

**Standing Rules  
Tri County Republican Women  
2018-2019 Calendar Year**

1. The name of this club shall be Tri County Republican Women.
2. Officers of this club shall be: President, 1<sup>st</sup> Vice President (Programs), 2<sup>nd</sup> Vice President (Membership), Recording Secretary, Corresponding Secretary, and Treasurer. Nominations of officers for the following year will be submitted in writing to the current President and presented to the membership during the October general meeting. Elections shall be held in November general meeting. Newly elected officers will be installed at the December general meeting. These officers will assume their duties January 1<sup>st</sup>.
3. The annual dues shall be twenty-five dollars (\$25.00).
4. The club's fiscal year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.
5. General meetings of this club shall be held the second (2<sup>nd</sup>) Tuesday of each month(10:30am - 11:00am networking, 11:00am meeting), except June & July. A quorum to conduct business at a general meeting shall be twenty-five percent (25%) of the voting members.
6. Executive board meetings of this club generally meet on the fourth (4<sup>th</sup>) Tuesday of each month except May and June.
7. This club shall prepare a budget in January for the current year and present it to the general membership for approval at the February meeting.
8. There shall be two (2) approved signatures on the club bank account, but only one (1) shall be required to sign all checks.
9. Two (2) members must be present anytime money is counted.
10. A member, chairman, or officer, who wishes to speak at a meeting, will notify the President one (1) week prior to the meeting, so that they may be put on the Agenda.
11. Secretary shall email the general meeting **MINUTES** to members.
12. Each officer and standing committee chair shall receive a job description.
13. Candidate(s) contribution policy shall be determined by the current Board.
14. Allowable expenses for:
  - > An appreciation gift for the outgoing president shall not exceed one hundred dollars (\$100.00)
  - > Flowers for outgoing officers shall not exceed twenty-five (\$25.00)
  - > Memorial donations for a deceased member or her spouse shall be fifty dollars (\$50.00)
15. *With board approval TCRW may pay registration fees for members attending events requiring a registration fee. A mileage reimbursement will be paid for TCRW sponsored events over 100 miles from the Greater Houston Area. Mileage rates will be based on the current IRS average mileage rates.*
16. Any member who RSVPs for the lunch portion of the general meeting but does not cancel by the RSVP deadline and does not attend the meeting shall be responsible to the club for the cost of the lunch.

17. There will be no sale of retail merchandise / goods at any meeting of the TCRW resulting in personal gain' further, any fundraising, such as political fundraising, is to be approved by the President or the Board.
18. All officers and committee chairpersons are required to attend at least five (5) Board Meetings and five (5) General Meetings each year or be replaced at the discretion of the majority of the Board members.

*These standing rules shall be read at the first general meeting of the year by the Secretary and will be read by request at any meeting. They may be amended or rescinded by a 2/3rds vote ay any general meeting. Budget always supersedes Standing Rules.*

*File: TCRW Standing Rules / January 2015 / Revised March 2017 / Revised February 2018*