

MOORE REPUBLICAN WOMEN BYLAWS

ARTICLE I

NAME

The name of this organization shall be MOORE REPUBLICAN WOMEN, hereinafter referred to as MRW.

ARTICLE II

OBJECTIVES

The objectives of Moore Republican Women shall be:

- To promote an informed public through political education and activity.
- To increase the effectiveness of women in the cause of good government through political participation.
- To encourage loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections.
- To cooperate with the National and North Carolina Federations of Republican Women
- To promote the principles of freedom, equality and justice upon which the government of this country is founded.

ARTICLE III

POLICIES

- A. Neither MRW nor the MRW Executive Board shall endorse a candidate prior to the primary election, nor any election wherein Republicans are running in opposition on a ballot for the same office, whether local, statewide or national.
- B. All Republican candidates running for the same office, and having opposition, shall be invited to speak at a regular membership luncheon meeting prior to the primary in question. Those not present will have been invited but chose not to attend.
- C. The name of Moore Republican Women shall not be used by any member in supporting a candidate prior to a primary election, nor a special election of any opposing Republican candidates.

- D. MRW shall not advocate a split-party ticket, nor support a candidate running on any opposition ticket.
- E. No member of MRW may obligate the funds of the organization beyond the sums allocated in the individual categories of the approved Annual Budget without the approval of the Executive Board.

ARTICLE IV

MEMBERSHIP AND DUES

Section One Eligibility

- A. Membership in MRW shall be open to any woman who is a registered Republican in Moore County in North Carolina and who accepts and advocates the objectives (Article II) and policies (Article III) of MRW. Exceptions may be made by the Executive Board for women in adjacent counties, who have no available NCFRW unit to join. Other exceptions for membership eligibility will be considered for approval by the current MRW Executive Committee.
- B. An active member is a woman who is a registered Republican, accepts and advocates the objectives and policies as stated in Articles II and III of this document and whose dues are current.
- C. Associate Membership: Individuals who are registered Republicans may be eligible for associate membership in the MRW upon payment of required annual dues. Other exceptions regarding eligibility will be considered for membership approval by the MRW Executive Committee. Such members may attend meetings; however, cannot propose motions, have a voice or a vote, be on a committee, hold office nor be counted for the purpose of determining the number of delegates to state or national meetings and conventions. As associate members, they do not become members of the North Carolina Federation of Republican Women.
- D. Teenage Membership: Teenagers, male or female, may be eligible for associate membership in the MRW. Such members must be members of a Teenage Republican organization in their vicinity. Such members may attend meetings, but cannot propose motions, have a voice or a vote, be on a committee hold office nor be counted for the purpose of determining the number of delegates to state of national meetings or conventions. As associate members, they do not become members of the North Carolina Federation of Republican Women.

Section Two Dues

- A. Yearly dues shall be an amount recommended by the Executive Board, presented to the membership at a regular meeting and voted upon at the next regular meeting. If approved, the change in dues will be come effective for the next fiscal year. Dues shall be due and payable by December 1 for the ensuing calendar year and will be delinquent after December 31.

- B. Dues paid by any member joining MRW for the first time after October 1 shall include membership for the ensuing calendar year.

Section Three Fiscal Year

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

Section Four Removal from Membership

Any member may be removed from membership by a two-thirds vote of the Executive Board for non-payment of dues by January 31 of the current year, or by change of registration to an opposition party; such member to be removed from the MRW Roster by the Membership Chair. A member may be reinstated by a two-thirds vote of the Executive Board, providing the reasons for removal have been corrected.

Section Five National and State Membership

Membership will be maintained in the North Carolina Federation of Republican Women, hereinafter referred to as NCFRW, and National Federation of Republican Women, hereinafter referred to as NFRW, with the approval of a two-thirds majority vote of members present at a regular meeting.

Section Six Members Code of Conduct

All discussions shall be held in a professional manner with all voices heard, if applicable and appropriate to subject, in board meetings. Per Robert's Rules of Order, Article XII, Misc.: "All remarks must be addressed to the chair and confined to the questions before the assembly, avoiding all personalities and reflections upon anyone's motives."

Objectives of MRW as stated herein shall be placed above personal opinions by working in harmony with each other at all board meetings and Republican functions. Disputes shall be settled in a professional and harmonious manner.

