

Southwest Conservative Republican Women Bylaws

ARTICLE I: NAME

The name of this organization shall be the Southwest Conservative Republican Women, hereafter referred to as SWCRW.

ARTICLE II: OBJECTIVES

The Objectives of this club shall be to:

- Increase the effectiveness of women in the cause of good government.
- Foster loyalty to the Republican Party and promote its principles.
- Promote an informed membership and an informed public through political education and Republican action programs.
- Encourage women to pursue elective office and appointed positions.
- Encourage individual club members to promote, and support endorsed Republican candidates.
- Assert influence in keeping our elected officials accountable.

ARTICLE III: AFFILIATION

The SWCRW shall be a continuing member of the Minnesota Federation of Republican Women and shall abide by its objectives, bylaws, and standard operating procedures.

We are affiliated with the National Republican Party, the National Federation of Republican Women, the Minnesota Republican Party, and the Minnesota Federation of Republican Women.

ARTICLE IV: POLICY

The SWCRW shall not endorse any candidate for public office prior to their related Endorsing Convention or the Republican National Convention, and shall advocate voting a straight ticket. The club does not advocate any specific candidate's election or defeat. Individuals are encouraged to support endorsed Republican candidates.

ARTICLE V: OFFICERS AND THEIR DUTIES

Section I. Elected Officers

The elected officers of this organization shall be:

- President
- Vice-President
- Secretary
- Treasurer
- Database Director

Any member in good standing may be elected an officer in SWCRW.

Section II. Terms

The officers shall be elected biennially for a term of two (2) years and no officer shall serve more than two (2) consecutive terms in the same elected office. A member who has served more than one-half of a term shall be deemed to have served one full term. The term of office shall commence after the election, beginning June 1st through May 31st, for two years regardless of the time of installation. Following election, installation shall occur during or before the May meeting.

Section III. Duties

The duties of an elected officer shall be such as are implied by their respective titles and such other duties that are specified in these bylaws.

- It shall be the duty of the **President** to preside at all meetings. She shall represent the club at all meetings where her presence is required to represent the club at the State or National level. The President will define additional responsibilities of each officer. She may appoint committee chairs (e.g. Communications, Refreshments, etc.) as appropriate for the operation of the club.
- It shall be the duty of the **Vice-President** to assist the President in the performance of her duties and to represent the club at such meetings that the President is unable to attend. Should a vacancy occur during the term of the President, the Vice-President shall fill the office during the unexpired term.
- It shall be the duty of the **Secretary** to record minutes and keep a correct record of all meetings. She shall be responsible for the books and records of the club, except those of the Treasurer.
- It shall be the duty of the **Treasurer** to collect and receive all monies due to the club and to deposit the same in a depository approved by the Executive Committee.
 - a. The Treasurer shall make fund disbursements in accordance with the approvals of the Executive Committee.
 - b. The Treasurer shall present a written statement of account at all meetings of the club and the Executive Committee and place the statement on file for audit.
 - c. The **President** shall appoint a Yearly Audit Committee consisting of two Executive Committee members and a member from the general membership to perform an audit of the club's financial records at the conclusion of each calendar year. This sub-committee should provide a written and signed report of the audit at the next Executive Committee meeting.
- It shall be the duty of the **Database Director** to maintain the confidential database of current members and prospective members to help ensure smooth running club operations. The Director will coordinate as appropriate with the MNFRW keeping data confidentiality a high priority.

Section IV. Officer’s Records

Within thirty days (30) of the expiration of her term of office, each officer retiring from office shall deliver to her successor all accounts, records, books, documentation, and other property belonging to the club.

ARTICLE VI: EXECUTIVE COMMITTEE

Section I. Membership

There shall be an Executive Committee composed of the elected officers, the immediate past President, and the Chairs of the Standing Committees. If there is no immediate past President, the previous Past President shall be a member of the Executive Committee.

Section II. Duties

The Executive Committee shall have supervision over the operation of the club.

Section III. Meetings

- The Executive Committee shall hold at least three (3) meetings annually.
- Special meetings of the Executive Committee may be called by the President or upon request of five members (5) of the Executive Committee, or upon the request of 10% of the general membership.
- One-half (½) of the Executive Committee shall constitute a quorum.

