

INCLINE VILLAGE/CRYSTAL BAY REPUBLICAN WOMEN'S CLUB BYLAWS

ARTICLE I – NAME

The name of this organization shall be Incline Village/Crystal Bay Republican Women, herein after referred to as the club. The club is affiliated with the Nevada Federation of Republican Women (NvFRW) and the National Federation of Republican Women (NFRW).

ARTICLE II – OBJECTIVE

The objectives of this club shall be to:

- A. Promote an informed public through political education and activity;
- B. Increase the effectiveness of members in the cause of good government through political participation;
- C. Support the objectives and policies of the Nevada Federation of Republican Women and the National Federation of Republican Women;
- D. Work for the election of Republican candidates;
- E. Be loyal to the Republican Party and to promote its principles; and
- F. To encourage and support Republican women to run for elective office.

ARTICLE III – MEMBERSHIP

Section 1. Any registered Republican women shall be eligible for full membership in the club upon payment of the annual dues. Only full members shall be counted in establishing delegate representation and in per capita reports. An individual may join only one (1) unit club as a full member but may join any number of clubs as an associate member.

Section 2. Removal of a unit club from the NFRW membership.

A local club in a federated state at the request of the state executive committee or unfederated state may be removed from the membership by a two-thirds (2/3) vote of the NFRW Executive Committee for any of the following reasons:

- A. Bylaws that are in material conflict with the NFRW Bylaws;
- B. Non-payment of dues for the total membership and the current service charge;
- C. Failure to support the Republican Party ticket, advocating a split ticket, supporting a candidate on an opposition ticket or actions that are in conflict with the NFRW Bylaws;
- D. Failure to comply with the NFRW membership rules; or
- E. Affiliation with any political organization not officially recognized as working in concert with the NFRW and the Republican Committee.

Section 3. Removal of a unit club from memberships in the NvFRW.

Clubs may be removed from membership for the following reasons:

- A. Bylaws that are in conflict with NvFRW;

- B. Nonpayment of dues for the full membership and current service charge;
- C. Failure to maintain a minimum of ten (10) members and/or hold at least five (5) meetings per fiscal year;
- D. Failure to support the GOP ticket, advocating a split party ticket, or supporting one (1) Republican candidate to the exclusion of other Republican candidates in a primary election;
- E. For providing a forum for any non-Republican of high profile;
- F. Working in opposition to the objectives of the NvFRW;
- G. Affiliation with any political organization not officially recognized as part of the NvFRW and the Republican National Committee. (This does not apply to individual members.)

Section 4. Any registered Republican man or woman may be eligible for associate membership upon payment of the required annual dues. Such members may attend meetings but cannot: make a motion, have a vote, chair a standing committee, or hold office or be elected as a delegate.

Section 5. Individual Member – Removal from Membership

- A. Any member or associate member may be removed from membership for using the Incline Village/Crystal Bay Republican Women’s membership roster for promotional, marketing, commercial, or business purposes. The membership roster is to be used exclusively by members and associates, and shall be restricted for club business only and shall not be made available to non-members. Providing the membership roster to non-members and/or the use of the membership roster to non-members by any member or associate members of the club will be considered abuse of the roster and may result in removal from the club.
- B. Members and associate members of the Incline Village/Crystal Bay Republican Women may actively and/or openly support any candidate who most closely aligns with our core values for any partisan or non-partisan office, provided there is no candidate registered as a Republican seeking the same partisan or non-partisan office. Any member or associate member may be removed from membership for speaking disparagingly in public of a Republican candidate or office holder; providing a forum for a non-Republican of high profile; promoting a candidate of another party in public or in print in a partisan or non-partisan election where a Republican is also a candidate for the same office; publicly endorsing any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections to the exclusion of other Republican candidates in a political campaign. Removal shall be by a two-thirds (2/3) vote of the Board of Directors. Should a member resign or be removed from membership for cause, a two-thirds (2/3) vote of the Board of Directors shall determine whether said member shall be eligible for reinstatement.