ARTICLE V

MEETINGS

Section One Regular

There shall not be fewer than five regular meetings of MRW each year. Unless otherwise notified, the luncheon meetings will be held the first Monday of the month, beginning February through December. No regular meetings shall be held in January, July and August. Announcement of all meetings will be sent prior to each meeting in the MRW Newsletter advising the date, time and place. Members shall be notified of any change in schedule.

Section Two Special

Special meetings may be called by the Executive Board with the purpose of the meeting stated in the call. No other business shall be transacted at the meeting. At least five days' notice shall be given to all members for a special meeting. In an emergency situation, this rule may be waived by the President or her representative.

Section Three Quorum

Ten percent of the membership of MRW shall constitute a quorum for all regular and special meetings. There shall be no proxy voting.

Section Four Motions

A two-thirds majority is needed for a motion to pass at all MRW regular meetings.

Section Five Visitors

A lady visitor may attend no more than three meetings without becoming a member. If the visitor is a gentleman, he may not exceed said visitor attendance without becoming an associate member.

ARTICLE VI

OFFICERS AND THEIR DUTIES

Section One Executive Committee

- A. The elected officers shall constitute the Executive Committee. The elected officers of MRW shall be President, First Vice President, Second Vice President, Recording Secretary and Treasurer.
- B. Each nominee for elective office shall have been an active member of the MRW for a minimum of one year.
- C. The Executive committee shall meet on a quarterly basis, or as needed at the discretion of the President.
- D. The Executive Committee may expend up to \$100.00 in emergency situations.

Section Two Terms of Office

- A. Election of officers shall be held at the regular meeting in November. The Executive Committee shall be installed in December and take office January 1.
- B. Each elected officer shall be elected to serve a term of one year and serve until her successor has been duly elected and qualified.
- C. No member shall hold more than one elected office at a time.

Section Three Duties of Elected Officers

- A. President
 - 1. To preside at all MRW regular, Executive Board and Executive Committee meetings.
 - 2. To represent MRW at all times or designate a member of the Executive Board as her representative in her absence or inability to do so.
 - 3. To appoint all Standing Committee Chairs with the advice and consent of the Executive Committee. Each appointive committee chair shall be ratified by the Executive Committee.

4. To appoint special committees, except the Nominating Committee.
 5. To serve as an ex-officio member of all committees, except the Nominating Committee.
 6. To sign checks, if necessary, with voted consent of the Executive Board, due to the Treasurer's unavailability.
 7. To prepare a program of action after consultation with and approval of the Executive Board.
 8. To prepare an annual budget, assisted by the Past President, Treasurer and Ways and Means Chair, to be presented to the Executive Committee for recommendations and approval.
 9. To send welcome letters to all new members.
 10. To attend as many NCFRW conventions and meetings as possible.
 11. To report to NCFRW required data that is requested of unit presidents.
- B. First Vice President - Programs
1. To serve as Program Chair and arrange for all speakers for all regular meetings with the approval of the President.
 2. To perform the duties of the President in her absence.
 3. To perform other duties as may be assigned by the President.
- C. Second Vice President - Membership
1. To keep a current record of MRW membership and any changes.
 2. To give a report to the Executive Board monthly regarding new members.
 3. To provide names and addresses of new members to the Corresponding Secretary and Newsletter Chairs.
 4. To prepare and provide an annual Roster/Yearbook for all MRW members.
 5. To provide current membership mailing labels for the Newsletter Chairs or when needed for other MRW business.
 6. To provide permanent name badges for all members.
 7. To send letters to former members to encourage them to rejoin MRW.

- D. Recording Secretary
1. To keep accurate minutes of regular and Executive Board meetings and send copies of minutes to the President within ten days of each meeting.
 2. To keep a record of attendance at Executive Board and regular meetings.
 3. To perform other duties as may be assigned by the President.
- E. Treasurer
1. To receive applications and dues for new and renewed memberships, forwarding applications to the Second Vice President - Membership.
 2. To be the custodian of all funds of MRW.
 3. To disburse funds as directed by Executive Board and/or the President.
 4. To provide for an annual audit by a person knowledgeable in accounting with the approval of the Executive Board.
 5. To maintain an up-to-date journal and reconcile all monthly bank statements.
 6. To provide written reports of receipts and disbursements for all meetings or as directed by the President.
 7. To be responsible for payment of this organization's dues to the NCFRW when appropriate.
 8. To make annual Treasurer's Report to the North Carolina Election Board as stipulated by North Carolina law.
 9. To assist the President in the preparation of the annual budget.

