

KINGMAN REPUBLICAN WOMEN BYLAWS

Date Revised by the Membership 1/14/20

ARTICLE I – NAME

The Name of the Club shall be Kingman Republican Women (hereafter referred to as KRW).

ARTICLE II – BYLAWS AND OBJECTIVES

The Bylaws and Objectives of the KRW shall be consistent with those of the Arizona Federation of Republican Women (AzFRW) and the National Federation of Republican Women (herein referred to as NFRW).

ARTICLE III – OBJECTIVES

The objectives of this Club shall be:

- A. Disseminate information to all members.
- B. Promote an informed electorate through political education.
- C. Foster loyalty to the Republican Party and promote its ideals.
- D. Promote the principles of the Republican Party.
- E. Increase the effectiveness of women in the cause of good government through political participation.
- F. Support the objectives and policies of the Republican State Committee.
- G. Work for Republican candidates in all elections according to KRW policies.

ARTICLE IV – POLICIES

Section 1. KRW shall refrain from publicly endorsing any candidate for public office in contested Republican primaries, runoff elections, special elections and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries and may support any Republican candidate of their choice, but not in the name of the club.

Section 2. Neither the club nor individual member shall advocate a split ticket, support an opposition party candidate or act against the Federation or State policies and bylaws.

Section 3. The Club shall not affiliate with any political organization which is not officially organized as working in concert with the AZGOP, AzFRW, NFRW and the Republican National Committee.

ARTICLE V – MEMBERSHIP

Section I. Active Membership.

- A. Active membership in the KRW shall be open to any woman, who is currently registered as a Republican, in the State of Arizona, who upholds the objectives and policies of KRW and pays the required dues.
- B. Active membership shall not be held in more than one club within the AzFRW.

- C. Membership dues, regular or associate, will not be refundable.

Section 2. Associate Membership.

- A. Associate membership shall be open to registered Republican women who hold active membership in another Arizona club or who are registered Republicans in another state.
- B. Associate membership shall also be open to men who are registered Republicans and who pay the required annual dues.
- C. Associate members cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national and/or state conventions.
- D. Men who are associate members do not become members of the AzFRW nor the NFRW.

ARTICLE VI- DUES and FISCAL YEAR

Section 1. Membership Dues.

- A. The annual KRW dues, for each active member and associate member, shall be determined by the club.
- B. Active member dues shall be \$30.00 per member, per year and associate member dues shall be \$15.00 per member, per year. See Standing Rules.
- C. Annual dues shall be paid to the club Treasurer.

Section 2. Fiscal Year.

- A. The fiscal year shall be January 1 through December 31.

ARTICLE VII – ETHICS

Section 1. Candidate Endorsements.

- A. The President of KRW shall not endorse a candidate prior to the Primary Election when there is more than one (1) Republican candidate for the same office. If the President desires to do so, she must resign her office.

Section 2. An endorsement constitutes i.e.:

- B. the local club or President's name in writing or print available to the public, such as:
 - a. On a candidates' brochure or literature.
 - b. Appearing on a candidate's press release.
 - c. Appearing in an article about the candidate and
 - d. On the list of campaign contributors.
 - e. Use of your home for a candidate's headquarters.
 - f. The candidate's bumper sticker on your vehicle.
 - g. The candidate's lawn sign on your property.
 - h. Giving a coffee or fundraiser for a candidate.
 - i. Participating in a candidate's phone bank.
 - j. Serving on a candidate's steering committee.
 - k. Working in a candidate's headquarters.
 - l. Any form of public announcement that connects your name with the candidate.
 - m. Attending an event promoting a candidate when there are two (2) or more Republican candidates or in a non-partisan race, a candidate of another party.

Section 3. It shall be a breach of ethics for a member to speak disparagingly in public of a Republican candidate. It shall be a breach of ethics to publicly promote a candidate of another party in speech, in print or electronic communication in a partisan or non-partisan election and may be just cause for a member's suspension or dismissal.

Section 4. A member may be removed from membership for failure to support the party ticket, support an opposition candidate or work against the objectives of the Federation on any level.

