

BY-LAWS

Plano Republican Women By-Laws

ARTICLE I – NAME AND ADDRESS

The name of this club shall be Plano Republican Women and its address shall be **P. O. Box 940461, Plano, Texas 75094-0461.**

ARTICLE II – OBJECTIVE

The objectives shall be:

- To promote and inform electorate through political education.
- To increase the effectiveness of women in the course of good government through active political participation.
- To facilitate cooperation among Republican women.
- To foster loyalty to the Republican Party and to promote its ideals.
- To work for the election of the Republican Party's nominees on the local, state, and national levels.

ARTICLE III – POLICY

Section 1. Candidate Endorsement:

- a) This club, its President and its Campaign Activities Chairman, shall not endorse any candidate for office in contested Republican elections.
- b) There shall be no public endorsement of a candidate by any member during a club sponsored candidate's forum, unless such member is a candidate, has a family member who is a candidate, or is a campaign manager for a candidate, but may not do so in the name of this club.
- c) 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."

Section 2. Candidate Fairness:

After the end of the 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 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.

Section 3. Working for a Candidate:

Individual members, with the exception of the President and the Campaign Activities Chairman, may work for any candidate of their choice in contested Republican elections, but may not in the name of the club.

Section 4. Rules Exemption:

The President and the Campaign Activities Chairman shall be exempt from the rules of Section 1 and 2 in the event they are candidates themselves or have family members who are candidates in contested Republican elections but may not do so in the name of this club.

Section 5. Controversial Issues:

This club shall not issue statements, pass resolutions, or distribute literature on controversial issues in the name of the club without first polling its members and obtaining two-thirds 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 club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

Section 7. Political Action Committee:

This organization shall be a Political Action Committee (PAC) registered with the Texas Ethics Committee (TEC).

Section 8: Delivery of Records:

All officers and all committee chairmen and vice chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the club to their successor before December 31 of the year in which she is retiring from office, or within 3 days of leaving the position if earlier than December 31, unless otherwise directed by the club President or Executive Committee. Failure to meet the deadlines may result in the termination of her membership by the club.

ARTICLE IV – MEMBERSHIP**Section 1. Eligibility:**

Any woman believing in the philosophy of the Republican Party and the objectives of this club shall be eligible for membership and she shall be a registered voter.

Section 2.

An active member is a woman who meets the eligibility requirements and pays the annual dues. She shall enjoy the full privileges of membership.

Section 3.

An active member may be counted in this club only for the purpose of delegate representation to the Texas Federation conventions. This will be the only club in which she may hold office.

Section 4.

An associate female member is an active member of another Republican Women club, who wishes to be a member of this club by paying the required annual dues. An associate female member shall not hold office, cannot make motions, be on a committee, have voice or vote. An associate female member may not be listed on the roster to the Texas Federation of Republican Women and cannot be counted for the purpose of determining the number of delegates to the state convention. Her name and dues will not be sent to the Texas Federation of Republican Women headquarters.

Section 5.

A Republican man is eligible for Associate membership in the Plano Republican Women club upon payment of the required dues. He cannot hold office, propose motions, be on a committee, 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. His name and dues will not be sent to the Texas Federation of Republican Women.

Section 6.

Individual members may resign or transfer their membership in accordance with provisions in the Bylaws of the Texas Federation of Republican Women.

Section 7.

This club and its active members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women and shall support their objectives and policies.

Section 8.

This club shall not publicly endorse or work for a known candidate of another party in a partisan or non--partisan race where a Republican is in the race. When more than one Republican is in a non--partisan or partisan race, this club President, or Campaign Activities Chairman shall not publicly endorse or work for any candidate in said race. If this club violates this policy, it shall be the responsibility of the TFRW Executive Committee to remove the club from the Federation.

Section 9.

To be eligible to vote in club elections, a member must have paid her dues at least 30 days prior to the election and must have attended at least one meeting prior to the election.

Section 10.

The PRW Patrons are an important funding component for our club. Their patronage allows us to be able to provide support to candidates that we feel represent us, our goals, and values for maintaining a local, state and national government.

Section 11: Young Affiliate

A Young Affiliate is a young teenage woman, age ten through seventeen, who wishes to be affiliated with a local Republican Women's club by paying the required annual dues of twenty dollars (\$20). A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women from the subsequent local club, 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 the subsequent local club. Each individual local club may determine whether Young Affiliates are given voice in meetings.

ARTICLE V – OFFICERS

Section 1. Eligibility:

Each officer shall be an active member in good standing.

