

**BYLAWS
OF THE
CUMBERLAND COUNTY REPUBLICAN WOMEN'S CLUB**
Revised August 10, 2010

**ARTICLE I
NAME**

The name of the organization shall be the Cumberland County Republican Women's Club, hereinafter known as CCRWC.

**ARTICLE II
OBJECTIVES**

- A. To increase the effectiveness of women in the cause of good government.
- B. To promote an informed public through political education and activity.
- C. To foster and encourage loyalty to the Republican Party and to promote its principles and ideals.
- D. To work for Republican candidates in all elections including non-partisan elections.
- E. To support the objectives of the Republican National, State, and Central District Executive Committees, and to work for the election of Republican Party candidates.
- F. To promote cooperation among the National and North Carolina Federation of Republican Women and CCRWC.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1. ELIGIBILITY

- A. Membership in the CCRWC shall be open to any registered Republican woman who accepts and advocates the objectives of the CCRWC.
- B. Associate Membership: Republican women who are regular members of a unit club and who wish to support other Federated clubs may be eligible for associate membership upon payment of required annual dues. Such members may attend meetings, but cannot make motions, have a voice, be on a committee, hold office or be counted for the purpose of determining the number of delegates to state or national meetings or conventions.
- C. Associate Membership: Republican men who are registered Republican who wish to support the CCRWC may be eligible for associate membership upon payment of required annual dues. Such members may attend meetings, but cannot make motions, have a voice, be on a committee, hold office, or be counted for the purpose of determining the number of delegates to state or national meetings or convention.
- D. Honorary Life Members of the CCRWC shall be recommended by the Awards Committee. An Honorary Life Member shall be excused from paying dues.

Section 2: DUES

- A. Dues shall be \$28.00, (twenty five dollars), per year, including membership in the NORTH CAROLINA FEDERATION OF REPUBLICAN WOMEN and THE NATIONAL FEDERATION OF REPUBLICAN WOMEN, (hereinafter called the NCFRW and the NFRW respectively), and shall be due and payable January 1st of each year.
- B. Dues paid by any member joining the CCRWC for the first time after September 1st shall include membership through the following year.
- C. Annual dues for associate members shall be \$15.00, (fifteen dollars).
- D. The Fiscal Year shall be from January 1 through December 31, each year.

ARTICLE IV
MEETINGS

Section 1. **REGULAR**

The regular meetings of the CCRWC shall be held monthly. The time, place and cost are to be determined by the Board or the general membership.

Section 2. **SPECIAL**

Special meetings may be held at the call of the President when deemed necessary. The purpose of the meeting is to be stated in the call, and no other business may be transacted.

Section 3: **QUORUM**

Twenty-five percent of the paid membership in the CCRWC shall constitute a quorum for all regular and special meetings. There shall be no proxy voting.

Section 4: **BUSINESS MEETINGS**

Only associate members and members of the CCRWC may attend closed business meetings of the CCRWC. Republican candidates are exempted. Dispensation may be authorized by the President for acceptable cause.

ARTICLE V
THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE AND THEIR DUTIES

Section 1: **BOARD OF DIRECTORS**

A. Composition, (Membership)

1. The Board of Directors, hereinafter known as the Board, shall be composed of the Executive Committee, all standing Committee Chairmen and the immediate Past President, for a period of one year after leaving office. . The Past President shall be ex-officio
2. The voting membership of the Board shall be the Executive Committee, all Chairmen of Standing Committees and the immediate Past President. Non-voting members of the Board shall be the Parliamentarian, Chaplain, Auditor, and Historian.
3. If an appointee holding a non-voting position on the Board concurrently holds a voting position, she shall be entitled to vote.

B. Duties of the Board: The duties of the Board shall be:

1. To serve as the governing body of the CCRWC.
2. To approve and adopt an annual budget.
3. To construct an annual calendar of events and programs.
4. To establish General Policies and Procedures, Financial Policies and Procedures and other such Policies and Procedures as are deemed necessary for the smooth operation of the CCRWC
5. To elect delegates and alternates, who are members in good standing of the CCRWC for at least forty-five days, to the North Carolina Federation of Republican Women and National Federation of Republican Women conventions.
6. No member of the Board may speak for the Board without the permission of the Board.

C: Meetings of the Board

1. The Board shall meet prior to each regular meeting of the CCRWC. Notice of the date, time and place of the meeting shall be given to each board member one week in advance of the meeting.
2. Special called meetings of the Board may be called by the President upon three, (3), days notice in which the proposed business or purpose is stated, and during such meeting, only that stated business or purpose may be discussed.
3. Quorum: Five, (5), voting members of the Board constitute a quorum for all meetings of the Board. The quorum must include at least three, (3), elected officers.

