

## CHATHAM AREA REPUBLICAN WOMEN

### BYLAWS MARCH 2023

#### ARTICLE I Name

The name of this organization shall be: **CHATHAM AREA REPUBLICAN WOMEN'S Club of Chatham County, Georgia.**

#### ARTICLE II Objectives

The objectives of this organization shall be:

- A. To promote an informed public through political education and activity.
- B. To increase the effectiveness of women in the cause of good government through education and active political participation.
- C. To foster loyalty to the Republican Party and to promote its principles.
- D. To facilitate cooperation among Republican clubs.
- E. To support the objectives and policies of the local, State and National Republican Party and to work for and provide financial assistance for the election of Republican Party nominees.

#### ARTICLE III Membership

**Chatham Area Republican Women shall consist of ten or more women, who form a permanent organization, adopt Bylaws, pay dues, hold at least one meeting each month.**

- A. Membership of the Chatham Area Republican Women's Club shall be by application of the individual who agrees to promote the objectives as set forth in Article II.
- B. Membership shall become effective upon payment of annual dues.
- C. Associate Membership. Other republicans may be eligible for associate membership only upon payment of required dues. They may attend meetings, but cannot make motions, vote, be on committees, or hold office.
- D. In the event the club finds itself in the dire position of removing an individual member, it must be done in accordance with these Bylaws and ***THE NEW ROBERT'S RULES OF ORDER, latest edition***, with all rights recorded thereof.

## ARTICLE IV

### Dues

- A. Dues shall be \$50.00 per annum for each full voting member, due and payable as of January 1. A member shall be declared delinquent if dues have not been received by March 1. Notice of monthly meetings shall be sent to all members. The expense of purchasing and mailing postal cards, and/or newsletters shall be paid from annual dues.
- B. A **new member** who joins after July 1 shall pay \$25.00 for that year.

## ARTICLE V

### Meetings

- A. Chatham Area Republican Women shall meet on the first Wednesday of each month hereafter called General Meeting. This may be changed by a majority vote of the membership present at the meeting the vote is taken.
- B. The Executive Committee and/or the Board of Directors shall meet a minimum of six times a fiscal year. The meeting shall be announced at the monthly General Meeting prior to the board meeting. Special meetings may be called by the President or by a majority vote of the Executive Committee. Voting members of the executive board shall be in good standing with their current dues.

## ARTICLE VI

### Executive Committee & Duties, Board of Directors

- A. Duties
  - 1. The President shall:
    - a. Preside at all meetings of the Chatham Area Republican Women's Club in a just and impartial manner.
    - b. Appoint chairmen and vice-chairmen of all Standing and Special Committees.
    - c. Appoint a Chaplain and a Parliamentarian.
    - d. Appoint a Finance Committee of three members to produce a budget in December for the following year. The treasurer will chair said committee.
    - e. Hold the first Board of Directors meeting prior to the February General Meeting.
    - f. Be an ex-officio member of all committees except the Nominating Committee.
    - g. Collect all records including updated job descriptions from outgoing Chairmen to be given to incoming Chairmen at the late January Executive Committee and Board of Directors Meeting.
    - h. Approve all expenses and reimbursements incurred by members prior to payment by Treasurer.
    - i. Be able to sign checks in case the Treasurer is unavailable.
  - 2. The Vice President shall:
    - a. Perform the duties of the President in her absence and such other duties as may be assigned to her by the President.
    - b. Serve as the Program Chairman.

- c. Agree to complete the term of President if that office becomes available due to the President's inability to serve.
  - 3. The Secretary shall:
    - a. Keep minutes of all meetings.
    - b. Have an up-to-date copy of these Bylaws at all meetings.
    - c. Attend to all correspondence as directed by the President.
  - 4. The Treasurer shall:
    - a. Be custodian of all funds of this organization. She shall collect and deposit all committees' funds in a bank, which is a member of the Federal Deposit Insurance Corporation.
    - b. Disperse funds as directed by the President.
    - c. Make written reports of receipts and disbursements for all meetings.
    - d. Furnish members a current membership roster each year in coordination with the Membership Chairman.
    - e. Keep an attendance record at each meeting in coordination with the Reservations Chairman.
    - f. Chair the Finance Committee.
- B. Officers' Records
 

All outgoing officers and committee chairmen/vice chairmen shall deliver all records, files and properties of the Chatham Area Republican Women to the incoming President prior to the January Executive Committee and Board of Directors Meeting.
- C. Executive Committee
 

The Executive Committee shall be composed of the elected President, Vice President, Secretary, Treasurer, Assistant Treasurer, and immediate Past President. It shall be the governing body between meetings. It shall meet as outlined in Article V. If a member of the Executive Committee fails to perform her duties without just cause within a period of three months, the Executive Committee may replace her.
- D. Board of Directors
 

The Board of Directors shall be composed of the Executive Committee and Chairmen of all standing committees. This board shall meet as outlined in Article V, Section B.

