

# Bylaws of the Hays County Republican Women

Adopted October 23, 2012  
Amended December 03, 2014  
Amended September 19, 2017

## ARTICLE I - NAME

The name of this organization shall be: Hays County Republican Women (HCRW).

The address of HCRW shall be P.O. Box 1928, San Marcos, TX 78667.

## ARTICLE II – OBJECTIVES

The objectives of HCRW shall be:

- To work for the election of the Republican Party’s nominees.
- To promote an informed electorate through political education and activity.
- To increase the effectiveness of women in the cause of good government through active political participation.
- To facilitate cooperation among local Republican Women’s clubs.
- To foster loyalty to the Texas Federation of Republican Women (TFRW) and the National Federation of Republican (NFRW) and abide by their bylaws, rules, and guidelines.
- To foster loyalty to the Republican Party and to promote its principles and candidates in all elections including non-partisan elections.

## ARTICLE III – POLICY

### Section 1. Membership:

HCRW and its members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women, shall support their objectives and policies, and shall pay per capita dues and the annual service charges to said organization.

### Section 2. Registered PAC:

HCRW shall be registered with the Texas Ethics Commission as a Political Action Committee.

### Section 3. Candidate Endorsement:

HCRW, its President, and its Campaign Activities Chairman shall not publicly endorse any candidate for public office in contested Republican primaries, run-off elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of HCRW, with the exception of the President and Campaign Activities Chairman, may work for any candidate of their choice in contested Republican primaries but not in the name of HCRW. No candidate shall use the TFRW or HCRW 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.”

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## **Section 4. Candidate Endorsement Exemption:**

The article pertains only to contests between Republican candidates for public office. If the President or Political Campaign Activities Chairman is a candidate, or whose husband, or another family member, is a candidate shall be exempt from this rule, but may not endorse in the name of HCRW.

## **Section 5. Controversial Issues:**

HCRW and its officers shall not issue statements or pass resolutions on controversial issues in the name of the organization without first polling its members and obtaining a two-thirds (2/3) written vote of approval of the total membership.

## **Section 6. Lobbying:**

There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by any federated local club or any individual member without the express permission of the Board of Directors of the Texas Federation of the Republican Women.

## **Section 7. Fiscal Year:**

The fiscal year of this organization shall be from January 1 through December 31.

## **Section 8. 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.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1. Eligibility:**

- Any woman believing in the philosophy of the Republican Party, TFRW and NFRW and in the objectives of HCRW shall be eligible for membership, and
- She shall be a registered voter, and
- Dues must be paid for at least a month and at least one meeting must be attended prior to voting privileges.

### **Section 2. Classification of Membership**

- **Active** - Any woman who believes in the philosophy of the Republican Party, TFRW and NFRW and in the objectives of HCRW and who pays the required annual dues is classified as an active member. An active member may be counted in only one local club for the purpose of delegate representation to Federation State and National Conventions, and this will be the only local unit in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from her primary local unit only.

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- **Associate** - A Republican Woman who is a regular member of a federated local club and wishes to support HCRW may be eligible for Associate membership upon payment of required dues. She cannot hold office, vote, or be counted for the purpose of determining the number of delegates to National or State Federation meetings or convention. They do not become members of the State or the National Federation.
- **Associate Men** - Republican men are eligible for Associate Membership upon payment of required annual dues. They cannot hold office, have a voice or vote, or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. They do not become members of the State or the National Federation.
- **Young Affiliate** - A Young Affiliate is a young teenage woman, age thirteen (13) through seventeen (17), who wishes to be affiliated with a local Republican Women's club by paying the required annual dues. A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women from HCRW, cannot be counted for purposes of determining the number of delegates to the Texas Federation of Republican Women or the National Federation of Republican Women meetings or conventions, and shall have no vote at local club meetings. Her name and dues will not be sent to the Texas Federation of Republican Women Headquarters by HCRW.

## ARTICLE V - DUES

- Section 1.** Annual dues shall be set by the membership HCRW Executive Board in the Standing Rules.
- Section 2.** Dues shall be payable on January 1, which shall include HCRW, state dues, and national dues.
- Section 3.** HCRW shall pay the annual service charges required by the Texas Federation of Republican Women and the National Federation of Republican Women and submit names and addresses of HCRW Executive Board and members with payment.
- Section 4.** HCRW shall pay the annual per capita dues for its active members to the TFRW & NFRW.

