



GREATER FAYETTE
REPUBLICAN
WOMEN'S CLUB

women in action

FAYETTE COUNTY, GA
www.GFRWC.com

GFRWC CLUB BYLAWS

Amended 2021

GFRWC BYLAWS

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**GREATER FAYETTE REPUBLICAN
WOMEN'S CLUB BYLAWS**

**ARTICLE I
NAME**

The name of this organization shall be the ***Greater Fayette Republican Women's Club***, hereafter referred to as the organization, or the "***GFRWC***." The GFRWC is a partisan political organization chartered by the national Federation of Republican Women and the Georgia federation of Republican Women and is a recognized member of these organizations. The use of the name of the club (The Greater Fayette Republican Women's Club – or the abbreviation "GFRWC") for any reason other than official club business is not permitted.

**ARTICLE II
OBJECTIVES**

The purpose of this organization shall be to:

- A. Inform the public through political education and activity;
- B. Increase the effectiveness of women in the cause of good government through active political participation;
- C. Facilitate cooperation among Republican Women;
- D. Foster loyalty to the Republican party at all levels of government;
- E. Work for Republican candidates in all elections, including non-partisan elections;
- F. Support the objectives and policies of the Georgia Republican Party, the Georgia Federation of Republican Women, and the National Federation of Republican Women;
- G. Perform any lawful activity not inconsistent with the foregoing.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership Status

- A. Membership in good standing in this organization is open to any Republican woman who supports its objectives and policies and pays annual dues.
- B. Associate membership shall be open to men and women on a non-voting basis. Associate members may not hold club office.
- C. A Republican woman who holds regular membership in any other federated club is eligible only for associate membership and must pay associate dues.
- D. The Executive Board of the GFRWC has the option of whether or not to accept dues and grant membership in the club.

Section 2. Privileges of Membership

- A. Privileges of membership, including voting, are restricted to dues-paying members.
- B. Privileges of membership may be revoked for non-payment of dues.

Section 3. Membership in Good Standing

- A. All members are obligated to adhere to these bylaws.
- B. Official documents of the GFRWC shall not be released or distributed to any person or entity except to dues-paying members in good standing.
- C. Members of the GFRWC, *on behalf of or speaking for the club*, may not endorse nor oppose any Republican candidate prior to any special election or primary election where there is more than one Republican candidate.
- D. Membership shall be revoked by a two-thirds (2/3) vote of the Executive Board for non-payment of dues, ~~for~~ advocating a split-party ticket, ~~for~~ active support of an opposition candidate of any other party, or actively campaigning for non-Republican candidates, working against the objectives of the GFRWC, GFRW, or NFRW, or non-compliance with these Bylaws.

ARTICLE IV OFFICERS AND THEIR DUTIES

Section 1. Eligibility

Elected and appointed GFRWC officers and members of standing committees and special committees shall be GFRWC members in good standing.

Section 2. Officers

The elected officers of this organization shall be President, 1ST Vice President, 2ND Vice President, Secretary, Treasurer, and Assistant Treasurer.

Section 3. Officers' Records

All officers shall deliver all records, files, and properties of the GFRWC to the appropriate incoming officer within one (1) month after retiring from office or upon resignation.

Section 4. Term of Office

- A. Officers shall be elected for a term of two years beginning January 1st or until their successors are elected.
- B. The term of office for elected officers shall be from January 1st following their election through December 31st of the second year, regardless of the date of installation. The term of office shall run concurrently with the election of the Georgia Federation of Republican Women.

Section 5. Vacancies

- A. A vacancy in an elective office other than the President shall be filled by the majority approval of the Executive Board at its next meeting following the vacancy. The Vice President *immediately* fills the vacancy for the office of President whenever the vacancy occurs.
- B. Upon the extended failure to act by any officer or member of the Executive Board, the member's standing on the Executive Board may be revoked by a majority of the other members of the board in attendance at such meeting.

Section 6. Duties of the President

The President shall:

- A. Preside at all meetings of the organization.
- B. Appoint all committees with the approval of the Executive Board.
- C. Be an ex-officio member of all committees except the Nominating Committee.
- D. Appoint a Parliamentarian.
- E. Appoint an auditing committee prior to each election of the Executive Board to audit the Treasurer's accounts, and to report its findings no later than the first membership meeting in ~~October~~ **November**.
- F. Disperse funds only in the inability of the Treasurer or the Assistant Treasurer to do so, and as directed by the Executive Board.
- G. Serve as the official representative of the organization at all times; or may designate an individual to serve as representative in her absence or inability to fulfill this duty.
- H. Serve on the Executive Board of the Fayette County Republican Party or to appoint a designee in her absence or inability to fulfill this duty.
- I. Serve as liaison officer to the *Georgia Federation of Republican Women*.

