

# Republican Women's Network of South Brevard

Revised March 2023

## **BY-LAWS**

### **ARTICLE I- NAME**

The name of this organization shall be Republican Women's Network of South Brevard (RWNSB) Member of Florida Conservative Women's Network (FCWN). Helping to educate women on political issues and expand their understanding of the role of government.

### **ARTICLE II – OBJECTIVES**

The objectives of this organization shall be to:

- 1.) Develop an outreach program to expand our Republican base to reflect the diversity of our country.
- 2.) Educate women on local, state and national issues.
- 3.) Raise the level of debate on the issues to include the voice of Republican women.
- 4.) Promote the election of qualified Republican women candidates to positions of leadership and enhance recruitment of women as candidates.
- 5.) Advocate for the passage of legislation important to the security and well-being of all American citizens.
- 6.) To facilitate cooperation among Republican Clubs in Brevard County.

### **ARTICLE III – MEMBERSHIP**

Any woman who believes in the principles of the Republican Party and intends to support its candidates is eligible for membership.

A.) **Membership** in this organization shall consist of the following classes:  
ACTIVE MEMBERS:

- 1.) Shall be registered Republican women with dues currently paid.

2.) Shall have the privileges of voting at local, state annual and state summit FCWN meetings, participating in debates, serving on Committees, and holding office.

#### ASSOCIATE MEMBERS:

- 1.) Shall be elected Republican Women Officials.
- 2.) Shall be women who are voting members of another Network Club.
- 3.) Shall be elected Republican Male Officials.
- 4.) Shall be Registered Republican men.

#### ASSOCIATES SHALL NOT:

- 1.) Make a motion.
- 2.) Have a voice or vote.
- 3.) Be a member of the Nominating Committee nor hold any office nor hold any Chairmanship.

Only members in good standing who are duly qualified Republicans shall be eligible to hold office in the Club or serve as Chairman of Standing Committees or as members of the Nominating Committee. Only members in good standing shall be eligible to vote in any election of the Club or on business of the Club.

B.) **Code of Conduct**: Any member of the RWNSB that is found to be disruptive and/or combative in any way with other members of the RWNSB at any event or day to day function of this Club may be asked to leave. The Executive Board shall have complete jurisdiction over the continuation or denial of the individual's membership. This shall also include any member of the RWNSB representing our club in a negative manner.

## **ARTICLE IV - OFFICERS' DUTIES**

**Officers of the Club**: The officers of this Club shall be: President, First Vice President, Second Vice President, Third Vice President, Fourth Vice-President (if Executive Board votes appropriate), Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President. The Executive Board can vote for admittance of any RWNSB membership.

A.) **President:** No member shall be eligible to serve as President unless she has been an Active Member for at least one year. Vacancy of the office of the President shall be filled by the First Vice President.

**Duties of the President shall be:**

- 1.) Preside at all meetings of the RWNSB, Board of Directors and Executive Committee and have general supervision of the work of the Club.
- 2.) Appoint all Standing, Special and Ad Hoc Committee Chairs, except the Nominating Committee; The Nominating Committee is to be approved by the Executive Board.
- 3.) Be an ex-officio member of all Committees except the Nominating Committee.
- 4.) Co-sign checks with an office designated by the Executive Committee; in the absence or inability of the Treasurer and co-sign with the Treasurer any checks over \$500.00 (except for luncheons) and submit accounting at the next board meeting.
- 5.) Contact a CPA with the approval of the Executive Committee to audit the books of the Treasurer once every two (2) years and appoint a committee of three (3) members plus the Treasurer to audit the books in the intermittent years. (The Treasurer should be available for explanations or account procedures only).
- 6.) Represent the Club at all times and designate in her inability to serve an Officer or Board member.
- 7.) Serve as coordinator between FCWN and RWNSB.
- 8.) Appoint a Parliamentarian who shall meet the requirements as set forth for the elected offices but shall not be a voting member of the Executive Committee by virtue of her appointment.
- 9.) Appoint an Historian.
- 10.) Appoint a Chaplain.

B.) **Vice Presidents:** No member shall be eligible to serve as Vice President unless she has been an Active Member for at least one year.

**Duties of the Vice Presidents shall be:**

- 1.) **First Vice-President of Programs** - Coordinate with guest speakers.

