

# **Oconee County Republican Women Bylaws**

## **ARTICLE I – NAME**

The name of this Club shall be the Oconee County Republican Women, hereinafter referred to as OCRW or the Club. This Club is affiliated with the South Carolina Federation of Republican Women (SCFRW) and with the National Federation of Republican Women (NFRW).

## **ARTICLE II – OBJECTIVES**

The Objectives of this Club shall be to:

- A. Increase the effectiveness of women in the cause of good government;
- B. Disseminate information to all members;
- C. Inform the public through political education and activity;
- D. Foster loyalty to the Republican Party at all levels of government;
- E. Promote the principles of the Republican Party;
- F. Work for Republican candidates in all elections;
- G. Support the objectives and policies of the Republican National Committee; and
- H. Perform any lawful activity not inconsistent with the foregoing.

## **ARTICLE III – POLICIES**

**Section 1. ENDORSEMENT POLICY.** OCRW as a whole and its President and Campaign Activities Chair shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the OCRW, SCFRW, or NFRW.

An officer of the organization who is a candidate or whose spouse or family member is a candidate shall be exempted from this rule, however, they may not do so in the name of the organization or by utilizing the logo or stationery of the NFRW, SCFRW, or OCRW.

**Section 2. SPLIT TICKET.** Neither OCRW nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the SCFRW or NFRW policies and bylaws.

**Section 3. OTHER ORGANIZATIONS.** OCRW shall not affiliate with any political organization which is not officially recognized as working in concert with the South Carolina Federation of Republican Women, National Federation of Republican Women and the Republican National Committee.

## ARTICLE IV – MEMBERSHIP

### **Section 1. PRIMARY MEMBERSHIP.**

- A. Any woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization and is a registered voter, shall be eligible for membership.
- B. A member in good standing shall be a member who has paid the required dues for the current calendar year. All dues are non-refundable. The dues amount for primary members will be stated in the Club's standing rules and amended as required.

### **Section 2. ASSOCIATE MEMBERSHIP.**

- A. Any woman who is a primary member of another Federated Republican Women's Club who supports the objectives and policies of OCRW shall be eligible to become an associate member upon payment of the required annual dues. The dues amount for associate members shall be stated in the Club's standing rules and amended as required.
- B. Associate members cannot hold office, make a motion, vote, or be counted in determining the number of delegates to NFRW or SCFRW meetings or conventions.
- C. Men who believe in the philosophy of the Republican Party may be associate members but cannot make motions, hold office, have a voice, vote, or be counted in determining the number of primary members.
- D. Associate dues remain with OCRW. Associate members are not reported to SCFRW or NFRW.

## ARTICLE V – DUES

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

### **Section 2. MEMBERSHIP DUES.**

The membership dues shall be payable no later than December 31 and shall be delinquent on March 1. Dues collected in November and December may be applied to the following year's membership.

**Section 3. SERVICE CHARGES:** The Club shall pay SCFRW dues and NFRW per capita dues and the annual service charges on behalf of its members, with the first payment of the year to be made no later than December 31 of each year.

## ARTICLE VI – ELECTED OFFICERS AND THEIR DUTIES

**Section 1. ELECTED OFFICERS.** The elected officers of this Club shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.

**Section 2. ELIGIBILITY.** Each elected officer shall be a primary member in good standing of the Club.

**Section 3. 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 election by Executive Committee at the first meeting following the creation of the vacancy.

**Section 4. REMOVAL FROM OFFICE OR MEMBERSHIP.** Members of the Executive Committee or members of the club may be removed by two-thirds (2/3) vote of the membership for any of the following reasons after investigation by the Executive Committee:

- A. Non-payment of dues;
- B. Advocating for an opposition party candidate;
- C. Supporting an opposition party ticket;
- D. Failure to uphold the policies and objectives of this club as stated in the bylaws; and
- E. Misusing the club membership list.

**Section 5. ELECTION.** The officers shall be elected at the November regular meeting and shall serve a term of two years or until their successors are elected.

### **Section 6. DUTES OF THE OFFICERS**

- A. The President shall:
  - 1. Call and preside over all meetings of the organization and the Executive Committee;
  - 2. Represent the Club at all times or designate someone as representative/proxy in her absence or inability to do so;
  - 3. Make Committee appointments as necessary to conduct the business of the Club, except for the Nominating Committee, subject to the approval of the Executive Committee;
  - 4. Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation and approval by the Executive Committee;
  - 5. Submit an annual budget for approval by the membership;
  - 6. Be an ex-officio member of all committees except the Financial Review and Nominating Committee;
  - 7. Co-sign checks as one of the two authorized signatures, namely President and Treasurer;
  - 8. Represent the Club at all Republican activities;
  - 9. Appoint the Financial Review committee in November, with the exception of a change of treasurer at which time a complete review will be done;
  - 10. Accept the resignation by written letter or e-mail of any member wanting to resign from a position, chairmanship, or the Club; and

11. Call meetings of the Executive Committee; or upon request of three members of the Executive Committee.

B. The First Vice President shall:

1. 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 Club; and
4. Act as Program Chair.

