

## **STANDING RULES OF THE MOUNT ROSE REPUBLICAN WOMEN**

Standing Rules are related to the general administration of the Mount Rose Republican Women's Club (Club or MRRW) and are intended to clarify and compliment the MRRW Bylaws.

Standing Rules can be adopted and amended by a simple majority of a quorum of the voting Board.

Standing Rules do not need to be ratified by the regular members, nor do amendments to the Standing Rules made during the year need to be submitted to members.

Restated Standing Rules will be made available to the general membership on the Club website.

### **ARTICLE I - DUES**

#### **Section 1. MEMBERSHIP DUES.**

- A. The dues of the Club shall be payable at the beginning of each fiscal year and are delinquent on February 1 at which time membership will be suspended until payment of dues. Membership will be considered revoked if dues are not paid by March 1.
- B. Only members who have paid their dues are considered "in good standing".
- C. Any member joining the Club after June 30th may pay lesser dues, if approved by the Board.
- D. Annual dues are \$50.00 for regular members and associate annual dues are \$25.00.
- E. There will be no refund of dues.

#### **Section 2. CHARTER CLUB MEMBERSHIP.**

The payment of regular member Club dues includes membership in the Nevada Federation of Republican Women (NvFRW) and the National

Federation of Republican Women (NFRW). Associate members are nonvoting members and not members of the NvFRW or NFRW.

**Section 3. REMITTANCE OF CHARTER CLUB DUES.**

Dues as set forth in the NvFRW Bylaws shall be paid to the NvFRW Treasurer per the current NvFRW Bylaws. The first payment shall be for not less than ten (10) members and shall include the National service charge.

**Section 4. FORMS REQUIRED WITH CHARTER DUES.**

Dues payments to the NvFRW shall be accompanied by the current membership roster consisting of regular members in good standing only. A copy shall be sent to the NvFRW President, Treasurer, and Recording Secretary. All rosters shall contain regular member names, addresses, telephone numbers and emails.

**Section 5. ALLOCATION OF DUES.**

Dues may be used to support any item from the approved Budget.

**ARTICLE II - ELECTED OFFICERS AND DUTIES**

**Section 1. DUTIES OF THE ELECTED OFFICERS.**

Any additions to the duties listed in the Bylaws will be added here, as needed.

**Section 2. ROLE OF FOUNDER**

Although not an elected position, given the original and ongoing commitment of the Club founder, Sandy Masters, her role as Founder includes a voting position on the executive committee of the board and her membership dues are waived.

**Section 3. ROLE OF PAST PRESIDENT**

Although not an elected position, the Past President serves for two years immediately following their term(s) as President. The role is to support the new President and the Board, as requested. In addition, the Past President will monthly perform a review of the MRRW bank statement

and the financial reports to ensure the balances agree and transactions appear appropriate.

### ARTICLE III - MEETINGS

#### **Section 1. CLUB MEETINGS.**

Meetings will be held on the last Wednesday of each month at 6:00 pm at a location arranged by First Vice President. Club meetings will cost the amount voted on by the Board to cover meals without a loss. Cost for non-members will be \$5.00 more. Walk-ins will be charged an additional \$5.00.

#### **Section 2. INSTALLATION OF OFFICERS AND APPROVAL OF BUDGET AND BYLAWS.**

The following will occur at the January Club meeting:

- A. **Installation of Officers** - Newly elected officers will be installed every two years at the first meeting of the year.
- B. **Tentative Budget** - Will be presented for regular membership approval which includes both the approved budget and actuals from the prior year.
- C. **Bylaws** - Presentation of Bylaws, either stating No Amendments; or restated incorporating all amendments approved by the Board and presented for regular membership approval;
- D. **Standing Rules** - Presentation of Standing Rules, which require no action by the membership.

#### **Section 3. BOARD MEETINGS.**

Meetings of the Board will be held on the first Wednesday of every month or as called by the President, at a time and place to be determined.

## ARTICLE IV - COMMITTEES

### **Section 1. DUTIES OF STANDING COMMITTEES**

- A. **Americanism Committee:** The Americanism Committee has the responsibility of inspiring respect for the American flag and our Country. Traditionally, the Chair leads the Pledge of Allegiance at all Club meetings.
- B. **Awards Committee:** The Awards Committee is responsible for understanding the NvFRW and the NFRW's award programs and reporting requirements, educating the Board on the requirements, and reporting the Club's participation and points, as required.
- C. **Budget Committee:** The Budget Committee is required. The Budget Committee prepares and submits a yearly budget to the Board for approval. The Budget Chairman coordinates with the Treasurer and prepares a proposed budget report that includes the approved budget and actuals from the prior year. Once approved by the Board, the budget is presented to the regular membership for approval at the January meeting.
- D. **Bylaws Committee:** The Bylaws Committee is required. The Bylaws Committee is responsible to maintain the Bylaws and the Standing Rules, and to ensure the proper procedure for amendments.

Amendments to Bylaws must have a two-third (2/3) vote of approval by the Board prior to being submitted for a two-third (2/3) vote of approval by the regular membership, per the current membership roster. Any proposed amendments to ByLaws shall be provided to the regular membership via email, with lack of response within 15 days being deemed approval. A

copy of amended and approved Bylaws will be submitted to the NvFRW Bylaws Committee for review.

Amendments to the Standing Rules can be adopted by a simple majority of a quorum of the voting Board.

Both Bylaws and Standing Rules will be available on the Club website.

