

# VALLEY REPUBLICAN WOMEN OF ALASKA

## Bylaws

Approved February 20, 2025

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## Bylaws

### Article I: NAME

The name of this organization shall be, Valley Republican Women of Alaska (VRWAK).

### Article II: OBJECTIVES

- A. The purpose of this organization shall be:
  - 1. To promote an informed electorate through political education and activities
  - 2. To increase the effectiveness of conservatives in the cause of good government through active political participation
  - 3. To recruit and promote Republicans for all elective and appointive offices local, state and national
  - 4. To promote loyalty to the Republican Party and its conservative ideals and principles to support the objectives and policies of the Republican National Party, the Alaska Republican Party and to work for the election of Republican Party nominees

### Article III: MEMBERSHIP

- A. Regular Membership:
  - 1. Any Republican woman believing in the principles of the Republican Party and intending to support its candidates is eligible for membership
- B. Membership classifications:
  - 1. **MEMBERSHIP** shall be held by Republicans in good standing, paying current Valley Republican Women of Alaska dues.
  - 2. **ASSOCIATE MEMBERSHIP** shall be available to Republicans not eligible for registration, i.e., men, under the legal voting age, not residents of Alaska or not citizens of the United States. Associate membership is also available to people who are registered as Undeclared and who share the values of the Republican Party

C. Removal from membership:

1. Members can be removed with a two-third vote of the Executive Committee after a 30-day notice period for the following reasons:
  - a. Non-payment of dues
  - b. Failure to comply with Valley Republican Women of Alaska Bylaws
  - c. A removed member can be reinstated by applying to the President of the Valley Republican Women of Alaska with proof of compliance with the stated objectives

**Article IV: OFFICERS**

A. The following officers of this organization shall be elected for a 2-YEAR TERM at the regular December Annual Meeting and who shall take office the following January

1. President
2. Vice Presidents – as many as deemed necessary by the chair
3. Secretary
4. Assistant Secretary (optional)
5. Treasurer
6. Assistant Treasurer

B. Board Member Appointments to Maintain Continuity

1. In the event a board member(s) resigns, becomes inactive, or is otherwise unable to fulfill their duties, the President shall have the authority to appoint a board member(s) to fill the vacancy(s). The Executive Committee must approve this appointment by majority vote, and it will remain in effect until the next official election

C. This provision is intended to maintain the operational integrity and leadership stability of the Valley Republican Women of Alaska

D. Officer Duties:

1. Duties of the ***President*** shall be as follows:
  - a. To preside at all meetings of the Valley Republican Women of Alaska and the Executive Committee
  - b. Shall be elected for a 2-YEAR TERM at the regular December Annual Meeting and who shall take office January
  - c. To appoint all committees except the nominating committee (the appointment of all chairs of committees are to be approved by the Executive Committee)

- d. To have general supervision of the work of the Valley Republican Women of Alaska and to always represent the organization, or to designate someone as representative in the President's absence or inability to do so
- e. To serve as an ex-officio, non-voting member of all standing and special committees, except the Nominating Committee

2. Duties of the ***Vice Presidents***, under the direction of the President are as follows:

- a. Shall be responsible for the work of Valley Republican Women of Alaska within the organization
- b. In the absence or the disability of the President, the Executive Committee shall elect a successor from the Vice Presidents
- c. The Vice Presidents shall be responsible for new member recruitment.

3. Duties of the ***Secretary*** are as follows:

- a. Shall keep and read the minutes of the Valley Republican Women of Alaska meetings and meetings of the Executive Committee
- b. Prepare and distribute minutes of the Valley Republican Women of Alaska meetings to all members of the Executive Committee within twenty-one (21) days
- c. Conduct the correspondence of the Valley Republican Women of Alaska and shall be custodian of all records and papers of Valley Republican Women of Alaska

4. The ***Assistant Secretary*** shall act in place of the Secretary, in the absence of the Secretary if necessary, and as need requires.

5. Duties of the ***Treasurer*** shall be as follows:

- a. The custodian of all funds of the Valley Republican Women of Alaska
- b. They shall keep an accurate account of all receipts and disbursements and shall give a full report when requested, and as ordered by the President
- c. The books of the Treasurer shall be viewed annually by a three-member ad hoc audit committee appointed by the President and approved by the executive committee
- d. The Treasure may use email as one of the forms of authorized communication

6. The ***Assistant Treasurer*** shall act in place of the Treasurer, in the absence of the Treasurer and as needed.

**Article V: EXECUTIVE COMMITTEE**

A. The Executive Committee shall consist of the elected officers of the Valley Republican Women of Alaska: President, Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer

B. Executive Committee Duties:

1. The Executive Committee shall have authority to transact business of Valley Republican Women of Alaska between meetings, to fill vacancies in elective offices which occur between annual elections, and to make recommendations concerning all policies and work of the organization.