Section 5. All correspondence initiated or forwarded by a member becomes public record. The member then has ownership and shall be held accountable for all messages affecting the KRW guidelines.

Section 6. Exception.

- a. The only exception permitted is when her husband or a member of her immediate family (i.e. child or parent) is a candidate for office in any election so long as she does not permit the Club or Federations' name to be used, and she does not actively campaign using her office and the Federation as endorsement.
- b. If there is only one (1) Republican candidate at the close of the filing date, the President may endorse. (See D. below).
- c. The name of KRW shall not be used by a club member in supporting a candidate during any endorsement of a member of the local club for a specific office when there is more than one (1) Republican candidate running for the same office, provided the other Republican candidates for that position have been given the opportunity to be heard.
- d. A member, other than the President of KRW, may work as an individual for the Republican candidate of her choice in any election but not in her local club capacity nor shall the name of the local club be used.

ARTICLE VIII – OFFICERS AND DUTIES

Section 1. The ELECTED OFFICERS of KRW shall be President, First Vice-President, Second Vice-President, Third Vice- President, Secretary and Treasurer.

Section 2. The APPOINTIVE OFFICERS shall be Chaplain, Historian and Parliamentarian.

Section 3. All officers shall be ACTIVE members, in good standing, of the club.

- a. Eligibility. The executive officers, President, 1st VP, 2ND VP, 3RD VP and Secretary shall be elected at the November regular meeting and shall serve a one (1) year term, not more than two (2) consecutive one (1) year terms or until their successors take office. Exception: The *Treasurer* shall serve a two (2) year term, not more than two (2) consecutive two (2) year terms or until their successor takes office. Officers shall be installed at the regular December Christmas dinner meeting.

Section 4. The President may accept the resignation, by written letter or email, of any member wanting to resign from any office, chairmanship or the Club.

Section 5. Appointments.

- a. The appointive officers shall be appointed by the President, subject to the approval of the Executive committee, for a term which coincides with that of the President. Within two (2) weeks after an appointive officer has been replaced, all materials shall be delivered to the successor pertaining to that office.

Section 6. Duties.

The President shall:

- a. Be the official representative of KRW and an ad-hoc committee member, except the Nominating Committee.
- b. Preside at all meetings of KRW and the Executive Committee.
- c. Name the appointive officers, all Standing and Special Committees, subject to the approval of the Executive Committee, except as specifically provided for in these bylaws.
- e. Be a signatory on the KRW financial accounts.
- f. Fill vacancies in appointive offices and committees subject to the approval of the Executive Committee.

Section 7. The 1st Vice-President shall: in order of rank perform duties of the President in her absence or inability to serve.

- a. Act as a Chairman of a Standing Committee namely the Programs Committee.
- b. Will plan, implement programs for the President and assist with the preparation of the agenda for the monthly membership meetings, workshops and other desired goals.
- c. Shall be fully cognizant of the functioning of the organization as well as ongoing plans.
- d. Be fully prepared to assume duties of the President, if necessary.
- e. Will oversee programs, workshops and speakers to meet Award goals.
- f. Will make suggestions for programs as well as scheduling all speakers and workshops.
- g. Will write personal thank you notes to all speakers and presenters following KRW Meetings.
- h. Be fully knowledgeable to KRW and AzFRW bylaws and all other related documents such as Standing Rules, Financial policies, Budget etc.
- i. Serve as a member of the Budget Committee.
- j. Shall follow up and prepare for the AzFRW Awards Achievements form on line.
- k. Perform other duties as assigned by the President or Executive Committee.

Section 8. The 2nd Vice-President shall: in order of rank perform duties of the President in the absence of both the President and 1st Vice-President or their inability to serve.

- a. The 2nd Vice-President shall act as a chairman of a Standing Committee, the Membership Committee.
- b. Boost membership in the Club by providing ideas to promote success.
- c. Shall research programs and ideas utilized by other clubs that have worked successfully.
- d. Be aware of and promote any AzFRW or NFRW membership programs.
- e. Will write thank you letters to all new members.
- f. Prepare various recognition awards at meetings that recognizes a member in a positive manner. Recognize, welcome, tend, mentor and educate first time attendees including preparation of a Membership packet which could include informational materials about KRW.

