



PIMA COUNTY REPUBLICAN WOMEN'S CLUB

ARTICLE I – NAME

Section 1. The name of this Club shall be the Pima County Republican Women's Club, hereinafter referred to as "Club".

ARTICLE II – OBJECT

Section 1. The object of this Club shall be to:

- A. Increase the effectiveness of Republican women in the cause of good government
- B. Promote the principles of the Republican Party
- C. Work for the election of Republican candidates in all elections
- D. Foster loyalty to the Republican party at all levels of government
- E. Inform the public through political education and activity
- F. Support the objectives and policies of the Republican National Committee; and
- G. Disseminate information to all members

Section 2. PRIMARY ELECTIONS

It shall be the policy of Pima County Republican Women's Club to refrain from supporting any candidate in a primary election contest. This applies only to the Club itself and not to individual members, except the President, who is the official representative of the Club.

ARTICLE III – MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP

- A. Any Republican woman who is currently registered as a Republican in the State of Arizona, believes in the philosophy of the Republican Party, and supports the objectives and policies of this organization shall be eligible for membership. Active membership may not be held in more than one Club.
- B. An Active member in good standing shall be a member who has paid the required dues for the current calendar year.

Section 2. ASSOCIATE MEMBERSHIP

- A. Associate membership in a Club is open to Republican women who hold Active membership in another Arizona Federated Club, or who are registered

Republicans in another state.

- B.** Associate women members cannot hold office, vote nor be a delegate to AzFRW or NFRW conventions. They may serve on committees but not as Chairs. They are not counted in determining the number of delegates to AzFRW or NFRW meetings or conventions.
- C.** Auxiliary Members are Republican men who may be Associate members but cannot make motions, hold office, have a voice or vote, and may not serve on committees or be counted in determining the number of Active Club members or the number of delegates to NFRW or AzFRW meetings or conventions.
- D.** Associate dues remain with the Club. Associate members are not reported to the AzFRW or NFRW.

Section 3. POLITICAL ENDORSEMENTS

- A.** No Local Club elected officer, Local Club or Local Club Active or Associate member who, in their official capacity
 1. Publicly advocates a split party ticket or for a candidate running on an opposition ticket, including in non-partisan races, shall be admitted to, or continued in, membership; or who
 2. Publicly advocates for any Republican candidate in a contested race including in non-partisan races, shall be admitted to, or continued in, membership; or who
 3. Affiliates with any organization which is not officially recognized by the NFRW as working in concert with the NFRW and the Republican National Committee shall be admitted to, or continued in, membership; andThese shall apply only to public advocacy on the part of Local Club officers using their Local Club officer or member status or capacity. Individual Active or Associate members may support, as an individual, any Republican candidate of their choice.

Section 4. REMOVAL FROM AND REINSTATEMENT TO CLUB MEMBERSHIP

- A.** A member may be removed from membership by a two-thirds (2/3) vote of the votes cast by Executive Committee, following the report of the investigation by an Investigation Sub-Committee consisting of Executive Committee members appointed by the Executive Committee to gather and present facts and make a recommendation regarding the member's removal provided that
 1. Notice of the meeting at which removal will be considered and voted upon has been sent to each member of the Executive Committee and to the accused no later than ten business days prior to the meeting date;
 2. The Notice informed the accused and members of the Executive Committee of each charge against the accused and the Investigation Subcommittee's findings and recommended action on each charge;
 3. The Notice informs of the following sequence of actions to be taken at the meeting to be held in Executive Session:

- a. Reading of each charge and the Investigation Subcommittee's findings on each;
 - b. Response entered by accused to each charge ("admit" or "deny" only);
 - c. Opening statements by both sides
 - i. Investigation Subcommittee first
 - ii. accused second
 - d. Presentation of case by Investigation Subcommittee, then presentation of defense by accused;
 - e. Closing arguments by Investigation Subcommittee then the accused; and
 - f. Vote of the Executive Committee on each charge separately.
- B.** A local club or AzFRW member may be removed for cause on any of the following grounds:
- 1. Failure to pay dues by the required deadline;
 - 2. Failure to maintain the required voter registration status which qualifies the member for membership;
 - 3. Publicly advocating for opposition party candidates;
 - 4. Publicly advocating against the party ticket or publicly advocating a split ticket; or
 - 5. Working against the expressed ideals and objectives of the AzFRW or NFRW.
 - 6. Violation of the bylaw provisions, standing rules or adopted policies of the Club, AzFRW or NFRW.
 - 7. Actions which are in conflict with these Club Bylaws

ARTICLE IV – DUES AND SERVICE CHARGES

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

Section 2. Active member and Associate member dues amounts shall be determined by majority of the votes cast by the membership present and voting at a regular or special meeting.

