



BYLAWS OF THE

Lower Cape Fear Republican Women's Club Chartered on January 30th, 1974

ARTICLE I – NAME

The name of this club shall be the Lower Cape Fear Republican Women's Club hereinafter referred to as "Club". This Club is affiliated with the North Carolina Federation of Republican Women (NCFRW) 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 – ENDORSEMENT POLICIES

Section 1. ENDORSEMENT POLICY:

- A. The Club, as a whole, and its President and Campaign Activities Chair, shall not publicly endorse any candidate for a public office in contested Republican The Club 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.
- B. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the Club or Federation.
 - C. Should the President or Campaign Activities Chair run for office in a primary, publicly endorse a candidate in a primary or be employed by a candidate in the primary, they must step down from their position until the primary is over.
 - D. Neither the Club nor an individual member shall advocate a split ticket, support opposition party candidate, or act against NFRW or NCFRW policies and bylaws. Should the Club president endorse or support a candidate on an opposition ticket, she must immediately resign her office.

ARTICLE IV – MEMBERSHIP

Section 1. PRIMARY MEMBERSHIP

- A. Any Republican woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization 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. The dues amount for primary members will be stated in the Club's standing rules and amended as required.
- C. A member in good standing must not be in arrears to the Club.
- D. A potential member is not a member in good standing until their voter registration has been verified, their check has cleared (if dues paid by check). and their membership has been approved by the Executive Committee.

Section 2. ASSOCIATE MEMBERSHIP

- A. Any woman who is a primary member of another Federated Women's club who supports the objectives and policies of this club shall be eligible to become an associate member upon payment of 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, vote, or be counted in determining the number of delegates to NFRW or the NCFRW meetings or conventions.
- C. Republican men 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 the club. Associate members are not reported to the State Federation or NFRW.

ARTICLE V – DUES

Section 1. FISCAL YEAR. The fiscal year shall be from January 1 through December 31. The cost of each member's dues shall be posted in the Standing Rules.

Section 2. MEMBERSHIP DUES. Membership dues shall be payable no later than December 31 and shall be delinquent March 1. New members joining between October 1st and December 31st will be paid through December 31st of the following year.

Section 3. SERVICE CHARGES. Club shall pay NCFRW 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 DUTIES

Section 1. ELECTED OFFICERS. The elected officers of this club shall be a President, Vice President, Secretary, Treasurer and two (2) At-Large members.

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 the Executive Committee at the first meeting following the creation of the vacancy.

Section 4. REMOVAL FROM OFFICE OR MEMBERSHIP

- A. An officer, committee chairman or member may be removed by a 2/3's vote of the Executive Committee after being furnished with notice of charges against her, signed by no fewer than 1/3 members of the Executive Committee, provided that she has been furnished with 2 weeks' notice of such charges and is given an opportunity to present a defense with counsel. Reasons for removal shall be limited to party disloyalty, misuse of LCFRWC funds, felony convictions or failure to fulfill her duties as designated in the bylaws.

Section 5. ELECTION. The officers shall be elected at the November meeting in the even year and shall serve a term of two years, or until their successors are elected. Officers shall be installed at the December meeting in the even year.

Section 6. DUTES OF THE OFFICERS.

- A. The President shall:
 - 1. Call and preside over all meetings of the Club and the Executive Committee;

2. Represent the organization 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 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 Committees;
 7. Sign checks as one of two authorized signatures, namely President and Treasurer;
 8. Represent the Club in all Republican Party 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 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 the request of three members of the Executive Committee.
- B. The 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 and secure the venues and plan the monthly meetings.
- C. 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. Prepare Club correspondence in coordination with President;
 4. Accept and record RSVPs for the monthly meetings and report such to the President and Treasurer;
 5. Perform such other duties as may be assigned by the President, the Executive Committee, or the Club; and
 6. Maintain all Club records and historical items.
- D. The Treasurer shall:
1. Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee;
 2. 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 regular Club and Executive Committee meetings;
 5. Compile and maintain complete membership lists;
 6. Mail out renewal notices to all members by December 1st for the following year;
 7. Submit dues, annual service fees, and reports to NCFRW as required;
 8. Submit the financial records to the Financial Review committee for an annual review to be completed by the first meeting of the fiscal year;
 9. Perform other duties as assigned by the President, the Executive Committee or the Club; and
 10. Comply with all state elections and reporting requirements. Obtain mandatory Treasurer Compliance Training from the NC Board of 'elections and acquire a Certificate of Completions within three months of election or appointment.
- E. The two At-Large Members shall:
1. Serve as Standing or Special Committee chair or members if appointed by the Executive Committee;
 2. Assist all officers with their duties when so requested;
 3. Actively participate in the daily operation of the Executive Committee;
 4. Assist with check in at meetings.