Section 2.

The officers shall be President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 3. Term of Office:

The term of office for officers shall be two years, or until their successors are elected. There shall be no limit on the number of consecutive terms for which an officer may be elected.

Section 4. Duties of Officers:

A. President

1. To preside at all club and Executive Board meetings.
2. To represent the club at all times or to designate a representative in absence.
3. To appoint all Committee Chairmen except those designated in these bylaws.
4. To prepare a program of action with the Executive Board and Special Committee Chairmen.
5. To sign checks in emergency and in the inability of the Treasurer to do so.
6. To be an Ex-Officio member, without vote, of all committees, except the Nominating Committee.

B. First Vice President – Programs

1. To serve as the presiding officer in the absence of the President.
2. To serve as Chairman of the Program Committee.
3. To perform such other duties as the President may designate.

C. Second Vice President – Membership

1. To serve as Chairman of the Membership Committee.
2. To distribute, collect, and file alphabetically the membership forms. Pertinent membership information shall be provided to the President.
3. To keep an accurate list of active and associate members.
4. To perform such other duties as the President may designate.

D. Third Vice President – Awards

1. To serve as Chairman of the Awards Committee.
2. To perform such other duties as the President may designate

E. Fourth Vice President – Finance

1. To help with fundraising.
2. To work with the ways and means chair.
3. To perform such other duties as the President may designate.

F. Recording Secretary

1. To record attendance and determine that a quorum is Present at meetings.
2. To keep factual and unbiased minutes of all meetings.
3. To assist the President in preparing the agenda for meetings.
4. To be custodian of all records and papers.
5. To perform such other duties as the President may designate.
6. To serve as the club parliamentarian and by-laws chairman.

G. Corresponding Secretary

1. To conduct all necessary correspondence. To perform such other duties as the President may designate.

H. Treasurer

1. To receive and keep records of all monies accrued.
2. To deposit funds in the Plano Republican Women bank account.
3. To disburse funds as budgeted or as directed by the President or Executive Board.
4. To give a current financial report at each monthly meeting.
5. To disburse required per capita dues and annual service charges to the State and National Federation.
6. To forward notices of unpaid dues to members.
7. To serve as Chairman of the Finance Committee with the President and Ways and Means Chairman.
8. To notify the Texas Federation when a death occurs in the membership and to request that the name of the deceased be removed from all records.
9. To perform such other duties as the President may designate.

ARTICLE VI – EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of elected officers, chairmen of standing committees and the immediate past President, who shall serve as Advisor. All officers and committee chairmen shall be registered voters.

Section 2. Duties of the Executive Board:

- A.** To make recommendations and advise as to the policies.
- B.** To transact any necessary business between meetings.
- C.** To exercise the provisions of Article IX, Section 3 (b) when a vacancy occurs in an elective office.
- D.** To approve the annual budget and present it to the membership for approval.

ARTICLE VII – MEETINGS

Section 1.

The Annual Meeting shall be held in November at which time officers shall be elected and committee folders containing records and reports shall be submitted to the president.

Section 2.

Regular meetings shall be on the third Tuesday of consecutive months, unless otherwise ordered by the Executive Board, providing there are not less than five meetings per year.

Section 3.

Special meetings shall be held at the call of the President, or upon request of ten members, for the purpose stated in the call and no other business shall be considered. Notification for this purpose shall be seven days.

ARTICLE VIII – DUES

Section 1.

Annual membership dues shall be \$40.00, payable in December, and shall be delinquent, if not paid by the February meeting. After August 1, dues shall be reduced to \$25.00, which shall include full dues to the State and National Federations.

Section 2.

Dues for associate men and women members shall be \$25.00 per year. Dues for husbands of active members are \$5.00 per year.

Section 3.

This club shall pay the per capita dues and annual service charges required by the Texas Federation of Republican Women and the National Federation of Republican Women.

Section 4.

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

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1.

The Nominating Committee shall consist of three members elected at the September meeting; The first elected shall serve as chairman of the committee. At the close of the meeting the committee shall set a time to convene. The Nominating Committee shall report one nominee for each office at the October meeting with prior consent of the nominees.

Section 2.

Nominations may be made from the floor at the November meeting, provided prior consent has been given by such nominees.

Section 3.

Vacancies in elective offices shall be handled as follows:

- A. In the event a vacancy occurs in the office of President, the First Vice President shall assume the duties of President for the unexpired portion of the term.
- B. In the event a vacancy occurs in an office other than President, the Executive Board shall have the option of leaving the office vacant or calling for a special election at the next regular meeting. If a special election is called, the Board shall recommend a candidate for the office. Nominations may be made from the floor with prior consent of the nominee.