Section 3. Club membership dues shall be due January 2nd and shall be delinquent March 1st. Club shall remit AzFRW and NFRW per capita dues to the AzFRW as required.

Section 4. Club shall remit the NFRW and AzFRW annual Club service charge fees as required by those organizations.

ARTICLE V – OFFICERS AND DUTIES

Section 1. ELECTED OFFICERS

The elected officers of this Club shall be a President, First, Second, Third, Fourth and Fifth Vice Presidents, Recording Secretary and Treasurer.

Section 2. APPOINTED OFFICERS

The President may appoint, an Historian, a Parliamentarian, and a Chaplain.

Section 3. ELIGIBILITY

Each elected and appointed officer shall be an Active member of the Club and in good standing.

Section 4. VACANCY

A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by majority of the votes cast by Executive Committee members present and voting at the second meeting following the creation of the vacancy.

Section 5. TERM OF OFFICE

Officers shall serve a term of one year or until their successors are elected. Officers may run for a second consecutive term of office one time only. The Treasurer may serve no more than four consecutive terms.

Section 6. DUTIES OF THE OFFICERS

A. The President shall:

1. Call and preside over all general membership meetings, meetings of the Executive Committee and the Board of Directors.
2. Represent the organization at all times, or designate a representative or proxy in her absence or inability to do so, including to represent Club at all AzFRW State Meetings and Convention.
3. Make appointments to Standing and Special Committee Chairmen subject to the approval of the Executive Committee as necessary to conduct the business of the Club, except the Nominating Committee, subject to the approval of the Executive Committee.
4. Shall coordinate with Treasurer and Executive Committee to submit to the membership for adoption by the third general membership meeting an annual budget.
5. Be an ex-officio member of all committees except the Financial Review and Nominating Committees.
6. Shall be required to approve all materials prior to being printed by an elected or appointed officer, a Standing or Special Committee or distributed in the Club's name.
7. Shall be a signatory to all Club financial accounts.
8. Appoint the Financial Review Committee for January, with the exception of when a change of Treasurer has occurred, at which time a complete review will be done.

9. Accept the written or e-mailed resignation of any member wanting to resign an elected or appointed position, chairmanship, or Club membership.

B. The Vice Presidents shall:

1. In order of their rank, perform the duties of the President in her absence.
2. Fill the unexpired term in the event of a vacancy in the Office of President.
3. Perform such other duties as are assigned by the President, the Executive Committee, or the membership; and
4. Serve as Chairman of their respective major Standing Committees: Campaigns, Membership, Program, Ways and Means and Hospitality

C. The Recording Secretary shall:

1. Keep the minutes of all meetings of the Club, Executive Committee and providing a copy of each record to the President not later than five (5) days prior to each meeting.
2. Keep a current inventory of Club property.
3. Maintain all Club records; and
4. Perform such other duties as may be assigned by the President, the Executive Committee, or the membership.

D. The Treasurer shall:

1. Be custodian of all Club funds, depositing them in a timely manner into financial institutions approved by the Executive Committee.
2. Shall be a signatory to all Club financial accounts.
3. Disburse funds as directed by the Executive Committee.
4. Prepare and submit written financial report(s) at each regular Club and Executive Committee meeting.
5. Prepare an updated quarterly budget analysis comparing actual transactions versus budget to be submitted at regular Club and executive Committee Meetings at least quarterly.
6. Submit annual NFRW and AzFRW per capita dues, and Club service fees.
7. Submit complete financial records to the Financial Review Committee for the annual review.
8. Perform other duties as assigned by the President, the Executive Committee, or the membership; and
9. Comply with all IRS and State reporting requirements.