4. Proxy Voting: There shall be no proxy voting.

Section 2: EXECUTIVE COMMITTEE

- A. Membership: The membership of the Executive Committee shall be the elected officers of the CCRWC: The President, Vice-President, Secretary, Treasurer and the Assistant Treasurer. The Parliamentarian shall be a non-voting member of the Executive Committee.
- B. Duties of the Executive Committee shall be:
 1. To construct an annual calendar and plan of action for discussion and approval by the full Board.
 2. To review and update job descriptions for all committees.
 3. To approve, by a 2/3 majority of the Executive Committee, any contracts made in the name of the CCRWC.
 4. To assist and advise the President in appointing Committee Chairmen.
- C. Meetings: The Executive Committee shall meet at least quarterly at the call of the President.
- D. Quorum: Four, (4), members shall constitute a quorum for all meetings of the Executive Committee.

ARTICLE VI
OFFICERS AND THEIR DUTIES

Section 1. OFFICERS

The officers of the CCRWC shall be President, Vice President, Secretary, Treasurer, and Assistant Treasurer. Each officer must be an active member in the good standing of the CCRWC.

Section 2: TERMS OF OFFICE

- A. The officers of the CCRWC shall be elected at the November meeting for a term of one year and installed at the December meeting
- B. No officer is eligible to serve more than two consecutive terms in the same office unless she has completed the unexpired term of her predecessor.

Section 3: DUTIES OF OFFICERS

- A. The duties of the President shall be:
 1. To preside at all meetings of the CCRWC, the Board of Directors and the Executive Committee.
 2. To prepare an agenda for meetings of the Executive Committee, the Board, and the General Membership.
 3. To familiarize herself with the bylaws, policies and procedures of the CCRWC and all its committees.
 4. To represent the CCRWC at all times or to designate a member of the Executive Committee as a representative in her absence or inability to do.
 5. To appoint chairmen of special committees as may be deemed necessary to carry out the programs of the CCRWC.
 6. To appoint a Parliamentarian, a Chaplain, an Auditor, a Historian and a Corresponding Secretary.
 7. To serve as ex-officio member of all committees except the Nominating Committee.
 8. To appoint a representative to act as a liaison between the CCRWC and the local Republican County Party for coordination of party activities.
 9. To sign checks, in an emergency and only with the vote of a majority of the Board, upon the inability of the Treasurer or Assistant Treasurer to do so.
- B. The duties of the Vice-President shall be:
 1. To perform the duties of President in her absence.
 2. To serve as Program Chairman and Bylaws Chairman
 3. To familiarize herself with the bylaws, procedures and policies of the CCRWC and all its committees.
 4. To attend all meetings of the CCRWC.
 5. To perform other duties as may be assigned by the President.

6. In the event of the death of the President, the resignation of the President or removal from office of the President, the 1st Vice-President assumes the office of the President until the next regular election of the CCRWC.

C. The duties of the Secretary shall be:

1. To preside in the absence of the President, and the Vice-President.
2. To record and keep the minutes of the CCRWC meetings and make the minutes available for any members to examine upon request.
3. To maintain an accurate roll of all members.
4. To keep a record of attendance at all meetings of the Board and the Executive Committee, and CCRWC meetings.
5. To handle all correspondence of the CCRWC.
6. To perform other duties as assigned by the President.

D. The duties of the Treasurer shall be:

1. To be custodian of all funds of the CCRWC and to pay all bills upon receipt of same.
2. To maintain an accurate account of all receipts and disbursements and to present an itemized Treasurer's Report at each meeting of the Board and the CCRWC.
3. To send dues notices to members who have not paid their dues by January 31st of each year.
4. To provide an annual audit with the approval of the Board.
5. To be responsible for paying CCRWC dues to the NCFRW as stipulated by the NCFRW bylaws.
6. To submit reports as required by the NCFRW and the NC Board of Elections.
7. To prepare an annual budget with the assistance of the President that shall be presented to the Board of Directors in January and submitted to the CCRWC members in February for approval.
8. To kept attendance at general meetings of the CCRWC.
9. To perform other duties as may be assigned by the President.

E. The duties of the Assistant Treasurer shall be:

1. To served in the absence of the Treasurer
2. To be informed and fully accredited , so the assumption of duties of the Treasurer could be immediate and attend all meetings of the CCRWC.
3. To assist the President and the Treasurer in the preparation of the annual budget.
4. To perform other duties as may be assigned by the President and/or the Treasurer.

F. Combined Duties:

1. Contracts: The President, with either the 1st Vice-President or the Treasurer shall have the sole authority and power to sign contracts on behalf of the CCRWC.

Section 4: VACANCIES

- A. A vacancy in an elective office, except upon the death, resignation, or removal from office of the President, shall be filled at the first meeting of the Board following such vacancy, by secret ballot, following nominations by the members of the Board.

