



Ahwatukee Republican Women

BYLAWS

Revised January 2011
Amended March 26, 2013

ARTICLE I **NAME**

- Section 1 The name of this organization shall be Ahwatukee Republican Women herein referred to as ARW.
- Section 2 It shall be affiliated with the Arizona Federation of Republican Women (AzFRW) and the National Federation of Republican Women (NFRW) and shall conform to the provisions of the bylaws of said organizations.

ARTICLE II **OBJECTIVES**

- Section 1 The objectives of this organization shall be to:
- Promote an informed electorate through political education;
 - Promote the objectives of NFRW and AzFRW;
 - Foster loyalty to the Republican Party and promote its ideals;
 - Increase the effectiveness of women in the cause of good government through active political participation;
 - Support the objectives and policies of the state Republican Party and work for the election of Republican nominees.

ARTICLE III **POLICIES**

- Section 1 Candidate Endorsement:
This organization, its president, and its campaign activities chairperson shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections.
- Section 2 Working for a Candidate:
Individual members of this organization may work for any candidate of their choice in contested Republican primaries but may not in the name of the organization.
- Section 3 Endorsement Exemption:
This article pertains only to contests between Republican candidates for public office. Officers of this organization who are candidates, or whose husband, or a member of her family, are candidates shall be exempt from this rule.
- Section 4 Biennial State Convention: Delegates to the AzFRW Biennial Convention shall be the ARW President or her accredited alternate and one delegate for each ten (10) or fraction thereof, ACTIVE members in good standing. Alternates shall be selected for each delegate. Delegates and alternates to the AzFRW convention shall be selected at the September meeting.

- Section 5 Biennial National Convention Representation: The President or her accredited alternate shall serve as a delegate to the NFRW Convention.
- Section 6 Provided sufficient funds are available, ARW shall pay the full registration fee for the President or her designee and one-half the registration fee for the First Vice President or her designee, who shall both be delegates of ARW at the AzFRW Convention. Also, provided funds are available, ARW shall defray the full registration cost for the President or her designee to attend the NFRW Convention as a delegate of the Club. Other convention and AzFRW/NFRW meeting costs for the President and/or other delegates may be defrayed as determined annually.
- Section 7 Provided sufficient funds are available, ARW may defray costs for members to attend AzFRW and/or NFRW meetings.

ARTICLE IV MEMBERSHIP

- Section 1 Eligibility/Active Membership: Active membership shall be open to any woman who is currently a registered Republican in the state of Arizona, who upholds the objectives of the AzFRW and NFRW and pays the required dues. (MEMBER IN GOOD STANDING) Active membership shall not be held in more than one club. Only active members in good standing shall hold office in the ARW or serve as delegates to AzFRW and NFRW conventions.
- Section 2 Associate members: Republican women and men may be associate members of this club upon payment of dues required by the club. Associate members shall not hold office or vote, and shall not serve as delegates to state or national conventions.
- Section 3 Honorary membership may be presented at the discretion of the Executive Board as a reward for meritorious service, to a long-term, active member who is no longer able to attend meetings. An Honorary Member has the same limitations as an Associate; **however the Club must pay her AzFRW/NFRW dues.**
- Section 4 Honorary associate membership may be presented at the discretion of the Executive Board as a reward for meritorious service, to the Republican Party.
- Section 5 Removal from membership may occur for non-payment of dues, change of registration, or misuse of Membership Roster by a member for personal gain.
- Section 6 Reinstatement may occur by a 2/3 vote of the Executive Board providing reasons for removal have been corrected.

ARTICLE V OFFICERS, TERMS AND DUTIES

- Section 1 The elected officers of this organization shall be President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Communications Secretary, and Treasurer. Co-officers may be permitted at the discretion and approval of the Nominating Committee, the President, and subject to the Terms and Duties of that office.
- Section 2 The appointed positions of this club shall be an Americanism Chairperson, a Chaplain and a Parliamentarian. They shall be appointed by the President subject to the approval of the Executive Board. They are non-voting members of the board.
- Section 3 All officers shall be active members in good standing.
- Section 4 The term of office is two (2) years, or until a successor is elected or appointed. An elected officer shall not hold the same office for more than four (4) consecutive years. An officer who has served more than half a

term is considered to have served a full term in that office. Elected officers shall assume their duties at the end of the fiscal year following election, regardless of when installation takes place.