E. The Parliamentarian shall:

1. Advise the officers, committees, and members on matters of parliamentary procedure.
2. Assist with questions in interpreting the Club bylaws and rules.
3. Assist in the planning of business to be introduced and conducted; and
4. Advise the Bylaws, Credentials, Elections, Nominating, Program, Resolutions and Rules Committees.

F. The Chaplain shall:

1. Offer invocations, blessings, prayers, and benedictions when called upon to do so; and
2. Perform such other duties as assigned by the President, the Executive Committee, or the membership.

G. The Historian shall:

1. Create and maintain a historical record of the Club during the President's term of office:
2. Perform other duties as assigned by the President, the Executive Committee, or the membership.

Section 7. RECORDS

All officers and all committee chairpersons shall deliver all records, files, and properties of the Club to their successors upon retiring from office, unless otherwise directed by the President or the Executive Committee.

ARTICLE VI – MEETINGS

Section 1. CLUB MEETINGS

A. REGULAR MEETINGS

A minimum of six (6) regular Club meetings shall be held during the year. These meetings shall be held as determined by the Executive Committee. Notice of a regular Club meeting shall be sent to all Active Club Members in good standing at least fourteen (14) days prior to the meeting.

B. SPECIAL MEETINGS

Special meetings of the Club shall be called by the President upon the written request of three (3) members of the Executive Committee or by 25% of the voting members of the Club. The purpose of the meeting shall be stated in the call, with no other business to be transacted at the meeting. Notice of a Special Club Meeting shall be sent to all Active Club members in good standing at least seven (7) days prior to the meeting.

C. ANNUAL MEETING

The October Meeting of the Club will be designated as the Annual Meeting at which time elections will be held as well as receiving reports from officers and for any other business necessary.

D. QUORUM

A quorum for a regular or special Club meeting shall be **25 %** of the Active members.

Section 2. EXECUTIVE COMMITTEE MEETINGS

A. REGULAR MEETING

Regular Meetings of the Executive Committee shall be called by the President. Notice of a regular Executive Committee meeting shall be sent to all members at least seven (7) days prior to the meeting

B. SPECIAL MEETING

Special meetings of the Executive Committee shall be called by the President, or upon receipt of the written request of three (3) members of the Executive Committee. Notice shall be distributed to all members of the Executive Committee stating the purpose of the special meeting at least five (5) days prior to the meeting. No other business shall be conducted at that meeting.

C. QUORUM

A quorum of any Executive Committee meeting shall be five members. A meeting of the Executive Committee may be conducted in person, by telephone or other electronic means. If conducted by telephone or electronically, any business conducted must be ratified and entered into the Minutes at the body's next regular meeting.

Section 3. VOTING

For all meetings, only Active members of the Club in good standing shall have a voice and a vote. A vote of the Club or Executive Committee may be conducted by mail or telephone conference call or electronic means between meetings provided there is a quorum participating. The vote shall be ratified and entered into the minutes at the body's next regular meeting. All actions shall be by majority vote unless otherwise specified by these bylaws.

Section 4. NOTICE

Notice of all meetings may be mailed or sent electronically.

Section 5. RECORDING

Unless permitted by the Executive Committee, recording of any portion of any meeting is prohibited, with the exception that the Secretary of the Club shall be allowed to electronically record the proceedings of any meeting with the approval of the Executive Committee.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. COMPOSITION

- A.** The voting members of the Executive Committee are:
1. The Elected Officers; and
 2. The Immediate Past President

Section 2. DUTIES OF THE EXECUTIVE COMMITTEE

- A.** Transact any necessary business between meetings of the Club.
- B.** Approve President's appointment of the Appointed Officers and Committee Chairs and members.
- C.** Approve the President's appointment of special committee(s).
- D.** Approve disbursement of funds.
- E.** Approve annual budget prior to the third general membership meeting of the term of office and forward it to membership for adoption.
- F.** Approve financial institutions in which Club funds are held.
- G.** Set date for Financial Review Committee's financial review of the Club accounts or upon any change of Treasurer.
- H.** Adopt Standing Rules by majority of votes cast by voting Executive Committee members present and voting.
 - I.** Review, edit, or amend all proposed bylaw amendments and recommend each for adoption or rejection to the membership.
 - J.** Remove for cause, by a two-thirds vote of votes cast by voting members of the Executive Committee present and voting, elected or appointed officers, committee chairpersons or Club members after investigation by the Executive Committee shows any of the following:
 - 1. Non-payment of dues.
 - 2. Advocating for an opposition party candidate.
 - 3. Violation of the Club's standing rules, adopted policies or bylaws; or
 - 4. Failure to satisfactorily perform the duties of office or committee Chair.

