

Republican Women of Williamson County

STANDING RULES 2023

ARTICLE 1

GENERAL MEETINGS

SECTION 1: MEETINGS

- A. A minimum of five (5) membership meetings shall be held each year.
- B. General Membership meetings are held by tradition on the fourth (4th) Wednesday of each month, A. except in June or July when the club is in recess. The meeting dates in November and December are B. generally adjusted for the Holidays.
- C. Meeting dates are subject to change at the discretion of the Board of Directors, at the recommendation of the President or based on upcoming holidays, particularly November and December.
- D. Meeting dates and location are subject to change due to venue needs, speaker's needs, pricing considerations and at the discretion of the Board of Directors.

SECTION 2: RESERVATIONS

- A. Reservation deadline for the General Membership Meeting is Monday at 3:00 pm before the Wednesday Luncheon or as determined by the Board.
- B. Lunch fees are non-refundable
- C. Standing reservations, made with the Treasurer, are subject to payment, whether or not the member attends. Non-payment will nullify any future standing reservations.
- D. Member privileges shall be suspended until all meeting fees are paid in full.
- E. General membership meeting attendees may not attend without reservations.
- F. The Board shall have the right to raise or lower this fee based on charges incurred by the club and the additional bookkeeping required by the Treasurer.

SECTION 3: MEALS

- A. Meals or refreshments served at general membership meetings or events are included in the event ticket price.
- B. Members and guests who attend any portion of an RWWC event will pay the full price.
- C. Credit shall not be given if a member does not eat the meal or the refreshments served at the event.

SECTION 4: CANCELLATIONS

- A. The President may cancel any meeting when she deems travel or attendance would constitute a travel or health hazard or if a quorum is not expected.
- B. Local law enforcement shall be the primary source of information and consideration for inclement weather meeting cancellations.
- C. If roads are deemed safe by local law enforcement, then the meeting will go on as scheduled and no shows will be billed at the discretion of the Treasurer and President.

SECTION 5: PROGRAMS

- A. General Membership Meetings shall be timely, topical and limited in nature to subjects consistent with the mission of the organization.
- B. RWWC is a political organization which sponsors programs of a timely political nature. Every attempt should be made to support like-minded organizations in our community; however, the floor is not open for public announcements without prior approval of the President.
- C. Programs with the intent of professional or personal promotion of the speaker shall be limited.
- D. Keynote speakers at General Membership Meetings who are running for public office shall be considered only if equal opportunity to speak is offered to other Republicans running for the same office.
- E. Speakers at General Membership meetings shall be members in good standing with the Republican Party.
- F. All campaign materials at a General Membership meeting must remain in the Lobby area and are not to be distributed in the meeting room.
- G. Candidates and their aides may wear campaign buttons or tags.
- H. The location of campaign materials at special events shall be determined by the venue, the President and/or the Executive Committee. Candidates and campaign managers shall be notified in writing of the guidelines.
- I. A written copy of the guidelines shall also be available for candidates and campaign staff at all events should clarification be required. In the event clarification should be required in reference to these guidelines, the President will provide a ruling or interpretation of the guidelines which is not subject to
- J. discussion.
- K. Announcements or promotion of events may be allowed when consistent with the mission of RWWC and submitted in writing at least 72 hours prior to a general membership meeting. Should the President deem the information urgent or of significant importance to the membership she may approve a brief
- L. comment at a general membership meeting or, she may make comment on behalf of the organization to the membership.
- M. No materials may be distributed inside or outside the General Membership meeting room without prior approval of the President.
- N. Permission for any and all announcements is granted by the President.

ARTICLE II

MEMBERSHIP

SECTION 1: VOTING RIGHTS

- A. To be eligible to vote, a member's dues and fees must be paid in full, no later than sixty (60) days prior to a vote. Memberships are considered "new memberships" when paid after March 1 of that year.
- B. Membership privileges shall be revoked for those who fail to pay all dues, service charges or fees within 45 days of billing. Reinstatement may be made by rejoining at full member fee after all outstanding charges are paid.

