

FORSYTH COUNTY REPUBLICAN WOMEN

As Revised August 25, 2022

ARTICLE I NAME

The name of the organization shall be the Forsyth County Republican Women, hereafter referred to as the FCRW.

ARTICLE II OBJECTIVES

The bylaws and objectives of FCRW shall be consistent with those of the North Carolina Federation of Republican Women (NCFRW) and the National Federation of Republican Women (NFRW).

The objectives of the FCRW shall be:

- A. To promote an informed public through political education and activity.
- B. To increase the effectiveness of women in the cause of good government through active political participation.
- C. To facilitate cooperation among the FCRW, the NCFRW and the NFRW.
- D. To support the objectives and policies of the Republican National Committee (RNC), the North Carolina Republican Party (NCGOP) and the Forsyth County Republican Party.
- E. To support the election of Republican Party nominees and the election of Republican Women.

ARTICLE III MEMBERSHIP AND DUES

SECTION I. PRIMARY MEMBERSHIP

Membership in the Forsyth County Republican Women is open to any registered Republican woman who:

- A. Is a registered Republican in Forsyth County and who believes in the philosophy of the Republican Party and who supports the objectives and policies of the FCRW.
- B. Resides in a surrounding county that does not have a federated Republican Women's club.
- C. Is a member in good standing, per the Standing Rules, who has paid the required dues for the current calendar year to the FCRW. The dues amount for primary members shall be stated in the FCRW Standing Rules and amended as required.

SECTION 2. ASSOCIATE MEMBERSHIP

- A. Any Republican woman who is a primary member of another Federated Women's Club who supports the objectives and policies of that Club shall be eligible to become an Associate Member upon payment of required annual dues. The dues amount for Associate Members shall be stated in the FCRW's Standing Rules and amended as required.
- B. Associate Members of the FCRW have a voice, but cannot hold office, vote, or be counted in determining the number of delegates to NCFRW or the NFRW meetings or conventions or quorums.
- C. Republican men may be Associate Members, but they have no voice and cannot hold office, vote, or be counted in determining the number of delegates to NCFRW or the NFRW meetings or conventions or quorums.
- D. Associate member dues remain with the FCRW. The number of Associate members is reported to the NCFRW and NFRW.

SECTION 3. HONORARY LIFE MEMBERSHIP

- A. The FCRW may nominate for NCFRW Honorary Life Membership a member who meets the qualifications established by the NCFRW Honorary Life Membership Committee. Such member is exempt from regular annual NCFRW dues, but is entitled to no additional privileges
- B. When sponsoring a member for Honorary Life Membership the FCRW shall send the required fee, to be determined by the NCFRW Board of Directors, with a copy of the application to the NCFRW President.
- C. An Honorary Life Member of NCFRW shall pay only annual NFRW dues as required by the NFRW.

SECTION 4. YOUTH MEMBERSHIP

- A. Membership is open to Minors (those 17 or younger) who have a sponsor who is either a Member, Associate Member or Life Member of the FCRW.
- B. Youth Members have a voice, but cannot hold office, vote, or be counted in determining the number of delegates to NCFRW or the NFRW meetings or conventions or quorums.
- C. The dues amount for Youth Members shall be stated in the FCRW's Standing Rules and amended as required.
- D. Dues remain with the FCRW

SECTION 5. MEMBERSHIP LISTS AND ROSTER

- A. FCRW membership lists are the proprietary and confidential information of the FCRW, and its publication/distribution is intended for FCRW's use only.

- B. Any misuse of the FCRW membership list by a member, for financial gain or any other wrongful distribution, shall constitute grounds for expulsion from the FCRW at all levels.
- C. The FCRW shall send a complete alphabetized roster of members in good standing, by electronic means including their addresses with zip code, telephone numbers and e-mail addresses to the NCFRW Assistant Treasurer with their annual per member dues and service charge.
- D. A copy of the roster by electronic means shall be sent to the President, Treasurer, Regional Vice Presidents, and Editor of the NCFRW Newsletter.