Section 3. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet as determined by the President or the Executive Committee.

ARTICLE VIII – COMMITTEES

Section 1.

All committee chairpersons shall be Active Club members in good standing. Other than Nominating Committee and Bylaws Committee, Associate women members may serve on committees.

Section 2.

The President shall grant prior approval before any committee materials are printed and/or distributed.

Section 3.

- A.** Standing Committee Chairmen and members shall be appointed by the President with the approval of the Executive Committee for a term to coincide with that of those same elected officers.
- B.** Special Committee Chairmen and members shall be appointed by the President with approval by the Executive Committee.

Section 4. THE STANDING COMMITTEES may include:

Americanism, Armed Services, Arrangements, Awards, Budget, Bylaws, Campaign, Caring for America, Communications, Distribution, Hospitality, Legislative, Literacy, Membership, Newsletter, Programs, Public Relations, Ruth Gaddis Jeffries, Scrapbook, Silver Tea, Ways and Means, Woodworth Fund and Youth Involvement.

Section 5. DUTIES OF STANDING COMMITTEES

A. Awards

1. Shall coordinate with AzFRW Awards Chair and Club President to schedule Club events and programs to garner maximum awards points towards club recognition for the AzFRW and NFRW Achievement Awards.
2. Assist the President as needed to timely submit AzFRW and NFRW Club Achievement Awards forms

B. Budget

1. Shall, working in conjunction with the President, Treasurer and Standing Committee Chairs, generate a budget for the term of office.
2. Submit to the membership for adoption by the third general membership meeting an annual budget.
3. Shall monitor income and expenses during the year for compliance, make Recommendations for future budget planning.

C. Bylaws

1. Conduct a biennial review of the Club bylaws.
2. Bylaws Committee shall request and receive proposed amendments to the bylaws from Active Club members and shall be authorized to accept, edit or reject them.
3. Submit proposed amendments to the bylaws to the Executive Committee with recommendation for or against adoption.
4. Submit to AzFRW Bylaws Committee a complete set of Club bylaws for Review and approval with later amended or revised bylaws transmitted to the AzFRW Bylaws Committee before the end of the term.

D. Campaign Activities

1. Shall coordinate with various candidate needs for volunteers and make said needs known to Club members.
2. Shall encourage members to track their volunteer hours and collect same for timely submission of Club Campaign Activities Awards form.

E. Communications

1. Shall assist the President with newsletter and other member communications.
2. Shall assist the President with obtaining media coverage for Club events.

F. Membership

1. Shall maintain a complete, up to date membership roster.
2. Shall assist at meetings by greeting, welcoming, and recruiting new members.
3. Shall prepare a welcome new member packet.
4. Shall reach out to former members who have not renewed their dues.
5. Shall provide the Treasurer a listing of new members and their contact information quarterly for submittal to AzFRW.

G. Programs

1. Schedule programs of political interest that will attract members
2. Coordinate the programs in conjunction with AzFRW & NFRW Awards forms to maximize success for the Club.

H. Ways & Means/Fundraising

1. Shall participate in the annual budget process to prepare and implement a plan for raising funds in order to meet the Club's budget; and
2. Shall notify and invite the Treasurer to all fundraising committee meetings.
3. Shall plan and conduct Club events to raise Club revenue.

Section 6. DUTIES OF SPECIAL COMMITTEES

Special committees deemed necessary by the Club or Executive Committee shall be appointed by the President subject to approval of the Executive Committee. Special Committees may include those listed below, or more, as deemed necessary:

Americanism
Caring for America
Literacy
Scholarships
Special Events

A. Americanism

1. Shall ensure the flag is properly presented at all Club meetings.
2. Shall present and encourage patriotism by presentations, special events or newsletter articles.

