



## STANDING RULES OF THE LOWER CAPE FEAR REPUBLICAN WOMENS' CLUB Adopted November 9, 2021

- I. Acceptance of Application for Membership or Renewal: Application for membership or renewal of membership is automatically accepted (pending verification of registration status and payment of dues) unless there is a 2/3<sup>rd</sup> vote by the EC against acceptance. The policy for removal of a member shall apply to the rejection of an application.
  
- II. Biennial Auction Gala: The Biennial Auction Gala will be held in October of the odd-numbered years. (Date may be changed if circumstances warrant.) An Auction Chair shall be appointed by the president as soon as possible in the odd-number year with the consent of the EC, and as a special committee chair, will attend EC meetings until the final report has been issued.

The Auction Chair shall with the advice and consent of the EB:

- Select date and secure venue
  - Determine host levels and number of tickets
  - Prepare a budget and submit to EC
  - Procure guest speaker
  - Appoint sub-committee chairs as follows but not limited to:
    - Host Committee
    - Auction Items – Silent and Live
    - Event planning & decorating
    - Invitations
    - Check in and check out
    - Program
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- III. Candidate Campaign Distribution: In the even numbered years, a three- person committee will be named by the President with the consent of the EC to prepare a distribution of campaign contributions to Republican candidates in the general election (the president and treasurer being ex-officio members). The committee will be appointed after the results of the primary or a run-off election. The chairman of this special committee will attend EC meetings until the disbursement has been made. The amount to be distributed will be the net profit from the Biennial Auction Gala (held in the odd-numbered years) plus any additional funds transferred from the general fund as determined by the EC upon vote of the membership. The report of distribution will be issued to the membership ten days (10) prior to the meeting at which the distribution shall be voted on. This distribution shall be voted on by the general membership at a date set by the EC. The payments will be made by checks – not electronically. The checks shall be mailed within two weeks' time.

The current committee shall not be bound by the formula or matrix used by previous committees but shall be referred to as a guideline with regards to the levels and tiers and bonuses.

For a candidate to be eligible for additional funds more than the base contribution for that office, the candidate must be a member in good standing no later than ~~thirty (30)~~ **forty-five (45)** days after the close of filing for the election to be held in the even numbered years. **Amended 3/22/22**

- IV. Condolence policy: A sympathy card will be mailed by the club to the family of a deceased member or to the member in the case of the death of a spouse or close family member. An EC member will be designated to mail cards when so advised of a death or
- V. Contributions or expenditures outside of current adopted budget: Any board member or club member wishing to seek support for a political or charitable contribution not specified in our budget is encouraged to submit to the EC a written proposal. If approved by a majority of the EC, the proposal will be submitted to the full membership for a vote – either by electronic means or at the next schedule meeting.
- VI. Alice D. Cumberworth Award: This will be awarded every two years either in December of the even-numbered year or by February of the odd-numbered year. The committee will consist of the current recipient (chairperson) and the previous two recipients. The committee will present its nomination to the EC for approval. An appropriate gift of up to \$100 will be presented to the recipient along with the plaque with the plate for the new recipient. The recipient will retain the award until a new recipient is named. The incoming or outgoing president (or current president or immediate past president) are not eligible for consideration. The current recipient makes the presentation to the new honoree.
- VII. Dues: Dues for the following calendar year shall be voted upon by the membership at the Annual Meeting in November. Dues for 2022 are \$40.00 for primary members and \$20.00 for associate members.
- VIII. Elections of Officers: In the event there are nominations from the floor for any of the six (6) elective officers, the Bylaws Chairman shall act as the Credentials Chairman. She and the treasurer will ascertain that a quorum is present and declare such. Ballots shall be submitted to those members in good standing who are present at the meeting. (Ballots will be numbered from 1 – however many are present but distributed randomly.) The membership will vote individually on each office that has more than one nominee. 50% +1 votes needed to win.

The chairman of the Nominating Committee, the Credentials Chairman and the Treasurer will collect and tabulate the votes. Each candidate (or slate) may appoint one observer for the collection and tallying process.

Should any of the above mentioned three people be nominees for any office, then appropriate substitutions shall be made and approved by the membership present.

The results will be announced at the conclusion of the voting and tabulating process. (Amended 9/\_\_/2022)

