

AMENDED AND RESTATED BYLAWS
Star Republican Women
Horseshoe Bay, Texas



ARTICLE I – NAME & AFFILIATION

The name of this organization shall be Star Republican Women, hereinafter referred to as "the Club." The Club is affiliated with the Texas Federation of Republican Women (TFRW) and the National Federation of Republican Women (NFRW).

ARTICLE II – OBJECTIVES

The Objectives of this Club shall be to:

- A. Increase the effectiveness of women in the cause of good government;
- B. Disseminate information to all members;
- C. Inform the public through political education and activity;
- D. Foster loyalty to the Republican Party at all levels of government;
- E. Promote the principles of the Republican Party;
- F. Work for Republican candidates in all elections within PAC guidelines;
- G. Support the objectives and policies of the Republican Party and Republican National Committee; and
- H. Perform any lawful activity not inconsistent with the foregoing.

Board

ARTICLE III – MEMBERSHIP

Section 1. PRIMARY MEMBERSHIP

- A. A Republican woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization shall be eligible for membership.
- B. All members shall be registered Texas voters.
- C. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for Primary members shall be stated in the Club's Standing Rules and amended as required.
- D. Primary members in good standing automatically become members of their State Federation and of the National Federation of Republican Women.
- E. A new member is eligible to vote when dues have been paid for 2 months and must have attended 2 meetings prior to the privilege of voting. The Second Vice President-Membership or her Designee, shall verify eligibility of any member prior to voting

ARTICLE III – MEMBERSHIP (Continued)

Section 2. ASSOCIATE MEMBERSHIP

- A. A Republican woman who is a Primary member of another Federated Women's Club and who supports the objectives and policies of this Club shall be eligible to become an Associate member upon payment of required annual dues. The dues amount for Associate members shall be stated in the Club's Standing Rules and amended as required.
- B. Republican men who support the objectives and policies of the Club may be eligible to be Associate members.
- C. Associate members, men and women, shall not:
- i. have a voice and cannot make motions;
 - ii. hold office;
 - iii. serve on committees;
 - iv. be counted in totaling the club's members;
 - v. be counted in determining the number of delegates to be allotted to the Club for attendance at the State Federation Convention or the NFRW Biennial Convention or TFRW meetings or events; and
 - vi. Associate dues remain with the Club. Associate members are not reported to the State Federation or NFRW.

Section 3. ELIGIBILITY DOES NOT ASSUME MEMBERSHIP CONFERRED

- A. Eligibility for membership does not guarantee, and one cannot assume, automatic grant of membership.

ARTICLE IV– ENDORSEMENT POLICY

Section 1. ENDORSEMENT POLICY.

- A. No one may endorse in the name of the NFRW, a State Federation or a local Club or in their official capacity thereof.
- B. No endorsement or evidence of support by any member shall be issued using the NFRW affiliation, logo, or stationery without the approval of the NFRW.
- C. NFRW Bylaws provide for the removal from membership of any member, local Club or State Federation who/which advocates a split party ticket or supports a candidate who is running on an opposition ticket.
- D. In the case of contested Republican races, information and campaign announcements may be distributed on all candidates – such as at events or fundraisers – provided they are fairly and evenly distributed and in order to prevent anyone from interpreting such communications as endorsements, each such communication shall be accompanied by the disclaimer: *“This appears here for informational purposes only and does not represent or constitute an endorsement by this Club.”*
- E. No candidate shall use the TFRW logo in any political advertising, and any political advertising shall contain the following disclaimer: *“This endorsement is given by the individual(s) only, NOT the Texas Federation of Republican Women.”*

ARTICLE IV– ENDORSEMENT POLICY (Continued)

Section 2. SPLIT TICKET. Neither the Club nor an individual member shall advocate a split ticket, support an opposition party candidate, or act in violation of the NFRW or TFRW or the Club policies or bylaws.

Section 3. AFFILIATION WITH OTHER ORGANIZATIONS. The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the TFRW, the NFRW, and the Republican National Committee.

Section 4. MEMBER CANDIDATES. An officer of the Club who is a candidate or whose spouse or family member is a candidate, shall be exempt from this rule, however, they may not campaign or identify themselves in the name of the Club, TFRW, or the NFRW or by utilizing the logo or stationery of the Club, TFRW or the NFRW.

Section 5. CANDIDATE FAIRNESS: After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election. (This rule includes candidate fairness during primaries, run offs and special elections. It applies to candidates at all levels. Federated clubs are State and not Federal PAC'S.

ARTICLE V – DUES AND FISCAL YEAR

Section 1. FISCAL YEAR. The fiscal year shall be from January 1 through December 31.