Section 7. Duties of the 1st Vice President

The 1st Vice President shall:

- A. Have oversight of the following standing committees: AMERICANISM, LEGISLATIVE/GOVERNMENT, PROGRAM, and PUBLICITY/SOCIAL MEDIA.
- B. Be an ex-officio member of all standing committees except the nominating committee.
- C. Perform other duties as may be defined by the President.
- D. In the event of the President's resignation, death, or inability to serve, the 1st Vice President shall serve as President until the next biennial election.

Section 8. Duties of the 2nd Vice President

The 2nd Vice President shall:

- A. Have oversight of the following standing committees: MEMBERSHIP, FUNDRAISING, and HOSPITALITY.
- B. Be an ex-officio member of all committees except the nominating committee.
- C. Perform other duties as may be defined by the President.

Section 9. Duties of the Secretary

The Secretary shall:

- A. Record the minutes of all meetings of the club and the Executive Board.
- B. Be the custodian of all records, papers, and passwords of the Club, and may exclude those that pertain to some other office or committee.
- C. Issue notices and conduct general correspondence of the club.
- D. Retain copies of all GFRWC correspondence and resolutions.
- E. Perform such other duties as may be assigned by the President.

Section 10. Duties of the Treasurer

The Treasurer shall:

- A. Serve as custodian of all funds of this organization and disburse them as authorized by the President and one other officer.
- B. Develop with the Executive Board the Annual Budget.
- C. Collect all funds and deposit in a bank approved by the Executive Board and be an authorized signer on the bank account.

- D. Ensure all cash receipts are deposited promptly within 2 weeks of receipt.
- E. Disburse funds as directed by the Executive Board.
- F. Provide written reports of receipts and disbursements for all meetings and as directed by the President.
- G. Forward the service charge and per capita dues for all members of GFRWC to the Treasurer of the Georgia Federation of Republican Women as required by the Bylaws and instructions of the GFRW Treasurer, and monthly thereafter as needed.
- H. Send out renewal notices in January of each year to GFRWC members with unpaid renewal dues.
- I. Maintain an up-to-date roster of paid members in electronic form with copies to the Chair of Membership.

~~Specifies procedures for submission of reimbursement requests, approval of reimbursement requests, and for expenditures.~~

- J. Process reimbursements of any pre-approved club member purchases within two (2) weeks upon receipt of the completed reimbursement form including all applicable receipts, invoices, and any other pertinent materials, providing club member submits reimbursement forms within 60 days of purchase.
- K. Establish a ledger to record all financial transactions.
- L. Ensure that all bank statements are promptly reconciled to the ledger each month.
- M. When possible, use pre-numbered receipts to record cash transactions. In cases where there are many transactions, a listing may be sufficient.
- N. Checks written for "cash" are not permissible.
- O. Treasurer shall co-sign, with the President and/or other authorized officer, all checks in excess of \$500.00.
- P. Safeguard the membership lists, which are the property of the Club, and shall be prohibited from using, or allowing the use of, such lists or any part thereof not authorized by the Club.

Section 11. Duties of the Assistant Treasurer

The Assistant Treasurer shall:

- A. Assist the Treasurer in her duties.
- B. Perform the duties of the Treasurer in her absence.
- C. Vote at meetings of the Executive Board in the absence of the Treasurer.

ARTICLE V
EXECUTIVE BOARD

Section 1. Executive Board

- A. The Executive Board shall consist of the elected officers, the chairmen of standing committees, the Parliamentarian, and the Immediate Past President of the GFRWC. All elected district and state officers of the Georgia Federation of Republican Women who are members in good standing of this organization shall be non-voting members of the Executive Board
- B. In the event the President is unable to serve, the 1st Vice President shall assume the office of President. If the 1st Vice President is unavailable to serve, the 2nd Vice President shall assume the office of President. If the 2nd Vice President is unavailable to serve, there shall be an election from the membership.
- C. ~~Five (5) members of the Executive Board shall constitute a quorum for all meetings.~~
- D. A majority of the members of the Executive Board shall constitute a quorum for Executive Board meetings.
- E. A vice-president or another elected officer, in respective order, may act in the absence of the president.
- F. The Executive Board shall meet at the call of the President or upon request of a majority of the members of the Executive Board. The purpose of the meeting shall be stated in the call, and no other business shall be transacted.

Section 2. Duties of the Executive Board

- A. The Executive Board retains the right to accept or reject (for good cause) membership applications. The board also decides on the removal of or reinstatement of members.
- B. Approves the President's appointments of the chairmen of the standing committees.
- C. Develops a strategic plan for the objectives of the club and approves an annual budget to fund the objectives.
- D. The Executive Board shall have the authority to transact any necessary business between meetings, change a meeting date in an emergency, to make recommendations as to policies of the organization, advise the President, and fill vacancies other than the office of the President.
- E. Approves the bank or banks where funds are to be deposited.
- F. Orders an audit or review of GFRWC financials when the Treasurer is replaced mid-term for any reason.