- g. Introduce and take a group photo of new members for inclusion in the next newsletter.
- h. Bring back former members by personally calling or writing a "we've missed you" postcard.
- i. Suggest Membership events to grow numbers as well as other ideas for club membership brochures, event flyers etc.
- j. Works in conjunction with the Treasurer to help prepare quarterly membership reports for AzFRW.
- k. Shall follow up and prepare for the AzFRW Achievement Awards form on line.
- l. Perform other duties as assigned by the President or Executive Committee.

Section 9. 3RD Vice-President shall in order of rank perform the duties of the President in her absence or in her inability to serve.

- a. The 3rd Vice-President shall act as the Ways and Means Committee Chairperson, Fundraising.
- b. Shall create, implement and innovate various fundraising opportunities for KRW to achieve the budgetary goals and beyond.
- c. Serve as a member of the Budget committee to offer input to the budget under consideration.
- d. Responsible for implementing ideas and other special opportunities or events for raising funds as needed to meet budget requirements.
- e. Responsible for the 50/50 split the pot raffle at each meeting as well as other new and innovative ideas.
- f. Coordinate and plan with the hosting Region Director and the Arrangements chair for Silent Auctions or raffle events.
- g. Responsible for providing all raffle tickets, ticket drawing bags or bid sheets as needed for 50/50's, silent auctions or other planned fundraising events.
- h. Prepare a schedule of volunteers needed.
- i. Contact the Treasurer in advance if a change/fund will be required.
- j. Ways and Means chair oversee the KRW name badge sales.
- k. Fundraising proceeds from all events shall be remitted to the KRW Treasurer for deposit within 48 hours of the event along with a summary report for same.
- l. Perform other duties as assigned by the President or Executive Committee.

Section 10. The Secretary shall:

- a. Conduct a roll call of executive officers and voting members at all meetings, Board of Directors meeting and at the regular meeting to ascertain the required quorum has been met.
- b. Maintain the KRW charter.
- c. Keep accurate minutes of all meetings of KRW, the Board of Directors and the Executive Committee. A copy of the Minutes shall be sent to the President within ten (10) days after each meeting.
- d. Maintain an up-to-date file of all officers and committees of KRW and names of committee chairs.
- e. Be custodian of all records and other materials pertaining to her office.
- f. Perform such other duties as directed by the President or Executive Committee.
- g. Board Meeting minutes shall be emailed to the Executive Board members upon approval of the President within 10 days after the Board meeting.
- h. Regular Meeting minutes shall be emailed to all Regular members no later than one (1) week before the regular scheduled meeting.

Section 11. The Treasurer shall:

- a. Serve on the Budget and Finance Review Committee.
- b. Be the custodian of all KRW funds.
- c. Be a signatory on all KRW accounts.
- d. Collect all funds, give a receipt upon request of the member, and deposit them in an institution approved by the Executive Committee.
- e. Treasurer shall pay bills in a timely manner, produce an easily and understood Financial Report for the Executive Committee and Board of Directors in advance of all meetings.
- f. Treasurer shall monitor compliance with the approved Budget and bring any areas of concern forward to the President and/or Executive Committee for their evaluation.
- g. Ensure the membership numbers reported to AzFRW are accurate and timely, to facilitate and verify the accuracy of the database upload.
- h. List all transactions, deposits and checks written, in a bank register of the actual checkbook.
- i. Checks written in excess of \$300 shall have the approval and signature of the President on the check.
- j. Treasurer shall keep accurate records of income and expenses from all meetings and/or events.
- k. Treasurer shall, upon request of the Financial Review Committee, have all records available including but not limited to monthly bank statements, check register, copies of deposits and reimbursement forms for expenses.
- l. Upon a statement from AzFRW transmit the requested amounts to AzFRW for State and National dues in accordance with their deadlines.
- m. Treasurer is authorized to pay expenses under \$25.00 without receipts and/or with explanation.
- n. Disburse funds as directed by the Executive Committee. Any expense over \$100 shall be approved by the Executive Committee before submitting payment.
- o. Submit a written report at each meeting of the Executive Committee and regular monthly membership meetings.
- p. Serve no more than two (2) consecutive terms. See Article VIII, Sec. 3 (a).
- q. Perform such other duties as may be directed by the President or the Executive Committee.

