motion presented to the membership and passed by a two thirds majority of those present and voting, provided there is a quorum of membership in attendance. All debts shall be paid, and any other assets will be tendered according to the legal requisites for political affiliates and no assets personally benefit any member(s) of the Organization.

Adopted: These bylaws were amended by the LCFRWC on January 22, 1977; October 3, 1985; September 1, 1994; May 4, 2006; September 2, 2010; November 3, 2011; May 2, 2013: and

revised May 7, 2015. Bylaws were amended November 3, 2016. Bylaws were amended September 6, 2018.

Signed September 6, 2018

_____ Lori Gaines, Chairman

_____ Cheryl Hunter

_____ Sandra Ray, President