

Central Texas Republican Women BYLAWS

ARTICLE I – NAME

The name of this organization shall be:

CENTRAL TEXAS REPUBLICAN WOMEN, a member of the Texas Federation of Republican Women, affiliated with the National Federation of Republican Women. The address is P.O. Box 24, Belton, TX 76513.

ARTICLE II - OBJECTIVES

To support the objectives and policies of the Republican National, State, and County Executive Committees and to work for the election of the Republican Party's nominees;

To promote an informed electorate through political education and activity;

To increase the effectiveness of women in the cause of good government through active participation in all elections, including non-partisan elections; and,

To foster and encourage loyalty to the Republican Party and to promote its ideals, principles, and candidates in all elections, including non-partisan elections.

ARTICLE III - POLICY

A. Candidate

1. Endorsement

The President of the Central Texas Republican Women, the Vice President-Campaign Activities Chairman shall not publicly endorse any candidate for public office in contested Republican Primaries, Runoff Elections, Special Elections and/or non-partisan elections when more than one Republican is in the race.

1. This article pertains only to contests between Republican Candidates for public office. An officer of this organization who is a candidate or whose husband or a member of her family is a candidate shall be exempt from this rule provided it is not done in the name of the club.

2. Neither the Central Texas Republican Women nor its officers or individual members shall issue neither statements nor pass resolutions on controversial issues in the name of the Central Texas Republican Women without first obtaining a two-thirds vote of the approval of the membership present at a meeting in which such proposed statement or proposed resolution is presented.

3. "No candidate shall use the TFRW logo in any political advertising, and any political advertising shall contain the following disclaimer: "This endorsement is given by the individual(s) only, NOT the Texas Federation of Republican Women."

B. Candidate Fairness

After the end of the filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election."

C. Lobbying

There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by the Central Texas Republican Women or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

D. Membership

The Central Texas Republican Women shall not publicly endorse nor work for a known candidate of another party in a partisan or non-partisan race where a Republican is in the race. When more than one Republican is in a non-partisan or partisan race, the Central Texas Republican Women, its President and its Campaign Activities Chairman shall not publicly endorse and/or work for any candidate in said race. If Central Texas Republican Women violates this policy, it shall be the responsibility of the Texas Federation of Republican Women Executive Committee to remove Central Texas Republican Women from the Federation.

E. Delivery of Records:

All officers and all committee chairmen and vice chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the Central Texas Republican Women to their successor before December 31 of the year in which she is retiring from office, or within 3 days of leaving the position if earlier than December 31, unless otherwise directed by the club President or Executive Committee. Failure to meet the deadlines may result in the termination of her membership by the club.

ARTICLE IV - MEMBERSHIP

A. Primary Active Member

1. Any woman residing in Central Texas, who believes in the philosophy of the Republican Party and the objectives of this organization, is eligible for membership upon application.
2. All members shall be registered voters.
3. The Central Texas Republican Women shall maintain a minimum of ten (10) members.

B. Associate Member

1. A Republican woman who is a regular member of another Local Club and who wishes to support Central Texas Republican Women may be eligible for Associate membership upon payment of required dues to Central Texas Republican Women. She may attend meetings, but cannot make motions, have a voice or vote, be on a committee, hold office, or be counted for the purpose of determining the number of delegates to National or State Federation Meetings or Conventions. As an Associate member she does not become a member of the State or National Federation.
2. Republican men may be eligible for associate membership upon payment of the required annual dues. Such members may attend meetings but cannot make motions, have voice or vote, be on a committee, hold office, or be counted for the purpose of determining the number of delegates to regional, state, or national meetings or conventions. Associates are entitled to be members of the Central Texas Republican Women but not members of the National or State Federations.

C. Honorary/Life Member

1. Honorary/Life Members shall have all privileges of membership and cannot be an active member of another Republican Women's organization.
2. Honorary/Life Members shall pay no dues, and the Organization shall pay their per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women.
3. Nomination is made by Executive Committee and must be approved by Majority vote of membership at November Annual meeting.

D. Transfer and Resignation

Individual members who resign or transfer their memberships from member organizations are subject to the following stipulations:

Upon resignation of a member from Central Texas Republican Women, no refund of per capita dues will be made and Transfer Form must be signed by member and submitted to TFRW.