SECTION 6. FISCAL YEAR

- A. The fiscal year for the FCRW shall be from January 1 through December 3.
- B. FCRW member dues shall be payable January 2 and shall be delinquent March 1.
- C. Dues collected in the fourth quarter will be applied to the following year's membership per the Standing Rules.

SECTION 7. MEMBERSHIP IN AFFILIATED ORGANIZATIONS.

This organization shall maintain membership in the North Carolina Federation of Republican Women and the National Federation of Republican Women according to their bylaws.

SECTION 4. REMOVAL FROM MEMBERSHIP.

Any member will be automatically removed from membership for non-payment of yearly dues or for change of registration to another political party. A member may be reinstated upon payment of current dues in the case of removal for non-payment or re-registration in the Republican Party in the case of removal for registration ineligibility.

ARTICLE IV MEETINGS

SECTION 1. REGULAR MEETINGS

- A. At least ten (10) regular meeting of the FCRW shall be held per year at a time, and place designated by the President with the advice and consent of the Board of Directors.
- B. Members shall be notified by mail or email of the date, time and place of all meetings at least ten (10) days in advance.

SECTION 2. SPECIAL MEETINGS

- A. Special meetings may be called by the Executive Board, and the purpose of the meetings shall be stated in the call.
- B. No other business may be transacted at the meeting.
- C. At least five (5) days' notice shall be given to all members for any special meeting.

SECTION 3. ANNUAL MEETINGS

The annual meeting of the Forsyth County Republican Women shall be held in December for the purpose of installing officers, receiving reports, and conducting any other necessary business.

SECTION 4. QUORUM

With proper notice, those present shall constitute a quorum for all regular and special meetings.

SECTION 5. VOTING

- A. Each Primary Member shall have one vote.
- B. There shall be no proxy voting.

SECTION 5. POLICY ON SPEAKERS

Non-Republican political candidates, political officer holders, party officials or their representatives SHALL NOT be allowed to address the group or distribute political materials at the FCRW meetings or events.

SECTION 6. ENDORSEMENT POLICIES

- A. The FCRW, as a whole, and its President and Campaign Activities Chair, shall not publicly endorse any candidate for a public office in contested Republican primaries, runoff elections, and special elections, and/or nonpartisan elections when more than one Republican is in the race.
- B. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the FCRW.
- C. Should the President or Campaign Activities Chair run for office, publicly endorse a candidate in a primary or be employed by a candidate in the primary, they must step down from their position until the primary is over.
- D. Neither the FCRW nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the FCRW or FCRW policies and bylaws.
- E. Should a FCRW elected officer endorse or support a candidate on an opposition ticket, she must immediately resign her office.

ARTICLE V: OFFICERS AND THEIR DUTIES

SECTION 1. ELIGIBILITY

All elected officers and members of standing and special committees shall be active Primary Members in good standing of a Local Club.

SECTION 2. OFFICERS

- A. The officers of the FCRW shall be a President, Vice- President of Programs, Vice-President of Membership, Vice-President of Public Relations, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
- B. The immediate Past President shall be an officer of the FCRW for one year following her retirement as President and shall perform the duty of the President in the temporary absence of the President. After the first year, the Vice President of Programs will stand in for the President in the temporary absence of the President.
- C. Each officer must be an active member in good standing of this organization and may not hold office or chair a committee in another local Republican Women's organization.
- D. If the President is unable to serve her full term of office, the FCRW Board of Directors shall elect one of the Vice Presidents to serve as Acting President until the next schedule meeting where a new President will be elected.

SECTION 2. TERMS OF OFFICE

- A. The officers shall be elected at the regular October meeting in even-numbered years and installed at the December meeting in even-numbered years.
- B. They shall serve for a term of two years (2) or until their successors are duly elected and installed.
- C. The Officers-Elect shall attend all meetings of the Board of Directors.
- D. Officers shall take office immediately upon installation.