Section 3. Removal for Cause

Any member of the Executive Board or any GFRWC chair or appointee may be removed from her position for cause. Removal for cause shall be at the sole discretion of the Executive Board and shall be by a two-thirds vote.

(a) Cause for such removal shall include, with limitation, failure to perform the duties of office; the failure or refusal to support the policies and objectives of the GFRWC, as stated in its bylaws, or any act or omission intended to cause or having the effect of causing damage to the GFRWC or its reputation or financial stability.

(b) Without limiting the generality of the foregoing, the initiation of litigation or any other adversarial proceeding against the GFRWC, or in which the GFRWC is a named defendant or respondent, shall constitute cause for removal and the GFRWC shall be entitled to recover from such member, officer or appointee, its attorney's fees and other costs and expenses relating to any such litigation or proceeding if the GFRWC shall substantially prevail therein.

ARTICLE VI MEETINGS

Section 1. General Membership Meetings

- A. The regular meetings of the full membership of the GFRWC shall be held monthly, unless the Executive Board recommends otherwise, and shall be for the purpose of receiving reports of officers and committees, and for any other business that may arise.
- B. The GFRWC shall conduct no less than six (6) regular meetings per year.
- C. A vote of the Executive Board or Club membership may be conducted by mail, telephone, fax, or email between meetings provided there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the next regular meeting of the body.

Section 2. Special/Called Meetings

- A. Special called meetings of the membership shall be held at the call of the President or upon the documented request of ~~three (3) members of the GFRWC.~~ forty percent of the active members.
- B. At least 10 days' notice shall be provided to the membership and may be done electronically.
- C. The purpose of the meeting shall be stated in the call, and no other business shall be transacted.

Section 3. Meetings of the Executive Board

- A. Meetings of the Executive Board of the GFRWC shall be held at such time and place as may be determined by the President or upon the documented request of no less than three (3) members of the Executive Board of the GFRWC.
- B. The purpose of the meeting shall be stated in the call, and no other business shall be transacted.

Section 4. Notices

Notices of all general meetings shall be given at least two weeks prior to the meeting and may be given electronically.

ARTICLE VII *DUES & FINANCES*

Section 1. Dues and Finances

- A. The Fiscal year of this club shall be from January 1st to December 31st or in accordance with the fiscal year of the Georgia Federation of Republican Women
- B. Membership dues may be considered delinquent after March 31st.
- C. Dues collected from new members joining after September 1st will be credited to the following year.
- D. Membership dues may be set each year by a two-thirds (2/3) vote of the Executive Board.

ARTICLE VIII *NOMINATIONS AND ELECTIONS*

Section 1. Nominating Committee

- A. A nominating committee of three (3) members in good standing shall be appointed at the October meeting in the election year.
- B. Any member wishing to serve as an officer must be a dues paying member in good standing.

Section 2. Elections

- A. The nominating committee shall report one (1) nominee for each office at the November meeting in the election year, after which nominations from the floor will be allowed.
- B. Elections shall be held by secret ballot. A majority of all votes cast shall constitute an election.
- C. Where there is only one candidate for an office, election may be by voice vote.

Section 3. Nominations From the Floor

- A. Nominations from the floor require the prior approval of the nominee.
- B. Nominees from the floor must be members in good standing in the GFRWC as described in Article III of these bylaws.

ARTICLE IX *STANDING COMMITTEES*

Section 1.

The standing committees shall include:

MEMBERSHIP

Duties:

- A. Develop ideas for growing memberships and active participation of members.
- B. Keep a record of membership applications in a binder.
- C. Order name badges as needed.
- D. Create a committee of members to assist with calling and emailing new members to welcome them and encourage engagement.
- E. May work closely with other committees.
- F. Other duties as assigned by president.

~~EDUCATION~~/AMERICANISM

Duties:

- A. Promote Americanism, respect for the American Flag, and foster allegiance to the United States and its customs and institutions.
- B. Refer to the NFRW website for ideas of special programs, events, or activities.
- C. Create a committee of members to assist.
- D. Work closely with other committees as necessary.
- E. Other duties as assigned by president.

FUNDRAISING

Duties:

- A. Develop creative ideas for raising funds to support the annual budget of the GFRWC.
- B. Create a committee of members to assist.
- C. Work closely with other committees as necessary.
- D. Other duties as assigned by president.

HOSPITALITY

Duties:

- A. Plan the decorations and refreshments for meetings, events, and fundraisers as needed.
- B. Create a committee of members to assist.
- C. Enlist the required number of hospitality volunteers as needed per event.
- D. Work closely with other committees as necessary.
- E. Other duties as assigned by president.