Section 4.

Election for contested offices shall be by written ballot and a majority of all votes cast shall constitute election. Where there is but one nominee for an office, that election may be held by voice vote. There shall be no proxy voting.

Section 5.

The officers shall be elected in November and installed at the December meeting.

ARTICLE X – COMMITTEES**Section 1. Eligibility:**

Each Chair shall be an active member in good standing of the organization.

Section 2. Standing Committees:

Americanism/Heritage	Newsletter
Bylaws	Parliamentarian
Campaign Activities	Programs/Awards
Caring for America	Public Relations
Chaplain	PAC Chairman
Historian	Technology
Hospitality	Ways & Means
Legislation	Yearbook
Literacy/MELP	
Membership	

Section 3. Standing Committee Duties:

The standing committees shall outline programs for action in their respective fields for consideration and adoption by the Executive Board and shall carry out such other duties as may be prescribed by the Executive Board. The Plano Republican Women Political Action Committee chairman shall serve as treasurer of the fund. She shall work closely with the club Treasurer to ensure adequate records are available as required by the Texas Ethics Commission and Texas Election laws and shall file all reports required by same in a timely manner. The PAC Treasurer must be registered with the Texas Ethics Commission (TEC).

Section 4. Special Committees:

Audit

Budget

Committee for Disbursement of Funds

Nominating

Additional special committees shall be appointed by the President and/or Executive Board as deemed advisable.

Section 5. Special Committee Duties:

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.

Section 6. Budget Committee:

The Budget Committee shall prepare a projected budget for each fiscal year and submit it to the membership for approval in January. The committee is composed of the President, Treasurer, Past Treasurer, and Ways and Means Chairman.

Section 7. Audit Committee:

The Audit Committee shall review the books as of December 31, annually and submit a report at the February meeting. The President shall appoint two active members to complete the review.

Section 8. All Committees:

All committees shall report at the regular meeting, or as ordered by the President.

Section 9. Term of Office

The Chairs shall serve for a term of one year and shall assume their duties on January 1.

Section 10. Committee for Disbursement of Funds to Candidates.

The Committee will consist of five members: Treasurer, Recording Secretary, Campaign Activities Chairman and two at--large members elected at the general meeting in May. The President will serve as an ex-officio member.

- A. Members of the Plano Republican Women may recommend candidates for consideration as recipients of funding to the Committee via email or in writing to the committee chair. Candidates who do not have an opponent in the General Election are not eligible to receive funds.
- B. Candidates from Collin County may request funding.
- C. Committee recommendations will be reviewed and approved by the PRW Executive Board. The approved candidates will be announced to the PRW general membership **via email**, and recipient candidates notified.
- D. Disbursed candidate funds will be logged in separate postings.

ARTICLE XI – REPRESENTATION

Section 1.

The club shall be represented at the Biennial Convention of the Texas Federation of Republican Women by one delegate and one alternate for each ten (10) members or major fraction thereof. Delegates and alternates shall be elected at the August meeting.

Section 2.

This club shall be represented at the Biennial Convention of the National Federation of Republican Women by one delegate and one alternate, elected by the membership at the April meeting.

ARTICLE XII – QUORUM

Section 1.

A quorum for a meeting shall be twenty percent (20%) of the members.

Section 2

A quorum for a meeting of the Executive Board shall be twenty percent (20%) of the members.

ARTICLE XIII– PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, the latest edition thereof, shall govern all proceedings except where inconsistent with the Bylaws of and those of the Texas Federation of Republican Women and the National Federation of Republican Women.

ARTICLE XIV – AMENDMENTS

Section 1.

These Bylaws may be amended by a two-thirds vote of the active members present and voting at any regular or special meeting, provided notice of the proposed amendment shall have been given in writing or by personal contact to all members at least two weeks prior to the meeting.

Section 2

These Bylaws shall be reviewed once every two years promptly after the state convention and submitted to the Vice President Bylaws of the Texas Federation, only if amended. Amendments will become effective upon receipt of approval.

Section 3.

When an amendment is adopted to the Bylaws of the Texas Federation which affects club Bylaws, this club shall automatically amend its Bylaws to conform. The membership shall be notified of such mandatory amendment, but no further action will be required.