SECTION 3. DUTIES OF OFFICERS

- A. The duties of the president shall be to:
 - 1. Preside at all meetings of the FCRW and of the Board of Directors.
 - 2. Represent the FCRW at all times.
 - 3. Actively represent the FCRW as a member of the NCFRW Board of Directors by keeping members informed through attendance at NCFRW Board of Directors' meetings and conventions and sharing of materials.
 - 4. Encourage members of the FCRW's participation on state and national levels.
 - 5. Appoint Assistant of Programs, Assistant of Membership, Assistant of Public Relations, Publications Editor, and Web Master with the advice and consent of the other elected officers.
 - 6. Appoint all Standing Committee chairmen with the advice and consent of the other elected officers.
 - 7. Appoint Special Committees, except the nomination committee, which shall be nominated and elected by the membership.
 - 8. Appoint a Parliamentarian and a Chaplain.
 - 9. Serve as an ex-officio member of all committees except the nominating committee.

10. Prepare the yearly budget with the Treasurer and Assistant Treasurer no later than February of each year and present a copy of the budget to the Board of Directors and membership for approval.

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

1. Serve as program chairman, which includes making arrangements for that program and presenting program suggestions to the Board of Directors for their approval.
2. Perform the duties of the President in the absence of President.
3. Perform such other duties as may be assigned by the President.

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

1. Serve as Membership Chairman.
2. Devise exciting ways of attracting Republican women to the FCRW.
3. Introduce new members in attendance at the organization's meetings.
4. Maintain an accurate record of the membership at all times, including name, address, zip code, and phone number of each member.
5. Keep all records up to date.
6. Contact members about unpaid dues.
7. Perform such other duties as may be assigned by the President

D. The duties of the Vice-President of Public Relations shall be to:

1. Highlight club activities to the media and develop a positive and professional club image.
2. Conduct all media relations for the FCRW, i.e., newspaper, radio, and television releases with external club newsletters and “press packets” to local media and public service announcements.
3. Perform such other duties as may be assigned by the President

E. The duties of the Secretary shall be to:

1. Maintain full and accurate records of the Board of Directors meetings and all regular and special meetings held by the FCRW.
2. Read these minutes or make them accessible to the membership at the beginning of each regular organization meetings.
3. Prepare an order of business prior to each meeting in cooperation with the President.
4. Prepare and send minutes of each board meeting.
5. Send out agenda and notice of next board meeting with the minutes [see Article VI, Sec. 4A.].
6. Properly notify all Board of Directors members of the date, time, and place of the Board meetings.
7. Keep a record of attendance at all Board meetings.

8. Read all correspondence.
9. Compose and send correspondence, including thank-you notes, as directed.
10. Perform such other duties as may be assigned by the President.

F. The duties of the Assistant Secretary shall be to:

1. Keep copies of bylaws, resolutions, and all fixed reports.
2. Assist the President in FCRW correspondence and communication.
3. Compose and send correspondence, including thank-you notes, as directed.
4. Perform such other duties as may be assigned by the President

G. The duties of the Treasurer shall be to:

1. Be custodian of all funds of the FCRW.
2. Assist the President and Assistant Treasurer in preparation of a budget.
3. Disburse funds that are pre-approved in the budget.
4. Disburse funds of less than \$200 as authorized by the President.
5. Disperse funds as authorized by the Board within limits of the budget.
6. Keep an accurate and up-to-date record of all funds held by the organization.
7. Make written reports of receipts and disbursements for all meetings, as directed by the President.
8. Keep records available for auditing.
9. Be responsible for payment of organization dues from the organization's funds to the NCFRW as stipulated in the NCFRW bylaws.
10. Keep current all legal political and reporting requirements.
11. Prepare the financial report annually or quarterly, depending on the election year requirements, and send it to the State Board of Elections.
12. Perform such other duties as may be assigned by the President

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

1. Assist the Treasurer as needed.
2. Assume the duties of the Treasurer whenever necessary.
3. Maintain current familiarity with the FCRW's financial records.
4. Assist the Vice-President of Membership in keeping accurate records of dues paid.
5. Assist the President and Treasurer in preparation of the budget.
6. Perform such other duties as may be assigned by the President.

