

BEAUFORT REPUBLICAN WOMEN'S CLUB BYLAWS

ARTICLE I NAME

The name of this organization shall be the **BEAUFORT REPUBLICAN WOMEN'S CLUB**.

ARTICLE II OBJECTIVES

The objectives of this organization shall be:

- a. To promote an informed electorate through political education and activity.
- b. To increase the effectiveness of women in the cause of good government through active political participation.
- c. To facilitate cooperation among the National and State Federations of Republican Women and Republican Women's Clubs.
- d. To foster loyalty to the Republican Party and to promote its principles and ideals.
- e. To support the objectives and policies of the Republican National and State Committees and to work for the election of the Republican Party nominees.

ARTICLE III MEMBERSHIP

Section 1. Membership in this Club shall be voluntary and shall be extended to all women in the Beaufort County area who are in harmony with the objectives of this Club and subscribe to these Bylaws and those of the State and National Federation.

Section 2. Members of this Club are entitled to membership in the South Carolina Federation of Republican Women and the National Federation of Republican Women.

Section 3. ASSOCIATE MEMBERSHIP

- a. Republicans ineligible for full membership in the BRWC, because of either gender or active membership in another NFRW sanctioned club, may be eligible for Associate Membership upon payment of the required annual dues set by the Board of Directors.
- b. Associate members of this club may attend meetings, but cannot make motions, have voice or vote, be on a committee, hold office, or be counted for the purpose of determining the number of delegates to district, state, or national meetings or conventions.
- c. Associate members may not become members of the State or National Federation of Republican Women through the Beaufort Republican Women's Club.

- d. No dues shall be paid to the State Federation or to the National Federation of Republican Women for associate members.

Section 4. Removals

A member may be removed from membership by a two-thirds vote of the Executive Committee in a meeting or by a two-thirds vote of mailed ballots received by a given date, for:

- Advocating a split ticket
- Publicly supporting an opposition candidate.
- Working against the expressed ideals and objectives of the NFRW, the SCFRW, or the BRWC.

ARTICLE IV EXECUTIVE BOARD

The Executive Board shall be composed of the elected officers of this Club.

Section 1. Officers and Their Duties

The elected officers of the Club shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. Term of Office

- a. The officers shall be elected in November of the odd-numbered years and installed either in November or December for a term of two years, beginning January 1.
- b. No officer shall serve more than two consecutive terms in the same position.
- c. Appointed chairmen shall be selected by the President for a term concurrent with elected officers.

Section 3. Duties of the President

- a. To preside at all meetings of the Club, the Executive Board, and the Board of Directors.
- b. To appoint all committee chairmen except the Nominating Committee, subject to the approval of the Board of Directors, at the first meeting after becoming President.
- c. To be an ex officio member of all committees except the Nominating Committee.
- d. To appoint a Parliamentarian and Chaplain.
- e. To co-sign checks with the Treasurer, as outlined in the BRWC Standard Operating Procedures.
- f. To work with the Treasurer to prepare the annual budget of the Club.
- g. To represent the Club at all times, or, if unable to do so, appoint a member as representative.

- h. To act as liaison and coordinator with the State Federation of Republican Women.
- i. To serve on the Executive Committee of the South Carolina Federation of Republican Women and the Beaufort County Republican Committee.
- j. To set the date for the meetings of the Board of Directors.

Section 4. Duties of the Vice President

- a. To perform the duties of the President in her absence and perform such other duties as may be assigned to her.
- b. To act as President until the next election in the event of the President's resignation, death, or inability to serve.
- c. To act as Program Chairman – to provide informative programs for meetings in conjunction with goals to set forth by the local, state and national organization.

Section 5. Duties of the Recording Secretary

- a. To keep minutes of all meetings of the Club and Board of Directors.
- b. To distribute copies of all minutes to the elected officers within 10 days.
- c. To perform such other duties as may be assigned.

Section 6. Duties of the Corresponding Secretary

- a. To conduct the correspondence of the Club.
- b. To perform such other duties as may be assigned.