- Section 5 Nominees for President shall have been a member of the ARW Executive Board for at least one year.
- Section 6 If the office of President becomes vacant, the office shall be filled by the First Vice President. If any other office falls vacant, the Executive Board shall appoint a successor until such a vacancy can be filled by election at the Annual Meeting.
- Section 7 Attending the AzFRW quarterly meetings shall be a priority of all officers.
- Section 8 Upon the expiration of her term of office or in the case of resignation, each officer and chairperson shall immediately transfer all records, books, funds or other material pertaining to her office to her successor or the President.
- Section 9 **The President** shall:
a) Act as the official representative and spokesman for Ahwatukee Republican Women;
b) Be the official representative to the AzFRW and NFRW;
c) Preside at all meetings of the club and Executive Board, including general supervision of all club planning;
d) Name the appointive positions and all standing and special committees, subject to the approval of the Executive Board except as specifically provided for in these bylaws;
e) Serve ex officio on all committees except the Nominating Committee;
f) Be authorized to sign checks.
- Section 10 **The First Vice President** shall:
a) Serve as Programs Chairperson;
b) Act as hostess for guest speakers and introduce them at meetings;
c) Preside at meetings in the absence of the President;
d) Provide information to the Publicity Chairperson;
e) Perform such duties as assigned by the President.
- Section 11 **The Second Vice President** shall:
a) Serve as Membership Chairperson and be responsible for membership promotion throughout the year;
b) Serve as Chairperson of the Roster Committee;
c) Send * notice when dues are due and payable;
d) Perform such duties as assigned by the President.
- Section 12 **The Third Vice President** shall:
a) Serve as Chairperson of the Ways and Means/Fundraising Committee;
b) Perform such duties as assigned by the President.
- Section 13 **The Recording Secretary** shall:
a) Record the minutes of all General and Executive Board meetings;
b) Provide a copy of the minutes of each meeting to the President within seven (7) days following each meeting. Minutes to be provided to the general membership prior to the following General meeting.
c) Maintain a record of Board attendance in the minutes;
d) Maintain an up-to-date file of all officers and committees;
e) Count the standing vote at the request of the President. Report to the President if a quorum has or has not been established;
f) Be the custodian of all records and papers not specifically assigned to others, including the Master copies of the Bylaws and Standing Rules;
g) Perform such other duties as assigned by the President.
- Section 14 **Communications Secretary** shall:
a) Be responsible for producing the club newsletter and maintaining the club web site;

- b) Conduct such correspondence as may be requested by the President or the Executive Board;
- c) Fulfill responsibilities of Publicity Chair when that position is vacant;
- d) Perform such other duties as assigned by the President.

Section 15

The Treasurer shall:

- a) Be custodian of all funds of the club;
- b) Collect all funds and deposit them in an approved bank account;
- c) Be authorized to sign checks;
- d) Disburse funds as directed by the Executive Board;
- e) Pay annual dues to the AzFRW Treasurer for each active member; pay the annual NFRW service charge to the AzFRW Treasurer;
- f) Submit quarterly reports to the AzFRW Treasurer;
- g) Prepare and present financial reports at the Executive Board and General meetings;
- h) Serve as a member of the Budget Committee;
- i) Finalize the year-end financial report and turn over records to the Review Committee by 20 January;
- j) Perform such other duties as assigned by the President.

Section 16

Americanism Chairperson shall:

- a) Be responsible for inspiring respect for the American flag and our precious heritage;
- b) Properly display the flag at meetings;
- c) Lead the Pledge of Allegiance, and follow with a patriotic message when possible;
- d) Contribute appropriate Americanism articles for publication in the newsletter;
- e) Cooperate with the Programs Chairperson in honoring great Americans;
- f) Recognize National Patriotism Week in Arizona.

Section 17

Chaplain

Be responsible for the invocation at all General meetings and other related duties as requested by the President

Section 18

The Parliamentarian shall:

- a) Advise the President and other officers, members, and committees on parliamentary procedure;
- b) Attend both regular and executive board meetings.