SECTION 4. REMOVAL FOR CAUSE FROM OFFICE.

Should an officer or other member of the Board of Directors file for election to public office and be involved in a primary, advocate a split party ticket, or support a candidate running from another political party, she will be automatically removed from her office in this organization.

SECTION 5. VACANCIES.

- A. A vacancy in an elective office shall be filled by election by the Board of Directors at the meeting following the creation of the vacancy. Notice of such vacancy shall be given to the members of the Board ten (10) days before the meeting with the notice of the meeting.
- B. Any Officer of the FCRW may be removed by a 2/3's vote of the Board of Directors after being furnished with notice of the charges against her, signed by no fewer than 4 members of the Board, provided that she has been furnished with 2 weeks' notice of such charges and is given an opportunity to present a defense with counsel. Reasons for removal shall be limited to party disloyalty, misuse of FCRW funds, felony convictions or failure to fulfill her duties as designated in the bylaws.
- C. Anyone removed from office is ineligible to serve on the Board of Directors.

SECTION 6. RECORDS.

- A. Each officer shall keep a portfolio of her duties and records which shall be passed on to her successor within thirty (30) days of retirement from her position, unless otherwise directed by the President or the Executive Board.
- B. All officers and committee chairs shall deliver all records, files and properties including all social media and website/email passwords/logins to their successors immediately upon retiring from office.

ARTICLE VI BOARD OF DIRECTORS

SECTION 1. MEMBERSHIP

The Board of Directors shall consist of:

- A. Elected officers of the FCRW.
- B. The Immediate Past President of the FCRW.
- C. Assistants to Vice Presidents of Program, Membership, Public Relations.
- D. Standing Committee Chairmen.
- E. The Parliamentarian (no voice/no vote) and Chaplain (no vote).
- F. Others as appointed by the President and agreed upon by the Board.

SECTION 2. ATTENDANCE BY NON-MEMBERS

Meetings of the Board of Directors may be attended, without vote by.

- A. Temporary Committee Chairman.
- B. Other special presenters as invited.
- C. Any member of the FCRW.

SECTION 3. DUTIES

The Board of Directors shall

- A. Serve as the governing body of the FCRW between meetings.
- B. Fill by election, with ten (10) days written notice, any vacancy occurring in an elective office at the next meeting following the creation of vacancy (or as soon thereafter as possible).
- C. Adopt and implement a budget.

SECTION 4. MEETINGS

- A. The Board of Directors shall meet prior to each regular meeting of the FCRW at such time and place as may be determined by the President (or in her absence, by a vice-president).
- B. Written notice of the date, time and place of the meeting shall be sent to each member of the board by the Secretary one week in advance of the meeting.
- C. Special meetings may be called by the President or, in her absence, by a vice-president.

SECTION 4. ORDER OF BUSINESS

The following is the Order of Business for the meetings of the FCRW:

- A. Roll call of officers
- B. Reading and approval of minutes of previous meeting
- C. Report of Board of Directors
- D. Report of Recording Secretary
- E. Report of Treasurer
- F. Report of Standing Committees
- G. Report of Special Committees
- H. Old business
- I. New business
- J. Announcements

SECTION 5. QUORUM

A majority of the membership of the Executive Board shall constitute a quorum for all meetings of the board.

ARTICLE VII COMMITTEES

SECTION 1. STANDING COMMITTEES

- A. The Standing Committees are Bylaws, Campaign, Fundraising, Public Relations and Legislation and Research.

- B. The Chairmen of these Standing Committees will be appointed by the President with the approval of the Board of Elections.
- C. The Chairmen of the Standing Committees shall serve a term of two years and may serve additional consecutive term of two years at the discretion of the President and the Board of Directors.
- D. Standing Committees shall prepare programs of action for consideration by the Board of Directors at their first meeting following their appointment.
- E. Specific duties and responsibilities of each of the Standing Committees will be found in the Standing Rules.