Section 6. Honorary Membership

- A. May be granted to an individual by the Board of Directors;

- B. Honorary members are not required to pay dues;
- C. NvFRW and NFRW member dues shall be paid by the club.

Section 7. Nevada First Lady Membership

When the First Lady of Nevada is a Republican, she will automatically be an honorary member of all unit clubs with the same privileges as an associate member. She may choose one (1) unit club in which to be a full member in order to have a vote. The NvFRW shall pay the dues of her full membership.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1. Officers

The elective officers of this club shall be a President, First Vice-President, Second Vice-President, Secretary and Treasurer.

Section 2. Eligibility

To be eligible as an officer, a candidate must be a full member in good standing.

Section 3. Election

Officers shall be elected at the October meeting each year for a term of one (1) year. Officers shall be installed at the December meeting and their term will begin on January 1.

Section 4. Vacancy

- A. An officer who has served for seven (7) months shall be considered to have served a full term in that office;
- B. A vacancy in the office of the Presidency shall be filled by the First Vice-President. All other vacancies in the elective offices shall be filled by the Board of Directors following the vacancy;
- C. Temporary vacancies, due to leave of absence, shall be filled by appointment by the President.

Section 5. Duties of the officers and special presidential appointees.

A. Duties of the President:

1. Set the agenda for all meetings of the organization, the Board of Directors, and the Executive Committee.
2. Preside at all meetings of the organization, the Board of Directors, and the Executive Committee.
3. Represent the club or appoint a representative to NvFRW and NFRW functions, except when an elected delegate is required;
4. Appoint all standing committee chairs and co-chairs except the Nominating Committee with the approval of the Board of Directors;
5. Appoint all special committees;
6. Appoint a Parliamentarian, Chaplain, Historian, and Presidential Advisor with the approval of the Board of Directors;
7. Be an ex-officio member of all committees except the Nominating Committee;
8. Appoint an Auditing Committee in November;

9. Review the newsletter before publication;
10. Prepare a program of action after consultation with the chairs of the standing committees and any appointed advisors for presentation and approval by the Board of Directors.

B. Duties of the First Vice-President

1. Perform the duties of the President in her absence;
2. Act as committee chair for Programs and oversee monthly programs;
3. Be responsible for year's programs and submit a list of planned monthly programs to the Board of Directors for approval;
4. Arrange for speakers, location, and any special needs for each meeting;
5. Assume the office of President if it becomes vacant;
6. Perform other duties assigned by the President and/or Board of Directors.

C. Duties of the Second Vice-President

1. Serve as Membership Chair;
2. Oversee the Membership Committee;
3. Be responsible for membership promotion and growth;
4. Keep a current roster of membership and provide the Board of Directors with regular updates;
5. Notify members of dues;
6. Send renewal notice to members and associates;
7. Develop a membership packet for members and associates;
8. Perform other duties assigned by the President and/or the Board of Directors.

D. Duties of the Secretary

1. Keep the minutes of all meetings of the club, Executive Committee, and the Board of Directors;
2. Keep a current inventory and location of club property;
3. Keep a record of attendance at all meetings;
4. Notify all Board members of meetings;
5. Keep minutes of each meeting and send to the President within seven (7) days of the next meeting;
6. Perform other duties assigned by the President and/or the Board of Directors.