**ARTICLE VI
EXECUTIVE BOARD**

Section 1

The Executive Board shall consist of the elected officers, the immediate Past President, who shall serve as advisor, and the Parliamentarian. The Parliamentarian shall advise the President and other officers, members, and committees on a parliamentary procedure. She should attend both regular and executive board meetings. Neither the Past President nor the Parliamentarian has a vote.

Section 2

The Executive Board shall have general supervision of the affairs of the club between its business meetings including expenditures up to \$500.00.

Section 3

Vacancies - The Executive Board shall fill vacancies occurring in offices or committees.

Section 4

Special meetings of the Board may be called by the President, and shall be called upon the written* request of three members of the Board, the purpose of the meeting being given in the request.

Section 5

Executive Board meetings shall be held prior to each General meeting.

Section 6

Removal: Any member of the Executive Board who fails to perform the duties of that office or misses more than two (2) consecutive meetings may be replaced by the President subject to approval of the Executive Board.

Section 7

Resignation: Any member of the Executive Board may resign from ARW upon receipt of a written* letter to the President. This letter shall be read and voted on at the next executive meeting. Upon acceptance, the officer has then officially resigned.

ARTICLE VII
COMMITTEES AND DUTIES

Section 1 There shall at the discretion of the President with the approval of the Executive Board be the following Standing Committees:

Awards

This committee shall be responsible for formulating a plan and informing the members of their responsibilities to ensure a competitive position for AzFRW and NFRW awards. The Awards Chairperson is to compile a system to record members' volunteer hours on campaign-organization sponsored projects or other community activities. Compilation shall be turned in to State and National organizations by stated deadline. The Awards Chairperson shall work with the President.

Budget

The Budget Committee will include the President, Third Vice President (Ways and Means Chairperson/Fundraising), Treasurer and a member at large appointed by the President. This committee will select a chairperson.

The committee shall prepare a proposed budget to be submitted to the Executive Board for evaluation. It will then be presented to the membership for their consideration. The chairperson of the Budget Committee shall present the proposed budget at the January General meeting for approval.

All money-related requests not included in the adopted budget shall be referred to the Executive Board for consideration before approval by the membership.

No member shall obligate or encumber the funds of this organization for any obligation not budgeted. Non-budgeted expenditures greater than five hundred dollars (\$500.00) in totality must have membership approval

Bylaws

If Bylaw revisions are deemed necessary, the President shall appoint a three member committee to meet, formulate, revise and present same to membership.

ARW shall submit a copy of its bylaws to the AzFRW Bylaws Committee and shall submit any subsequent amendments thereto.

Campaign

This committee shall inform, educate and coordinate the membership and other Republicans to ensure political victory. The scope of their activity may include setting registration drives, telephone campaigns, precinct mailings, door-to-door delivery of campaign literature, staffing of Republican headquarters, etc. They will try to inspire the members to volunteer in all phases of campaigning, keep accurate records of workers' addresses and phone numbers, hours contributed and what they did in the campaign. They shall work with the Awards Chairperson in this endeavor.

Caring for Community

This committee shall be responsible for non-partisan community service projects. They shall recommend, organize and coordinate projects involving as many members as possible.

Financial Review Committee

This committee shall be responsible for reviewing the year-end financial records of the club and shall report to the general membership at the February meeting.

Historian

Historian shall be responsible for photos and scrapbook for recording the activities of the club.

Legislative

This committee shall be responsible for informing the members of legislation which will affect the City, County, State, Party and every citizen. They shall promote individual participation in the legislative process and ensure that members understand the philosophies of the major parties. This committee will provide an up-to-date list of public officeholders to members.

Membership

This committee shall be chaired by the 2nd Vice President. They shall be responsible for membership promotion throughout the year, create a committee to plan the Annual Membership Event and plan other events that would promote membership growth. This committee shall provide all new members with a packet which will contain such items as: a welcome letter, a membership card, a copy of the Bylaws and items to be decided by the Executive Board.

Nominating

This committee shall consist of three (3) members proposed by the Executive Board. They shall be approved by the membership at the May General meeting of the election year of the club. The primary duty of this committee is to lead the recruitment process for members interested in serving on the ARW Executive Board. The committee shall make a report at the October General meeting. Voting for the officers will be at the Biennial meeting in November. The committee will prepare the ballot and conduct the voting process as in accordance with Article IX Section 1.