Section 7. Duties of the Treasurer

- a. To be custodian of all funds of the Club.
- b. To collect all funds and deposit them in a bank approved by the Board of Directors.
- c. To disburse funds as directed by the Board of Directors.
- d. To remit membership dues as required to the South Carolina Federation of Republican Women.
- e. To work with the President to prepare the annual budget.
- f. To submit a written report of disbursements and receipts at all meetings, and as directed by the President and to provide a copy of the most current bank statement to the Board of Directors for review at each scheduled Board meeting.

Section 8. Records

All officers and committee chairmen shall keep records and deliver all records, files, and properties of the Club to their successors upon the election of the new officers.

Section 9. Proxy Votes

Voting by Proxy shall be an exclusive right of the Executive Board members. If an Executive Board member must be absent from a meeting, that officer shall provide a proxy to the Officer of her choice with instructions as to her vote. The Proxy shall be presented to the Recording Secretary at the beginning of the meeting.

ARTICLE V BOARD OF DIRECTORS

Section 1. Composition of the Board of Directors

- a. The Board of Directors shall consist of the elected officers, the immediate Past President, the Parliamentarian, and chairmen of the following standing committees, who have a voice and a vote:

Bylaws, Campaign/Legislation, Membership, Publicity/Public Relations, Hospitality/Telephone, Fundraising

- b. The chairmen of all ad hoc committees serve on the Board with voice but no vote:

Community Activities, Newsletter, or other committees or positions as needed.

Section 2. Duties of the Board of Directors

- a. To approve the program of action as presented by the President, the officers, and the chairmen of standing committees.
- b. To approve the President's appointments of chairmen of standing committees.
- c. To adopt the annual budget.
- d. To direct the disbursement of funds.
- e. To approve the bank or banks where funds are to be deposited.
- f. To meet on call of the President, or on written request of three members of the Board.
- g. To fill vacancies in elected offices – other than President – which occur between elections.
- h. To conduct business of the Club between regular meetings.
- i. To make recommendations as to policies of the Club.
- j. To remove from office or duties by a two-thirds vote of the Board of Directors any officer, committee chairman, or any Club appointee who does not support the Club or State Federation, its policies and objectives, or who does not perform, because of illness or other reasons, the duties she has undertaken.
- k. To appoint an auditor, not a member of the club, to audit the Treasurer's accounts, at least every two years, prior to the installation of the new officers.
- l. Conduct at least one fundraiser per year to fund the activities of BRWC including Beaufort GOP Headquarters for the purpose of electing Republicans.

ARTICLE VI MEETINGS

Section 1. Meetings of the Board of Directors

- a. Regular meetings of the Board of Directors shall be held at the call of the President.
- b. Special meetings of the Board of Directors shall be held upon the call of the President or written request of three Board members. The purpose of the meeting is to be stated; no other business, unless of immediate importance, may be transacted.
- c. Three members – at least two of whom must be elected officers – shall constitute a quorum for all meetings of the Board of Directors.

Section 2. Meetings of the Club

- a. The Club shall hold not less than four regular meetings each year, at such time and place as determined by the Board of Directors.
- b. Special meetings of the Club shall be held upon call of the President, or upon written request of twenty percent of the membership, or upon vote of the Club at a regular meeting. The purpose of the meeting must be stated.
- c. A quorum for the transaction of business at regular and special meetings of the Club shall be ten percent of the paid membership, but not less than ten members.

ARTICLE VII NOMINATIONS AND ELECTIONS

Section 1. Nominations

- a. A Nominating Committee of three members shall be elected at the June board meeting of the Club in the odd numbered years. The Chairman shall be chosen from the Committee and she shall also serve as the Chairman of Elections.
- b. The Nominating Committee shall submit at the September general meeting one nominee for each office.
- c. All nominees must have agreed to serve if elected, shall be members in good standing of the Club, and shall be in accord with the objectives, bylaws, and policies of this organization, the Republican Party, and its platform.
- d. Nominations may be made from the floor, following the report of the Chairman of Elections, provided the nominee has given consent to serve if elected.

Section 2. Elections

- a. Officers shall be elected at the November membership meeting of the odd numbered years for a term of two years and be installed at either the November or December regular meeting. The newly elected officers shall assume their duties on January 1st.
- b. The Treasurer shall furnish to the Chairman of Elections a list of members in good standing who are eligible to vote.
- c. Election shall be by secret ballot, and a majority of all votes cast shall constitute an election. Where there is only one candidate for an office, election may be by voice vote.