Section 2. MEMBERSHIP DUES. Membership dues for the upcoming year shall be payable no later than December 31 of the current year and shall be delinquent March 1. Dues collected in November and December may be applied to the following year's membership. **Section 3. SERVICE CHARGES.** Clubs shall pay TFRW per capita dues and NFRW per capita dues, and the annual service charges on behalf of each of the Club members, with the first payment of the year to be made no later than December 31 of the previous year.

ARTICLE VI – OFFICERS AND DUTIES

Section 1. ELECTED OFFICERS. The elected officers of this club shall be a President, Vice President, Secretary, and Treasurer.

Section 2. ELIGIBILITY. Each elected officer shall be a Primary member in good standing of the Club.

Section 3. ELECTION. The elected officers shall be elected at the November meeting and shall serve a term of two years, or until their successors are elected. Officers may run for a second consecutive term.

ARTICLE VI – OFFICERS AND DUTIES (Continued)

Section 4. VACANCY.

Vacancies in elected office shall be filled by election by a majority of the Committee members present and voting at the first meeting following the creation of the vacancy provided an announcement is sent to all Club members stating the existence of the vacancy and the process by which eligible Primary members in good standing may submit their name to the Executive Committee to be considered to fill the vacancy before the Executive Committee meets to fill the vacancy.

Section 5. REMOVAL FROM OFFICE OR MEMBERSHIP.

Pursuant to the NFRW Bylaws, NFRW requires following the current edition of *Robert's Rules of Order, Newly Revised*, for the removal of an officer from office or a member from membership. Cause for such removal shall include, with limitation,

- A. Non-payment of dues;
- B. The failure or refusal to support the policies and objectives of the NFRW, TFRW or the Club as stated in their bylaws;
- C. Any act or omission intended to cause or having the effect of causing damage to the NFRW, the TFRW or the Club or their reputation or financial stability;
- D. Failure to support the Republican Party ticket, advocating a split ticket, supporting a candidate on an opposition ticket;
- E. Actions which are in conflict with the NFRW Bylaws, TFRW or the Club Bylaws
- F. Failure to comply with the NFRW, TFRW or the Club membership rules;
- G. Without limiting the generality of the foregoing, the initiation of litigation or any other adversary proceeding against the NFRW, TFRW or in which the NFRW, the TFRW or the Club is a named defendant or respondent; and
- H. A member who has been removed from membership may request readmission to the same body which voted on the removal.

Section 6. APPOINTED OFFICERS.

The President may appoint, with the approval of the Executive Committee, a Corresponding Secretary, an Historian and a Parliamentarian.

Section 7. DUTIES OF THE OFFICERS.

- A. The President shall:
 - 1. Call and preside over all meetings of the Club and the Executive Committee;
 - 2. Represent the organization at all times or designate someone as representative/proxy in her absence or inability to do so;
 - 3. Make Committee appointments as necessary to conduct the business of the club, except the Nominating Committee, with Executive Committee approval of Standing Committee Chairmen and Vice-Chairmen;
 - 4. Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation to and approval by the Executive Committee at its first meeting of the term of office;

ARTICLE VI – OFFICERS AND DUTIES (Continued)

5. Submit an annual budget for review by the Executive Committee and recommendation to the membership for adoption at the first membership meeting of the new term of office;
6. Be an ex-officio member of all committees except the Financial Review and Nominating Committees;
7. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
8. Represent the Club in all Republican Party activities;
9. Appoint the Financial Review Committee in November of the first year in office, with the exception of a change of treasurer before the end of the official term of office at which time the Financial Review Committee will be appointed and a complete financial review will be done;
10. Accept resignation by written letter or email of any member wanting to resign from a position, chairmanship, or the Club; and
11. Call meetings of the Executive Committee; and shall call a Special Meeting of the Executive Committee upon receipt of the written request of three members of the Executive Committee.

B. The 1st Vice President shall:

1. Perform the duties of the President in her absence;
2. Fill the unexpired term in the event of a vacancy in the office of President, until a new President is elected;
3. Act as Program Chair; and
4. Perform such other duties as are assigned by the President, the Executive Committee or the Club.

C. The 2nd Vice President shall:

1. Serve as Membership Chair;
2. Keep an up-to-date roster of the membership;
3. Send out due's notices;
4. Coordinate and oversee all membership renewal and new member efforts;
5. Compile and maintain complete Club membership lists;
6. Ensure that all membership information is shared with the Treasurer and others as deemed necessary and shall ensure all membership data is submitted to the TFRW and NFW according to deadlines;
7. Presents a Membership budget for approval at Executive Committee meeting at start of the year and monitor authorized budget;
8. Recruit new members; and
9. Perform such other duties as may be assigned by the President, the Executive Committee or the Club.