- 2.) **Second Vice-President of Technology** - Emails, Website, Social Media.
- 3.) **Third Vice-President of Membership**- Keep an up to date record of members to include status.
- 4.) **Fourth Vice-President** - Open to Executive Board Discretion.
- 5.) Vice Presidents in their orders will perform the duties of the President in her absence or inability to serve.
- 6.) Vice Presidents will perform other duties assigned by the President.

C.) **Recording Secretary**: No member shall be eligible to serve as Recording Secretary unless she has been an Active Member for at least one year.

**Duties of the Recording Secretary shall be:**

- 1.) Record and keep accurate minutes of all meetings of RWNSB and its Executive Board and provide a copy of the minutes to the Executive Board.
- 2.) Be custodian of all records and papers of the RWNSB except those that pertain to some other office or Committee.
- 3.) Perform other duties assigned by the President.

D.) **Corresponding Secretary**: No member shall be eligible to serve as Corresponding Secretary unless she has been an Active Member for at least one year.

**Duties of the Corresponding Secretary shall be:**

- 1.) Conduct the correspondence of the Club as requested.
- 2.) Perform other duties assigned by the President.

E.) **Treasurer**: No member shall be eligible to serve as Treasurer unless she has been an Active Member for at least one year.

**Duties of the Treasurer shall be:**

- 1.) Receive and be custodian of all funds of the Club and pay all bills authorized by the Club.

- 2.) Keep accounts of all monies received and disbursed by her and report in full at all regular meetings.
- 3.) Keep an up-to-date roster of the membership of the RWNSB Club and notify members when dues are due.
- 4.) Prior to February 1st of each year the Treasurer shall forward the required dues and fees to the Treasurer of the Florida Conservative Women's Network as required by the FCWN By-Laws and according to the instructions of the Florida Conservative Women's Network Treasurer.
- 5.) The books of the Treasurer shall be audited by an Auditing Committee consisting of three members to be appointed by the President and subject to the approval of the Executive Committee. The audit shall be made prior to the annual meeting.
- 6.) Be an authorized signer on the Club's bank account.
- 7.) Work with the Reservations Chairwoman to check-in members and guests at the general meetings.

## **ARTICLE V - EXECUTIVE BOARD & EXECUTIVE COMMITTEE**

### **A.) THE EXECUTIVE BOARD & THE EXECUTIVE COMMITTEE:**

- 1.) The Executive Board shall consist of the Elected Officers of the Club including the Immediate Past President. The Executive Board shall have authority to transact any necessary business between meetings, change a meeting date in an emergency, make recommendations as to policies of the club, advise the President and fill vacancies other than the office of the President. Emergency vote of the Executive Board may be in meeting by phone or email.
- 2.) The Executive Committee shall consist of the Elected Officers, the Chairmen of Standing Committees and Immediate Past President. The Executive Committee shall be responsible for the Standing Rules and have at least nine (9) monthly meetings each year. In election years monthly meetings are held during the summer months.

The members of the Executive Board and the Executive Committee shall deliver all records, files and properties of the RWNSB to the President or to the successors within (72 hours) after retiring from office or chairmanship.

The Executive Board and the Executive Committee shall meet at the call of the President or upon request of the majority of the members of each thereof.

## **ARTICLE VI - NOMINATIONS AND ELECTIONS**

### **A.) NOMINATIONS:**

The Nominating Committee shall consist of three (3) members. They shall serve for a term of two (2) years and shall select their own Chair. One (1) shall be elected by the Executive Board from the general membership and two (2) to be elected by the general membership on or before the May meeting. This Committee shall elect its own Chairman from one of its own members and shall report one qualified nominee for each office to the Executive Committee at the September Executive Committee meeting and at the September General meeting. Nominations may be made from the floor. No one shall be nominated for office whose consent to serve has not been previously obtained. Nominees for office shall have been Active Members in good standing for at least one year prior to nomination.

The President shall not serve more than two consecutive terms in office. After a one term, two (2) year absence from the office of President a Past President may run for this office again.

Only members in good standing prior to the third Thursday in October of the Club's election year shall be eligible to vote for Club Officers. Installation of newly elected Officers shall be held at the January meeting.