SECTION 2. SPECIAL COMMITTEES

- A. The FCRW President shall appoint Special Committees and their chairmen.
- B. Special Committees and their Chairs shall be appointed by the President to carry out the plan of action approved by the FCRW Board of Directors.
- C. The chair of Special Committees shall serve at the pleasure of the appointing President, provided such time is limited to the term of the appointing President.
- D. Chairmen of the Special Committees
- E. Specific duties and responsibilities of each the Special Committees may be found in the Standing Rules. Shall have no vote on the Board of Directors.

SECTION 3. RECORDS

- A. All committee chairs shall deliver all records, files and properties including all social media and website/email passwords/logins of the FCRW to their successors or to an officer designated by the President or the Board of Directors immediately upon retiring from office.
- B. Failure to turn over the information may result in expulsion from the FCRW.

ARTICLE VIII NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS.

- A. A Nominating Committee of three (3) members shall be nominated and elected by the regular members at a general membership meeting of the FCRW during the month of August.
- B. The Nominating Committee shall submit one nominee for each office in a report to the membership at the September meeting.
- C. Nomination 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.
- D. Only regular members who maintain an active membership in good standing with the organization may be nominated for elective office.

SECTION 2. ELECTIONS.

- A. Elections shall be held at the regular October meeting.
- B. Elections shall be by ballot in all cases where there is more than one (1) nominee for that office. The President shall appoint an Elections Committee of not fewer than three (3) to count the ballots. In cases of only one (1) nominee, election may be by voice vote. A majority vote of the members present and voting shall constitute an election.
- C. Delegates and alternates, who must be regular members in good standing of the FCRW, shall be elected by the membership to the conventions of the NCFRW and NFRW in compliance with deadlines specified by the NCFRW and NFRW.

ARTICLE IX: DISSOLUTION OF FCRW

- A. If the FCRW is considering disbanding, the NCFRW president must be notified of its intention so the NCFRW can advise it on how to proceed. The NCFRW president shall notify the NCFRW Treasurer, Assistant Treasurer and Regional VP.
- B. The NCFRW Executive Board shall formulate a plan to revitalize the FCRW by additional training, membership recruitment and problem solving.
- C. The FCRW may be dissolved by a two-thirds vote, and provided a quorum is present at any regular or special meetings of the Local Club, and provided that notice of the dissolution has been submitted in writing at least thirty days prior and has been sent to all members of the Local Club.
- D. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the Local Club, distribute any remaining assets to the NCFRW. No funds shall be distributed to any member or officer of the Local Club. The right to use the name of a dissolved Local Club shall revert to the NCFRW.
- E. The minutes of that meeting shall be sent to the NCFRW President.
- F. The State Board of Elections and Ethics Enforcement (NCBOE) must be notified and Form CRO 3400 must be filled out and sent to the NCBOE.
- G. All bank accounts must be closed once the final checks have cleared. The final check must be made payable to NCFRW in the amount of the final bank account amount. Once the check has cleared, the NCFRW shall notify the Local Club and the Treasurer shall close the account.
- H. The FCRW may be removed from membership in the NCFRW by a two-thirds vote of the Executive Committee for the following reasons:
 - 1. Non-payment of dues and service charges.
 - 2. Failure to maintain the membership requirements and qualifications.
 - 3. Affiliation with any political organization which is not officially recognized as a part of the NFRW, the NCFRW, and the Republican National Committee. This applies to Local Clubs as entities and not to individual members.

Section 6. REINSTATEMENT TO MEMBERSHIP

A Local Club, which was dissolved or removed from membership, may apply to be reinstated to the NCFRW Executive Committee. The Executive Committee shall determine the criteria

for reinstatement. A two-thirds vote of the Executive Committee is required for reinstatement.

ARTICLE IX PARLIAMENTARY AUTHORITY

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

ARTICLE X AMENDMENTS

These bylaws may be amended by a two-thirds vote of those members present and voting at any regular meeting of the FCRW or special meeting called for that purpose, provided notice of the proposed amendment has been given in writing to all members at least thirty (30) days prior to the meeting.