E. Texas Federation of Republican Women and National Federation of Republican Women Membership:

Central Texas Republican Women and its members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women and shall support their objectives and policies.

ARTICLE V - OFFICERS AND THEIR DUTIES

A. Officers

1. The elected officers of the Central Texas Republican Women shall be President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Treasurer/PAC, and Parliamentarian, all of whom shall be elected at the annual meeting in November.
2. Any officer or appointee to an office or committee assignment shall be a member in good standing and shall have paid her dues.

B. Term of Office

1. The term of office for elected officers shall be one year, or until their successors are elected, commencing on January 1 of the year following their election.
2. An Elected Officer may serve consecutive terms if all efforts to fill a position have been exhausted by the Nominating Committee. The Officer must be recommended by the Nominating Committee, must agree to serve, and must be elected at the Annual meeting in November.

C. Duties of Officers

1. Duties of the President:

- a. To preside at all meetings of the Central Texas Republican Women and the Executive Committee.
- b. To appoint chairmen for the following Standing Committees: Caring for America, Historian, Legislative, Campaign Activities, Americanism, Social Media, Literacy, Chaplain, and Newsletter.
- c. To be an ex-officio member of all committees except the Nominating Committee.
- d. To prepare a program of action after consultation with the chairmen of standing committees, for presentation to the Executive Board Committee.
- e. To sign checks in emergency by vote of the Executive Committee.
- f. To represent Central Texas Republican Women at all times, or to designate a representative in her absence.

2. Duties of the Vice-Presidents:

- a. The Vice-Presidents, in their order, shall perform the duties of the President in her absence or inability to serve.
- b. Each Vice President shall serve as chairman of one of the standing committees, as listed below, and shall appoint the members of her committee and shall perform such other duties as may be assigned to her.
 - (1)The First Vice-President shall serve as an aide to the President and as Chairman of the Program Committee and the Public Relations Committee. In the event of permanent disability or resignation of the President, she shall succeed to that office for the remaining portion of the President's term.
 - (2)The Second Vice-President shall serve as Chairman of the Membership.
 - (3)The Third Vice-President shall serve as Chairman of the Finance Committee.

3. Duties of the Recording Secretary:

- a. To record the minutes of all meetings of the Central Texas Republican Women and the Executive Committee.
- b. To be custodian of all records and papers of the Central Texas Republican Women accept those that pertain to some other office or committee.

4. Duties of the Treasurer:

- a. To file all reports required by the Texas Ethics Commission and Texas Election Laws ensuring adequate records are available as required by the Texas Ethics Commission and Texas Election Laws.
- b. To be custodian of all records of all funds of the Central Texas Republican Women Women and to disburse funds only on authorization of the majority of the Executive Committee or, in an emergency, on written authorization of the President.
- c. To sign checks along with either the President or Secretary.
- d. To read the Treasurer's Report at all meetings.

5. Duties of the Parliamentarian:

- a. To be Chairman of the Bylaws Committee.
- b. To advise the Central Texas Republican Women and its President how to follow **Robert's Rules of Order, Newly Revised**, which govern this organization in points of order not covered by these Bylaws.

ARTICLE VI - EXECUTIVE COMMITTEE

A. The Executive Committee

1. The Executive Committee of the Central Texas Republican Women shall consist of the elected Officers, the Chairmen of standing committees, and the immediate past President.
2. Three unexcused absences of a member from meetings of the Executive Committee shall result in the automatic expulsion from the Executive Committee.

B. Duties of the Executive Committee

1. To transact the business of the Central Texas Republican Women between meetings and to then inform the membership of such action at the following meeting.
2. To fill vacancies that may occur in elective offices between elections, except that of the President.
3. To approve the program of action presented by the President for submission to the membership.
4. To approve the annual budget for submission to the membership.
5. To make recommendations for the disbursement of funds subject to approval of the membership.
6. To approve the bank or banks where funds are to be deposited.
7. To appoint an Internal Review committee upon a new Treasurer assuming the office of Treasurer or when deemed necessary by the Executive Committee.

ARTICLE VII - MEETINGS

A. Membership Meetings:

1. The Executive Committee shall determine the regular meeting date of Central Texas Republican Women. The number of meetings shall be at least five annually, as required by the National Federation of Republican Women.
2. The meeting in November shall be the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and any other business.
3. New Officers shall be installed at December meeting.
4. Membership meetings may be conducted by electronic means. A VOTE of the Club or Executive Committee may be conducted by electronic means provided there is participation by majority of the members of the body. The vote shall be ratified and entered in to the minutes at the body's next regular meeting.

