

TCRW Bylaws

Bylaws of Tri County Republican Women

(Representing Brazoria, Galveston & Harris Counties)

August 6, 2019

Article I

Name and Address

The name of the organization shall be the Tri County Republican Women (TCRW); and the address of the organization shall be P.O. Box 1021, Pearland, TX 77581.

Article II

Objectives

The objectives of Tri County Republican Women shall be 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 foster loyalty to the Republican Party's nominees, including non-partisan elections.

Article III

Policy

Section 1. Organization Membership. Tri County Republican Women and its members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women, shall support their objectives and policies, and shall pay per capita dues and the annual service charges to said organization.

Section 2. Registered PAC. Tri County Republican Women shall be registered with the Texas Ethics Commission as a Political Action Committee.

Section 3. Candidate Endorsement. Tri County Republican Women, its President, and its Campaign Activities Chairman 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, with the exception of the President and the Campaign Activities Chairman, may work for any candidate of their choice in contested Republican primaries, but may not in the name of this organization. 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."

Section 4. Candidate Endorsement Exemption. This Article pertains only to contests

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between Republican candidates for public office. If the President or Campaign Activities Chairman is a candidate, or whose husband, or a member of her family, is a candidate, she shall be exempt from this rule, but may not endorse in the name of the organization.

Section 5. Controversial Issues. This organization and its officers shall not issue statements or pass resolutions on controversial issues in the name of Tri County Republican Women without first polling its members and obtaining a two-thirds (2/3) written vote of approval of the total membership.

Section 6. Lobbying. There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by any federated local club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

Section 7. Fiscal Year. The fiscal year of Tri County Republican Women shall be from January 1 through December 31.

Section 8. Candidate Fairness: After the end of the candidate 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 a Republican candidate for an office is invited to speak at a Federation or local 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.

Article IV

Membership

Section 1. Eligibility.

- A. Any woman believing in the philosophy of the Republican Party and in the Objectives of this organization shall be eligible for membership.
- B. She must be a registered voter.
- C. Dues must be paid for at least one month and at least one meeting must be attended prior to the privilege of voting.

Section 2. Classification of membership permitted in this organization.

- A. **Active Member.** Any woman who believes in the philosophy of the Republican Party and the objectives of Tri County Republican Women and who pays the required annual dues is classified as an Active Member. An active member may be counted in only one local club for the purpose of delegate representation to Federation state and National Conventions, and this will be the only local unit in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from her primary local unit only.

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B. Active/Supporting Member. Any woman who believes in the philosophy of the Republican Party and the objectives of this club and who pays the required annual dues, but who is unable to participate fully as does an Active Member, is classified as an Active/Supporting Member. Her name, address, and telephone number shall be furnished to the Texas Federation of Republican Women Headquarters, and her per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women shall be paid. She shall enjoy all the rights and privileges of an Active Member.

C. Associate Member.

- (1) A Republican woman who is an active member of another federated local club and who wishes to support Tri County Republican Women may be eligible for Associate membership upon payment of the required annual dues. She cannot hold office, have a voice or vote, nor be counted for the purpose of determining the number delegates to National or State Federation meetings or conventions.
- (2) Republican men are eligible for Associate membership in Tri County Republican Women upon payment of the required annual dues. They cannot hold office, have a voice or vote, nor be counted for the purpose of determining the number of delegates to National or State Federation meetings or conventions.

D. Honorary. Honorary members shall have all privileges of membership except when an active member of another local Republican Women's club. Honorary members shall pay no dues, and Tri County Republican Women shall pay their per capita dues to the Texas Federation of Republican Women and the National Federation of Republican Women, unless they are active members of another federated Republican Women's club.

E. Young Affiliate. A Young Affiliate is a young teenage woman, age thirteen through seventeen, who wishes to be affiliated with Tri County Republican Women by paying the required annual dues. A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women, cannot be counted for purposes of determining the number of delegates to the Texas Federation of Republican Women or the National Federation of Republican Women meetings or conventions and shall have no vote nor voice at local club meetings. Her name and dues will not be sent to the Texas Federation of Republican Women Headquarters.

Section 3. Death of a Member. In the event of the death of a member, the Membership Chairman shall notify the Texas Federation of Republican Women to remove the name from all records. In a convention year, if the deceased is a convention delegate no other member may be substituted for the deceased member, if the death occurred after the deadline expires for submitting credentials, unless the replacement is a properly credentialed alternate. This club shall not be penalized delegate strength due to the death of a member after the deadline

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for reporting club membership for the purpose of determining the number of delegates to the state convention.