E. Duties of the Treasurer

1. Is Custodian of all funds of the organization;
2. Disburse funds up to the amount of \$500 as directed by the Board of Directors;
3. Disburse funds over \$500 authorized by two (2) of three (3) signatories: President, Treasurer and authorized Board of Directors Representative;
4. Submit the financial books for an annual audit;
5. Provide a written financial report at all meetings;
6. Comply with ARTICLE IX of these bylaws;
7. Be the Chair of the Budget and Finance Committee;
8. The Treasurer may be bonded and the NvFRW shall pay necessary fees;

9. Perform other duties assigned by the President and/or the Board of Directors.
- F. Duties of Special Appointees
1. Parliamentarian
 - a. Be familiar with Robert's Rule of Order Newly Revised and be prepared to give advice on parliamentary procedure;
 - b. Be a member of the Bylaws Committee.
 2. Chaplain is to be prepared to offer appropriate prayers or inspirational messages for meetings and other events as directed by the President.
 3. Historian is to compile an official Historical Record of club activities.
 4. Presidential Advisor is to be available to assist the President as requested by the President.

ARTICLE V – COMMITTEES

Section 1. The Standing Committees of this club shall be: Achievement Awards, Bylaws, Communication/Technology, Legislative, Membership, Programs and Special Events, Scholarship and Telephone.

Section 2. All members of committees must be members in good standing.

Section 3. Chairs of Standing Committees shall be appointed by the President with the approval of the Board of Directors.

Section 4. Chairs of the Standing Committees are members of the Board of Directors and shall serve for a minimum of one (1) year.

Section 5. Special committees may be appointed by the President as needed.

Section 6. The President may remove any committee appointee for cause with the approval of the Executive Committee.

Section 7. Duties of the Standing Committees

A. Duties of the Achievement Awards Committee

1. Track and report on member volunteer campaign hours;
2. Coordinate volunteer hours with the Republican Party for elections and campaigns.

B. Duties of the Bylaw Committee

1. Review bylaws every two years;
2. Keep abreast of changes in State NvFRW and National NFRW bylaws and amend the club bylaws to conform when necessary;
3. Make sure all current bylaws are available on the club website.

C. Duties of the Communications and Technology Committee

1. Develop and maintain the club database, membership directory and ancillary distribution lists to disseminate club information;
2. Develop and maintain the club payment website and provide data to the Treasurer as needed;
3. Maintain and update the club newsletter;
4. Develop and maintain social media communications to the club and the community;
5. Develop and maintain the club website;
6. Report meetings and special events to the media on an as needed basis.

D. Duties of the Finance and Budget Committee

1. Submit a written report at each Board meeting summarizing club expenses and income;
2. Coordinate annual audits of the club's financial records.

E. Duties of the Legislative Committee

1. To increase legislative knowledge and interest among members;
2. Make the club voice heard by writing to our representatives;
3. Make a plan of action to influence government positively.

F. Duties of the Membership Committee

1. Be responsible to the Second Vice-President who will oversee the Membership Committee and perform the following tasks;
 - a. Help with renewal notices and reminders.
 - b. Help with welcome letters to membership.
2. Set reasonable and realistic goals for increasing membership each year;
3. Develop a plan for growth that meets club goals.

G. Duties of the Programs and Special Events Committee

Coordinate special events with the First Vice-President.

H. Duties of the Scholarship Committee

1. Coordinate with local schools to develop scholarship awards for graduating high school seniors;
2. Work with the First Vice-President to schedule scholarship essay review and award presentations.

I. Duties of the Telephone Committee

Work with the First Vice-President and/or Special Events Chair to contact members about upcoming events.

ARTICLE VI – BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. Composition and duties of the Board of Directors

- A. The Board of Directors shall consist of the Executive Committee, Standing Committee Chairs, the Past President and special appointees;

- B. The Board shall meet regularly at the discretion of the President or her designated representative;
- C. The Board may transact any necessary business between club meetings, to be ratified by the membership. The Board shall coordinate the work of the club and make recommendations to the membership when necessary;
- D. In the absence of the chair of a standing committee, a committee member shall serve as the temporary chair;
- E. The Board shall administer expenditures of not more than \$500 per item, unless prior approval has been obtained;
- F. A quorum at a meeting of the Board shall consist of one-third (1/3) of its members.