## ARTICLE VI - OFFICERS AND THEIR DUTIES

- Section 1. Elected Officers:**  
Officers of HCRW shall be President, Vice President, Secretary, and PAC Treasurer.
- Section 2. Duties of Officers:**  
**The President** shall
- preside at all meetings of the HCRW and the Executive Board
  - shall appoint chairmen of all standing and special committees with the approval of Executive Board, except of the Nominating Committee, and shall appoint a parliamentarian
  - shall serve as ex officio as a member of all committees with the exception of the Nominating Committee, and
  - shall have general supervision of the work of HCRW.

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## **The Vice President shall**

- perform the duties of the President whenever the President is absent or otherwise unable to serve.
- She shall perform such other duties as the President shall designate.

## **The Secretary shall**

- keep a factual and unbiased record of the proceedings of all meetings of HCRW and the Executive Board meetings,
- shall prepare the correspondence of HCRW,
- shall have custody of all records pertinent thereto, and
- shall perform such additional duties as may be required of the office.

## **The PAC Treasurer shall**

- receive and be Custodian of all funds of HCRW, and
- shall pay all bills upon authorization by the President in a timely manner
- The PAC Treasurer shall keep an account of all monies received and disbursed and shall give a report at each regular meeting of the organization to the membership.
- She shall be registered with the Texas Ethics Commission, and
- shall submit all reports required by the Texas Ethics Commission in a timely manner
- All records must be submitted at the end of the year or upon termination for review or audit.

### **Section 3. Term of Office:**

- The term of office for officers shall be for 1 year, is January 1 through December 31 following their election, or until their successor is elected, and
- No officer may serve in the same position for more than 2 consecutive terms.
- The term of office for committee chairmen is January 1 through December 31 following appointment, or until their successor is appointed, no committee chair may serve in the same position for two consecutive terms.

### **Section 4. Delivery of Records:**

All officers and all committee chairmen shall deliver all records, files and properties, including social media accounts and passwords of HCRW to their successors before December 31 of the year in which they are retiring or terminating from office unless otherwise directed by the President or Executive Board.

## **ARTICLE VII - EXECUTIVE BOARD**

**Section 1. The Executive Board members** have a vote in the board of director's meetings and shall consist of the elected officers, the immediate Past President, who shall serve as advisor, the chairmen of the Standing Committees. The Parliamentarian serves on the board, but serves as ex officio without vote.

**Section 2. The Executive Board members** shall have the authority to

- transact any necessary business between meetings,
- to make recommendations as to the policies of HCRW,

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- to advise the President, and to fill vacancies that occur between elections by a majority vote of the Executive Board members present and voting with the exception of a vacancy in the presidency, in which case the Vice President,
- shall assume the office of the President and will appoint a Vice President as stated herein,
- the annual budget, approve programs of action,
- to direct the disbursement of funds and approve the bank or banks where funds are to be deposited,
- to have jurisdiction over membership applications, suspensions, withdrawals of membership, and reinstatements of membership,
- to remove from office or position by a majority vote any member of the board or active member who does not follow the policies, guidelines, standing rules, handbook or bylaws as stated by HCRW, TFRW, and NFRW.

### **Section 3. Regular Meetings of the Executive Board:**

- shall be held prior to the regular meeting of the membership at such time and place as may be determined by the President.

### **Section 4. Special Meetings of the Executive Board may be:**

- called by the President or upon the request of the majority of the members of the Board; a three (3) day notice shall be sent to the board. the purpose of the meeting to be stated in the call and no other business shall be transacted

### **Section 5. Emergency Meetings of the Executive Board may be:**

- called by the President at any time.

### **Section 6. A quorum for a board meeting shall be:**

- a majority of its members.

### **Section 7. Electronic Voting of Board of Directors:**

A board member may vote by email or other electronic means. A decision can be rendered only after written documentation has been received from a majority of the board.

## **ARTICLE VIII – REGULAR MEETINGS**

### **Section 1. Regular Meetings:**

- The regular meetings shall be held on the 2nd Wednesday of each month unless otherwise ordered by the Executive Board, which shall give no less than seven (7) days' notice of the change to the membership.
- A minimum of five (5) regular meetings per annum shall be held.
- Location and time shall be determined by the Executive Board.

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## Section 2. Special Meetings:

- Special meetings shall be held at the call of the President or upon the request of 60% of the membership. A seven (7) day notice shall be sent to the membership.
- The purpose of the meeting shall be stated in the call and no other business shall be considered at the special meeting except that stated in the call of the meeting.

## Section 3. Quorum for Regular and Special Meetings:

- A quorum for a meeting of this organization shall be 20% of the members.

