

BYLAWS

Benton County Republican Women

ARTICLE I - NAME

The name of this organization shall be BENTON COUNTY REPUBLICAN WOMEN (BCRW), ARKANSAS.

ARTICLE II - OBJECTIVES

- To promote an informed electorate through political education.
- To increase the effectiveness of women in the cause of good government through active political participation.
- To facilitate cooperation among Republican Women.
- To foster loyalty to the Republican Party and to promote its ideals.
- To work for the election of the nominees of the Republican Party.
- To take part in civic projects in order to promote a better community.

ARTICLE III - MEMBERSHIP

Section 1. This organization shall be a member of the National Federation of Republican Women (NFRW) and the Arkansas Federation of Republican Women (AFRW).

Section 2. Membership shall consist of:

- A. A woman is defined as being born a DNA biological female at birth.
- B. Active: Membership in this organization shall be open to any Republican woman who is a registered voter, pays the required dues and believes in the principles of the Republican Party.
- C. Associate: Republican men shall be eligible for associate membership only upon payment of required annual dues. Republican women who are regular members of a qualified Republican women's club and who wish to support other Republican women's clubs shall be eligible for associate membership upon payment of required annual dues. Associate members shall attend meetings but cannot make motions, have a voice or a vote, be on committees, hold office or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. Associate members do not become members of the state or national federation; their dues shall remain in the BCRW treasury.

Section 3. Membership shall lapse if dues are 60 days in arrears. A member may be reinstated upon payment of dues.

ARTICLE IV – DUES

Section 1. Membership dues shall be recommended by the Executive Board, approved by the general body and are payable annually.

Section 2. Membership dues shall include per capita dues for the NFRW and the AFRW.

Section 3. The Treasurer shall pay the annual fee required to receive the educational material from the NFRW and the AFRW.

Section 4. Annual dues are payable when the member joins and are renewable on the first of January of each year.

Section 5. The fiscal year shall be from January 1 to December 31.

ARTICLE V - OFFICERS AND EXECUTIVE BOARD

Section 1. OFFICERS: shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. The term of office for all officers shall be for a period of one year. No officer may serve in the same position for more than two consecutive terms.

Section 3. DUTIES OF OFFICERS:

a. PRESIDENT

- (1) Shall preside at meetings and Executive Board meetings.
- (2) Shall prepare a budget with help of the Finance Committee (authorized by the Executive Board) and present it to the membership for approval or change at the regular March meeting.
- (3) Shall appoint chairmen of all committees as authorized by the bylaws, the Executive Board, and the membership.
- (4) Shall attend Benton County Republican Committee meetings.
- (5) Shall serve as ex-officio member of all committees except the nominating committee.
- (6) Shall be authorized by the Executive Board or membership to sign checks in the event the Treasurer is unavailable.
- (7) Shall serve on the AFRW Board of Directors.
- (8) Shall appoint a three-member auditing committee each January to audit the records of the Treasurer for the previous year.
- (9) Shall serve on and be voting member of the Republican Party of Arkansas (RPA) State Committee.

b. FIRST VICE PRESIDENT

- (1) Shall perform the duties and responsibilities of the President when she is absent or unable to serve, and other duties the President may designate.
- (2) Shall be Program Chairman and supervise the monthly programs.
- (3) Shall serve on and be a voting member of RPA District Committee.

c. SECOND VICE PRESIDENT

- (1) Shall perform the duties and responsibilities of the President and First Vice President when she is absent or unable to serve, and other duties the President may designate.
- (2) Shall call Executive Board members for meetings.
- (3) Shall advise committee chairman to prepare annual reports for presentation at the November meeting.

d. RECORDING SECRETARY

- (1) Shall prepare, maintain, and read minutes of all meetings.

e. CORRESPONDING SECRETARY

- (1) Shall handle all official correspondence i.e. thank you notes to guest speakers, get well cards and condolence cards to members and families and others so designated by the President and Executive board.
- (2) Shall serve as Recording Secretary when she is unable to serve or is absent.

f. TREASURER

- (1) Shall receive and is custodian of all funds and shall pay all bills authorized and approved by the Executive Board or membership.
- (2) Shall maintain a procedure book and keep an account of all monies received and disbursed.
- (3) Shall serve as Chairman of the Finance Committee.
- (4) Shall maintain a current membership list and pay annual dues and service charges to NFRW and AFRW.
- (5) Shall report in full at the annual meeting and at regular meetings as required by the President.

Section 4. EXECUTIVE BOARD: shall consist of the elected officers, the immediate Past President, and Chairman of the Committees.

Section 5. DUTIES OF THE EXECUTIVE BOARD: shall have the authority to transact any necessary business between meetings, to make policy recommendations, to advise the President, and to fill vacancies that occur between elections.

