

# BEAUFORT REPUBLICAN WOMEN'S CLUB BYLAWS

## ARTICLE I NAME

The name of this organization shall be the Beaufort Republican Women's Club (BRWC).

## ARTICLE II MISSION STATEMENT

The Beaufort Republican Women's Club of Beaufort, South Carolina is dedicated to increasing the presence of Republican women across the political arena through active educational and political activities while promoting loyalty to Republican principles and ideals. Members work for the election of Republican candidates while supporting the objectives and policies of Republican State and National Committees in cooperation with South Carolina Federation of Republican Women (SCFRW) and the National Federation of Republican Women (NFRW).

### Section 1. OBJECTIVES

- a. To promote an informed electorate through political education and activity.
- b. To increase the presence of Republican 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 National and State Federations of Republican Women and to work for the election of the Republican Party nominees.

## ARTICLE III MEMBERSHIP

Section 1. Membership in the BRWC shall be voluntary and shall be extended to all women in the Beaufort County area who are in harmony with the objective of the Club and subscribe to these Bylaws and those of the SCFRW and NFRW. Membership requires payment of annual dues.

Section 2. Membership in this Club includes membership in the National Federation of Republican Women and the South Carolina 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 the BRWC 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. No dues for Associate members of BRWC shall be paid to either the SCFRW nor the NFRW.

### 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 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 BRWC 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<sup>st</sup>.
- b. No officer shall serve more than two consecutive terms in the same position.
- c. Appointed chairs 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 BRWC, the Executive Board (EB) and the Board of Directors.
- b. To appoint all committee chairs except the Nominating Committee (see Article VII,1,a), 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 a Chaplain.
- e. To disburse funds in the absence of the Treasurer.
- f. To work with the Treasurer to prepare the Annual Budget for the BRWC.
- g. To represent BRWC at all times, or, if unable to do so, appoint a member as representative.
- h. To act as liaison and coordination with the SCFRW.
- i. To serve on the Executive Committee of the SCFRW and the Beaufort County Republican Party (BCRP).
- 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 Chair to provide informative programs for meetings in conjunction with the goals set forth by the BRWC, SCFRW, and NFRW.

Section 5. Duties of the Recording Secretary

- a. To keep minutes of all meetings of the BRWC and the Board of Directors.
- b. To distribute copies of all minutes to the elected officers within 10 days.
- c. To perform the duties of the Vice President in her absence and perform such other duties as may be assigned to her.
- d. To perform such other duties as may be assigned.

Section 6. Duties of the Corresponding Secretary

- a. To conduct the correspondence of the BRWC.
- b. To perform the duties of the Recording Secretary in her absence and perform such other duties as may be assigned to her.
- c. To perform such other duties as may be assigned to her.

Section 7. Duties of the Treasurer

- a. To be custodian of all funds for the BRWC.

- 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 SCFRW and NFRW.
- 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 of Directors meeting.

#### Section 8. Records

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

#### Section 9. Proxy Votes

Voting by Proxy shall be an exclusive right of the EB members. If an EB 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 chairs of the following standing committees, who have a voice and one vote: (See Art IX, Sec 1.)

Bylaws, Issues/Legislation, Membership, Publicity/Public Relations,  
Hospitality, Fundraising

- b. The chairs of any ad hoc committee serve on the Board with voice but no vote.

#### Section 2. Duties of the Board of Directors

- a. To approve the action plan as presented by the President, the officers, and the chairs of standing committees.
- b. To approve the President's appointments of chairs 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 at the President's request, or on written request of three members of the Board.
- g. To fill vacancies in elected offices – other than the President – which occur between elections.
- h. To conduct business of the BRWC between regular meetings.
- i. To make recommendations as to policies of the BRWC.
- j. To remove from office or duties by a two-thirds vote of the Board of Directors any officer, committee chair, or any BRWC appointee who does not support the local, state, and national 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 BRWC, to audit the Treasurer's accounts, at least every two years, prior to the installation of new officers.
- l. To conduct at least one fundraiser per year to fund activities of BRWC 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 monthly.
- 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 BRWC