## ARTICLE IX - COMMITTEES

### Section 1. Standing Committees:

- **The standing committees** shall include: Political Campaign Activities, Legislative, and any other standing committee deemed necessary.
- **The chairmen of the standing committees** shall be appointed by the President. The committees shall outline programs for action in their respective fields for consideration and adoptions by the Executive Board, shall carry out such other duties as prescribed by the Executive Board and/or President.
- **Political Action Committee (PAC):** The Political Action Committee shall be chaired by the PAC Treasurer. She shall abide by Texas Election Laws and the opinions issued by the Texas Ethics Commission. All decisions relative to the distribution of funds shall be approved by the Board of Directors.

### Section 2. Special Committees:

- **Special Committees:** shall include: Internal Review/Audit Committee, Nominations, and Finance, whose chairmen shall be appointed by the President, with the exception of the Nominating Committee. Other special committees may be appointed by the President and/or Executive Board as deemed advisable. The special committees shall outline programs in their respective fields for consideration and adoption by the Executive Board. These committees shall be formed only for the duration of their service. They will not have a voice or voting rights.
- **Finance Committee:** President, Vice President, Secretary, PAC Treasurer and Chairman of the Finance Committee shall serve as members of this committee. The Finance Committee shall draw up a projected budget for each fiscal year and submit it to the membership of approval.
- **Internal Review/Audit Committee:** An Internal Review Committee shall be selected to conduct an internal review of the books by December 31 of the fiscal year and shall submit its report to the Committee prior to the regular meeting in January. The Treasurer shall be present at the internal review of the books.

### Section 3. All committees:

- shall report to the Executive Board and the regular meeting or as ordered by the President.

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## ARTICLE X - NOMINATIONS AND ELECTIONS

### Section 1. Nominating Committee:

- A nominating committee of not less than 3 and not more than 7, at least 2, of whom shall not be a member of the Executive Board, shall be elected by the membership at the September monthly meeting. The nominating Committee shall elect its chairman from one of its own number. A plurality vote shall elect the members of the committee.
- The Nominating Committee shall report one nominee for each office at the November meeting.
- Notice to the general membership of those candidates selected by the nominations committee shall be sent to the general membership 30 days in advance by email and/or newsletter notification.
- The Nominating Committee cannot succeed itself.

### Section 2. Elections:

- Elections shall be held at the November meeting after the Nominating Committee has reported its nominees.
- Nominees shall only be accepted from active members.
- Nominations from the floor shall be allowed, provided prior consent of each of the nominees shall be obtained from the Executive Board.
- Where there is only one candidate for an office, election may be by voice vote. Where there is more than one candidate for the office, election shall be by ballot. A plurality vote shall elect.
- No absentee or proxy voting shall be allowed.

### Section 3. Installation:

- Officers shall be installed at the December Meeting.

## ARTICLE XI - CONVENTIONS

### Section 1. Federation of Republican Women Biennial Convention:

- This organization may be represented at the Biennial State Convention by one (1) delegate and one (1) alternate
- For each ten (10) members and an additional delegate and alternate for the remainder of six (6) to nine (9) members. Delegates and alternates to the convention of the Texas Federation of Republican Women shall be elected at a regular meeting.

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## **Section 2. National Federation of Republican Women Biennial Convention:**

- This organization may be represented at the Biennial National Convention by one (1) delegate and one (1) alternate. The delegate and alternate to the National Federation of Republican Women Convention shall be elected at a regular meeting.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The latest edition of Roberts Rules of Order, Newly Revised shall govern all proceedings except where inconsistent with the Bylaws of HCRW and those of the Texas Federation of Republican Women and of the National Federation of Republican Women.

## **ARTICLE XIII - AMENDMENTS**

### **Section 1. Amendments Approval:**

These bylaws may be amended at any regular meeting of HCRW by a two-thirds vote provided that notice of the proposed amendment has been sent to each member at least 30 days prior to the meeting or provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting.

### **Section 2. Proper Form of Proposed Amendments:**

The Bylaws Committee shall consolidate and present in proper form proposed Bylaws amendments to the Executive Board for approval before presenting to the membership.

## **ARTICLE XIV- DISSOLUTION**

This club may be dissolved by a two-thirds (2/3) vote at any meeting of the local club, provided that notice of the dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members of the local club. In the event of the dissolution, the Executive Board shall, after payment of all liabilities of the local club, distribute any remaining assets to state federation. None of the assets shall be distributed to any member or officer of the organization. The right to use the name shall revert to state federation.