SECTION 2: PROTOCOL

- A. Proper decorum, respectfulness and parliamentary procedure shall govern all meetings.

- B. Disruptive and/or disrespectful behavior, including but not limited to failure to yield to whomever has the floor, shall result in one warning from the President.
- C. On second warning to erring parties at said meeting, their membership privileges of voice and vote shall be revoked for the remainder of said meeting.
- D. Differences shall be resolved outside of meetings.

SECTION 3: DUES AND FEES

- A. Regular membership fees of \$50 annually are payable by cash or check and are subject to change by Board approval.
- B. Associate membership fees of \$25 annually are payable by cash or check and are also subject to change by Board approval.
- C. All membership fees and lunch prices are subject to change by vote of the Board of Directors.
- D. Due to the increasing cost of using the USPS, the Executive Committee may establish a surcharge for members requiring correspondence via post instead of email.

ARTICLE III

FISCAL RESPONSIBILITY

SECTION 1: SIGNATORY/SIGNATORIES

- A. All RWWC checks in amounts of \$300 or more shall have two signatures.
- B. Signatures on file shall include those of Treasurer, President, and at least one other Executive Committee member.
- C. In all instances the signature of Treasurer shall be one of the signatures.

SECTION 2: EXPENDITURES

- A. Expenditures/payments over \$300, not previously approved in the budget, shall require a vote of the Board and shall be reported to the membership as a nonbudgeted item.
- B. Any expenditure in excess of \$500 shall be posted on the Treasurer's report.
- C. Monthly reporting to the Board shall include both a statement of the month's revenue and expenses as well as a statement of budget performance year-to-date.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1: BOARD MEETINGS

- A. Traditionally the Board meets the first Monday of each month; however, it must meet at least twice during a calendar year.
- B. Board meeting dates, time and location are at the discretion of the President.
- C. Attendance of the Executive Committee (President, 1st VP, 2nd VP, Treasurer, Recording Secretary, Corresponding Secretary and Past President) and Standing Committee Chairs is expected.
- D. Attendance of Special Committee Chairs is at the discretion of the President and said Committee Chairs, as deemed necessary.

SECTION 2: AGENDA

- A. The President shall prepare an agenda for the Board of Directors meeting.
- B. In preparation of the agenda the President shall request Board members and Committee chairs to submit agenda items in writing for consideration.
- C. The President will determine the placement on the agenda as: old business, new business or consent agenda item.
- D. The President may also determine that a suggested agenda topic needs additional research or should be addressed in a committee meeting and then brought to the Board for consideration at a later date.
- E. The President will factor priorities at hand and time constraints of meeting in consideration of agenda items to be presented and discussed at the Board meeting.

SECTION 3: ATTENDANCE

- A. Attendance is required at Board Meetings.
- B. Board members are asked to give 48-hour notice in writing or email if they are unable to attend scheduled meeting.
- C. Board members cannot miss 3 meetings in a row

SECTION 4: REQUIREMENTS

- A. Board members on the agenda shall come prepared with presentation/report and be ready to answer questions.
- B. If handouts are used, they should bring a copy for each Board member.

ARTICLE V

CONFIDENTIALITY

- A. At no time may membership directories or data be used for the purpose of commercial or business solicitation. Membership data may not be used for the benefit of any organization other than RWWC.

ARTICLE VI

TERM LIMITS

- A. No member shall serve in the same office or in the same Board capacity for more than two terms.

ARTICLE VII

CONVENTIONS

SECTION 1: TFRW CONVENTION

- A. The club may be represented at the TFRW Biennial Convention by one delegate and one alternate per ten (10) regular memberships.
- B. Delegates and Alternates shall be elected by the club after due notice to the membership.
- C. Delegates and Alternates must have been members for a minimum of sixty (60) days prior to their election to serve.

SECTION 2: NFRW CONVENTION

- A. The club may be represented at the NFRW Biennial Convention by one delegate and one alternate elected by the club.
- B. The delegate and the alternate must have been members for a minimum of sixty (60) days prior to their attendance.

