



Bylaws

Last Updated Nov. 28, 2023

ARTICLE I - NAME

The name of this Club shall be: **North Country Federated Republican Women**

ARTICLE II - OBJECTIVES

- To inform through education, political and social activity.
- To increase the effectiveness of women in the cause of good government.
- To foster loyalty to the Republican Party and to promote its candidates in all elections, including non-partisan elections.
- To support the objectives and policies of the Republican National Committee and the New Hampshire Republican State Committee and to work for the election of Republican Party nominees.

ARTICLE III - MEMBERS

Section 1: Members in Good Standing

An individual in good standing is one whose current dues are paid and who supports *Article II* of these Bylaws.

Section 2: Associate and Student Members

- a. A member of another Federated Republican Women's Club is eligible for Associate Membership in the North Country Federated Republican Women's club upon payment of the annual dues. Associate members cannot hold office, vote, or be counted for the purpose of the number of delegates to National and State Federation meetings and conventions.
- b. Men who support *Article II* of these Bylaws are eligible for Associate Membership upon payment of annual dues. Male associate members

- cannot hold office, vote, or be counted for the purpose of the number of delegates to National and State Federation meetings and conventions.
- c. Full time students who support *Article II* of these Bylaws are eligible for student membership upon payment of student annual dues. Student members cannot hold office, vote, or be counted for the purpose of the number of delegates to National and State Federation meetings and conventions.

ARTICLE IV - OFFICERS AND EXECUTIVE COMMITTEE

Section 1: Eligibility

Elected officers shall be active members in good standing in the Club.

Section 2: Positions

Elected officers shall be a President, Vice President, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, and Corresponding Secretary.

Section 3: Term of Office

- a. These officers shall be elected by ballot at the Annual Meeting in the odd years or until their successors are elected.
- b. The term of office shall be from January 1st, following election through December 31st, two years hence regardless of when installation takes place. No officer shall serve more than one consecutive term in the same office except for the Treasurer, Assistant Treasurer, Secretary and Assistant Secretary.

Section 4: Vacancy

The Executive Committee shall fill vacancies by appointing a member in good standing who shall serve until the next regular election.

Section 5: Conflicts of Duties and Responsibilities

In the event that any officer runs in a Primary Election for an elected political office against another member of this Club who is running for that same position, that officer shall take a temporary leave of absence from the office held in this Club for the duration of that campaign.

Section 6: Duties of the President

- a. The President shall be the presiding officer at the general and all board meetings and shall have general oversight of the work of the Club.

- b. The President shall appoint all Standing and Special Committee Chairs who shall be members in good standing and are approved by the Executive Committee. The President shall be an ex-officio member of all committees except the Nominating Committee.
- c. The President shall appoint the Nominating Committee Chair.
- d. The President shall have the authority to sign checks, as does the Treasurer and Assistant Treasurer.
- e. The President shall have the power to authorize an emergency expenditure of funds, up to the amount specified in the Rules and Regulation Document, with the approval of one other officer.
- f. The President shall serve as a member of the State Board and act as liaison to the State Federation.
- g. The President shall call for an audit of the Club's books at each change in the office of Treasurer, or as requested by the Board.
- h. The President shall perform such other duties as are applicable to the office.

Section 7: Duties of the Vice President

- a. The Vice President shall perform the duties of the President in her absence and she shall perform such other duties as may be assigned by her President.
- b. The Vice President shall be an ex-officio member of all Standing Committees and Special Committees except the Nominating Committee.

Section 8: Duties of the Treasurer

- a. The Treasurer shall be custodian of all funds belonging to the Club.
- b. The Treasurer shall receive all monies, pay all bills when duly approved, and keep an accurate account of all transactions.
- c. The Treasurer shall arrange for bank signature cards.
- d. The Treasurer shall send notices of unpaid dues to members
- e. The Treasurer shall present a written financial report of the receipts and disbursements at each meeting and present a written report at the close of the fiscal year.
- f. The Treasurer chairs a Budget Committee and presents an Annual Budget for approval by the Board of Directors in the 1st Quarter of each year.

Section 9: Duties of the Assistant Treasurer

- a. The Assistant Treasurer shall perform the duties of the Treasurer in her absence.
- b. The Assistant Treasurer shall be a member of the Budget Committee.