Section Four Removal from Office

Should an elected officer file for election to public office, or not be able to fulfill the duties of her office for a period of three months, her office shall be declared vacant by the Executive Board.

Section Five Vacancies

A vacancy in an elective office shall be filled by election by the Executive Board at a meeting following the vacancy. Notice of such vacancy shall be given to the members of the Executive Board by the President prior to the Executive Board Meeting.

Section Six Records

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

Section Seven Quorum

Three members of the Executive Committee shall constitute a quorum for a meeting.

ARTICLE VII

EXECUTIVE BOARD

Section One Membership

The membership of the Executive Board shall consist of the following:

- Executive Committee
- Chairs of Standing Committees
- Immediate Past President of MRW, serving ex-officio, with vote.

Section Two Duties of the Executive Board

- A. To serve as the governing body of MRW between regular meetings.
- B. To fill, by election, any vacancy occurring in an elected office, at the next meeting following the vacancy.
- C. To elect as delegates and alternates, members who have been in good standing with MRW for at least six months, to the conventions of the NCFRW and NFRW.

Section Three Meetings

- A. The Executive Board shall meet prior to each regular MRW meeting. Regular Executive Board meetings are scheduled the third Wednesday of the months of January through December with the exception of June and July. The President shall notify the Executive Board members of any change in schedule, time or place.
- B. The president shall be granted the ability to call additional Board meetings during July and August should the need arise.
- C. Special meetings may be called by the President or by three members of the Executive Board upon five days' notice.

Section Four Quorum

A majority of the voting members of the Executive Board shall constitute a quorum for all meetings.

ARTICLE VIII

COMMITTEES

Section One Standing Committees

- A. Each standing committee chair may appoint members to assist in carrying out duties of the committee. The standing committees of MRW and their respective duties shall be:
1. **Americanism**
Research and inform our members of any attempt to weaken or threaten our sovereignty, culture or our form of government. Its focus will be to save America by reclaiming its truths and its promises and conserving its liberating principles for ourselves and our posterity.
 2. **Bylaws and Resolutions**
 - a. Advise the Executive Board of bylaws directives and any infringements thereof.
 - b. Maintain a file of all revised and amended bylaws.
 - c. Provide the Nominating Committee and newly elected or appointed members of the Executive Board with copies of current bylaws.
 - d. Conduct a bylaw review meeting every other year or when called upon by the President. A written account of suggested changes shall be given to the President, prior to presentation to the Executive Board.
 - e. Form a Resolutions Committee when called upon by the President.
 3. **Campaign**
Appointed by the President during the years of election campaigns only and serve as MRW liaison and coordinator to Republican candidates. She shall provide MRW with ideas and directions as to campaign activities and advise the Executive Board.
 4. **Chaplain**
Give the invocation at all regular luncheon meetings or when called upon.
 5. **Corresponding Secretary**
Handle all correspondence as requested by the President or the Executive Board and perform other duties when called upon. She shall send a letter to guests who may be prospective new members, thank-you letters to all guest speakers. She shall also send get-well and sympathy cards to members.

6. **Historian**
Keep a history and record of all public relations activities, photographs, newspaper articles, as well as other pertinent data.
7. **Luncheon**
 - a. Take reservations and provide a count to the appointed restaurant prior to the luncheon.
 - b. Provide an attendance list of the regular luncheon meeting for the President, 2nd Vice President for Membership, Recording Secretary, Treasurer, and Ways and Means (2 copies). Maintain a chronological file of attendance data.
 - c. Provide disposable name tags for guests at general meetings. Oversee the attending members selecting and returning their permanent name badges.
 - d. Follow up on non-paying members who made reservations and did not attend.
8. **Legislation**
Monitor and study local, state and national legislative proposals as they may impact upon the U.S. Constitution and the N.C. State Republican Platform. Disseminate those requiring action or background information, through the Executive Board, MRW newsletter or other appropriate means.
9. **Outreach**
Reach out to Americans of all political persuasions by instituting programs which will attract members and promote the core values upon which our nation was founded
- 10.. **Parliamentarian**
Advise the President and Executive Board of applicable Robert's Rules of Order.
11. **Public Relations**
Submit information concerning MRW events to the local media to provide publicity for MRW and provide photographs and newspaper articles to the Historian.
12. **Ways and Means**
Shall advise and consult the Executive Board regarding all fund-raising projects. She shall keep a record of all Ways and Means financial transactions and submit a written report to the President at each board meeting.