## Article VI: MEETINGS

A. At least six (6) meetings shall be held each year at the call of the President.

1. *Special meetings* may be called by the President, or upon request of three (3) of the Executive Committee members at a time and place convenient to the members of the Executive Committee for a specific purpose. No other business shall be conducted at a Special Meeting.

2. When deemed necessary, in lieu of special meetings of the Executive Committee official work of the Valley Republican Women of Alaska may be conducted by mail, fax, email, text, or teleconference.

### B. Quorum:

1. A quorum shall consist of a majority of the voting members of the Executive Committee.

### C. Proxies:

1. Proxies for Executive Committee meetings shall be in the form or an email, fax, text or voice mail and verified by either the President or Secretary.

### D. Voting:

1. No member may hold more than one vote.

2. A General member or Executive Committee member may carry the Proxy of an Executive Committee member.

3. All votes taken by mail, fax or email shall have a designated due date, but in any event shall be acted upon and returned no more than twenty-one (21) days from the date of transmittal.

4. When a vote is conducted by mail, fax, text or email the following will occur:

a. Majority vote will prevail.

b. Each vote shall be delivered to the Secretary for reporting the outcome to the President, and a printed copy of each vote shall be provided to the Executive Committee at the next meeting of that body.

## Article VII: GENERAL MEMBERSHIP MEETINGS

### A. Membership Meetings:

1. There shall be at least six (6) meetings of the membership each year to be held on a consistent basis. Date, time, and place shall be determined by the Executive Committee.

### B. Quorum:

1. A quorum of the Valley Republican Women of Alaska shall consist of twenty-five percent (25%) of voting membership.

### C. Special Meeting:

1. Special meetings shall be held at the call of the President or upon request of a majority of members, the purpose of the meeting to be stated in the call and no other business to be transacted.

### D. Annual Meeting:

1. An Annual Meeting shall be held during the month of December, if feasible, the exact date to be determined by the Executive Committee. Qualified members present at the annual meeting shall elect officers and transact other business as they may properly come before it.

## Article VIII: NOMINATIONS, ELECTIONS, COMMITTEES

### A. Nominating Committee:

1. The Nominations Committee should consist of three (3) members.

a. One (1) member shall be a member of the Executive Committee, appointed by the Executive Committee.

b. Two (2) members should be elected by the general membership at the regular membership meeting held in September. Nominations for the elected members be made from the floor.

c. The Chair of the Nominating Committee shall be elected by the members of the Nominating Committee.

d. No member shall be eligible for the Nominating Committee who is not paid up member of the organization.

e. Any vacancy occurring in the Nominating Committee may be filled by the Executive Committee.

### B. Elections:

1. Elections shall be held at the annual meeting. If there is only one candidate for an office, there shall be consideration for no contest and voice vote with no objection applies.

2. An Election Committee, of no less than three (3) members, shall be appointed by the President at the Executive Committee meeting prior to the Annual Election. This committee shall provide all election materials and shall act as tellers for the election.

### C. Terms of Office:

1. Officers may serve if they are elected.

## Article X: FINANCE

### A. Membership Dues:

1. Submission of Membership dues to Valley Republican Women of Alaska:

- a. The Valley Republican Women of Alaska's annual per capita dues shall be payable by each member on January 1 and shall be delinquent March 1.
- b. A complete roster of officers shall be provided to the organization in January, February and March.
- c. Annual dues shall be; Member \$25, Associate Members \$15

B. Fiscal year:

1. The Fiscal Year of the Valley Republican Women of Alaska shall be January 1 through December 31.

**Article XI: AMENDMENTS**

A. These bylaws may be amended by a two-thirds (2/3) vote of the body present and voting at any meeting of the membership called, by mail, email, text, or fax as herein before stated Amendments will be provided in advance.

Adopted and voted on 2/20/25

President Pamela Melin  \_\_\_\_\_  
Pamela Melin (2025-10-20 15:11:45Z)

Secretary  \_\_\_\_\_  
Amy Domboski (2025-10-20 15:11:45Z)