- a. The BRWC 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 at the President's request, or upon written request of twenty percent of the membership, or upon majority vote of the BRWC at a regular meeting. The purpose of the meeting must be stated.
- c. A quorum for membership meetings 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, with at least one Board member, shall be selected at the June board meeting of the BRWC in the odd numbered years. The Chair shall be chosen from the Committee and she shall also serve as Chair of Elections.
- b. The Nominating Committee shall submit at the September meeting one nominee for each office.
- c. All nominees must agree to serve, if elected, shall be members of good standing in the BRWC, and shall be in accord with the objectives, bylaws, and policies of BRWC, the Republican Party and its platform.
- d. Nominations may be made from the floor, following the report of the Chair 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 meeting. The newly elected officers shall assume their duties on January 1<sup>st</sup>.
- b. The Treasurer shall furnish to the Chair of Elections a list of members in good standing who are eligible to vote.
- c. Elections 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, an election may be by voice vote.

### Section 3. Vacancies

A vacancy in an elected 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. Chair vacancies are filled by the Board of Directors.

## ARTICLE VIII DUES

### Section 1. BRWC Dues

- a. Annual dues for regular BRWC membership, which includes the per person dues for the SCFRW and the NFRW, shall be determined by the Board of Directors.

- b. Members joining in the fourth quarter of the year will have membership carried over to the following year.
- c. Annual dues of Associate Members shall be determined by the Board of Directors. No portion of their dues shall be sent to SCFRW or NFRW.
- d. Current per person dues shall be paid to the SCFRW in quarterly and semi-annual installments, or as required by the rules of SCFRW.

Section 2. Service Charge

The annual service charge to the SCFRW shall be payable January 1<sup>st</sup> of each year, or as required by the SCFRW. This includes NFRW service charge.

Section 3. Fiscal Year

The fiscal year of this Club shall be from January 1<sup>st</sup> through December 31<sup>st</sup>. Dues not paid by March 1<sup>st</sup> of each year shall be considered delinquent and constitute removal from membership.

ARTICLE IX COMMITTEES

Section 1. Standing Committees

- a. The Standing Committees for the BRWC include;  
Bylaws, Issues/Legislation, Membership, Public Relations/Publicity, Hospitality, Fundraising.
- b. The Committee Chair shall be appointed by the President, as needed, with the approval of the Board of Directors.
- c. The Standing Committee shall outline an action plan for their respective areas for consideration and adoption by the Board of Directors. They shall report to the BRWC at regular meetings and as directed by the President.

Section 2. Ad Hoc Committees

Ad hoc committees may be appointed by the President. The Chair of these ad hoc committees may attend Board of Director meetings as non-voting participants. Chairs of these ad hoc Committees shall report suggested action plans to the Executive Board.

Section 3. Duties of the Standing Committees

- 1) Bylaws
  - a. Keep the Bylaws of the BRWC 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 Bylaws for the Board and membership upon request.
  - d. Ensure Bylaws shall be present on website.
- 2) Issues/Legislation
- a. To act as liaison and coordinator with the local Republican Campaign Headquarters.
  - b. To stay abreast of local, state, and federal legislation.
  - c. To keep the Board and membership advised of local, state, and federal candidates for office and recommend action to be taken to promote their election and policies.
  - d. To advise the membership, with approval of the Board, of any action that might be pursued.
  - e. To perform such other duties that may be assigned by the President.
- 3) Hospitality
- a. To act as hostess for all meetings and functions, make arrangements for meeting locations and refreshments.
  - b. Greet all people, especially newcomers, and provide nametags for all functions.
  - c. To perform such other duties that may be assigned by the President.
- 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.
  - c. To perform such other duties that may be assigned by the President.
- 5) Public Relations/Publicity
- a. Act as liaison with the press, radio, and television to keep the community aware of the Club's activities and objectives.

## ARTICLE X PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, New Revised” or the latest edition thereof, shall govern the BRWC in all instances where they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XI AMENDMENTS

These bylaws 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.

REVISED APRIL 2025