B. Executive Committee Meetings:

Regular meetings of the executive Committee shall be called by the President monthly, or as needed. Executive Committee meetings may be conducted by electronic means.

ARTICLE VIII - QUORUM

- A. A quorum for the transaction of business at a Central Texas Republican Women membership meeting shall consist of 10% active members, based on the voting membership of the organization and not on the number of members present at any meeting.
- B. A quorum of the Executive Committee shall be 5 voting members of the Executive Committee.

ARTICLE IX - VOTING

- A. Voting shall be by personal attendance only.
- B. No member may hold more than one vote.
- C. Unless otherwise specified in the Bylaws, or required by Robert's Rules of Order, voting shall be by majority vote.

ARTICLE X - DUES

A. Amount:

1. Each member of the Central Texas Republican Women shall pay annual dues, which will be determined by the Executive Committee with the approval of two-thirds of the membership present. This shall include dues to the State and National Federations.
2. Dues shall be payable November 1 and shall be delinquent on March 1.
3. Central Texas Republican Women shall also pay service charges and per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women. A complete roster of members and officers shall accompany these payments.

B. Fiscal Year

The fiscal year of Central Texas Republican Women shall be from January 1 to December 31.

C. Dissolution

This club may be dissolved by a two-thirds vote at any meeting of the club, provided that notice of the dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members of the club. In the event of dissolution, The Board of Directors shall, after payment of all liabilities of the local club, distribute any remaining assets to the Texas Federation of Republican Women. None of the assets shall be distributed to any member or officer of the organization. The right to use the name, Central Texas Republican Women, shall revert to the state federation.

ARTICLE XI - NOMINATIONS AND ELECTIONS

Nominations:

1. A Nominating Committee of five members and one alternate shall be elected by the Central Texas Republican Women at the October meeting,
2. The committee shall choose its chairman.
3. The Nominating Committee shall first choose the nominee for President and may consult her in choosing the nominees for other offices.
4. The Nominating Committee shall submit one nominee for each office in a report to be made to the November meeting of the Central Texas Republican Women.
5. Nominations may also be made from the floor following the report of the Nominating Committee to the Organization.
6. No one shall be nominated who has not given consent to serve if elected.
7. Nominees shall be members in good standing.
8. Members of the Nominating Committee shall not serve 2 consecutive years.

Elections:

1. Elections shall be held at the Annual meeting in November.
2. The call for this annual meeting shall announce the election of officers.
3. Where there is only one candidate for an office, election may be by voice vote.
4. If there is more than one nominee for an office, election shall be by ballot.
5. To be eligible to vote for the election of officers, the member must be present and shall have been a member in good standing for thirty days prior to the date of the voting.
6. No member may vote by proxy or by the telephone.
7. Election shall be by majority vote.

ARTICLE XII - COMMITTEES

A. Standing Committees:

1. Program and Public Relations (First Vice-President, Chairman)
2. Membership (Second Vice-President, Chairman)
3. Finance/Fundraising (Third Vice-President, Chairman)
4. Bylaws (Parliamentarian, Chairman)
5. Caring for America
6. Legislative
7. Publicity/Social Media
8. Awards
9. Literacy
10. Chaplain
11. Newsletter
12. Americanism
13. Campaign Activities

B. Duties of Committees:

The duties of the Standing Committees shall be prescribed by the Executive Committee.

C. Special Committees:

1. Financial Review
2. Nominating
3. Finance

ARTICLE XIII - DELEGATE SELECTION

A. State Convention of Texas Federation of Republican Women

1. Central Texas Republican Women shall be represented at the Biennial State Convention of the Texas Federation of Republican Women in the fall of odd numbered years by one delegate and one alternate for each ten (10) members or major fraction thereof.
2. Selection of delegates shall be by a committee appointed by President. All interested members must notify President for consideration as Delegate or Alternate. If number exceeds allotted, Delegate and Alternate approval must be presented to membership for election by plurality vote.
3. Delegates and alternates of the State Convention shall be approved at least three months prior to the convention by Executive committee.