13. **Newsletter**
Prepare and distribute MRW newsletters for each month in which a meeting is held. Newsletters should be received by members ten days prior to each regular meeting.
14. **Website**
Maintain current website. Two persons, both members of the Website Committee, will have necessary details for access to and modification of the website.

- B. Standing Committee chairs shall be appointed by the President for a term of one year upon approval of the Executive Committee.
- C. Standing Committee chairs may hold more than one chairmanship, however they shall have only one vote.
- D. Following their appointment, the Standing Committee Chair shall prepare written programs of action in their respective fields for consideration by the Executive Committee at their first meeting of the year.
- E. Standing Committees shall meet upon call of their respective chairs. The Chair shall give a written meeting report to the President.
- F. Resignation of a committee chair should be addressed to the President. It is the responsibility of the President to fill the resulting vacancy.

Section Two Special Committees

- A. The President may appoint Special Committees, except the Nominating Committee, to fulfill any needed work for MRW, when these duties are not considered the responsibility of other Standing Committees.
- 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 appointing President.

Section Three Records

All committees shall deliver complete records, files and properties of their respective MRW position to their successors or the incoming President within a month after retiring from office.

ARTICLE IX

NOMINATIONS AND ELECTIONS

Section One Nominations

- A. Annually a Nominating Committee shall be formed to select candidates for the MRW Executive Committee. The Nominating Committee shall consist of five (5) members. Three members of the Nominating Committee shall be suggested

and approved by majority vote of the Executive Board at the April Board meeting.

- B. No elected officer of MRW shall serve on the Nominating Committee.
- C. The Executive Board's slate for the Nominating Committee shall be presented to the membership at the May regular meeting. Nominations for the remaining two members shall be made from the floor, provided the consent of the nominees has been obtained in advance. The two remaining members of the Nominating Committee shall be elected by the general membership at the May meeting.
- D. Members of the Nominating Committee will elect one of their number as Chair.
- E. Prior to the September meeting MRW members are encouraged to submit names to the Nominating Committee for consideration.
- F. The Nominating Committee shall submit one nominee, provided the consent of the nominee has been previously obtained, for each elective office, in a verbal report to the membership at the regular meeting in September.
- G. Nominations for elected office may be made from the floor at the October meeting following the report of the Nominating Committee, providing the consent of the nominee has been obtained in advance.
- H. Only members who maintain an active membership in good standing in MRW shall be nominated for elective office.

Section Two Elections of the Executive Committee

- A. Election of the Executive Committee shall be held at the regular November monthly MRW meeting. Membership shall be so informed in the October Newsletter and on the MRW website.
- B. Elections shall be by ballot in all cases where there is more than one nominee for that office, and the President shall appoint an Elections Committee of not fewer than three members to count the ballots. In cases of only one nominee, elections may be by voice vote. A majority vote of the members present and voting, provided a quorum is present, shall constitute an election.

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Orders, Newly Revised, shall govern MRW in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI

AMENDMENTS AND REVISIONS

After Executive Board approval, these bylaws may be amended or revised by a two-thirds (2/3) vote of those members present and voting, a quorum being present, at any regular meeting of MRW or special meeting called for that purpose, provided notice of the proposed amendment(s) or revision has been given in writing to all members at least thirty (30) days prior to the general meeting

Adopted: November 1981
Revised: September 1982, August 1984, September 1986, March 1989, November 1990, September 1994
Amended: October 6, 1997; June 2, 1999; August 15, 2001
Revised: October 6, 2003
Amended: May 3, 2004, September 13, 2004, May 2007
Revised: December 3, 2007
Amended: October 6, 2008

Note: The name of this club was changed from Moore Republican Women's Club to Moore Republican Women in the June 2, 1999 amended bylaws. Bylaws from November 1981 (charter bylaws) and the 1982, 1984 and 1986 revised bylaws were apparently lost after the March 1989 revision. According to the 2005 NCFRW President, this unit's charter name was Moore County Republican Women's Club (2005 MRW Bylaws Committee).