D. The Recording Secretary shall:

1. Keep the minutes of all meetings of the Club and Executive Committee;
2. Maintain a current Club membership roster;
3. Keep a current inventory of Club property;
4. Maintain all Club records and historical items; and
5. Perform such other duties as may be assigned by the President, the Executive Committee or the Club.

ARTICLE VI – OFFICERS AND DUTIES (Continued)

E. The Treasurer shall:

1. Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee;
2. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
3. Disburse funds as directed by the Executive Committee or the membership;
4. Bring written financial report(s) to regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to TFRW as required;
6. Submit all financial records to the Financial Review committee for an annual review to be completed by and reported at the first Executive Committee and membership meeting of the fiscal year;
7. Comply with all IRS and State election reporting requirements; and
8. Perform other duties as assigned by the President, the Executive Committee or the Club.

F. The Corresponding Secretary shall:

1. Conduct the correspondence of the Club under the supervision of the President;
2. Preserve in a permanent file all letters and papers of value to the Club; and
3. Perform other duties as assigned by the President, the Executive Committee, or the Club.

G. The Historian shall:

1. Collect and keep all records and documents of significant Club events and all items of media coverage; and
2. Perform other duties as assigned by the President, the Executive Committee, or the Club.

H. The Parliamentarian shall:

1. Advise Club officers, committee chairs and Club members on parliamentary procedure;
2. Be familiar with the Club Bylaws, Special Rules of Order, Standing Rules and Policies and Procedures; and
3. Attend membership meetings, Executive Committee meetings, Bylaws Committee meetings and Nominating Committee meetings as necessary or as requested.

Section 8. RECORDS.

All officers and committee chairmen shall transfer all records, files, passwords, social media administrative rights, and properties of the Club to their successors no later than 15 days prior to their last day in office, unless otherwise directed by the President or the Executive Committee. The Treasurer shall transfer all records, files, passwords, and properties of the Club no later than 15 days after their last day in office.

ARTICLE VII – MEETINGS

Section 1. REGULAR MEETINGS. A minimum of five (5) regular meetings shall be held during the Club year if unusual circumstances prohibit more frequent meetings.

- A. These meetings shall be held as decided by the Executive Committee;
- B. A quorum at Club meetings shall be 25 % of the total number of Primary members in good standing; and
- C. At least fourteen (14) days' notice shall be given to all members for regular meetings.

Section 2. SPECIAL MEETINGS. Special meetings may be called by the President and shall be called by the President upon receipt of the written request of three members of the Executive Committee or by 30% members of the Club.

- A. The purpose of the Special Meeting shall be stated in the call, with no other business to be transacted at the meeting; and
- B. At least a five-day notice shall be given to all members for any Special Meeting.

Section 3. ANNUAL MEETING. The November meeting will be designated as the Annual Meeting.

Section 4. ELECTRONIC VOTING BETWEEN MEETINGS. A vote of the Club membership or the Executive Committee may be conducted by mail, telephone, fax, email, or other approved electronic means between meetings, provided there is participation by a quorum of the body. The vote shall be ratified and entered into the minutes at the Club's next regular meeting.

Section 5. NOTICE. Notice for all meetings may be mailed or sent electronically.

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1. COMPOSITION.

- A. The voting body of the Executive Committee of this Club shall consist of:
 - 1. The elected officers; and
 - 2. The Immediate Past President.

The non-voting members of the Executive Committee shall be:

- 1. The Parliamentarian; and
- 2. Corresponding Secretary.

Section 2. REMOVAL FROM THE EXECUTIVE COMMITTEE. A Chairman or Executive Committee member shall be considered for removed if they have more than (3) unexcused absences from an Executive Meeting in a calendar year. Removal will be with a majority vote of the Executive Committee.

ARTICLE VIII – EXECUTIVE COMMITTEE (Continued)

Section 2. DUTIES. The Executive Committee shall:

- A. Transact necessary business between meetings of the Club;
- B. Direct the Treasurer's disbursement of funds;
- C. Approve appointed officer and committee appointments made by the President;
- D. Fill vacancies in office; and
- E. Perform other duties as assigned by the Club.

Section 3. MEETINGS. The Executive Committee shall meet as decided by the President or the Executive Committee.