- E. **Campaign Activities Committee:** The Campaign Activity Committee shall provide Club members, and the community, with information about Republican candidates at all levels. This includes providing information such as the name of each campaign manager, phone numbers, upcoming event schedules, etc. This Committee also tracks and submits the hours spent and number of phone calls made by members for Republican activities, as required by the NvFRW and the NFRW.
- F. **Communications Committee:** The Communications Committee prepares and distributes information about upcoming Club events, such as meetings and fundraisers, to Club members and other interested parties. This includes setting up the related on-line registration in Square. The Committee also shares information on Republican events in the community, as appropriate.
- G. **Community Involvement Committee** (previously Armed Forces and Caring for America): The Community Involvement Committee plans community service projects, based on the belief that problems can be solved more effectively through the generosity and combined energies of individuals than through dependency on government programs. Examples include blood drives, food or clothing drives, participation in Wreaths Across America to honor the military, or other activities to support the local community.

- H. **Fundraising Committee:** The Fundraising Committee will develop and propose to the Board a plan for raising funds to support the Club mission. A fundraising plan generally includes 1 – 3 fundraising events each year, and may also include soliciting donations. The Fundraising Chairman shall organize and oversee the committee activities, and be capable of drafting budgets, tracking expenses and donations, and organizing events.
- I. **Hospitality Committee:** The Hospitality Committee is responsible for welcoming of new members and guests, recognizing member key events such as birthdays, and thanking Club speakers and donors.
- J. **Legislative Committee:** In coordination with the NvFRW Legislative Committee, the Club Legislative Committee researches specific issues or bills pending before the Nevada Legislature in order to provide Club members with current information, providing an opportunity for members to influence policy.
- K. **Membership Committee:** The Membership Committee supports the growth of Club membership and the education and sense of belonging for existing members. This Committee plans membership activities, such as new member orientations, welcome activities for new members, or membership networking events. This Committee also maintains and updates the official member database in Constant Contact.
- L. **Newsletter:** The Newsletter Committee prepares periodic newsletters to keep the membership informed. The newsletter generally will include information on such things as club activities, events of interest in the community, announcements of other Republican events, recognition of special accomplishments of members, and so on.

**M. Program Committee:** The Program Committee works at the direction of the First Vice President to assist in planning programs and speakers for the monthly Club meetings. Generally, the program is developed 2 - 3 months in advance of each meeting.

**N. Public Relations Committee:** The Public Relations Committee is responsible for building a relationship with local news media and the community. They assist in publicizing Club events and may encourage activities such as letters to the local paper or participation in local conservative radio programs. The Public Relations Chairman shall be the public information officer for the Club.

**O. Reservations Committee:** The Reservations Committee records the names, contact information and payment amount, and method for individuals registering for Club meetings and events. To facilitate this recording, the Reservations Committee collects deposits from the mailbox (checks and cash) and from the Square online payment site (credit card). A few payments may also be collected at the door of meetings and events. When checks and cash are collected, this Committee deposits same in the bank in a timely manner, and notifies the Treasurer of the deposit detail.

This Committee coordinates with the First Vice President to provide appropriate attendance estimates to the selected venue for meetings and events. This Committee keeps an ongoing historical log of speakers and attendance for meetings and events.

The Reservations Committee also manages the check-in process for meetings and events, including displaying and storing Club banners, signage and paper name badges.

When items in the mailbox include membership or other non-reservation information, the Committee will direct it to the appropriate Committee. For example, membership renewals and name badge orders are directed to the Membership Committee.

- P. **Resolutions Committee:** The Resolutions Committee is responsible for soliciting and preparing resolutions that may be desired by members for Club action. Resolutions are to express the opinion, wish, or resolve of the Club.
- Q. **Youth Engagement Committee:** The Youth Engagement Committee is responsible to develop plans to reach out to and attract the youth in the community. The Committee strives to engage the youth by providing educational opportunities about conservative principles, participation in meetings and events, and mentorship.
- R. **Scholarship Committee:** The Scholarship Committee oversees the Sandy Masters Scholarship Award (SMSA), including the program requirements and the solicitation and selection of qualified candidates. Proposed amendments to SMSA program requirements are presented to the Board for approval. Qualified applicants and the recommended recipient are determined by the Committee, but presented to the Board for ratification. The SMSA is generally presented at the July Club meeting.
- S. **Website Committee:** The Website Committee maintains the Club website at [www.mtroserepublicanwomen.org](http://www.mtroserepublicanwomen.org) and ensures the GoDaddy domain is current. Website maintenance includes such things as meeting announcements and registration links to the payment site, information on current officers and committee chairs, on-line membership and award forms (via Jotform), and so on.

## Section 2. DUTIES OF NON-VOTING SPECIAL



## APPOINTMENTS

- A. **Chaplain:** The duties of the Chaplain are to give the invocation and, if used, the benediction at the meetings and other events as directed by the President.
  
- B. **Financial Review:** This is a required appointment and should be a volunteer with appropriate experience not involved with the Treasury activities during the period under review. The purpose of the Financial Review is to ensure that the Board is pursuing best practices in the management of the Club, including using standard accounting procedures and complying with regulations; preparing and approving a Budget; keeping accurate Board minutes and preserving records; maintaining the Bylaws; and identifying and protecting Club property. The Financial Review volunteer is tasked with making recommendations for improvement where it may be needed. The annual report will be presented to the Board in a timely manner, before the end of First Quarter.
  
- C. **Historian:** Historian is responsible for keeping an official historical record of Club activities.
  
- D. **Parliamentarian:** Parliamentarian's first duty is to advise the President based on experience and knowledge of parliamentary procedure as outlined in Robert's Rules of Order.