ARTICLE XV – INDEMNIFICATION

The officers and directors of the Plano Republican Women may be indemnified for the expenses of defending actions arising against either as long as they are found to be innocent or, found guilty of improper conduct, acted in good faith.

ARTICLE XVI – DISSOLUTION

In event of dissolution of this club, the Board of Directors shall, after payment of all liabilities of the local club, distribute any remaining assets to Texas Federation of Republican Women (TFRW). None of the assets

shall be distributed to any member or officer of Plano Republican Women. The right to use the name of Plano Republican Women shall revert to TFRW.

Amended and Approved May 15, 2018 PLANO REPUBLICAN WOMEN

STANDING RULES

1. Standing Rules supplement the Bylaws and are adopted as needed. These may be amended, with previous notice, by a majority vote of those present and voting, or by two-thirds vote without previous notice.
2. A minimum balance of two thousand, five hundred (\$2500) dollars should be retained in the PRW account at the end of each fiscal year.
3. The following expenses will be paid by PRW for these leadership expenses.
 - a. National Federation of Republican Women's Convention. The delegate and alternate's registration, transportation, and lodging will be reimbursed at 100% subject to approval of the Executive Board. Half of the room cost will be reimbursed to each member for the designated convention hotel. Meals will be provided by each delegate and alternate.
 - b. Texas Federation of Republican Women's Convention. All delegates and alternates will be reimbursed to cover the cost of registration. Delegates and alternates are expected to attend all sessions. Reimbursement will be made upon return from the convention.
 - c. Leadership Development. The organization will pay registration for two members to attend leadership development as budgeted. The training is held in Austin in January annually.
 - d. Legislative Day. The club will pay the registration for the President. All other member will pay her own registration, travel, and lodging expenses.
 - e. Campaign Management School. The club will pay registration for two members to attend as budgeted.
4. The officers should have preference before members in the selection of delegates.
5. All delegates for the National and Texas Federations shall be required to submit a written report on convention activities to be given orally at the meeting and for submission to the newsletter.
6. The Club shall be provided with a TFRW Patron's membership.
7. The President shall be provided with a Patron's membership. Officers and standing committee chairmen shall be expected to attend all Executive Board meetings and regular meetings.
8. The past recipients of the Ten Outstanding Women shall compose the committee to choose the next candidate.
9. Officers and standing committee chairmen shall be expected to attend all Executive Board meetings and regular meetings.

POLITICAL ACTION HOURS

1. All hours count for activities that are political in nature or support the Republican philosophy. This includes in person and conference or web-based events.
2. Paid hours count if not your primary income. Hours as Election Judge, Clerk Poll watcher, door knocking, phone bank calling and other activities.
3. Hours for elected officials who receive a stipend salary can be counted. Such as Texas State Senators and Representatives, some city council and school board members. Don't forget to count the hours of time they spend out and about the community.
4. Hours for your club meetings, general monthly meetings, board, committee meetings including travel time.
5. Work done for campaigns, including all work for mailings, preparing signs, telephoning, door knocking, poll greeting etc. Work can be performed at any location, home, campaign headquarters, GOP offices, polling locations. Include any travel time.
6. Hours spent at a special event, including all organizing, planning and cleanup. Even events you pay for or are compensated for.
7. All hours at Texas Federation board meetings, events, conventions, training, includes event preparation and travel time.
8. Any hours spent as a precinct chair or assisting your precinct chair.
9. Travel and time spent at Republican Party events, including County Executive meetings, SREC meetings, Precinct conventions, County/SD Conventions, State convention, National Convention.
10. Party Committee work, local or state. Includes any committee meetings, and preparation.
11. Volunteering at TFRW headquarters or local GOP headquarters
12. Committee work performed for appointments made at the local, county or state level. Includes travel time, preparation and associated activities.
13. Political candidates may count all campaign hours.
14. Work on local "non" partisan elections counts, if work is done for known Republican candidates, this includes city and school board elections.
15. SREC work, including time spent creating reports, committee work, quarterly meetings, updating local CEC and clubs.
16. Voter registration work, include time and travel to become certified, and drop off forms. Set up and work on Voter registration drive booth/events, include clean up.
17. Time spent voting.

You can report your hours at www.planorepublicanwomen.org

Tracking of Political Calls

You will track your number of political calls separately from your hours. Note: the time spent making calls counts under your political action hours

- Calls of a political nature or for club activities
- Time spent voting.
- Calls made to elected officials
- Calls made for voter registration, GOTV
- Calls made for campaigns
- Calls to remind members of club meetings/events/membership
- Calls in support or opposition to legislation