- A. Special Meetings may be called by the President and shall be called by the President upon receipt of the written request of three members of the Committee;
- B. At least a fourteen (14) day notice shall be given for Executive Committee meetings except that at least a five-day notice is required for Executive Committee Special meetings;
- C. Notice may be mailed or sent electronically; and
- D. In the event a properly called meeting has to be canceled due to circumstances beyond the control of the Club, it shall be acceptable to hold said meeting by an approved electronic means with seven days' notice being given to all the members of the Executive Committee. This section does not apply to a meeting required by these bylaws that has not already been called.

Section 4. QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE IX – COMMITTEES

Section 1. STANDING COMMITTEES

- A. The Standing Committees of this club shall be Bylaws, Campaign Activities, Fundraising, Legislative, Caring for America, Public Relations and Hospitality. No additional Standing Committees may be created without an amendment to these Bylaws;
- B. Standing Committee Chairmen and Committee Members shall be appointed by the President and Standing Committee Chairmen shall be approved by the Executive Committee;
- C. Officers may be appointed to chair Standing Committees; and
- D. Standing Committee Chairmen shall be appointed for the same term as the President;

Duties of Standing Committees.

- 1. The Bylaws Committee shall:
 - a) Conduct a biennial review of the Club's bylaws;
 - b) Request and receive proposed amendments to the bylaws, and;
 - c) Review proposed amendments; Edit or combine, or reject them and;
 - d) Submit them to the Executive Committee for review, edit or rejection then to make recommendations to the general membership for final vote; and

ARTICLE IX – COMMITTEES (Continued)

- e) Furnish the TFRW Bylaws Committee with a complete set of the Club's bylaws for review and approval. Any subsequent Club revision of Bylaws shall be sent to the TFRW Bylaws Committee for Approval.
- 2. The Campaign Activities Committee shall:
 - a) Coordinate all activities of the Club's campaign program;
 - b) Act as liaison between the Club and Candidates requesting volunteers;
 - c) Be responsible for the collection and reporting of campaign hours; and
 - d) Presents a Campaign budget for approval at Executive Committee meeting at start of the year and monitor authorized budget.
- 3. The Fundraising Committee shall:
 - a) Prepare and implement a plan which the Executive Committee shall approve for raising funds in order to meet the Club's revenue needs;
 - b) Notify the Treasurer of all fundraising committee meetings and Treasurer may attend each one; and
 - c) Presents a Fundraising budget for approval at Executive Committee meeting at start of the year and monitor authorized budget.
- 4. The Legislative Committee shall:
 - a) Inform the Club of pending legislation or legislative acts;
 - b) Inform the Club and Executive Committee of any legislation affecting interest of NFRW, TFRW, or the Club;
 - c) Work with the Achievement Awards Committee so the Club earns the highest award; and
 - d) Presents a Legislative budget for approval at Executive Committee meeting at start of the year and monitor authorized budget.
- 5. The Public Relations (i.e. Website/Newsletter) Committee shall:
 - a) Manage all printed and online publications, such as brochures, flyers, leaflets and whitepapers;
 - b) Manage the website directly or oversees someone who does;
 - c) The Public Relations Committee chair often shares the responsibility of being the organization's spokesperson with the President;
 - d) Produce the Club's newsletter on a regular schedule: monthly, bi-monthly, or quarterly;
 - e) Submit all material to the President before printing or emailing for approval;
 - f) Update mailing addresses or emails with Membership Chairman to include new members before each publication;
 - g) Include the required political disclaimer in the newsletter, print or electronic. "Political Advertising paid for by (name of your club). Small print/font is acceptable;

ARTICLE IX — COMMITTEES (Continued)

h) Send copies of your newsletter to the following:

1. The TFRW President
2. The TFRW 1st VP
3. The TFRW Public Relations Chairman
4. TFRW Headquarters
5. Your Deputy President
6. Your District Director

i) Use an electronic format, and email copies to the TFRW President, TFRW 1st VP Public Relations Chair, Deputy President, District Director, and the TFRW office; and

j) Presents a Public Relations budget for approval at Executive Committee meeting at start of the year and monitor authorized budget.

6. Publicity Relations (Social Media) shall:

- a) Publicize the Club's, its meetings, and any special events;
- b) Contact the local media and let them know who you are. You alone should be the contact person to the media, and media representatives should know that you are the person to contact should they have any questions. Develop a working relationship and collect current names, phone numbers, and email addresses for your media file;
- c) Establish how each media outlet/representative wants to receive press releases: e-mail, fax, snail mail. Also preferred format for photos and videos files: JPEG, EPS, PDF, PNG... etc.;
- d) Keep track of their deadlines. Make follow-up phone calls to make sure your releases have been received and to answer any questions;
- e) Create a Club Media Kit and send it out with an introduction letter to the club media contacts when your Club PR Chairman changes; and
- f) ALWAYS put the disclaimer on any material sent out: "Political Advertising paid for by [name of your club]." Type size can be small.

