

## **ARTICLE I - NAME**

The name of this organization shall be Ranchland Republican Women, hereinafter known as RRW, an affiliate of the Colorado Federation of Republican Women (CFRW) and the National Federation of Republican Women (NFRW).

## **ARTICLE II - OBJECTIVES**

*The Ranchland Republican Women shall be organized to:*

- A. Foster and promote the principles of the Republican Party.
- B. Inform and educate RRW membership and electorate through political education and activities.
- C. Campaign for the election of Republicans in all elections, including non-partisan elections.
- D. Uphold the Constitutional principles of freedom, equality, and justice on which the government of this country is founded.
- E. Increase the effectiveness of women in the cause of good government through political involvement.
- F. Encourage cooperation between CFRW, NFRW, and the Republican Party.
- G. Advocate, promote and assist with programs beneficial to the community.
- H. Assure the neutrality of RRW elected officers who shall not support nor oppose any candidate in a Republican Primary or intra-party race.

## **ARTICLE III - POLICIES**

- A. The fiscal year of the RRW shall be from January 1st through December 31st.
- B. In compliance with CFRW Special Rule Addressing Opposition Candidates and Parties,
  1. RRW members may not support any opposition candidate for elected office in any partisan election.
  2. When planning programs, no platform shall be provided to any member of an opposition party to speak at club meeting, projects or events.
- C. RRW Dues
  1. The RRW Executive Board with the approval of the membership shall set the RRW dues, which shall include the per capita dues for CFRW and the NFRW.
  2. The treasurer receives all RRW membership dues and forwards an up-to-date membership roster to the Membership Chairman and the Executive Board.
  3. NFRW Service Charge is to be submitted by January 1<sup>st</sup> of each year by the RRW Treasurer who will submit to CFRW to CFRW.
  4. By January 31st each year the RRW Treasurer submits CFRW and NFRW per capita dues for all paid members to the CFRW Treasurer.
  5. RRW Treasurer will submit any dues received after January 31<sup>st</sup> by March 1st to the CFRW Treasurer. Thereafter, the treasurer will submit dues received later in the year monthly.
  6. Membership dues/lists will only be provided to the CFRW Treasurer, who verifies payment with the membership list, will provide the list on to the CFRW 2<sup>nd</sup> VP in charge of membership.
  7. Any/all annual dues paid after November 1<sup>st</sup> shall be deemed applied to the ensuing year.

## **ARTICLE IV - MEMBERSHIP**

### **A. Classifications of Members**

#### **1. Active Members**

- a. Any registered Republican woman who pays full dues to this club, which include CFRW dues and the NFRW Service Charge.

#### **2. Associate Members**

- a. Any Republican woman who is an active member of another CFRW club or is an individual member of the CFRW may be an associate member of this club by paying the RRW's annual associate member dues.
- b. A registered Republican man may be an associate member of this club by paying the RRW's annual associate member dues.
- c. Associate members may attend meetings and participate in discussions.
- d. Associate members cannot introduce motions, vote, serve on committees or boards, be elected to any office, or be counted for purpose of determining a quorum or determining the number of delegates to CFRW and NFRW meetings or conventions.
- e. Associate members are not members of or reported to CFRW or NFRW.
- f. Associate members' dues remain with the club.

#### **3. Honorary Members**

- a. The CFRW President is an honorary associate member of the RRW.
- b. The District Director of the RRW club's district is an honorary associate member of the RRW.

### **B. Transferring Members**

1. An active member of a CFRW club may transfer her membership to another club by:
  - a. Sending a notice of her intention to transfer to the President of the club she is leaving and a copy of this notice to the President of the club she wishes to transfer her membership to.
  - b. Returning to her current club's President by postal delivery return receipt or in person any property in her possession belonging to the club.

### **C. Dues**

1. Annual active membership dues shall be paid by January 1st. These active membership dues include the required CFRW and NFRW dues.
2. Annual associate membership dues shall be paid by January 1st.
3. Dues become delinquent March 15th. Members whose dues are not paid by March 31st automatically forfeit membership in this club.

### **D. Automatic Removal from membership for:**

1. Failure to pay the RRW's annual dues.
2. Publicly supporting an opposition party candidate.
3. Working against the objectives of the RRW, the CFRW or the NFRW as outlined in their respective Bylaws.