B. Caring for America

1. Shall encourage Club members to engage in charitable giving activities in the community and organize periodic Club projects as directed by the Executive Committee.
2. Shall coordinate with and assist the President with timely submission of the Club Caring for America Awards forms.

C. Financial Review Committee

1. A committee of three Active members shall be appointed by the President in November of each year whose duty it shall be to review the Club account at the close of the fiscal year and shall report to the Executive Committee and to the membership at the first meeting of the following fiscal year.
2. Neither the President nor the Treasurer may serve on the Financial Review Committee.

D. Literacy

Shall establish appropriate plans to promote reading and distribution of books per the NFRW Mamie Eisenhower Learning Program (MELP) or other areas that might meet local education needs for books.

E. Scholarship

Shall establish the candidate criteria and distribute information to appropriate local educational institutions.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE

- A. A Nominating Committee of not less than three Active Club members in good standing shall be elected by plurality vote of votes cast by Club members present and voting no later than October of the Club's election year. Members of the Nominating Committee shall elect a Chairman and a Vice Chairman.
- B. The Nominating Committee shall report a slate of one candidate for each office at the Club's meeting in October or November of the election year. All nominees for elective office shall be Active members of the Club in good standing. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election. Candidates wishing to be nominated from the floor shall submit to the President, prior to the opening of the meeting at which election is to take place, their written consent to serve if elected.

Section 2. ELECTION OF OFFICERS

Elections shall be by majority of votes cast by those voting members present and voting and shall be by ballot. If there is but one nominee for any office, the election for that office may be by voice vote. No officer may simultaneously run for more than one office.

Section 3. INSTALLATION OF OFFICERS

The officers shall be installed at the General Meeting in December and assume their respective duties the following January.

ARTICLE X – AzFRW AND NFRW CONVENTION DELEGATES

Section 1. AzFRW BIENNIAL STATE CONVENTION

- A. **AzFRW BIENNIAL STATE CONVENTION DELEGATES & ALTERNATES** Election of Club delegates and alternates to the AzFRW Biennial State Convention shall take place at a regular Club meeting before the convention and in sufficient time to conform with the AzFRW certification/credentials requirements.
- B. **CLUB DELEGATES.** AzFRW Biennial State Convention voting body shall include the Presidents of each Club or her accredited alternate and possible additional qualified delegates from each Club as per the AzFRW Bylaws.
- C. **CREDENTIALS AND ALTERNATES.** At the time of registration, a member shall, if requested by the Credentials Committee, present photo identification. If needed, an alternate who is replacing a delegate shall be verified by the Club's President. Only a prepaid alternate is eligible to be elevated from alternate to delegate status.
- D. **PROXIES.** There shall be no proxy voting at the AzFRW Biennial Convention and each delegate shall be entitled to only one (1) vote on each question or election.

Section 2. NFRW BIENNIAL CONVENTION

- A. **CONVENTION DELEGATES, DELEGATES-AT-LARGE & ALTERNATES-AT-LARGE.** Each Club shall be entitled to one delegate and one alternate provided that the has been in good standing for at least six (6) months prior to the NFRW national convention.
- B. AzFRW elects NFRW Delegates-at-Large and Alternates-at-Large at the last State Meeting preceding the ninety (90) day deadline before the National Federation of Republican Women Convention. See AzFRW and NFRW Bylaws for more.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order, Newly Revised shall govern the Club in all instances in which they are applicable and in which they are not inconsistent with these bylaws, and any special rules the Club may adopt.

ARTICLE XII – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the ballots cast by Active Club members in good standing who are present and voting at any meeting of the Club, provided that notice of the proposed amendment(s) shall have been approved by the Executive Committee and distributed to each member thirty days prior to the date of the meeting.

ARTICLE XIII – DISSOLUTION

This Club may be dissolved by a two-thirds vote of members present and voting at any regular or special meetings of the Club, provided that a notice of the dissolution has been submitted in writing or electronically at least thirty (30) days prior and has been sent to all members of the Club. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the Club, distribute any remaining assets to the Arizona Federation of Republican Women. No funds shall be distributed to any member or officer of the Club. The right to use the name of a dissolved Club shall revert to the AzFRW.

These bylaws approved and adopted by Pima County Republican Women’s Club on this date

Club President

Date _____

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