7. The Hospitality Committee shall:

- a) The Hospitality Committee should work closely with the Publicity Committee due to overlapping goals;
- b) Create a welcoming atmosphere at meetings and events;
- c) Works with committee and other chairman to organize and set up refreshments, food, decorations, registration, greeters and events;
- d) Maintains hospitality supplies and equipment and an updated inventory for them; and
- e) Presents a Hospitality budget for approval at Executive Committee meeting at start of the year and monitor authorized budget;
- f) Reports on hospitality plans at board meetings for forthcoming SRW events.

8. The Caring for America Committee shall:

- a) Promote and publicize the Caring for America program to your local club members;
- b) Identify needs within your community;

- c) Inform members of the Club what the TFRW Caring for America project is for the year; d) Select one or more projects that are within your organization's capability to encourage Actively participate in volunteerism and private sector initiatives as important objectives.
- at least one community service program a year;
- e) Keep volunteers interested and motivated through "contests" and incentives;
- f) Enhance the GOP'S image by involving elected and appointed Republican officials and local party leaders in Community Service Projects Chairman;
- g) Give information to Public Relations to publicize in local newspapers, radio and television as well as TFRW and NFRW publications. Recognize volunteers publicly in these media sources. Follow through with projects to insure they are well executed, thus enhancing the local club and the GOP image;
- h) Keep the TFRW Caring for America Chairman informed of your local club's activities and especially the club's "SUCCESES"; and
- i) Ensure reporting of Caring for America volunteer hours that count as campaign hours.

Section 2. SPECIAL COMMITTEES

- a) The President may create Special Committees subject to the approval of the Executive Committee at any time as it may become necessary;
- b) The President may appoint the chairmen and members of Special Committees without the approval of the Executive Committee; and
- c) Special Committees may include: Financial Review and Literacy. Other Special Committees may be appointed as needed.

Section 3. COMMITTEE MEMBERS. All committee members must be Primary members in good standing in the Club.

Section 4. EX-OFFICIO MEMBERS. The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section 1. NOMINATIONS.

- A. A Nominating Committee of five (5) Primary members in good standing, and one alternate, shall be elected by the Club no later than September of each election year. The Committee shall elect its own chairman. The Parliamentarian will instruct the Committee as to proper procedure and will be available for further counsel if required.
- B. The Nominating Committee shall report a slate of one candidate for each office at the general meeting in October of a second year of a two-year term of office at least 30 days prior to the election meeting. All nominees shall be Primary members in good standing in the Club and shall give written consent to serve, if elected. Nominations from the floor shall be in order following the report of the Nominating Committee.
- C. Nominating Committee members shall not succeed themselves.

ARTICLE X – NOMINATIONS AND ELECTIONS (Continued)

Section 2. ELECTION OF OFFICERS.

- A. Elections shall be by ballot at the regular meeting in November. However, if there is but one nominee for any office, the election for that office may be by unanimous consent (or acclamation), where the President announces, the single nominee is elected to the office.
- B. No officer may simultaneously run for more than one office.
- C. Officers may run for a second consecutive term.

ARTICLE XI– STATE FEDERATION CONVENTION DELEGATES

Section 1. For the TFRW biennial convention, the Club shall elect representation to the convention in the method set forth in the TFRW Bylaws.

Section 2. Election of delegates and alternates shall take place at a general meeting before convention to conform to the date of the TFRW certification deadline.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order the Club, the TFRW or the NFRW may adopt.

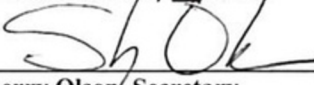
ARTICLE XIII – AMENDMENTS

These Bylaws may be amended at any regular (general) meeting or Special Meeting of the Club by a two-thirds vote, provided that notice of the proposed amendment(s) shall have been sent to each member in no less than thirty (30) days prior to the date of the general or Special Meeting.

ARTICLE XIV – DISSOLUTION

This Club may be dissolved by a two-thirds vote at any regular or Special Meeting of the Club, if notice of the dissolution has been submitted in writing at least thirty (30) days prior and has been sent to all members of the Club. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the Club, distribute any remaining assets to the TFRW. No funds shall be distributed to any member or officer of the Club. The right to use the name of a dissolved Club shall revert to the TFRW.

These Bylaws were originally approved and adopted Star Republican Women on June 23, 2023, and were further amended on May 24, 2025.



Sherry Olson, Secretary