ARTICLE VII

NOMINATION OF OFFICERS

SECTION 1: ELECTED OFFICERS

- A. Elected officers shall be active members in good standing as per bylaws for at least 1 year. Active is defined by attending 6 or more events including but not limited to; lunches, Memorial Day event, phone calling parties, new member events, Ladies Day on the Hill, Iris luncheons, assisting candidates at the call to action of the RWWC (i.e., putting up signs, holding signs at polling places, door knocking, making calls for local candidates) Helping individual candidates of your choosing does not qualify.
- B. Will have no affiliation with any partisan political organization that is not officially recognized as a part of the NFRW, TNFRW and the Republican National Committee.
- C. Must meet bona-fide criteria by having voted in 2 out of the last 4 local, state and/or federal primaries.
- D. Must provide voting record.
- E. Must not have supported or endorsed in any way a non-Republican candidate.
- F. Must have the necessary computer skills for their office and have access to a computer.

SECTION 2: COMMITTEE CHAIRWOMEN:

- A. Must be active member in good standing as per bylaws.
- B. Have no affiliation with any partisan political organization that is not officially recognized as a part of the NFRW, TNFRW and the Republican National Committee.
- C. Must have the necessary computer skills for their office and have access to a computer.

SECTION 3: NOMITTEE COMMITTEE AND FLOOR NOMINATIONS

Those who nominate a candidate for any position on the RWWC Board must meet the following criteria:

- A. Must be an active member in good standing for at least 1 year. Active is defined by attending 6 events including but not limited to; lunches, Memorial Day event, phone calling parties, new member events, Ladies Day on the Hill, Iris Luncheons, assisting candidates at the call to action of the RWWC (putting up signs, holding signs at polling places, door knocking, making calls for the candidate) Helping individual candidates of your own choosing does not qualify.
- B. Must meet bona-fide criteria by having voted in 2 out of the last 4 local state, or federal primaries.
- C. Must not have supported or endorsed in any way a non-Republican candidate.
- D. Must provide voting record if nominating candidate from the floor.

SECTION 1: NOMINATING COMMITTEE

- A. The nominating committee with be formed by July of an odd numbered year.
- B. Members asked to join the committee will provide their voting record to confirm Republican status.

- C. The Chair will be decided by members of the committee.
- D. The President shall not be a member of this committee.
- E. The Chair and her committee members shall compile a list of nominees to fill the offices of: President, 1st VP, 2nd VP, Treasurer, Corresponding Secretary and Recording Secretary.
- F. The Chair shall present the proposed slate of officers to the membership at the September or October meeting and take nominations from the floor as well.
- G. The Chair shall conduct the election of officers at the November General Membership Meeting, using Robert's Rules of Order as protocol.

ARTICLE V

STANDING COMMITTEES

SECTION 1: BYLAWS

- A. Assumes responsibility for bringing copies of NFRW, TFRW and RWWC Bylaws to all General Membership Meetings.
- B. Forms a committee every two years to review and revise the club's Bylaws if needed and submit changes to the Board for approval.
- C. Submits TFRW approved Bylaws to the Board of Directors via email at least thirty (30) days prior to the next Board Meeting.
- D. Once Bylaws have been approved by the Board, she ensures that they are made available to the General Membership, at least thirty (30) days prior to the next General Membership Meeting.
- E. May fulfill the role of Parliamentarian.

SECTION 2: CAMPAIGNS & ELECTIONS

- A. Is the liaison between RWWC and Republican candidates running for office and the Williamson County Republican Party.
- B. Coordinates all activities of the club's campaign program.
- C. Provides timely information regarding elections.
- D. Is the source of information on candidates, name of campaign manager, phone contact information, email addresses upcoming event schedules, etc.
- E. Provides information about Republican candidates at all levels for RWWC and the community.
- F. Supplies any available printed campaign materials on candidates at club meetings, keeping said materials outside the meeting room.
- G. Maintains a file on members' skills and talents that could be useful on campaigns.
- H. Encourages members to run for office.
- I. Is knowledgeable in all areas of campaigning, phone banking, direct mail, voter identification, getting out the vote, door knocking, etc.
- J. Organizes a system for members to keep track of campaign volunteer hours.
- K. Encourages members to contact individually our representatives at the local, state and national levels, on issues of concern, both pro and con.