- IX. Electronic Voting of the EC: All matters put before the EC may be decided by an electronic vote if a motion is made, seconded and carries with a majority vote with a 24-hour period for voting. The 24-hour period may be suspended for emergency matters if attempts are made to reach board members.
- X. Fund Raising -Ambassador Program: This fundraising program will be developed by the Fund - Raising Chairman along with the EC. The EC will vote on the final parameters of the program.
- XI. GOTV Committee: In the even numbered years, a three-person committee will be appointed by the president with the advice of the EC. A plan for distribution of designated funds for GOTV will be presented to the EC for approval. The report of distribution will be issued to the membership ten days (10) prior to the meeting at which the distribution shall be voted on.
- XII. Guests of Club: The current NCFRW Coastal Region Vice-President and the Vice-Chairman of the NCGOP shall be guests of the LCFRWC whenever they attend a meeting or special event.
- XIII. Internal Finance Control Policy:
1. The LCFRWC EC shall authorize the club president and treasurer access to all LCFRWC bank accounts and to have access to online banking. The EC may grant access to another member if deemed advisable.
  2. In November of each year, the LCFRWC President, with the advice and consent of the LCFRWC Executive Board, shall appoint a Financial Review Committee of three members, excluding the club treasurer. The members shall serve until their successors are appointed. The Financial Review Committee shall review LCFRWC financial records annually. The Financial Review Committee's report shall be internal and submitted only to the EC. The report shall include any recommendations to the EC. The review shall include the accuracy and appropriateness of all deposits, disbursements, and review of the NCBOE campaign finance reports.
  3. The President with advice of the EC, may appoint a member of the EC as auditor. She will review the treasurer's report and reconcile same with the bank statement monthly prior to the treasurer presenting the report to the general membership for audit.
  4. If a vacancy occurs during the treasurer's term, the Financial Review Committee shall perform an audit within thirty days and before a new treasurer receives the books. The President shall function as treasurer until the audit is complete. If the president is unable to function as treasurer, the EB shall appoint an acting treasurer.
  5. Annual reconciliation of all income and expenses shall be prepared by the treasurer and submitted to the EB at the first EB meeting of the new year. (In case of a newly elected treasurer, the out-going treasurer shall prepare this report.) If the treasurer is unable or unwilling to perform this task, the President with the advice of the EB shall appoint someone in her place. All income and expenses shall be referenced to the appropriate category in the annual budget.
  6. All monies allowed for any member must be approved in advance and in line with the approved budget. They also must be substantiated with receipts.
  7. All funds shall be deposited in accounts established only in the name of the LCFRWC. The EC shall approve the type of accounts to be established and the financial institutions to be used.

8. The EC may purchase Board of Directors insurance or other professional products provided at least seven (7) days' notice is given of intent to purchase provided the funds are available to cover the cost.
9. The EC may move funds from one category to another during the year to meet the needs of the club provided the total amount does not exceed the total amount in the budget.
10. No signatory on the bank accounts shall write a check to herself. The treasurer will use the debit card for approved expenses.

XIV. Removal of a member or non-member from a general meeting\*: A person who has been called out of order by the president or presiding officer and upheld by the parliamentarian more than one time during a meeting or event may be removed from the meeting/event by the president or presiding officer and after a subsequent two-thirds vote of the EB, may be barred from membership and/or attending event.

*\*Robert's Rules of Order Newly Revised, current edition will be followed for disciplinary action if it is not in conflict with NCFRW or NFRW bylaws as noted in NCFRW Board minutes dated November 15, 2008. (Passed NCFRW Board Meeting 11/15/08)*

XV. Removal of a Member of the EC: An EC member may be asked to resign their position upon a two-thirds vote of the EC if such person has three unexcused absences from EC meetings, has not fulfilled the requirements of the position, does not abide by the bylaws and standing rules, is no longer a member in good standing, or does not appear to support the goals and objectives of the LCFRWC. If a resignation is requested but not forthcoming, the member may be removed from the EC by a two-thirds vote of the EC with ten (10) days' notice given to the member prior to an EC meeting. The member will be given an opportunity to present their case at the meeting. The EC will then issue a ruling with a two-thirds vote. The person may retain membership in the club if the resignation or removal is due to the first two reasons.

XVI. Removal of a member/associate: A member/associate must be in good standing in accordance with Art. III, 1. c. of the bylaws. In addition, a member/associate must comply with the LCFRWC bylaws and standing rules and must comport themselves with dignity and respect for their fellow members/associates.

A member may request to the EB that a person be considered for expulsion, or the board may take it upon themselves. Notice in writing will be sent to the member who may request a hearing in front of the EB either in person or by submitting a written request. The EB will render a decision based upon a two-thirds vote.

- *A vote to remove a member must be made with the utmost caution and must be exercised only in extreme circumstances.*
- *Rational people can civilly disagree on matters. This is not a cause for removal. The member in question must be truly disruptive and a menace to our organization.*

XVII. Reservations for club meetings: If a member RSVPs for a meeting and does not cancel by the indicated date and does not show up, they must reimburse the club for the cost of the meal the club reserved in their name. A notice will be sent to the member. If the amount is not paid in full no later than the next meeting, the member will not be allowed to make further reservations nor will be allowed to be a walk-in for a meeting until the past due amount has been paid in full

The same policy is in effect for members who present a check which is returned for insufficient funds. In this case, any charges levied to the club by the bank will be added to the amount of the check.

- XVIII. Responsibilities of Executive Committee Members: All board members must familiarize themselves with the bylaws and standing rules and must always abide by them.
- XIX. Social Media Policy: The Public Relations Chairman and the President are the administrators of the FB page. The president with the consent of the EC may appoint an additional monitor. She will monitor all club SM platforms. The administrators reserve the right to remove posts that the EC feels crosses the line of appropriate decorum – including but not limited to profanity, insults, or violence.
- XX. Standing Rules – Adoption and Amendments: Standing Rules are adopted by a majority vote of the EC. Standing rules are amended by a two-thirds vote without previous notice, or a majority vote with seven (7) days' notice. Standing rules are rescinded only with a two-thirds vote with seven (7) days' notice given. Standing Rules may be amended by electronic voting in accordance with Article IX, Section 3 of the Bylaws.

Adopted November 9, 2021