Article V

Dues

Section 1. The annual dues for each member of Tri County Republican Women shall be \$10.00 above the per capita dues of the Texas Federation of Republican Women and the National Federation of Republican Women

Section 2. Dues shall be payable on or before January 1st, which shall include Tri County Republican Women club dues, state dues, and national dues, and shall be delinquent March 1. The fiscal year for this organization shall be January 1st through December 31st. The Membership Chairman shall notify members on or before January 15th that their dues are in arrears. Those whose dues are not paid before March 1 of that same year shall be automatically dropped from membership in this club and from the Texas Federation of Republican Women and the National Federation of Republican Women.

Section 3. Tri County Republican Women shall pay the annual service charges required by the Texas Federation of Republican Women and the National Federation of Republican Women and submit names and addresses of club officers and members with payment.

Section 4. The Treasurer of this club shall be responsible for the payment of the state per capita dues annually per member and a service charge annually to provide for active membership in the Texas Federation of Republican Women and the National Federation of Republican Women.

Article VI

Meetings

Section 1. Regular Business Meeting. The regular business meetings shall be held monthly unless otherwise ordered by the Executive Committee, provided that there are no less than five (5) regular meetings per annum. The call to a regular meeting must be made at least four (4) days prior to the meeting date.

Section 2. Special Business Meetings. Special meetings of the organization shall be held at the call of the President or upon the request of a quorum which is twenty-five percent (25%) of the membership (refer to Article XVII). The purpose of the meeting is to be stated in the call. No other business shall be considered at the meeting except that stated in the call of the meeting. The call for a special meeting must be made at least forty-eight (48) hours prior to the meeting.

Section 3. Regular Executive Committee Meeting. Regular business meetings of the

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Executive Committee shall be held at the call of the President. The call for a regular business meeting of the Executive Committee must be made at least four (4) days prior to the meeting.

Section 4. Special Executive Committee Meeting. Special meetings of the Executive Committee may be called by the President or upon the request of a majority of the members of the Executive Committee. The call for a special meeting of the Executive Committee must be made at least forty-eight (48) hours prior to the meeting.

Article VII

Nominations

Section 1. Nomination Committee. At the regular meeting held in September, a Nominating Committee of not less than three (3) and not more than five (5) members, at least two (2) of whom shall not be an officer of this club, shall be elected by the membership. The Nominating Committee shall elect a chairman from one of its committee members. It shall be the duty of this committee to nominate one (1) candidate for each office to be filled. The Nominating Committee shall present its slate of candidates at the regular meeting in October. Before the election of officers at the meeting in November, additional nominations from the floor shall be permitted. Prior consent of each nominee shall be obtained.

Section 2. Election of Officers. Where there is one (1) candidate for any one (1) office, election for that office may be by voice vote. Where there is more than one (1) candidate for one (1) office, election shall be by way of ballot. There shall be no absentee voting or voting by mail. In case of a tie vote between two (2) or more nominees for the same office, a second ballot at the same meeting will determine election. A plurality vote shall elect.

Section 3. Installation of Officers. Installation of newly elected officers will be held at the December meeting. The term of office shall begin on January 1st.

Section 4. Term of Office. The officers shall be elected to serve a one (1) year term, or until their successors are elected, and their term of office shall begin on January 1st and end on December 31st of the same year. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 5. Submission of Officers. A list of newly elected officers must be submitted by the Corresponding Secretary to the Texas Federation of Republican Women Headquarters prior to January 1st of the year they assume office (refer to Article IX, Section 6).

Section 6. Nominees for President. Nominees for the office of President must have served one (1) year on the Executive Committee in the last six (6) years.

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Article VIII

Officers

Section 1. Officers. The officers of this club shall be President, First Vice-President (Programs), Second Vice-President (Membership), Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this club. All officers must be registered voters and paid active members of Tri County Republican Women.

Section 2. Resignation of an Officer. The resignation of an officer must be presented in writing to the President or Recording Secretary. In the event of a vacancy of an office, the President, with the approval of the Executive Committee, shall appoint a member to fill the vacancy for the unexpired term. In the event of a vacancy of the office of the President, the First Vice-President will fill the office of President for the unexpired term.

Article IX

Duties of Officers

Section 1. President. The President shall preside at all meetings of the club and the Executive Committee; shall appoint chairmen of all standing and special committees, with the approval of the Executive Committee; shall appoint a Parliamentarian; shall serve as an ex-officio member of all committees except the Nominating Committee; and shall have general supervision of the work of the club. In the event of the absence of the Treasurer, the President is authorized to endorse checks. She shall confer with the Vice Presidents concerning all organizational activities.

Section 2. First Vice President (Programs). The First Vice President shall perform the duties of the President in the event of her absence or inability to serve. She shall serve as the chairman of the Program Committee and perform such duties as the President may designate. She shall at all times keep herself informed of the activities of this club.

Section 3. Second Vice President (Membership). The Second Vice President shall serve as chairman of the Membership Committee and perform such duties as the President may designate. She shall maintain contact with the members and keep accurate records of names, addresses, telephone numbers and e-mail addresses of the membership.