Section 5: RESIGNATION FROM OFFICE

- A. Should any CCRWC officer or Board member file for election to public office, including non-partisan elections, she must immediately resign here office or position, as required by the NCFRW.
- B. If any CCRWC officer advocates a split ticket or supports a candidate running on an opposition ticket, to include bipartisan elections, she must immediately resign her office/position.
- C. Such vacancy shall be filled accordance with Section 4 above of the CCRWC bylaws.

Section 6. Removal From Office

- A. Any Officer of the CCRWC may be removed from office by a 2/3 vote of the Executive Committee after being furnished with notice of the charges against her, signed by not less than 4 members of the Executive Committee provided that she has been furnished with 2 weeks notice of such charges and is given an opportunity to present a defense. Removal shall be confined to gross inefficiency, party disloyalty as defined by the NCGOP Plan of Organization or the CCRWC Objectives as outlined in Article II, or failure to fulfill her duties as enumerated in the appropriate Sections of Article VI above.

Section 7. RECORDS

Each officer shall keep a portfolio of her duties, records, files and properties, which shall be passed on to her successor within thirty days of retirement from the position unless otherwise directed by the President or the Board.

ARTICLE VII **COMMITTEES**

Section 1: STANDING COMMITTEES

- A. The Standing Committees of the CCRWC shall be: Bylaws, Campaign, Fund Raising, Membership, Program, Public Relations/Newsletter and Legislative. The President shall appoint the Chairmen.
- B. Standing Committee chairmen shall be appointed for a term of one year and shall be eligible to serve a maximum of two terms.
- C. Each Standing Committee shall develop and outline an annual calendar of activities in its respective area of responsibility at the first meeting of the Standing Committee and shall then present its calendar to the Board for approval. Following approval by the Board, each Standing Committee shall present its calendar to the meeting of the General Membership immediately following approval by the Board.
- D. The Standing Committees shall meet upon the call of their respective chairmen and shall make reports at any regular or special meeting of the CCRWC as requested by the President
- E. Minutes of Standing Committee meetings shall be kept, to include members present, date and time of meeting and topics covered.

Section 2: SPECIAL COMMITTEES

- A. The President may appoint special committees, except the Nominating Committee, as may be deemed necessary to carry out the work of the CCRWC and to perform duties not considered the responsibility of any Standing Committee.
- B. Special committees shall serve for the length of time required to complete their work provided such time is limited to the term of the current President.

Section 3: RECORDS

All committees shall deliver all records, files and properties of the CCRWC to their successors or to a CCRWC officer designation by the President or the Board within thirty days after retiring from office unless otherwise directed by the President of the Board.

ARTICLE VIII
NOMINATIONS AND ELECTIONS.

Section 1: NOMINATIONS

- A. A Nominating Committee of three members, each of which has been a member of CCRWC for at least one year, shall be elected by the General Membership at the regular September meeting of the CCRWC. Committee member candidates shall be nominated from the floor and elected by secret ballot. The CCRWC Secretary shall prepare ballots for this election.
- B. The Nominating Committee shall submit no less than one nominee for each office in a report to the membership at the October meeting. The consent of each nominee to serve if elected must be secured in advance.
- C. Nominees shall be members in good standing of the CCRWC.
- D. Nominations from the floor may be made at the November meeting provided the consent of the nominee has been secured in advance.
- E. Only members who have maintained an active membership in good standing with the CCRWC shall be nominated for elective office. By definition, Associate Members are not eligible for nomination to an elective office.
- F. Nominees cannot be members of the Nominating Committee presenting the nominations.

Section 2: ELECTIONS

- A. Election of Officers shall be held at the regular November CCRWC meeting.
- B. Elections shall be by secret ballot in all cases. Ballots shall be prepared by the Nominating Committee prior to the November meeting, with spaces for nominations from the floor. The Nominating Committee shall count the ballots, and present the results by the end of the November meeting.
- C. Ballots shall be retained by the Chairman of the Nominating Committee for a period of one year.
- D. When the Nominating Committee presents a slate with one candidate for each office, and no nominations are received from the floor, election may be by voice vote.

ARTICLE IX
PARTY AFFILIATION OF SPEAKERS

As per Article XII of the NCFRW By-Laws, non-Republican Political candidates or political office holders, party officials or their representatives shall not be allowed to address the group or distribute political materials at CCRWC club meetings or events.

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in **ROBERT'S RULES OF ORDER, CURRENT EDITION**, shall govern the CRFWC in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE X
AMENDMENT OF THE BYLAWS

These bylaws may be amended by a two-thirds vote of the members present and voting, a quorum being present, at any regular meeting of the CCRWC or special meeting called for the purpose, provided notice of the proposed amendment has been given in writing to all members at least thirty days prior to the meeting