Section 2. Composition and duties of the Executive Committee

- A. The Executive Committee shall consist of the elected officers and the immediate Past President;
- B. The Executive Committee shall meet when necessary between Board and regular meetings when called by the President or another member of the Executive Committee;
- C. A quorum at a meeting of the Executive Committee shall consist of a majority of its members.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee of five (5) members shall be elected by the club prior to September. Committee members may include active past presidents. The Committee shall elect its own chair. The Parliamentarian will instruct the Committee as to proper procedure and will be available for further advice, if required.

Section 2. The report of the Nominating Committee shall be provided to the membership at least fourteen (14) days prior to the October membership meeting. All nominees shall be members in good standing and shall give consent if elected to serve.

Section 3. Elections shall be held at the October membership meeting and additional nominations shall be accepted from the membership.

Section 4. If there is more than one (1) candidate for an office, elections shall be by ballot. If there is only one (1) candidate for an office, election may be by voice vote or other means. A majority vote shall elect.

Section 5. Installation of officers shall take place at the December membership meeting.

ARTICLE VIII – MEETINGS AND CONVENTIONS

Section 1. Membership Meetings

- A. Regular: eight (8) or more meetings shall be held during the club year;

- B. A special business meeting may be called by the President, or upon request of ten (10) or more members;
- C. The meeting in October shall be the Annual Meeting and will be for the purpose of electing officers, receiving reports of officers and committees, and for any other necessary business;
- D. A quorum at a membership meeting shall consist of one quarter (1/4) of the membership;
- E. Members of the club may participate in any membership meeting by electronic means with the approval of the President. Such participation in a meeting shall constitute presence in person at that meeting.

Section 2. Conventions

A. State Biennial Convention

At the State Biennial Convention of the Nevada Federation of Republican Women (NvFRW), this club shall be entitled to one (1) duly accredited delegate for each ten (10) members or major fraction thereof, and the President or her representative. In the event a delegate is unable to fulfill her obligation, the first elected alternate shall take her place as delegate. Election of delegates shall take place no later than twenty (20) days before the convention, and names sent to the State President at least ten (10) days prior to the convention.

B. National Biennial Convention

If the President is unable to attend, a delegate shall be selected by the Executive Committee.

C. Delegates and alternates shall be members in good standing.

D. The club may pay the registration of the President and half of the room fee for the National convention. The club may pay registration fees for the President and delegates to the State convention.

ARTICLE IX – DUES

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

Section 2. Each member is responsible to pay dues annually as required by the club which includes membership in the State (NvFRW) and National (NFRW) federations.

Section 3. Dues as set forth by the NvFRW shall be paid to the State Treasurer on a monthly basis. The first payment shall be for not less than ten (10) members and shall include the National (NFRW) service charge.

Section 4. Dues payments to the NvFRW shall be accompanied by the current membership roster. A copy shall be sent to the State President, State Treasurer, and State Recording Secretary. All rosters shall contain names, addresses, emails, telephone numbers, and officers.

Section 5. Funds may be used to support the club, support community service projects, send the President and delegates to NvFRW and NFRW meetings, and to make contributions to NvFRW projects and/or funds.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the club in all cases applicable and are to be consistent with NvFRW and NFRW bylaws and any special rules of order for the local club.

ARTICLE XI – AMENDMENTS

These bylaws may be amended at any regular meeting of the local club by a two-thirds (2/3) vote, provided that notice of the proposed amendment(s) has been sent to each member at least thirty (30) days prior to the meeting, or provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting.

ARTICLE XII – DISSOLUTION

This local 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 club. In the event of dissolution, the Board of Directors shall after payment of all liabilities of the local club, distribute any remaining assets to the State Federation. No funds shall inure to the benefit of any member. Failure to maintain a membership of at least ten (10) members and/or hold at least five (5) meetings per fiscal year may result in dissolution of the club.

Incline Village/Crystal Bay Republican Women Bylaws
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