Section 3. Vacancies

A vacancy in an elective office, other than that of President, shall be filled by the Board of Directors at the next meeting following the vacancy, if possible. Notice of such vacancy shall be given to the members of the Board of Directors prior to the meeting.

ARTICLE VIII DUES

Section 1. Club Dues

- a. Annual dues for the regular Club membership, which includes the per capita dues for the State and National Federations, shall be determined by the Board of Directors and approved by the membership.
- b. Members joining in the fourth and final quarter of the year will have membership carried over to the following year. Only the Beaufort Republican Women's Club membership list will record the names of the new members during the fourth quarter.
- c. Annual dues of Associate Members shall be determined by the Board of Directors. No portion of their dues shall be sent to the State Federation.

- d. Current per capita dues shall be paid to the State Federation in quarterly or semi-annual installments: March 15, June 15, September 15, and December 15, or as required by the rules of the State Federation.

Section 2. Service Charge

The annual service charge to the State Federation, shall be payable January 1st of each year, or as required by the State Federation (this includes National Service Charge).

Section 3. Fiscal Year

The fiscal year of this Club shall be from January 1st through December 31st. Dues not paid by March 1st of each year shall be considered delinquent.

ARTICLE IX COMMITTEES

Section 1. Standing Committees

- a. The Standing Committees for the Club shall include:

Bylaws, Campaign/Legislation, Membership, Public Relations/Publicity, Hospitality/Telephone, Fundraising
- b. The Committee Chairmen shall be appointed by the President, as needed, with the approval of the Board of Directors.
- c. The Standing Committees shall outline programs for action in their respective fields for consideration and adoption by the Board of Directors. They shall report to the Club at regular meetings and as directed by the President.

Section 2. Ad Hoc Committees

Ad hoc committees may be appointed by the President. The Chairmen of these ad hoc Committees may attend Board meetings as non-voting participants.

Section 3. Duties of the Standing Committees

- 1) Bylaws
 - a) Keep the Bylaws of the Club up-to-date at all times, suggesting revisions when necessary, and recording amendments as they occur.
 - b) Present changes for consideration by the Membership as they are recommended by the Board of Directors.
 - c) Provide copies of the By-laws for the Board and membership.

2) Campaign/Legislation

- a) To act as liaison and coordinator with the local Republican Campaign Headquarters.
- b) To keep the Board and membership advised of local and state Republican candidates for office and recommend action to be taken to promote their election and policies.
- c) To assist in recruiting volunteers to cover the local Republican Campaign Headquarters.
- d) Stay abreast of local, state and federal legislation being considered which would impact our lives in any manner.
- e) With the approval of the Board, advise the membership by phone, newsletter, or at a regular meeting of the Club any action that might be pursued.
- f) To perform such other duties that may be assigned.

3) Hospitality/Telephone

- a) Act as hostess for all meetings and functions; make arrangements for meeting locations and details regarding refreshments to be served.
- b) Greet all people, especially newcomers, and provide name tags for all functions.
- c) Collect payment for functions and turn funds over to the treasurer.
- d) At the request of the President or the Board, coordinate calling the membership.

4) Membership

- a) Organize and update the membership list and provide copies to the Board.
- b) Notify all members when dues should be paid and make an ongoing effort to recruit new members.

5) Public Relations/Publicity

Act as liaison with the press, radio and television to keep the community aware of the Club's activities and objectives.

6) Fundraising

- a) Plan in coordination with the Hospitality/Telephone Chairman at least one fundraiser per year.
- b) The plans for fundraisers are subject to the approval of the Executive Committee.

ARTICLE X. PARLIAMENTARY AUTHORITY

"Robert's Rules of Order, Newly Revised", or the latest edition thereof, shall govern the Beaufort Republican Women's Club in all instances where they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XI. AMENDMENTS

These By-laws may be amended by a two-thirds vote of members at any meeting of the Club. Notice shall be sent to each member fifteen days prior to the general meeting.