## **ARTICLE V - OFFICERS AND THEIR ELECTION**

- A. The elected Officers of RRW who constitute the Executive Committee are:
1. President
  2. First Vice President
  3. Second Vice President
  4. Secretary
  5. Treasurer
- B. Officer Qualifications require that each officer be:
1. A registered Republican.
  2. An active member of the RRW in good standing.
  3. A resident of Colorado for at least one (1) year prior to assuming office.
- C. Term of Office:
1. The terms of office shall be for two (2) years or until their successors are elected.
  2. The term shall be from the election of officers at the November meeting in odd-numbered years through the November election two (2) years hence.
  3. No officer shall be eligible to serve more than two (2) consecutive terms in the same office; except if there is no willing member seeking to be elected, the current officer may serve.
  4. Any officer serving more than 365 days is considered to have served a full term in that office.
- D. Nominations and Elections
1. Nominations
    - a. In odd-numbered years RRW membership shall elect a nominating committee by September of that year. (The committee shall be a minimum of three members and a maximum of five members and will elect their own chair.)
    - b. Nominees are presented by the nominating committee at the meeting preceding the November election meeting in odd-numbered years, or from the floor at the nominating meeting or the November election meeting, or when necessitated, by a vacancy in office.
    - c. Nominees must be present or must give written consent to serve if elected.
    - d. All nominees must be active RRW members in good standing and a Colorado resident for at least one year.
  2. Elections
    - a. Election of officers shall be held at the regular November meeting in odd-numbered years or at the next regular or special meeting in case of vacancy in office.
    - b. Election of officers shall be by ballot unless an office has only one candidate in which case the election may be by acclamation.
    - c. RRW President shall appoint a minimum of three (3) tellers, the first named shall be the Reporting Teller. Tellers shall distribute, collect and count the ballots, then report counts.
    - d. A majority vote shall elect.
    - e. The President shall declare the results.

E. Duties of President include:

1. Carry out the objectives and policies of RRW outlined in the Bylaws.
2. Call and preside over all meetings of the RRW, the Executive Committee, and any special meetings thereof.
3. Along with the Treasurer, submitting an annual budget for membership approval by Dec 31<sup>st</sup>.
4. Appoint chairmen of all standing and special committees (except Nominating Committee) and to be an ex-officio member of all committees (except Nominating Committee).
5. Appoint an auditor, with the approval of the Executive Committee.
6. Represent the RRW at Republican party events and activities or appointing a representative/proxy in her absence.
7. Refrain from participating in any Republican primary campaign in support of any one candidate unless that Republican candidate is unopposed.
8. Sign checks as one of two authorized signatures, namely the President and Treasurer.
9. Immediately following her election, the RRW President shall submit in writing to the CFRW President and the CFRW Handbook Chairman:
  - a. The name of the club
  - b. Her name, address, phone numbers and email address
  - c. The RRW's club meeting date, times and locations

F. Duties of First Vice President include:

1. Preside over all meetings of the RRW and the Executive Committee, and assume the duties of the President in her absence.
2. Act as Program Chairman.
3. Perform duties assigned to her by the President.
4. In event of a vacancy in the office of President, the First Vice President succeeds to the office of President for the unexpired term. In which case, the office of First Vice-President shall be declared vacant and shall be filled by election at the next meeting of the club. If the vacancy occurs three (3) months or less before the next election meeting, the office of the First Vice President may remain vacant.

G. Duties of Second Vice President include:

1. Perform the duties of the President and First Vice-President in their absence.
2. Serve as Membership Chairman.
3. Perform such duties as are assigned her by the President.
4. Work with the Treasurer to prepare and maintain a roster of the RRW membership.
5. Work with the Treasurer to notify members whose dues are delinquent by practical means (verbal, written or electronic) before the end of February.

H. Duties of the Secretary include:

1. Keep minutes of all club and Executive Committee meetings.
2. Maintain all RRW records and historical items.
3. Update the inventory of all RRW property.
4. In the event of a vacancy in the office of the Secretary, the President shall appoint a temporary replacement until an election can be held.