ARTICLE VI—MEETINGS

Section 1. The annual meeting shall be held in November for the annual committee reports and for the election of officers.

Section 2. The regular meeting shall be held on the third Tuesday of each month unless otherwise directed by the Executive Board.

Section 3. The time and place of the meeting shall be determined by the Executive Board.

Section 4. Special meetings shall be held at the call of the President or upon written request signed by a majority of the members. The purpose of the meetings shall be stated in the call and no other business shall be transacted.

Section 5. Regular meetings of the Executive Board shall be held prior to the regular meeting at such time and place as may be determined by the President.

Section 6. Special meetings of the Executive Board may be called by the President or upon written request signed by a majority of the members of the Executive Board. The purpose of the meeting shall be stated in the call and no other business shall be transacted. The special meeting may be conducted by email or teleconference if the majority of the Executive Board agrees that it is necessary and proper to do so. The reason for conducting the meeting by email or teleconference must be stated in the call and recorded in the minutes.

ARTICLE VII—NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee shall consist of three members elected from the general body and two elected from the Executive Board. The Nominating Committee shall elect its own chairman.

Section 2. The slate of officers selected by the Nominating Committee shall include one nominee for each office. The membership shall be notified in writing of the slate of officers presented by the Nomination Committee at least ten (10) days prior to the November meeting. Consent of nominee is required before presentation of the slate.

Section 3. Election shall be held at the November Annual Meeting. After the slate of officers selected by the Nominating Committee has been presented, nominations from the floor shall be allowed. Where there is only one candidate for an office, election may be by voice. Where there is more than one nominee, vote shall be by secret ballot. A plurality vote shall elect. Newly elected officers assume their responsibilities on January 1 and will have received all records and materials from past officers.

ARTICLE VIII—COMMITTEES

Section 1. COMMITTEES

Americanism/Essay

Fundraising

Bylaws

Community Service

Finance/Ways and Means

Scholarship

Membership and Hospitality

Historian/Scrapbook

Political Education/Legislation/Campaign

Program

Public Relations and Communication

Section 2. The standing committees shall prepare at the beginning of each year a plan of action in their respective fields for consideration by the President and the Executive Board.

Section 3. Special or Sub-Committees may be established by the President as deemed advisable.

ARTICLE IX—QUORUM

Section 1. A quorum for a meeting shall be 10 percent of the membership

Section 2. A quorum for a meeting of the Executive Board shall be 1/3 of the board membership.

ARTICLE X—POLICY

Section 1. BCRW as an organization and the BCRW President shall not endorse any candidate for office in contested Republican primaries, with the exception of the President of the United States.

Section 2. BCRW as an organization and its officers may not issue statements or pass resolutions on controversial issues in the name of BCRW without first polling the members and obtaining a 2/3 vote of approval of the total membership.

Section 3. Any materials distributed, circulated, or sold at meetings, with the exception of authorized Republican material, must be approved by the President.

Section 4. All public announcements at meetings shall be approved by the President or Chair.

Section 5. Upon the death of a member or former member, a \$10.00 memorial shall be donated to the Douglas Tyler Burton Scholarship Fund. The memorial shall be in addition to the regularly scheduled contribution. The Executive Board has the authority to approve additional memorials.

ARTICLE XI—PARLIMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern all proceedings except where inconsistent with the provisions of the bylaws of this organization.

ARTICLE XII—AMENDMENTS

These Bylaws may be amended by a 2/3 vote of members present. Notice of proposed amendment must be read at the meeting prior to the meeting of the votes, and/or submitted in writing to the membership ten (10) days before the vote.

RULES

Standing rules...are rules (1) which are related to the details of administration rather than to parliamentary procedure and (2) which can be adopted or changed upon the same conditions as any ordinary act of the organization. Rules may be amended or altered at any business meeting by a majority vote (source: *Robert's Rules of Order, Newly Revised*).

1. Dues for active members shall be \$40.00
Dues for associate members shall be \$25.00
2. Selection process of determining Delegates and Alternates to the NFRW and AFRW Biennial Conventions shall be at the discretion of the Executive Board.
3. The format of the installation of officers and the person chosen to install shall be at the discretion of the Executive Board and the incoming President.
4. Expense reimbursement requests must be submitted to the Treasurer within 30 days of the expenditure, using the club's expense reimbursement form and accompanied by a copy of the receipt.

Adopted March 18, 1964

Amended 1981
Amended August 1992
Amended February 1998
Amended September 2020

Amended August 1987
Amended May 1993
Amended January 2016
Amended October 2021

Amended January 1991
Amended January 1996
Amended March 2018
Amended March 2022