Section 10: Duties of the Secretary

- a. The Secretary shall maintain the minutes of all meetings of the Club and Board of Directors.
- b. The Secretary shall have copies of the Bylaws available for members.
- c. The Secretary shall maintain a written record of Officers and Committee Chairs.
- d. The Secretary shall maintain a calendar of the Club's current events.
- e. The Secretary shall do such work as requested by the President.

Section 11: Duties of the Assistant Secretary

The Assistant Secretary shall perform the duties of the Secretary in her absence.

Section 12: Duties of the Corresponding Secretary

- a. The Corresponding Secretary shall be responsible for the official correspondence of the Club, the Executive Committee, and the Board of Directors.
- b. The Corresponding Secretary shall be the custodian of the Club's stationary and related supplies.
- c. The Corresponding Secretary shall do such work as requested by the President.

ARTICLE V - BOARD OF DIRECTORS

Section 1: Members

The Board of Directors shall consist of the Executive Committee (elected officers), all appointed Chairs of the Standing Committees, the Past President, and a maximum of four (4) Advisory Directors. The Past President shall serve as a member of the Board of Directors until such time as there is a new Past President.

Section 2: Voting

All members of the Board of Directors will have voting privileges at meetings of that body.

Section 3: Appointment of Advisory Directors

The Advisory Directors shall be appointed by the President at any time that the President deems their support is needed, provided there are no more than four (4) directors serving at any time. These Advisory Directors shall serve for as long as that President is in office or until their services are no longer applicable

Section 4: Committee Chairs

The Duties and responsibilities of the Standing Committee Chairs, as well as the makeup of those committees, shall be outlined in the Rules and Regulations Document.

Section 5: Meetings

- a. The Board of Directors shall hold meetings at the call of the President or upon the written request of five (5) members of the Board of Directors.
- b. A quorum shall consist of 51% of the members of the Board of Directors.

Section 6: Duties

- a. The Board of Directors shall confer with the President regarding the policies of the Club and approve the program presented by the President and Standing Committee.
- b. Any officer may be removed by a $\frac{2}{3}$ vote of the Board.

Section 7: Officer's Records

At the end of the term, Officers and Committee Chairs shall deliver all records, files and other properties to their successors.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1: A Nominating Committee, consisting of not fewer than three (3) members, shall serve in each Election Year. The President shall appoint the Committee Chair and the Chair shall appoint the Committee Members. At least $\frac{1}{2}$ of the Nominating Committee shall also be members of the Board of Directors.

Section 2: The Nominating Committee shall present a slate of officers for election at the Annual Meeting.

Section 3: Valid nominations from members may be taken from the floor at the time of the election.

Section 4: If there are nominations from the floor, the vote may be taken with a voice vote. If a ballot is contested, a written ballot must be taken. In the event of a written ballot, the President shall appoint at least two impartial members to count the ballots.

ARTICLE VII - Meetings

Section 1: General Meetings

- a. There shall be a minimum of five (5) General Meetings during the year, one of which shall be the Annual Meeting.
- b. On alternating years, the Annual Meeting shall be for the purpose of electing officers and other official Club business.
- c. A quorum shall not be required to conduct business at a General Meeting. A majority vote of those members present shall be sufficient to conduct business.
- d. Special Meetings may be called by the President or the Executive Committee. Members may request a Special Meeting by petition signed by not less than 33% of the members.

Section 2: State and National Meetings

Only a member in good standing shall be selected by the Board to be a Delegate or Alternate Delegate to a National or State Federation meeting or convention.

ARTICLE VIII - Dues

Section 1: The Executive Board shall set the annual dues as recommended by the Treasurer and the Budget Committee.

Section 2: Dues are payable upon application for membership. Thereafter annual dues will be collected within thirty (30) days of the Annual Meeting.

Section 3: State Per Capita Dues shall be forwarded by the Club's treasurer to the Treasurer of the State Federation.

Section 4: The Club shall also pay the NFRW service charge with the first dues payment to the State.

Section 5: The fiscal year shall be from January 1st through December 31st.

ARTICLE IX - AMENDMENTS

An amendment of any article of these Bylaws may be made at a regular or special meeting by two-third ($\frac{2}{3}$) vote of the members in attendance at the meeting provided the proposed amendment is presented in writing to the

membership no less than 30 days prior. The amendment shall go into effect immediately upon adoption.

ARTICLE X - DISSOLUTION

If the Club is dissolved at any time, no part of its funds or property shall be distributed to or among its members. After payment of all indebtedness of the Club, its surplus assets shall be distributed as required.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern this Organization in points not covered in these Bylaws or in those of the National and State Federations of Republican Women.