SECTION 4: FUNDRAISING

- A. Formulates with the President a plan for a Fund Raiser, to be approved by the Board.
- B. Solicits volunteers to be on her committee.
- C. Carries out all details of said event under the direction of the President and with the help of her committee members.

SECTION 4: LEGISLATION & RESEARCH

- A. Reports on legislation affecting members on a local, state or national level.
- B. Provides follow-up on legislation of interest to members.
- C. Encourages and activates members to respond to legislation through NFRW CAP Alert program.
- D. Encourages members to express opinions via talk radio, letters to the editor, phone calls and emails.
- E. Works with RWWC webmaster or Corresponding Secretary to send email alerts and updates to members on legislation.

SECTION 5: PUBLIC RELATIONS & SOCIAL MEDIA

- A. Works with the First Vice President to increase membership and member involvement.
- B. Forms a committee to help her maintain Facebook, Instagram, and correspond with the media.
- C. Uses email blasts, Constant Contact, the website and other correspondence for outreach in the community with the goal being to build a greater understanding and acceptance of the Republican Philosophy and Party.
- D. Establishes a relationship with the media for the purpose of informing the public about the club's programs, special events and elections.
- E. Maintains a current list of media contact information.
- F. Works closely with Campaign Chair and the Fundraising Chair.
- G. Acts as a conduit for passing on important information to RWWC members concerning local, state and national issues.
- H. Takes photographs to document events for RWWC or media use.
- I. Develops and keeps an updated slideshow of events to document the year's activities and accomplishments.
- J. Expresses gratitude in a timely manner to reporters and editors who provide coverage of the club's events.

ARTICLE IX

SPECIAL COMMITTEES

- A. Appointed by the President, approved by the Executive Committee, attendance at Board Meetings is not required, and without a vote on the Board of Directors. Special committee chairman are invited to speak at meetings when the need arises and per the President discretion.

SECTION 1: AMERICANISM

- A. Promotes respect for the American flag and the United States of America.
- B. Responsible for the proper display of the flag at all club functions.
- C. Leads the Pledge of Allegiance at General Membership meetings and Board meetings. Arranges for a substitute in her absence.
- D. Keeps the membership apprised of events honoring our flag, our Constitution, and the men and women serving our country, past and present.
- E. Conducts other patriotic activities, subject to Board approval.

SECTION 2: AWARDS

Assists the President with all awards given by the club: Elé Awards, TFRW Biennial awards given for volunteer hours, and any special award of recognition given to a member or guest.

SECTION 3: CARING FOR AMERICA

- A. Encourages volunteerism outside of politics and in private sector initiatives.
- B. Caring for America is based on the belief that problems can be solved more effectively through the generosity and combined energy of individuals rather than through government dependency and programs.
- C. Selects, with Board approval, a project(s) which would benefit the community, the Armed Services and/or Senior Citizens.
- D. Takes responsibility for achieving the NFRW Caring for America Award.

SECTION 4: CHAPLAIN

- A. Delivers or selects another individual to deliver inspirational and/or devotional messages appropriate to the General Membership meeting themes.
- B. Visits hospitalized members when appropriate.
- C. Works closely with the Sunshine Chair to ensure our members feel appreciated and encouraged.

SECTION 5: MEMBER COMMUNICATION

- A. Alerts 2nd VP and Treasurer of any prospective new members or visitors wanting to attend a meeting or event.
- B. Advises Chaplain or Sunshine Chair of any member needing a Sunshine message or call from the club.
- C. Provides communication with members as needed via phone or email.