**ARTICLE VII**  
**Standing Committees**

- A. Standing Committees of this organization shall be:
  - 1. Bylaws
  - 2. Campaign
  - 3. Communications – Telephone, Email, Facebook, Twitter, Website, etc.
  - 4. Community Outreach
  - 5. Finance
  - 6. Fund-Raising – Ways and Means
  - 7. Legislation
  - 8. Membership
  - 9. Newsletter
  - 10. Public Relations

11. Reservations
  12. Sunshine
  13. Scholarship
- B. Duties
1. Standing Committees shall prepare programs of action in respective fields for consideration by the President and Executive Committee. They shall have such other duties as may be assigned to them by the President or the Executive committee.
  2. If a Chairman or Vice Chairman fails to perform her duties within a period of three months, without just cause, the Executive Committee may replace her.

## **ARTICLE VIII Nominations and Elections**

- A. The Executive Committee will serve as Nominating Committee.
- B. The slate of officers shall be announced at the November meeting and published in the newsletter before the December meeting.
- C. The Nominating Committee shall submit one nominee for each office at the December meeting.
- D. A nominee for office shall be a member in good standing who has attended eight or more meetings of the Chatham Area Republican Women in the preceding year. She must have agreed to serve.
- E. Nominations may be made from the floor provided that all conditions outlined in these Bylaws have been met and consent to serve has been given.
- F. Election shall be by a raising of hands at the December meeting and a majority of all votes shall constitute an election.
- G. Officers elected for the upcoming two years shall be installed at the January meeting and shall accept their official responsibilities after being installed. Note: The installation of new officers usually takes place after the January program.
- H. If a vacancy occurs in an elective office, other than President, the Executive Committee shall submit a nominee to be voted on by the Membership at the following meeting. If for any reason the President is unable to serve, the Vice President shall assume the office of President until the next election. (A vacancy in office may be created by nonperformance of duties.)

## **ARTICLE IX Fiscal Year**

The fiscal year of the Chatham Area Republican Women's Club shall be from January 1 through December 31.

## **ARTICLE X Quorum**

One-fourth of the membership shall constitute a quorum at regular meetings. One-fourth of the members of the Board of Directors shall constitute a quorum at their meetings.

**ARTICLE XI**  
**Parliamentary Authority**

***THE NEW ROBERT'S RULES OF ORDER, latest edition***, shall govern in all instances where they are applicable and in which they are not inconsistent with these Bylaws.

**ARTICLE XII**  
**Amendments**

These Bylaws may be amended or revised by a majority vote of members present at any meeting, provided that notice of proposed amendment or revision has been read at a meeting prior to the voting on the amendment or revision. Amendments or revisions shall go into effect immediately upon adoption, unless otherwise stated.

**ARTICLE XIII**  
**Dissolution**

In the event of the dissolution of this organization, all its assets remaining after payment of all costs and expenses of such dissolution shall be distributed per **ARTICLE II Objectives**. None of the assets will be distributed to any member or officer of this organization.

**STANDING RULES**

1. Proposed Agenda or Rules of Order
  - a. Call to Order
  - b. Invocation
  - c. Salute to the Flag
  - d. Introduction of guests, new members, and elected officials
  - e. Lunch
  - f. Program
  - g. Business meeting
    1. Presentation of the minutes of the last meeting and the treasurer's report. These may be read or copies made available to membership
    2. Recommendations from the Executive Committee or Board of Directors
    3. Committee Reports
  - h. Unfinished and New Business
  - i. Special Announcements
  - j. Adjournment
  
2. When funds are available, no more than \$1200 shall be budgeted for the president to attend, if elected, as a delegate to the Georgia Republican Party's State Convention. The standing alternate shall be the Vice President. In the event the President or Vice President cannot

attend, the President may appoint a proxy. The same expenses shall be paid for the proxy. Receipts shall be presented to the Treasurer for reimbursement.

3. Reservations are required for the monthly luncheon meetings.
4. Elections
  - a. Non-Partisan: Financial and other support may be given to Republicans in non-partisan elections.
  - b. Primary: There shall be neither endorsements nor contributions to Republican candidates during a contested Primary or Primary Runoff. After the Primary Election, the Chatham Area Republican Women may endorse and contribute funds to the candidates approved by the membership.
  - c. Special: The Chatham Area Republican Women shall not endorse nor contribute funds to Republican candidates during a contested special election; however, a contribution may be made to an unopposed Republican candidate.
5. Luncheon Guests: Complimentary luncheons will be provided only for the guest speaker and one companion, and one invited news media representative per meeting.
6. All communications, including handouts, shall be approved by the president prior to disbursement.

**Note: Bylaws are designed to be overarching and procedural, while standing rules are specific and administrative.**

**Bylaws usually are drafted at an organization's inception, while standing rules tend to be established as needed by committees or board members. Bylaws govern the organization as a whole and can be amended only by providing notice\* and gaining a two-thirds majority vote of those members in attendance. Standing rules can be adopted at any meeting without notice and can pass upon a simple majority vote of people in attendance.**

**Bylaws and standing rules are interrelated; however, their relationship is strictly hierarchical. Provisions in the bylaws always supersede any standing rule that may be adopted.**

**\*Providing notice includes informing the membership at the meeting prior to the meeting that the vote is to be taken, as well as printing the proposed change(s) in the monthly newsletter before the meeting when said vote is to be taken.**