B. National Federation of Republican Women:

1. Central Texas Republican Women shall be represented at the Biennial National Convention of the National Federation of Republican Women by one delegate and one alternate.
2. The delegate and alternate shall be elected at the April membership meeting of the Central Texas Republican Women.
3. Nominations from the floor shall be accepted.
4. Election shall be by plurality vote.
5. A member may be counted in one Local Club only for the purpose of delegate representation at the Texas Federation of Republican Women and the National Federation of Republican Women conventions and this will be the only Local Club in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from this Local Club only.
6. All delegates and alternates shall be members in good standing.

ARTICLE XIV - AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the Central Texas Republican Women membership present at any regular or special meeting, provided notice of the proposed amendment has been given in writing at a previous meeting or in an electronic call to the meeting.

Amendment to Bylaws shall be submitted to the Texas Federation of Republican Women Bylaws Committee approval before the amendment shall become effective.

Bylaws will be submitted every two years after TFRW Biennial Convention for approval by TFRW.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern Central Texas Republican Women in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

In all matters in which the bylaws are silent the same parliamentary authority shall prevail.

Zenia Warren, President CTRW

Betty Murdock, Bylaws Chairman/Parliamentarian CTRW

Approved by Central Texas Republican Women August 17, 2020

Approved by Texas Federation of Republican Women

Date: August 26, 2020

CENTRAL TEXAS REPUBLICAN WOMEN STANDING RULES

Standing Rules are rules and regulations (1) which are related to the details of the administration of a society rather than to parliamentary procedure, and (2) which can be adopted or changed upon the same conditions as any ordinary act of the society. A standing rule can be amended or rescinded by a two-thirds vote at any business meeting without any previous notice.

A. Enlargement of responsibilities officers:

1. President: Custodian of gavel—Conducting meetings
2. First Vice-President: Program Chairman--arrangement for speakers
3. Second Vice-President: Membership Chairman—Yearly Membership Directory, Membership Recruitment, and preparation of membership submission of members to TFRW
4. Third Vice-President: Finance--in charge of fund-raising
5. Treasurer: Keeps records of monetary transactions — honorariums for speakers when applicable, payment for lunch or dinner for honorary guests, and speakers

B. The incoming board shall be responsible for activities concerning the first meeting of the fiscal year and thereafter.

C. Budget: An annual budget shall be prepared by the newly elected board and the Treasurer.

D. Protocol regarding honorary guests at a fund-raiser: introduce according to rank.

E. Printed material for distribution, circulation, or sale at Central Texas Republican Women's meeting shall be subject to approval by the CTRW Executive Committee.

F. Any resolution to be brought before the Central Texas Republican Women must be presented in writing to the Executive Committee. All committee members shall be furnished a copy of such resolution prior to the meeting.

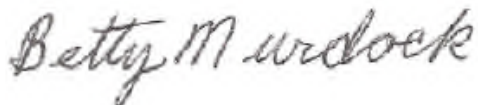
G. CTRW will pay registration fee for a member as a delegate and alternate to a state or national convention. Delegate and Alternate are responsible for any transportation, hotel, or meals not included in registration fee. Once registered as Delegate or Alternate, if member cannot attend convention, member is responsible for reimbursing CTRW full cost of registration.

- H. CTRW will pay Luncheon fee for designated CTRW Honorees at TFRW Tribute to Women during RPT State Convention. The Designee(s) will be approved by the Executive Committee and must attend RPT State Convention.
- I. Closed meetings may be held when the organization membership has major issues for discussion or decision.
- J. Chairmen of Committees shall prepare a written record of activities to pass on to the successors at the end of the organization year and will be included in an Annual Report.
- K. Expression of Sympathy Memorial will be made to the CTRW Scholarship Endowment Foundation in the amount of ten dollars as determined by the Executive Board.
- L. Central Texas Republican Women dues shall be assessed for all members, including active and associate members. Per capita dues in the amount of \$20.00 for NFRW and \$5.00 for TFRW will be paid to TFRW per Active member.
- M. All checks require two (2) signatories. In case of an emergency, the President is authorized to issue a check with only one signature.

Respectively submitted:



Zenia Warren, President



Betty Murdock,
Bylaws Chairman/Parliamentarian

Approved by the Members of Central Texas Republican Women August 17, 2020

Approved by Texas Federation of Republican Women

Date: August 26, 2020