C. The Second Vice President shall:

1. Perform the duties of the President in the absence of both the President and the First Vice President; and
2. Perform such other duties as are assigned by the President, the Executive Committee, or Club.

D. The Secretary shall:

1. Keep the minutes of all meetings of the Club, and Executive Committee;
2. Keep a current inventory of Club property;
3. Perform such other duties as are assigned by the President, the Executive Committee, or by the Club;
4. Prepare Club correspondence in coordination with President; and
5. Maintain all Club records and historical items.

E. The Treasurer shall:

1. Serve as custodian of all Club funds and deposit them in a bank approved by the Executive Committee;
2. Co-sign checks as one of two authorized signatures, namely President and Treasurer;
3. Disburse funds as directed by the Executive Committee or the membership;
4. Bring written financial report(s) to the regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to the SCFRW as required;
6. Submit the financial records to the Financial Review Committee for an annual review to be completed by the first meeting of the fiscal year;
7. Perform such other duties as are assigned by the President, the Executive Committee, or the Club and;
8. Comply with all state elections and reporting requirements.

**Section 7. RECORDS.** All officers and all committee chairmen shall deliver all records, files, and property of the Club to their successors upon retiring from office, unless otherwise directed by the President or the Executive Committee.

## ARTICLE VII – APPOINTED OFFICERS

**Section 1. APPOINTED OFFICERS.** The President may appoint, with the approval of the Executive Committee, a Corresponding Secretary and a Parliamentarian.

### **Section 2. DUTIES OF APPOINTED OFFICERS**

A. The Corresponding Secretary shall:

1. Conduct the correspondence of the Club under the supervision of the President;
2. Preserve in a permanent file all correspondence and papers of value to the Club; and
3. Perform other duties as are assigned by the President, the Executive Committee, or the Club.

B. The Parliamentarian shall:

1. Serve as counsel and give advice on parliamentary procedure;
2. Be familiar with the bylaws and standing rules of the Club; and
3. Be entitled to the membership privilege of a ballot vote if a Club member.

## ARTICLE VIII – MEETINGS

**Section 1. REGULAR MEETINGS.** A minimum of five (5) regular meetings shall be held during the Club year. These meetings shall be held as decided by the Executive Committee. A quorum at Club meetings shall be 25% of primary members. At least fourteen (14) days' notice shall be given to all members for regular meetings.

**Section 2. SPECIAL MEETINGS.** Special meetings may be called by the President, upon request of five (5) members of the Executive Committee, or by request of 20% of the active members of the Club. The purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least a five-day (5) notice shall be given to all members for any special meeting.

**Section 3. ANNUAL MEETING.** The January regular club meeting will be designated as the Annual Meeting.

**Section 4. VOTING.** A vote of the Executive Committee, or Club may be conducted by mail, telephone, fax, email, or other approved electronic means, provided there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the next regular meeting of the body.

**Section 5. NOTICE.** Notice for all meetings may be mailed or sent electronically.

## ARTICLE IX – EXECUTIVE COMMITTEE

**Section 1. COMPOSITION.** The Executive Committee of this club shall consist of:

- A. The elected officers;
- B. The Immediate Past President;
- C. The Corresponding Secretary;
- D. The Standing Committee Chairs;
- E. The Parliamentarian; and
- F. The Special Committee Chairmen, each without vote.

**Section 2. DUTIES.** The Executive Committee shall transact necessary business between meetings of the Club, approve Committee appointments made by the President, and perform such other duties as assigned by the Club.

**Section 3. MEETINGS.** The Executive Committee shall meet as decided by the President or the Committee. Special meetings may be called by the President or upon request of a majority of the Committee. At least a fourteen (14) day notice shall be given for meetings. Notice may be mailed or sent electronically.

In the event a properly called meeting has to be cancelled due to circumstances beyond the control of OCRW, then it shall be acceptable to hold said meeting by an approved electronic means with seven (7) days' notice given to all members of the Executive Committee. This section does not apply to a meeting required by these bylaws that has not already been called.

**Section 4. QUORUM.** A majority of the members of the Executive Committee shall constitute a quorum.

## ARTICLE X – COMMITTEES

**Section 1. STANDING COMMITTEES**

- A. The standing committee chairmen of this club shall be appointed by the President, and approved by the Executive Committee, to include: Campaign Activities, Membership and PR/Communications. Appointed voting positions never outnumber the elected voting positions.
- B. Officers may be appointed to chair standing committees, and no other standing committee chairmen may be named without an amendment of these bylaws.
- C. Standing committee chairmen shall be appointed for the same term as the President and shall be voting members of the Executive Committee.

## D. Duties of Standing Committees

### 1. Campaign Activities

- i. Shall coordinate all activities of the Club's campaign program; and
- ii. Be responsible for the collection and reporting of campaign hours.

### 2. Membership

- i. Shall coordinate all membership renewal and new member efforts;
- ii. Shall compile and maintain complete membership lists; and
- iii. Shall ensure that all membership information is shared with the Treasurer and others as deemed necessary and is submitted to the state and national federations according to deadlines.

### 3. Public Relations/Communications

- i. Shall solicit maximum publicity for the activities of the Club;
- ii. Shall coordinate all communications and releases for media with the Club President;
- iii. Shall maintain a good working relationship with the media to enhance the public image of the Club;
- iv. Shall publish and distribute a minimum of four (4) newsletters per year; and
- v. Shall establish and maintain the Club's website, social media and email.

## Section 2. SPECIAL COMMITTEES

A. The President may appoint chairmen of special committees, subject to the approval of the Executive Committee, at any time as it may become necessary. Special Committee Chairmen do not have a vote on the Executive Committee. Special Committees should include: Legislative, Bylaws and Fundraising. Other Special Committees may be appointed as needed.

## B. Duties of Special Committees

### 1. Legislative

- i. Shall implement legislative concerns important to the Club; and
- ii. Shall inform the Club and Executive Committee of any legislation affecting the interests of NFRW and SCFRW.

### 2. Bylaws

- i. Conduct a biennial review of the Club bylaws;
- ii. Request and receive proposed amendments to the bylaws, submit them to the Executive Committee for action, or initiate changes requested by the Club;
- iii. General membership shall have the final vote of amendments; and
- iv. Furnish SCFRW Bylaws Committee with a complete set of Club bylaws and approval. Any subsequent revision to bylaws shall be sent to the SCFRW Bylaws Committee for approval.

3. Fundraising
  - i. Shall coordinate with the committee chairs and treasurer to prepare and implement a plan for raising funds in order to meet the Clubs' budget; and
  - ii. The treasurer shall be notified of all fundraising committee meetings and she may attend.
4. Other Special Committees may be appointed as needed.

C. Financial Review Committee. A committee of three (3) primary members shall be appointed by the President in November of each year whose duty it shall be to review the Treasurer's accounts 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.

**Section 3. COMMITTEE MEMBERS.** All committee members must be primary members in good standing in the Club.

**Section 4. EX-OFFICIO MEMBERS.** The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees. The President shall have final authority over all printed materials.

## **ARTICLE XI – NOMINATIONS AND ELECTIONS**

### **Section 1. NOMINATIONS**

- A. A Nominating Committee, comprised of an odd number of not less than three (3) primary members, and one (1) alternate, shall be elected by the Club no later than September, in the odd-numbered years. The committee shall elect its own chairman. The Parliamentarian will instruct the committee as to proper procedure and will be available for further counsel, if required;
- B. The Nominating Committee shall report a slate of one (1) candidate for each office at the general meeting in November of the odd number of each year, at least thirty (30) days prior to the election meeting. All nominees shall be primary members in good standing in the Club and shall give written consent to serve, if elected. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election; and
- C. Nominating Committee members shall not succeed themselves.

### **Section 2. ELECTION OF OFFICERS**

- A. Election shall be by secret ballot at the regular meeting in November. However, if there is but one nominee for any office, the election for that office may be by voice vote;
- B. No member may simultaneously run for more than one office; and
- C. Officers may run for a second consecutive two-year term.



## **ARTICLE XII – STATE CONVENTION DELEGATES**

**Section 1. Annual Meeting.** Nominations and elections of delegates and alternates to represent the Club at the Biennial Convention of the South Carolina Federation of Republican Women shall be in accordance with ARTICLE XI, Section 3 of the SCFRW bylaws.

**Section 2.** Election of delegates and alternates shall take place at a regular meeting before the convention to conform to SCFRW certification requirements.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order* Newly Revised shall govern the Club in all instances where they are applicable and in which they are not inconsistent with the Club, NFRW and/or SCFRW bylaws and any special rules of order.

## **ARTICLE XIV – AMENDMENTS**

These bylaws may be amended by a two-thirds vote at any regular meeting of the Club, provided that notice of the proposed amendment or amendments shall have been sent to each member thirty (30) days prior to the date of the regular meeting.

## **ARTICLE XV – DISSOLUTION**

This Club may be dissolved by a two-thirds vote at any regular or special meeting of the Club, provided that notice of the dissolution has been submitted in writing at least thirty (30) days 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 SCFRW. 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 SCFRW.

These Bylaws approved and adopted by the Oconee County Republican Women, this day, February 1<sup>st</sup>, 2018.

AMENDED:  
January 12, 2023