Section 4. Recording Secretary. The Recording Secretary shall keep a factual and unbiased record of the proceedings of the regular and special membership meetings and all Executive Committee meetings. She shall prepare the minutes for the approval of the membership and have custody of all records pertinent thereto.

Section 5. Corresponding Secretary. The Corresponding Secretary shall prepare the correspondence of this club. She shall be responsible for sending flowers and cards when

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necessary. She shall be responsible for the notification of newly elected officers to the Texas Federation of Republican Women.

Section 6. Treasurer. The Treasurer shall receive and be custodial of all funds of the club and shall pay all bills upon authorization by the President. If a check is to be written by the Treasurer or the President for an amount to exceed \$100.00, they must request approval for payment from the Executive Committee. She shall keep an account of all monies received and disbursed and shall give a report at each regular meeting of this club. She shall give copies of all checks and vouchers/ invoices supporting expenditures and income of this club to the Tri County Republican Women's PAC Treasurer in a timely manner for reporting to the Texas Ethics Commission. She shall be responsible for payment of the Texas Federation of Republican Women and the National Federation of Republican Women per capita dues annually per member. She shall be responsible for payment of dues annually to provide for this club's membership in the Texas Federation of Republican Women and the National Federation of Republican Women. She shall prepare an annual written report for the period January 1 to December 31 to be submitted by her at the following January Board meeting.

Section 7. Delivery of Records. All officers and all committee chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of Tri County Republican Women to her successor before December 31 of the year in which she is retiring from the office, or within three (3) days of leaving the position if earlier than December 31, unless otherwise directed by the Club President or the Executive Committee. Failure to meet the deadline may result in the termination of her membership by The Club. All officer documentation created electronically shall be passed to her successor via a flash drive or email.

Article X

Executive Committee

Section 1. Members of the Executive Committee. The Executive Committee shall consist of the elected officers, the immediate Past President, who shall serve as an ex-officio advisor, the chairman of each standing committee, and the Parliamentarian, who shall serve as ex-officio without a vote. All committee chairmen shall be registered voters and paid active members of Tri County Republican Women.

Section 2. Authority of the Executive Committee. The Executive Committee shall have the authority to transact necessary business between meetings; to pay necessary expenses (non-budgeted items) up to \$500.00; to make recommendations as to the policies of the club; to advise the President; to fill vacancies that occur between elections by a two-thirds (2/3) vote of the Executive Committee members present. The only exception to this rule would be that so stated in Article VIII, Section 2.

Section 3. Vacancy of the Office of President. If the President is unable to serve and the First Vice President is unable or unwilling to fulfill the vacancy, the voting members of the Executive Committee shall appoint a new President to assume these duties for the unexpired

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term.

Article XI

Standing Committees

Section 1. Standing Committees. The standing committees include the Campaign Activities Committee, The Legislation Committee, the Membership Committee, the Program Committee, the Ways and Means Committee, and the Tri County Republican Women Political Action Committee (TCRW PAC). The standing committees shall outline programs for action in their respective fields for consideration and adoption by the Executive Committee and shall carry out other duties as may be prescribed by the Executive Committee. Each standing committee must meet at least once annually and submit a report to the membership at the request of the President.

Section 2. Committee Appointments. The standing committee's chairman must make the appointments to her committee prior to the February meeting. Each chairman will serve as a member of the Executive Committee.

Section 3. Term of Office. Standing committee chairmen and members will serve for one (1) year. The term will begin January 1st and will expire on December 31st of the same year.

Article XII

Duties of the Standing Committees

Section 1. Campaign Activities Committee. The Campaign Activities Committee shall consist of a chairman and at least one (1) member selected by the chairman. It shall be the duty of this committee to coordinate Tri County Republican Women's activities with the campaigns of the local, county, state, and national Republican organizations to win elections.

Section 2. Legislation Committee. The Legislation Committee shall consist of a chairman and at least one (1) member selected by the chairman. It shall be the duty of the Legislation Committee to report to the membership, the activities of our local, state, and federal governments and to be involved in community education. The Legislation Committee shall organize at least one (1) community event per year.

Section 3. Membership Committee. The Membership Committee shall consist of a chairman, the Second Vice President, and at least one (1) member selected by the chairman. The Membership Committee shall organize at least one (1) membership drive per year.

Section 4. Program Committee. The Program Committee shall consist of a chairman, First Vice President, and at least one (1) member selected by the chairman. It shall be the duty of the Program Committee to provide programs for the regular business meetings.

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Section 5. Ways and Means Committee. The Ways and Means Committee shall consist of a chairman and at least three (3) members selected by the chairman. It shall be the responsibility of the Ways and Means Committee to organize fund raising activities for the general fund.