ARTICLE IX – APPOINTIVE OFFICERS

Section 1. Chaplain shall perform the duties of the office as requested by the President.

Section 2. Historian shall prepare a history of the activities of KRW during the term of office.

Section 3. Parliamentarian shall:

- a. Attend all meetings of the KRW, Executive Committee and Bylaws Committee.
- b. When requested, advise the President, Board of Directors, Executive Committee officers, committees or members as to the interpretation of the latest edition of the newly revised Roberts Rules of Order, bylaws of AzFRW and NFRW on parliamentary procedure.
- c. Instruct the Nominating Committee of its' duties.

ARTICLE X – NOMINATION COMMITTEE, ELECTIONS AND VACANCIES

Section 1. Nomination Committee.

- a. The President, in January, shall appoint the Chairman for the Nomination Committee. The committee shall appoint a Vice Chairman from within the committee.
- b. In the absence or inability of the Nomination Committee chairman to serve, the Vice - chairman shall assume the position.
- c. The Nomination Committee shall consist of five (5) regular ACTIVE members-at-large of KRW and, shall prepare the slate of officers to be elected.
- d. The nominee candidate shall complete a Nomination application for the Committee.
- e. A member who is nominated must agree in writing to the office and shall understand that the Office will be for a term of one (1) year, with the exception of the Treasurer, whose term shall be two (2) years. (See Article VIII, Sec. 3(a).
- f. The Nomination Committee will present the slate of nominees at the October membership meeting.
- g. The election of officers shall be held during the November membership meeting by ballot.
- h. Nominations, from the floor, shall be called for after each office is presented to the membership.
- i. More than one nominee may appear on the ballot within each executive office vacancy.
- j. Should there be only one candidate for each office on the ballot, the slate shall be voted on by Acclamation.
- k. The ballots shall remain in the custody of the Secretary for one (1) year.
- l. Elected officers shall assume their duties on January 1st following the election.
- m. The retiring officers shall deliver, to their successors, at the December board meeting, all materials pertaining to their office upon completion of their term.

Section 2. Vacancies.

- a. A vacancy, in an elective office, shall be filled by the Executive Board at a regular meeting, board meeting or special meeting called for that purpose.
- b. If more than one (1) candidate is nominated to fill the vacancy, the vote shall be by ballot, and a majority vote shall be required to elect.
- c. Vacancies in appointive offices shall be filled by the President subject to the approval of the Executive Committee.

ARTICLE XI– EXECUTIVE COMMITTEES

Section 1. Executive Committee shall consist of the Elected officers

Section 2. Duties.

- a. The Executive Committee shall conduct the business of the Board of Directors between meetings of that body.
- b. Approve appointments of the appointive officers and of the committee members, except as otherwise provided for in these bylaws.
- c. Direct disbursements of funds.
- d. Approve the institutions where funds are to be deposited.

- e. Act on the Budget submitted by the Budget Committee for recommendations to the Board of Directors.
- f. Act on Standing Rules submitted by the Bylaws Committee for recommendations to the Board of Directors.
- g. Provide for an annual Finance Review 12 months after serving in office and immediately prior to presenting books to the new Treasurer.

ARTICLE XII – MEETINGS

Section 1. Regular meetings:

- a. A minimum of 10 regular meetings shall be held during the designated calendar year on the same day, time and location.
- b. Meetings shall be held as decided by the Executive Committee.
- c. A quorum shall be a majority of the active membership in attendance of any and all monthly general meetings.