### **B.) ELECTIONS:**

The President, First Vice-President, Treasurer and Corresponding Secretary shall take office in odd numbered years. The Second Vice-President, Third Vice-President, Fourth Vice-President (if there be one) and Recording Secretary shall take office in even numbered years.

Elections of Officers shall occur at the October meeting. Officers shall be elected at the club election meeting for a term of 2 year(s) or until their successors are elected and shall take office at the opening of the January meeting.

Elections shall be by ballot except when there is but one candidate for office in which elections may be by acclamation. A majority shall elect.

**C.) VACANCY IN OFFICE:**

A vacancy in the office of President is automatically filled by the First Vice-President. The Executive Board appoints a replacement for any other elected office vacancy requesting assistance from the Nominating Committee if need be.

**ARTICLE VII – DUES**

**A.) MEMBERSHIP DUES:**

Dues shall be for the membership year beginning in January and continuing through December. Dues shall be payable upon applications for membership, renewal and thereafter annually by the January Club meeting.

The fiscal year of this Club shall be January 1st through December 31st. Membership dues become delinquent February 1<sup>st</sup>. Any dues paid by new members after September 1st will be credited for dues the following year.

**ARTICLE VIII- MEETINGS**

**A.) GENERAL MEETINGS:**

There shall be at least eight (8) monthly meetings held each calendar year. In election years monthly meetings may be held during the summer months. Special meetings may be held at the call of the President or may be called upon the request of forty percent (40%) of the active members.

**ARTICLE IX - COMMITTEES**

**A.) STANDING COMMITTEES:**

The Standing Committees of this Club shall include (any or all of the following) Campaign Activities, Reservations, Finance, Legislation, Membership, Program, Public Relations, By-Laws or other committees appointed by the President and approved by the Executive Committee. The duties of the Standing Committees shall be those as set forth by the State

for such committees and any additional duties which may be designed by the Executive Committee.

#### **B.) SPECIAL COMMITTEES:**

Special Committees or Ad Hoc Committees, such as Historian, Phone Committee, Greeters, etc. may be appointed by the President as deemed advisable. The duties of the Special Committees shall be those prescribed by the Executive Committee. Chairmen of Special Committees shall not be members of the Executive Board by virtue of their appointment.

All committees shall file written reports with the Recording Secretary at the Annual meeting and give verbal reports at all Executive Board meetings.

### **ARTICLE X – QUORUM**

#### **A.) MAJORITY:**

One fourth of the total Active Membership present shall constitute a quorum at any regular or special meeting provided two are officers. A majority of the Executive Board at an RWNSB Board meeting shall constitute a quorum.

### **ARTICLE XI - STATE ANNUAL AND SUMMIT MEETINGS**

The President, or in her absence another officer, should represent the Club at State Network annual and summit meetings. Any Active club members in good standing may attend the Florida Conservative Women's Network state or summit meetings and have a vote.

### **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rule of Order, Newly Revised* shall govern all proceedings except where inconsistent with the provisions and By-Laws of this Club.



## **ARTICLE XIII- AMENDMENTS**

A.) By-Laws: These By-Laws may be amended by a two-thirds (2/3) vote of Active Members present at any regular meeting of this Club, adjourned session thereof, or at a special meeting called for that purpose provided notice of the proposed amendments have been given in writing to all members at least ten (10) days prior to the meeting. Special Circumstances will be defined by the FCWN President.

B.) Standing Rules: The Standing Rules may be amended by any Club Membership meeting without previous notice and by a simple majority of members present.

## **ARTICLE XIV – ENDORSEMENT POLICY**

The RWNSB and its President shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, special elections and/or nonpartisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries but not in the name of the club.

## **ARTICLE XV – DISSOLUTION**

The RWNSB may be dissolved by a two-thirds (2/3) vote of the members in attendance at any regular or special meeting of the RWNSB if notice of the dissolution has been submitted in writing at least thirty (30) days prior and has been sent to all members of the RWNSB. In the event of dissolution the Executive Committee shall, after payment of all liabilities of the RWNSB, distribute any remaining assets to the FCWN. No funds shall be distributed to any member or officers of the RWNSB. The right to use the name of a dissolved FCWN shall revert to the FCWN.