SECTION 6: FINANCE

- A. Heads a committee of three (3) active members, appointed by the President in November, whose duty shall be to review the Treasurer's accounts at the close of the fiscal year and to report to the first Board Meeting in the following fiscal year.
- B. Reports the committee's findings to the General Membership.
- C. Assists treasure when necessary.

SECTION 7: MEMBER AMBASSADOR

- A. Promotes the value of the Republican Philosophy and Platform in the community as well as the role of a Women's Federation Club.
- B. Seeks prospective new members or visitors wanting to attend meetings or events.
- C. Guides prospective new members to website and alerts 2nd VP.

SECTION 8: HISTORIAN

Keeps a record of the club's history and work.

SECTION 9: HOSPITALITY

- A. Arranges greeters at each General Membership Event to welcome guests on arrival, directing them to the sign-in tables.
- B. Working with the Program chair, decides the theme for table decorations at the General Membership meetings.
- C. Decorates the tables prior to arrival of guests at the General Membership meetings.
- D. Distributes materials/door prize tickets to member's places at the tables. (Optional)
- E. Selects and obtains door prizes, through donations or purchase, to be raffled at the end of each meeting. (Optional)
- F. Removes table decorations at the end of meetings.

- G. Appoints additional hostesses as needed.

SECTION 11: LITERACY /BOOK CLUB

- A. Develops program(s) promoting literacy.
- B. Fosters the Republican philosophy and ideas through donations of related books to libraries, schools, hospitals and other institutions.
- C. Promotes TFRW and NFRW scholarships and internships to young Republican women.
- D. Searches out a local teacher with Republican values and promotes her for TFRW Teacher of the Year.
- E. Encourages RWWC members to read books on Republican issues and themes.

SECTION 13: OUTREACH

- A. Reaches out to the community including minorities to teach and encourage them to accept the Republican philosophy and to become involved in RWWC, WCRP, TNGOP and GOP.

SECTION 14: PARLIAMENTARIAN

- A. Serves as counsel by giving advice on Parliamentary procedure.
- B. Is familiar with the Bylaws and Standing Rules of the club.
- C. Is entitled to the membership privilege of a ballot vote, should a ballot vote be necessary, provided she is a member.

SECTION 15: PROGRAM MUSIC

- A. Obtains and develops a resource list of singers/musicians able to perform the National Anthem or other patriotic music at General Membership meetings.
- B. Books singers as needed for monthly meetings.
- C. Arranges for audio needs for meetings.

SECTION 16: SOCIAL MEDIA (see Section 5 in Standing Committees)

- A. Works with the President to assist with website updates.
- B. Works with the President to post items of interest to Facebook.

SECTION 17: SUNSHINE

- A. Sends greeting cards to members needing encouragement in cases of illness or death in the family.
- B. Delivers the Chaplain's Invocation in the absence of the Chaplain.
- C. Works in harmony with the 2nd VP to obtain new members.
- D. Makes suggestions to the Board for memorial or honorary donations to be made to "Beyond the Vote."

SECTION 18: VOTER REGISTRATION

- A. Sets up a minimum of two voter registration drives for RWWC in Williamson County.

SECTION 19: WOMEN IN BUSINESS

- A. Works with the 1st VP to promote Republican business women at luncheons/meetings.
- B. Highlights members in the Newsletter and develops a list of businesses run by our members for Membership Directory.
- C. Works to involve business owners and employees in RWWC and Republican causes.

SECTION 20: WOMEN'S HEALTH ISSUES

- A. Educates and motivates members to be health advocates focusing on women's heart health, breast cancer, domestic violence, and other issues.

These Standing rules have been approved by the Board of Directors of RWWC on this day, July 17, 2022

Debbie Ballard, President
Melissa Miles, 1st Vice President
Kilynn Schueler, 2nd Vice President
Amy Nolte, Treasurer
Liz Gibbs, Recording Secretary
Elise, Corresponding Secretary
Paula Uhlir, Parliamentarian
Kilynn Schueler, Chair-Bylaw