I. Duties of the Treasurer include:

1. Receive and be custodian of all RRW monies by depositing them within 7 days in a bank approved by the Executive Committee.
2. Keep and report the record of all transactions and disbursements of funds.
3. Disburse funds as directed by the Executive Committee with the approval of the membership.
4. Disburse funds for budgeted expenditures within 7 days of receipt of a voucher or invoice.
5. Sign checks as one of two authorized signatures, namely the President and the Treasurer.
6. Work with the membership chairman (Second Vice President) to update the roster of current RRW members.
7. Submit dues and reports to the CFRW as required; by the 31<sup>st</sup> of each month. (Dues requirements are outlined under Article III - Policies.)
8. Work with the Second Vice President in February to notify members whose dues are delinquent that March 1st is the membership forfeiture date.
9. In the event of a vacancy in the position of the Treasurer, the President shall appoint a temporary replacement until an election can be held.

J. Transfer of Files to New Officers

All Officers shall deliver all records, files and properties of RRW to the newly elected officers within one week of the new officers' assumption of office.

K. Removal of Officers

1. Any elected officer of the RRW may be removed from office for cause at any time at the recommendation of the Executive Committee with approval by a two-thirds (2/3) vote of the membership.
2. A member facing removal shall be notified in writing by a member of the Executive Committee at least ten days prior to voting of the RRW membership.
3. The action of the RRW shall be final.

## **ARTICLE VI - MEETINGS**

- A. RRW's regular meeting in January shall be the Annual meeting.
- B. A minimum of six (6) regular meetings shall be held during the club fiscal year.
- C. Notice of meetings will be provided electronically, via email to members with email no later than one week prior to meetings, and will also be listed monthly in our newsletter. (Members without email will be noticed by phone.)
- D. Regular meetings will be decided by the Executive Committee, based on membership input.
- E. A quorum at regular meetings shall be 20% of the RRW's current membership.

## **ARTICLE VII - EXECUTIVE COMMITTEE**

The Executive Committee:

- A. Consists of the President, First Vice President, Second Vice President, Secretary, and Treasurer.
- B. Is the governing body of the RRW.
- C. Has the authority to transact any necessary business and supervise the affairs of the RRW between meetings of the club.

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*(As approved by the membership Nov. 29, 2017)*

- D. Will hold Meetings called at the discretion of the President, which have been noticed, via electronic means (email or telephone) 3 to 10 days in advance; and where a majority shall be a quorum.
- E. Will set the annual dues for RRW for all members with the approval of the membership.
- F. Will decide by a majority vote of the entire committee if sufficient evidence exists to declare a vacancy in an office because of permanent absence, permanent disability or for cause.

## **ARTICLE VIII - COMMITTEES**

Standing Committees:

- A. Standing committees shall be: Membership, Programs, Legislative and Bylaws.
  - 1. The duties of the standing committees shall be designated by the Executive Committee.
  - 2. The standing committees shall submit copies of any written reports to the RRW Secretary.
- B. Nominating Committee:
  - 1. The nominating committee consists of not less than three (3) members and no more than five (5) members elected by the membership in odd-numbered years for regular officer elections or as needed when a vacancy in office is declared.
  - 2. Shall elect a chairman from one of its members within one month of its formation.
  - 3. Reports one nominee for each office at the regular meeting preceding the November meeting in odd numbered years, after which nominations from the floor shall be allowed.
  - 4. Convenes at such time as a vacancy in office has been declared.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

Robert's Rules Of Order, newly revised, shall apply on all questions of procedure not specified in these bylaws and not inconsistent with the bylaws of CFRW and NFRW.

## **ARTICLE X - BYLAW AMENDMENTS AND REVISIONS**

These by-laws may be amended by a two-thirds (2/3) vote of a quorum of members present and voting at any regular meeting of this club, adjointed session thereof, or special meeting called for that purpose, provided the proposed amendment has been submitted previously to the By-laws Committee and notice of the proposed amendment has been given to all members in attendance at a previous meeting or at least ten (10) days prior to the meeting. (Amendments may not be in conflict with CFRW or NFRW bylaws.)

## **ARTICLE XI - DISSOLUTION**

In the event of the dissolution of RRW, all records and assets shall be assigned to CFRW. None of the said assets shall revert to any member of RRW.

*Marlene Groves*

*March 1st, 2018*

**ELECTRONIC SIGNATURE**

**DATE**

**Marlene Groves, President, Ranchland Republican Women**



# ***Ranchland Republican Women Bylaws***

*(As approved by the membership Nov. 29, 2017)*