# **STANDING RULES**

Standing Rules are used in conjunction with the By-Laws of the Republican Women's Network of South Brevard (RWNSB). They may be amended at any Executive Committee meeting by majority vote.

## **A.) EXECUTIVE COMMITTEE:**

- 1.) A copy of the By-Laws and Standing Rules shall be given to each member of the Executive Committee.
- 2.) The RWNSB President is a voting member of the FCWN Board of Directors and should attend their conferences and conventions. If the President is unable to attend the Club should send an elected officer in her stead.
- 3.) The President or her official representative shall be reimbursed by the Treasurer for registration fees at state meetings. Travel to be paid if funds are available, vehicle travel paid at Government rate.

## **B.) PRESIDENT:**

The President shall preside over all monthly meetings, attend all Executive Board meetings and attend all other meetings related to RWNSB business. The outgoing President shall serve as a non-voting member of the Executive Committee. If an officer is unable or otherwise fails to fulfill the duties of the office (as determined by a majority of the members of the Executive Committee) that office will be deemed vacant. The President will notify the person in writing.

## **C.) VICE PRESIDENTS:**

- 1.) The First Vice President of Programs shall be responsible for programs commencing in February and ending at the close of her term. She shall present an outline of projected yearly programs to the Executive Committee.
- 2.) The Second Vice President of Technology shall be responsible for all internal communications and publications for the Club which includes the email alert, website and social media. The Second Vice President of Technology is responsible for sending the E-Alert to those designated at least three (3) times prior to each general meeting. The December E-Alert

may include a 'Dues Renewal' notice. All inserts to the E-Alert must be approved by the Executive Committee.

3.) The Third Vice President of Membership shall actively promote membership and maintain a current membership roster, provide the Executive Committee with a current roster and keep the Executive Board informed when new members are added to the roster. She shall safeguard the membership list prohibiting the use of such list or any part thereof not authorized by RWNSB. She shall prepare the directory for distribution to the members.

4.) The Fourth Vice President (if approved by the Executive Board) is a position as needed to assist the President in fulfilling the needs of the club. One such duty could be Public Relations.

#### D.) SECRETARIES:

1.) The Recording Secretary shall send a copy of the minutes from each meeting to the Executive Board Members and make them available at all of the meetings. She shall be custodian of all original copies of minutes of meetings in a folder and pass that folder on to the incoming Recording Secretary after installation of officers in January.

2.) The Corresponding Secretary shall send a follow up thank you card to speakers, birthday cards to Active Members (if the board so chooses) and any other written communications as the President directs.

#### E.) RESERVATIONS CHAIRWOMAN:

The Reservations Chairwoman shall identify guest speakers, elected officials, guests and new or potentially new members and make the President aware of them. She shall monitor the reservations email, coordinate with the venue prior to monthly meetings and run the check-in table with the Treasurer.

#### F.) POLICY AND PROCEDURE:

1.) Except for the President, members may endorse Republican candidates during the Primaries. However, the RWNSB and its President shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, special elections and/or nonpartisan elections when more than one Republican is in the race. Individual members of this

organization may work for the candidate of their choice in contested Republican primaries but not in the name of the club.

2.) All projects and financial obligations shall NOT be assumed unless approved by the Executive Committee.

3.) The December meeting is the annual Member Appreciation Lunch.

#### G.) DUES:

The annual dues are \$25 per new active member or renewal. Dues paid after September 1st shall be credited to the following year.

#### H.) GENERAL MEETINGS:

1.) General meetings are held on the 3rd Thursday of each month except for evening meetings. Time of meeting: Social time is 11:00A.M. Meeting begins 11:30 A.M.

2.) Evening general meetings are limited to two (2) per year.

3.) In election years general meetings may be held in June, July and August.

4.) Each member is financially responsible for luncheon/dinner reservations confirmed and not canceled three (3) days prior.

5.) Complimentary meals/travel will be given to speakers and other special guests as recommended by the Executive Committee. This does not include candidate forum speakers.

6.) Any literature to be displayed or distributed at the general meetings must be approved prior to the day of the meeting by the President or Executive Committee.

7.) Candidate literature excluding political banners is welcome at all meetings and candidate forums. Designated areas will be provided.

8.) Meeting Support – Reservations Chairwoman shall be responsible for the Lectern, P.A. System, American Flag and RWNSB banner.