Section 6. Tri County Republican Women Political Action Committee (TCRW PAC). The Tri County Republican Women Political Action Committee (TCRW PAC) Chairman shall serve as treasurer of the fund. She shall work closely with the club's Treasurer to ensure adequate records are available as required by the Texas Ethics Commission and Texas Election Laws, and shall file all reports required by same in a timely manner. The PAC Treasurer is required to be registered with the Texas Ethics Commission.

Article XIII

Special Committees

Section 1. Special Committees. The special committees shall include the Budget Committee, Internal Review Committee, Nominating Committee, Public Relations Committee, Awards Committee, and the Bylaws Committee. Other special committees may be appointed by the President and/or Executive Committee, as they deem advisable. The special committees shall outline programs in their respective fields for consideration and adoption by the Executive Committee.

Section 2. Term Office. Special committee chairmen and members will serve for one (1) year. The term will begin January 1st and will expire on December 31st of the same year.

Article XIV

Duties of Special Committees

Section 1. Budget Committee. The Budget Committee shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Chairman of the Ways and Means Committee and Chairman of Tri County Republican Women Political Action Committee (TCRW PAC). The Treasurer will serve as chairman of the Budget Committee. Each committee chairman will submit to the Budget Committee a proposed budget to be voted on at the February business meeting.

Section 2. Internal Review Committee. The Internal Review Committee shall be appointed by the President and is chaired by the Treasurer-Elect. The committee shall consist of the Treasurer Elect and two other paid members. The committee shall review the books through December 31st of the fiscal year and shall submit their report to the regular meeting in February. The Treasurer shall be present at the review.

Section 3. Nominating Committee. The Nominating Committee shall be elected at the September meeting and submit a list of candidates at the October meeting as so stated in Article VII, Section 1.

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Section 4. Public Relations Committee. The Public Relations Committee shall consist of a chairman and at least one (1) member selected by the chairman. It shall be the duty of the Public Relations Committee to provide the local media with information regarding our club and events.

Section 5. Awards Committee. The Awards Committee shall consist of a chairman and at least one (1) member selected by the chairman. It shall be the duty of the Awards Committee to compile and submit information required for entries into the Texas Federation of Republican Women (TFRW) contests by the required deadlines.

Section 6. Bylaws Committee. The Bylaws Committee shall consist of a chairman and at least one (1) member selected by the chairman. It shall be the duty of the Bylaws Committee to maintain the current bylaws for this organization, recommend bylaw changes to the Executive Committee, and to review the bylaws every two (2) years. If the by-laws are amended, before they can take effect, they must be approved by TFRW.

Article XV

Representation

Section 1. State Conventions. Tri County Republican Women may be represented at the biennial state convention by one (1) delegate and one (1) alternate for each ten (10) members and an additional delegate and alternate for a remainder of six (6) to nine (9) members.

Delegates and alternates to the Texas Federation of Republican Women convention shall be elected at least sixty (60) days prior to the convention.

Section 2. National Conventions. Tri County Republican Women may be represented at the biennial national convention by one (1) delegate and one (1) alternate. A delegate and alternate to the Nation Federation of Nation Federation of Republican Women convention shall be elected at least ninety (90) days prior to the convention.

Article XVI

Quorum

Section 1. Quorum. A quorum for a meeting of Tri County Republican Women shall be twenty-five percent (25%) of its membership. A quorum for a meeting of the Executive Committee shall be a majority of the Executive Committee.

Article XVII

Parliamentary Authority

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Section 1. Parliamentary Authority. The latest edition of Robert's Rules of Order Newly Revised shall govern proceedings except where inconsistent with the bylaws or special rules of order of this organization or those of the Texas Federation of Republican Women or the National Federation of Republican Women.

Section 2. Parliamentarian. The Parliamentarian shall be a member of Tri County Republican Women who is well-versed in parliamentary procedure. She shall decide all questions of procedure when necessary.

Article XVIII

Dissolution

Section 1. Dissolution. This club may be dissolved by a two-thirds vote at any meeting of the local 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 local 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 state federation. None of these assets shall be distributed to any member or officer of the organization and the right to use the name shall revert to the state federation.

Article XIX

Amendments of Bylaws

These bylaws may be amended at any regular meeting of Tri County Republican Women (after approval by the Tri County Executive Board and approval by the Texas Federation of Republican Women). Approval by TCRW requires a two-thirds (2/3) vote of the active members present and voting at any regular meeting of this club or adjourned session thereof provided notice of the proposed amendment has been given in writing to all members at least thirty (30) days prior to the meeting.

Bylaws adopted: December 2014

Bylaws amended: August 6, 2019 (approved by TFRW)

President: _____
Ann Strouhal

Bylaws Chairman: _____
Barbara Smith

Committee Member: _____
Sharon Dewitt