Section 7. RECORDS. All officers and all committee chairmen shall deliver all records, files, and properties 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 shall appoint, with the approval of the Executive Committee, a Parliamentarian who is a non-voting member and may hold an elected position on the Executive Committee.

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 the request of five members of the Executive Committee or by 30% 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 notice shall be given to all members for any special meeting.

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Section 3. ANNUAL MEETING. The November meeting will be designated as the Annual Meeting.

Section 4. VOTING. A vote of the Club or Executive Committee may be conducted by mail, email, or other approved electronic means between meetings, provided there is participation by a majority of the members of Executive Committee or a quorum of the membership. The vote shall be ratified and entered into the minutes at the body's next regular meeting. There shall be no proxy voting.

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 provided she is a member in good standing of the Club;
- C. The Standing Committee Chairs;
- D. The Parliamentarian without vote; and
- E. 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 other duties as assigned by the Club.

Section 3. MEETINGS. The Executive Committee shall meet as decided by the President provided at least one meeting a quarter is called with approval of the Executive Committee.

Special meetings of the Executive Committee may be called by the President or by four (4) members of the Committee provided at least two of the members are elected officers. Three days' notice is required for a special meeting which may be in person or electronically.

An electronic vote of the Committee may be called upon a motion that is presented, seconded, and voted upon favorably by a majority of the committee. The period for a vote to be recorded is 48 hours. A time sensitive motion may be voted upon with 24 hours' notice provided an attempt is made to contact all members of the committee. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

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: Legislative, Bylaws, Campaign Activities, Fundraising, Membership, Americanism/ Caring for American/ Literary (under the same umbrella) and Public Relations/Social Media
- B. Officers may be appointed to chair standing committees, and no other standing committee may be created without an amendment of these bylaws. An officer who is appointed as a standing committee chairman will have only one vote to cast and the majority shall be adjusted to reflect that.
- 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. 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 NCFRW;
 - 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 final vote of amendments; and
 - iv. Furnish NCFRW Bylaws Committee with a complete set of Club bylaws for review and approval. Any subsequent revision of bylaws shall be sent to the NCFRW Bylaws Committee for approval.
 - 3. Campaign Activities
 - i. Shall coordinate all activities of the Club’s campaign program and shall oversee the reporting of campaign hours by the members.
 - ii. Shall prepare and implement a plan for raising funds in order to meet the Club’s budget; and
 - iii. All fundraising committee meetings must be approved by the Executive Committee and the committee must be given notice of time and place.
 - 4. Membership

- i. Shall coordinate new member efforts;
 - ii. Shall contact each new member to welcome her and provide her with club information.
- 5. Americanism, Caring for American and Literacy
 - i. Shall oversee the essay contest, community service projects and education projects as adopted by the Executive Committee;
- 6. Public Relations/Social Media
 - i. Shall produce and edit the newsletter (at least six annually);
 - ii. Shall maintain, monitor, and oversee the website and social media platforms.

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.
 - 1. In addition to the special committees established in the Standing Rules, other Special Committees may be appointed as needed.
- B. Financial Review Committee. A committee of three 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 no later than by February 28th and to the membership no later than the March meeting of the following 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 of three primary members, shall be elected by the Club no later than September of each even numbered year. 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 candidate for each office at the general meeting in November of even numbered year, at least 21 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. Elections shall be by ballot at the regular meeting in November of the even numbered year. However, if there is but one nominee for any office, the election for that office may be by voice vote;
- B. No officer may simultaneously run for more than one office; and
- C. Officers may run for a second consecutive term.

ARTICLE XII – STATE FEDERATION CONVENTION DELEGATES

Section 1. ANNUAL MEETING. At the NCFRW biennial convention, the club shall elect representation to the convention in the method set forth in the NCFRW bylaws.

Section 2. Election of delegates and alternates shall take place at a general meeting before convention to conform to NCFRW certification requirement.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised, shall govern the club in all instances where they are applicable and in which they are not inconsistent with these bylaws, NFRW and NCFRW bylaws and any special rules of order.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended by a two-thirds vote at any regular (general) meeting of the club, provided that notice of the proposed amendment(s) shall have been sent to each member twenty-one (21) days prior to the date of the general 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 prior and has been sent 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 NCFR. 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 NCFRW.

These bylaws approved and adopted by the Lower Cape Fear Republican Women's Club on November 4th, 2021.