Section IV. Removals

- Any officer or any member of the Executive Committee may be removed from office for failure to support the Republican candidate, or for advocating a split ticket.
- Any member of the Executive Committee who misses three (3) consecutive meetings without a legitimate excuse shall be automatically removed from office. Her position shall be filled by the Executive Committee through the appointment of a member to serve the remainder of the unexpired term.

ARTICLE VII: COMMITTEES

Section I. Composition

Suggested Committees are:

Bylaws	Membership	Finance	Communications
Program	Budget	Public Relations	Refreshments

and such other committees as the Executive Committee shall deem necessary.

Section II. Duties

The Committees shall report their proposed activities, including their respective costs, to be considered, and then approved by the Executive Committee. After approval the Committees shall work on their implementation.

Section III. Reports

The Chairwoman of each Committee shall present a report at the Executive Committee meetings and at the conclusion of her term. The reports shall be filed with the Secretary.

ARTICLE VIII: MEMBERSHIP

Eligibility

- All Republican women who meet the Policy criteria (Article IV), reside in Minnesota, and are current in payment of dues (Article IX) shall be eligible for membership with full voting rights in SWCRW.
- Associate membership is available to men as well as other women who belong to another MNFRW club. Associate members do not have voting rights.

ARTICLE IX: DUES

Dues shall include the per capita dues that must be paid to MNFRW and NFRW as well as club service charges for each entity. Dues shall be paid annually on or about January 1st and will be determined by the membership at the Biennial Meeting for the next biennial period.

ARTICLE X: NOMINATION AND ELECTION OF OFFICERS

Section I. Nominating Committee

- No sooner than one year (1) prior to the biennial meeting, the President will announce elections to serve on a Nominating Committee composed of three (3) members. If necessary, a ballot will be provided to elect the three (3) members of the Nominating Committee. The general membership will be notified of the election in a meeting invitation.
- At the Biennial Meeting, it shall be the duty of the Nominating Committee to present a slate of five (5) officers, selected at large as follows:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Database Director
- Election or appointment to an office requires the consent of the candidate.
- Nominees shall be members in good standing.
- The report of the Nominating Committee shall be sent with the call for the meeting that the election shall occur.
- Additional nominations by SWCRW members may be made from the floor at the time of the election provided the nominee has consented to serve if elected.

Section II. Elections

- The following officers shall be elected by secret ballot at the Biennial Meeting by a majority vote of the members present and voting:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Database Director
- The Nominating Committee shall be elected by ballot for a one (1) year term. When there is only one candidate seeking office, election may be by voice vote.
- The presiding officer of the meeting shall appoint three (3) tellers and conduct the election of officers. The nominating committee will determine the presiding officer.

Section III. Vacancies

A vacancy occurring in the following offices shall be filled by the Executive Committee:

- President
- Vice-President
- Secretary
- Treasurer
- Database Director

The office shall be filled by election based upon the recommendation of the Nominating Committee at the next meeting of the Executive Committee following the vacancy.

ARTICLE XI: MEETINGS

Section I. Membership Meetings

There shall be a minimum of six (6) regular membership meetings per year. The meeting time and place to be determined by the Executive Committee.

Section II. Biennial Meeting

The biennial meeting shall occur in April in odd numbered years at which time the election of the officers shall occur.

Section III. Quorum

A quorum shall be the members in good standing, present at the meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY

All matters of procedure, which are not covered by these bylaws, shall be governed by Robert's Rules of Order.

ARTICLE XIII: AMENDMENTS

After presentation to the Executive Committee by a voting member these bylaws may be amended by a two-thirds (2/3) vote of those members present and voting at a regular membership meeting or the biennial meeting provided the proposed written amendment(s) have been sent to the individual members at least thirty (30) days before the meeting.

ARTICLE XIV: STANDARD OPERATING PROCEDURES

The Standard Operating Procedures of the SWCRW shall be used to assist in the operation and function of the SWCRW.

ARTICLE XV: DISSOLUTION

In the event of dissolution of this club, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Minnesota Federation of Republican Women. None of the assets will be distributed to any member or officer of the club.