LEGISLATIVE / GOVERNMENT

Duties:

- A. Follow all legislative and government actions at local, state, and federal levels.
- B. Create a committee of members to assist.
- C. Organize and oversee action groups within the club to follow state legislation and local government including county commissions, city councils, school boards, and other local government boards as necessary.
- D. Plan activities to support conservative women running for office, such as phone banking and door knocking.
- E. Work with state legislators for updates on state legislation and prepare a report for club meetings on any legislation that needs political action.
- F. Report at club meetings any legislative actions the NFRW is supporting.
- G. Forward any federal legislative actions the NFRW is supporting/opposing to the Public Relations committee for posting on social media, website, and email blasts to members.
- H. Plan special community forums as necessary to engage the public on legislative or local government issues.
- I. Work closely with other committees as necessary.
- J. Other duties as assigned by president.

PROGRAM

Duties:

- A. Work with club president to schedule speakers for club meetings that meet the objectives of the GFRWC.
- B. Work closely with other committees as necessary.
- C. Other duties as assigned by president.

WEBSITE PUBLIC RELATIONS

Duties:

- A. Maintain all social media accounts with a focus on GFRWC activities, special programs, and fund raising events. Include photos of GFRWC activities.
- B. Provide photos and articles for GFRWC website.
- C. Make regular postings on GFRWC social media from NFRW social media, website, and newsletters.
- D. Submit articles, photos, and announcements to NFRW newsletter and calendar of events.
- E. Assign photographers for meetings and events.
- F. Work closely with other committees as necessary.
- G. Other duties as assigned by president.

ACHIEVEMENT AWARDS

Duties:

- A. Download the NFRW Achievement Awards spreadsheet and instructions from the NFRW website and make recommendations to the Executive Board on activities, actions, and programs in which the GFRWC membership may participate to achieve the club objectives towards awards.
- B. Create a committee to assist as needed.
- C. Keep track monthly of all activities of the club and give reports at club meetings.

Section 2.

The Chairman and the duties of these standing committees shall be appointed by the President with the approval of the Executive Board.

Section 3.

Ad hoc committees may be appointed by the President as needed, with the approval of the Executive Board.

Section 4.

All committees shall report to the Club at the regular meetings as requested by the President.

ARTICLE X
ENDORSEMENTS OF CANDIDATES

Section 1.

The Greater Fayette Republican Women's Club (GFRWC) as a whole, the Executive Board as a whole, or any of the officers shall not, in their official capacity, endorse nor oppose any Republican candidate prior to any special election or primary election where there is more than one Republican candidate.

Section 2.

Violation of this section by an officer or a member of the Executive Board shall be grounds for removal.

ARTICLE XI
ELECTRONIC VOTING

Votes of the Executive Board may be cast and taken by e-mail or other electronic means.

- A. All such votes cast by electronic means shall be cast within three (3) business days of submission to members of the Executive Board.
- B. A tally of all such votes cast by electronic means shall be circulated to all Executive Board members within five (5) business days of submission.
- C. Such votes cast by electronic means shall have the same force and effect as a vote cast by a board member casting a vote in person.

ARTICLE XII
PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, shall govern this organization in all matters of procedures not covered in these.

ARTICLE XIII
AMENDMENTS

These may be amended by a two-thirds (2/3) vote of the members in good standing present at any regular meeting of the Club, or special meeting called for that purpose, provided notice of the proposed amendment has been given to all members at least thirty (30) days prior to the meeting. No amendments may be made without prior notice.

ARTICLE XIV
DISSOLUTION

Section 1. Vote to Dissolve

- A. The Greater Fayette Republican Women's Club may be dissolved by a two-thirds (2/3) vote of the members in good standing present at any regular or called meeting of the club.
- B. Written notice from the Executive Board by US Mail or electronic means must be sent to each member at least 15 days prior to the meeting and must indicate that a vote to dissolve will be taken at the meeting.

Section 2. Assets & Liabilities

- A. Upon dissolution of The Greater Fayette Republican Women's Club (GFRWC) all assets (after payment of liabilities) shall be distributed to the Georgia Federation of Republican Women (GFRW) within thirty (30) days of said vote.
- B. Distribution of any assets to the GFRW must include the most recent Treasurer's report along with the club's charter from the NFRW.
- C. None of the assets shall be distributed to any member or officer of The Greater Fayette Republican Women's Club (GFRWC).

Section 3. Rights

The right to use the name of the dissolved club (*The Greater Fayette Republican Women's Club*) shall revert to the Georgia Federation of Republican Women.

+++++ END OF DOCUMENT +++++

REVISED BY GFRWC BYLAWS COMMITTEE ON August 27, 2021

AMENDED by GFRWC MEMBERSHIP on _____

APPROVED BY GEORGIA FEDERATION OF REPUBLICAN WOMEN / RULES COMMITTEE

DATE: