

# **REPUBLICAN WOMEN OF WORCESTER COUNTY**



## **BYLAWS AND STANDING RULES**

**Revised and Approved by Membership  
April 2018**

## **ARTICLE I – NAME**

The name of this organization shall be REPUBLICAN WOMEN OF WORCESTER COUNTY.

## **ARTICLE II –MISSION**

The object of the Club shall be to unite Republican Women into an effective and active part of the Republican Party; to assist in the political education of its members; to broaden the understanding of Republican aims in government; to foster loyalty to and promote the ideals of the Republican Party; and to increase the number of registered Republicans.

## **ARTICLE III – POLICY**

This organization shall not endorse any candidate prior to any primary election, except those where the primary serves as a general election. Nothing herein shall prohibit the club from endorsing a candidate in a primary who is unopposed for the Republican Party nomination, after the deadline for candidate qualification has expired. No officer or member shall be permitted to work for or endorse a candidate of any party other than the Republican Party.

Individual Club members are free to work for the Republican candidates of their choice.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1 – Active Membership/Member in Good Standing**

Active membership shall consist of Republican women who are registered as such in Worcester County, Maryland, whose current dues are paid in an NFRW club and who support the objectives and policies of these Bylaws.

### **Section 2 – Associate Membership**

1.1 Registered Republican women who have primary membership in another federated club are eligible for Associate Membership in this club upon payment of required annual dues. Associate members cannot hold office or vote and cannot be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. They do not pay state or national federation dues.

1.2 Republican men are eligible for Associate membership upon payment of the required annual dues to the local club. They cannot hold office or vote and cannot be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. Republican men who are Associate members in local clubs do not become members of the state or national federations.

## **ARTICLE V – OFFICERS**

### **Section 1 – Elected Officers**

The elected officers shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. These officers shall be elected at the October meeting in the uneven calendar years. The term of office shall be for two years and shall begin on January 1 of the upcoming calendar year. No officer shall serve more than two (2) terms in the same office.

### **Section 2 – Executive Committee**

The elected officers shall constitute the Executive Committee. They shall meet following installation to form a Board of Directors. The Executive Committee shall have the power to fill a vacancy in any elected office for the unexpired term; to create additional standing committees as may be deemed necessary from time to time; to approve the appointment of all appointed officers and committee chairpersons; and to secure meeting places for the Board Meetings.

### **Section 3 – Appointed Officers**

An Historian, a Sergeant-at-Arms, and a Parliamentarian shall be appointed by the President with the approval of the Executive Committee.

### **Section 4 – Eligibility of Officers**

To be eligible for elected office in the Club, a candidate shall be an active member in good standing and a registered Republican in Worcester County at the time of her election. All officers, chairpersons and members of Standing and Special Committees shall be active members in good standing of the Club.

## **ARTICLE VI – BOARD OF DIRECTORS**

The Board of Directors shall consist of the members of the Executive Committee, the Assistant Treasurer, Parliamentarian, Historian, the Sergeant at Arms, the Chairpersons of all Standing Committees, and the immediate past President of the Club who will act in an advisory capacity but will not have a vote. Board members are expected to attend all Board Meetings except when excused by the President. After three unexcused instances, the President will notify the Board member that she is in jeopardy of being removed per majority vote of the Directors.

The Board of Directors shall have the power to transact all business of the Club between scheduled meetings thereof and to make recommendations as to policy.

## **ARTICLE VII – MEETINGS OF MEMBERS**

### **Section 1 – Meetings**

The RWWC Annual Meeting of members shall be held in the month of November at the time and place selected by the Luncheon Chair in cooperation with the Executive Committee. Business meetings shall be held once a month on the fourth (4<sup>th</sup>) Thursday except during the months of July and December, unless otherwise ordered by the Executive Committee.

Special meetings may be called by the President and shall be called at the request of not less than five (5) members of the Board of Directors, or by written requests of not less than one-fourth (1/4) of the active members of the Club.

### **Section 2 – Quorum**

One-fourth (1/4) of the voting membership shall constitute a quorum at any regular or special meeting. At Executive Committee meetings, a quorum shall consist of a majority of the committee members and at Board of Directors meetings, a quorum shall consist of one-fourth (1/4) of the committee members.

### **Section 3 – Notice**

Notice of the time and place of all meetings of members shall be mailed or emailed to said members in the Club's monthly Newsletter, and, in the case of a special meeting, the purpose of the meeting shall be stated. In the case of a special meeting, notice of the purpose, time and place of the meeting shall be made by postcard, e-mail, or telephone ten (10) days prior to the meeting.

## **ARTICLE VIII – STANDING COMMITTEES**

The President, with the approval of the Executive Committee, shall establish all standing committees and define their primary duties. Among the standing committees shall be the following: Americanism, Awards, Budget and Finance, Bylaws, Caring for America, Chaplain, Historian, Hospitality, Legislative, Literacy, Luncheon/Dinner, and Membership. Other committees may be added, ie. Newsletter, Publicity, Voter Registration and such additional committees as the President authorizes from time to time.

## **ARTICLE IX – DUES**

The yearly dues of the regular and associate members shall be determined by the Executive Committee and are due and payable according to the various deadlines set by MFRW and NFRW.

A member whose dues have not been paid by March 31<sup>st</sup>, shall not be entitled to vote at any meeting of the Club and shall be dropped from the membership roll after a personal contact has been made by the membership chairperson to determine if they wish to remain members.

## **ARTICLE X – DUTIES OF THE OFFICERS**

### **Section 1 – President**

The President shall preside at all meetings of the Executive Committee, Board of Directors and General Membership; appoint the Chairpersons of all committees except the Nominating Committee; call meetings of the Executive Committee, Board of Directors, and special meetings of members; serve as a member ex-officio of all committees, except the Nominating Committee; serve as a representative of the Club at Regional, State Federation and National Federation meetings; and, in general, supervise the work of the Club as its Chief Executive Officer.

### **Section 2 – Vice Presidents**

The Vice Presidents shall serve as assistants to the President; the First or Second Vice President, in that order, shall perform the duties of the President in case of her temporary absence or inability to act. The First Vice President shall serve as Chairman of the Program Committee and the Second Vice President shall serve as Chairman of Fundraising.

### **Section 3 – Recording Secretary**

The Recording Secretary shall report a quorum to the President at the opening of the general meetings. She shall be the custodian of all official Club records. She shall record the minutes of the Executive Committee and the Board of Directors meetings and distribute the Board of Directors minutes within a week prior to the following meeting. Club records shall be kept in perpetuity unless the club disbands, in which case the Board of Directors can decide if the records should be kept by MFRW or be donated to the NAG Center, SSU.

### **Section 4 – Corresponding Secretary**

The Corresponding Secretary shall execute all necessary correspondence, including thank-you notes to speakers, get-well cards, sympathy cards and welcome letters to members and to perform other duties as assigned by the President.

### **Section 5 - Treasurer**

The Treasurer shall:

- A. Deposit all RWWC funds, upon receipt from Assistant Treasurer, in the name of RWWC in bank accounts or investment accounts as may be designated by the Executive Committee;
- B. Disburse funds according to the approved budget. (All disbursement checks shall be signed by the RWWC Treasurer, the President of RWWC), or Assistant Treasurer;
- C. Keep accurate records, receipts and vouchers of all income and disbursements;
- D. Prepare reports of all transactions for monthly Board and membership meetings;
- E. Have her accounts audited annually;
- F. At the end of her term, pass all RWWC books, papers and records of whatever kind in her possession to the succeeding Treasurer.
- G. Report membership information and remit dues to MFRW.
- H. Reports shall be kept in perpetuity unless the current Board votes otherwise.

## **Section 6 - Assistant Treasurer**

The Assistant Treasurer shall:

- A. Receive all RWWC dues and keep the membership statistics for the club;
- B. Record, keep and report, and transfer all dues to RWWC Treasurer for deposit;
- C. Perform other duties as may be defined by the Board.
- D. In the absence of the Treasurer, she shall perform the Treasurer's duties.

## **ARTICLE XI**

### **Officers' and Committee Records:**

All officers and committee chairs shall deliver all records, files, and properties to their respective successors at the end of their terms or by Jan. 1.

## **ARTICLE XII – NOMINATIONS AND ELECTION**

At the April meeting in the uneven calendar years, the Parliamentarian shall call for volunteers for a Nominating Committee of not less than three nor more than five members. At the May meeting, the Nominating Committee shall be elected by the general membership at large. The Committee shall elect its own chairperson. At least 30 days prior to the election, the membership will be notified by this committee of a slate of one (1) candidate for each office. No candidate shall be nominated without her consent. Additional nominations may be made from the floor at the Oct. meeting, provided the candidate to be so nominated has given her written consent to the Parliamentarian prior to the General meetings. An officer candidate may not simultaneously run for more than one office.

In case of election by ballot, the President shall appoint an Elections Committee of not less than three (3) members, one of whom shall be the Parliamentarian as Chairperson. The Elections Committee shall provide all election materials and shall act as tellers for the election. The Parliamentarian shall close the elections. Only active members present and in good standing are eligible to vote. A majority of the eligible members present shall be sufficient to elect. Installation of elected officers shall take place at the annual meeting in November

## **ARTICLE XIII – DISSOLUTION**

In the event of dissolution of this organization, all assets remaining after payment of all costs and expenses of such dissolution, as well as its records and charter shall be returned to the Maryland Federation of Republican Women where the assets are to be held in escrow for three (3) years.

#### **ARTICLE XIV – AMENDMENTS**

Amendments of these Bylaws may be made at any regular meeting by a two-thirds (2/3) vote of those present provided members in good standing are given notice within fourteen business days with a copy of the proposed amendments.

#### **ARTICLE XV - PARLIAMENTARY AUTHORITY**

The parliamentary authority of this organization shall be **Robert's Rules of Order, Newly Revised**, when same is not in conflict with these Bylaws.

Amended by Bylaws Committee  
Approved by Board of Directors  
Approved by Membership  
Merilee M. Horvat  
RWWC, Bylaws Chairperson

This is to verify that the RWWC Bylaws are being sent to the MFRW Bylaws Chair by email on April 7<sup>th</sup>, 2018, acknowledging comparison to MFRW and NFRW has been accomplished and changes have been made.

Editor: Lou Etta McClafin

Committee: Merilee Horvat, Lou Etta McClafin, Mary Adair, Patty Addy

# STANDING RULES

## I. MEETING PLACE

The Board of Directors shall secure meeting places for the Club.

## II. INSURANCE

The President, with the approval of the Board of Directors, shall be responsible for maintaining liability insurance to cover all Club-sponsored functions.

## III. GUESTS

Potential members are welcome at all Club General Meetings three times without becoming a member. Other individuals are welcome to attend social events and luncheon programs

## VI. BUDGET

The Budget and Finance Committee, together with the President, Treasurer and Assistant Treasurer, shall submit a yearly outlined budget to the Board of Directors in October for their approval. The general membership should receive a copy in the Oct. newsletter by email prior to the November Annual Meeting, where it can be approved by those present.

## V. 50/50

A 50/50 drawing may be conducted at regular meetings and special events.

## VI. MANDATORY CONTRIBUTIONS AS BUDGETED

\*These small donations qualify our club for both state and national awards.

1. **Mildred Geare Memorial** – Each calendar year an annual donation shall be made to the NFRW Mildred Geare Memorial Fund in memory of all deceased Club members. The Corresponding Secretary shall notify the families of this memorial.
2. **Dorothy Kabis Fund** – An annual donation shall be made each year in May to the NFRW Dorothy Kabis Internship Fund. Each year, the program offers three young women the opportunity to spend up to six weeks in our nation's capital working in the headquarters of the country's foremost women's political organization.
3. **National Pathfinder Scholarship Fund** – An annual donation of not less than \$25 shall be made in May to the National NFRW Pathfinder Scholarship Fund for women in the study of substance abuse prohibition.
4. **High School Senior** – The most improved senior high school student in the Pocomoke, Snow Hill, and Stephen Decatur High Schools shall be awarded a cash award of an amount to be determined annually by the Board of Directors, but for an amount not less than \$300.00. During that school year, an additional cash award not less than \$200 can be earned by the student upon proof of enrollment determined by the Literacy Chair, who is responsible for these presentations.



## **Page 2 of RWWC Standing Rules**

5. **Marian Martin Building Endowment Fund** – An annual donation of not less than \$20 shall be made to the NFRW for the Marion Martin Building Endowment Fund. The Marion Martin Building Fund helps maintain and preserve the Federation’s historic national headquarters in Alexandria, VA.
6. **Maryland Republican Party** – An annual donation shall be budgeted and made to the Worcester County Central Committee prior to their Lincoln Day Dinner; and an annual donation shall be budgeted and made to the Maryland Republican Party.
7. **MFRW Bay Club** – An annual donation shall be budgeted and made to the MFRW Bay Club, which fundraises for the MFRW.

### **VII. MEMBERSHIP LIST:**

Communications to the membership shall be kept to MFRW, NFRW and Republican Club business. The membership list, as well as email list, shall be used by the President, who shall approve materials to be forwarded on behalf of RWWC. All email correspondence to the membership list shall be forwarded by blind copy. RWWC shall not distribute its membership list to any other individual in order to protect its member’s privacy. Board members may use the membership list for individual contact information only. The President shall review all broadcast emails to the General Membership.

### **VIII. CANDIDATE PROMOTIONS**

Prior to the Primary, all candidate promotions shall carry a disclaimer, i.e. As per RWWC Bylaws, RWWC does not support any one Republican candidate over another prior to the Primary election except where a Republican candidate in a Primary is unopposed for the Republican Party nomination.

### **IX. COVERED EXPENSES**

**1. President** – The President’s expenses shall be budgeted and supported by receipts for: registration, room charges, and transportation expenses, deemed appropriate by the Executive Committee when representing the RWWC at MFRW and Regional Federation of Republican Women’s Meetings. Registration, room charges and travel expenses for herself at the bi-annual National Conventions and events supporting candidates after the Primary Election and the Lincoln Day Dinner shall also be supported. Other expenses: postage, printing, copying necessary to carry out her duties.

### **Page 3 of RWWC Standing Rules**

2. **Other Officers' and Committee Members' Expenses** – Expenses necessary in discharging their defined duties, covered by budgeted funds, and supported by itemized receipts (i.e. postage, printing, copying, greeting cards, etc.). All other expenditures involved with respect to officers or committee chairpersons discharging their official duties shall be presented to the Board of Directors for approval prior to payment.
  
3. **Membership Expenses** – Members who wish to attend the MFRW Spring Meeting and/or Fall Convention may request reimbursement in the amount of the registration fee. Request for reimbursement can be made to the Treasurer after attending said meeting with proof of attendance (registration form plus receipt for payment). This shall be done on a first come basis and not to exceed the amount allocated in the budget. The Board has the power to increase the allocated budget figure if necessary and appropriate.
  
4. RWWC funds shall not be used for donations to other clubs. RWWC funds are to be budgeted to support political actions, community involvement, and literature projects as per MFRW and NFRW guidelines.

Amended by Bylaws Committee  
Approved by Board of Directors  
Merilee M. Horvat  
RWWC, Bylaws Chairperson

This is verify that the Standing Rules are being sent to the MFRW Bylaws Chair by email on April 7, 2018, acknowledging comparison to MFRW and NFRW has been accomplished and changes have been made.

Committee: Merilee Horvat, Lou Etta McClaflyn, Mary Adair, Patty Addy