Section 2. Special Meetings:

- a. Special meetings shall be called by the President when not less than five (5) members of the Executive Committee request such a meeting be scheduled.
- b. Notice of any and all special meetings, deemed necessary, shall be provided via e-mail or proper form of notification to all active members at least five (5) days prior to such special meeting date.

Section 3. Voting:

- a. For all meetings, only Active members of the club in good standing shall have a voice.
- b. A vote of the club or Executive committee may be conducted by mail or telephone conference call or electronic means between meetings provided there is a quorum participating.
- c. The conclusive vote shall be ratified and entered into the Minutes at the next regular monthly meeting of the KRW membership.

Section 4. Quorum.

- a. A Quorum of an Executive committee meeting shall be a majority of the voting members present in order that business can be legally transacted.
- b. In the absence of a valid quorum, of the majority of the active membership, a unanimous vote of active members in attendance at a monthly general meeting that requires a vote, shall constitute a quorum without specification.

ARTICLE XIII – BOARD OF DIRECTORS

Each member of the Board of Directors shall be an active member in good standing of KRW.

Section 1. The Board of Directors shall consist of:

- a. Elected officers, Appointive officers, the Chairmen of Standing Committees, the immediate past-president and the President.

ARTICLE XIV – COMMITTEES

Section 1. Active members, in good standing of KRW, shall serve as members on the committees.

Section 2. The President shall be a member ex-officio of each committee except the Nominating Committee, Financial Review Committee and Bylaws Committee.

Section 3. Standing Committees shall be:

Americanism	Literacy
Membership	Budget
Nominating	Finance Review
Campaign	Bylaws
Scholarship	Publicity
Ways and Means	Legislative
Awards	Hospitality
Events	Webmaster

Section 4. Committee Appointments:

- a. The President shall appoint the members of the Standing committees (except Nominating) and may appoint SPECIAL committees, subject to the approval of the Executive committee, unless otherwise specified in these Bylaws.
- b. The President shall name the chairman of each committee. (except Nominating).

Section 5. Duties. The duties shall be as the name of the committee implies and determined by the Executive Committee, and as stated in these Bylaws.

- a. Nominating Committee. (SEE Article X).
- b. The Bylaws committee shall consist of three (3) ACTIVE members of KRW, appointed by the President.
- c. The Bylaws Committee shall conduct a biennial review of these Bylaws and...
 1. Request and receive proposed revisions to the Bylaws and submit them to the Board of Directors for action or shall initiate changes requested by the Board.
 2. General membership shall have the final vote for the revisions.
 3. Furnish the Bylaws Committee of the State Federation with a complete set of club Bylaws for review and approval.
 4. Subsequent revision of Bylaws shall be sent to the AzFRW Bylaws Committee for review and approval.

ARTICLE XV – DELEGATES

Section 1. Delegates:

- a. Delegates and alternate delegates to the AzFRW State Convention shall be an ACTIVE member in good standing of KRW.
- b. Delegates shall be selected from those active members whose dues have been paid as of the third quarter report of the current year.
- c. To qualify for delegate representation to the AzFRW Biennial Convention, the club shall have been in good standing for at least three (3) months prior to the convention.

ARTICLE XVI – AzFRW BIENNIAL CONVENTION

A Biennial Convention shall be held in the odd numbered year at a time and place recommended by the Convention Committee. The convention shall be held in the Fall, and shall not conflict with the NFRW.

ARTICLE XVII – ROBERTS RULES OF ORDER

Roberts Rules of Order Newly Revised Edition shall govern the proceedings in all cases *not* provided for in these Bylaws.

ARTICLE XVIII – STANDING RULES

The Standing Rules shall be separate from the Bylaws and shall be attached to become a part thereof. The Standing Rules may be amended, suspended or rescinded by a majority vote of the members present at a regular meeting of the club.

ARTICLE XIX – DISSOLUTION

In the event of dissolution of KRW, all of its assets remaining after payment of all costs and expenses of such dissolution, shall be distributed to the AzFRW. None of the assets shall be distributed to any member or officer of KRW.

Revised this 14th day of January 2020

Nancy Moschaw
Club President