Programs

This committee shall be chaired by the 1st Vice President. The committee shall be responsible for planning and providing diversified and creative programs and assuring proper protocol is used in arranging and conducting meetings. This committee's responsibility includes:

1. Contacting, confirming, welcoming and introducing the speaker and/or entertainer as appropriate.
2. Arranging for the meeting place, the room setup, microphone, lectern, etc.
3. Notifying the Publicity Chairperson of the date, time, location, information on the speaker and subject matter.
4. Notifying the Treasurer when there is a charge for the meeting.
5. Notifying other officers and/or committee chairpersons as appropriate.

Publicity/Public Relations

This committee shall, through channels of the news media, gain the interest and goodwill of the public and build prestige of our organization. The chairperson of this committee shall work in harmony and close cooperation with the Programs Chairperson and the Executive Board and become familiar with the activities of the entire organization through participation and study. The Publicity chairperson shall work with the First Vice President.

Ways and Means/ Fundraising

This committee shall be chaired by the 3rd Vice President. It shall be responsible for presenting ideas to raise the additional money, in excess of dues, to fund the organization's activities. When the needs of the organization have been established, the 3rd V.P. shall present her committee's ideas on fund-raising to the Executive Board for approval. The Ways and Means Chairperson shall work with the Treasurer.

Section 2 The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 3 Additional Standing and Special Committees will be formed if deemed necessary by the President and Executive Board, or as required by the NFRW.

ARTICLE VIII
MEETINGS, QUORUM

Section 1 General meetings of the club shall be held once a month at least nine times each calendar year unless otherwise ordered by the Executive Board.

Section 2 The General meeting in the month of November shall be known as the Biennial Meeting, at which time officers will be elected. Written* notification of this meeting shall be sent to all members prior to the meeting.

- Section 3 Special meetings may be called by the President or the Executive Board or upon the written* request of ten members of the club. The purpose of the meeting shall be stated in the call.
- Section 4 In the case of an emergency, action may be taken by the Executive Board by telephone or email by a majority of the members. Such action shall be noted in a special memo recorded in the minutes and shall be reported at the next General meeting.
- Section 5 Twenty percent (20%) of the General membership in attendance shall constitute a quorum, which is necessary to conduct business for all General and special meetings. There shall be no proxy voting.
- Section 6 A quorum in meetings of the Executive Board or committees shall be a majority of their respective membership.

ARTICLE IX **NOMINATIONS AND ELECTIONS**

- Section 1 The Nominating Committee shall consist of three members elected by the membership at the May meeting. It shall report at the General meeting in October, and election of officers shall be held at the Biennial Meeting in November, with installation to follow.
- Section 2 Nominees must be members in good standing and have attended three General meetings in the year prior to their nomination.
- Section 3 The candidate for President must be an ARW member in good standing for at least one year. Nominees for President shall have been a member of an NFRW affiliated republican women's club for not less than two (2) years and have served on a Federated Republican Women's Club Executive Board for not less than one (1) year at the time she takes office. Exceptions: If the position cannot be filled, an officer may be reelected for another term.
- Section 4 Members in good standing may make nominations from the floor at the November meeting, following the report of the Nominating Committee, with the consent to serve if elected having previously been obtained from all such nominees
- Section 5 If only one name for an office is received, voting shall be by voice vote. If more than one name is presented for any office, voting for that office shall be by ballot.
- Section 6 Officers shall serve for two years, to coincide with AzFRW elections or until their successors are elected.

ARTICLE X **DUES AND FEES**

- Section 1 The fiscal year shall be January 1 through December 31.
- Section 2 Membership dues shall be established by the Executive Board and approved by the membership. Annual dues shall include dues to the AzFRW and NFRW; the remainder shall be used for the club's expenses.
- Section 3 Dues for new members joining after the last NFRW/AzFRW Quarterly Report shall be considered paid in full until the end of the following fiscal year. Dues for members joining in September will be at a reduced rate, however, will be subject to renewal January 1.
- Section 4 Annual dues for active members are payable January 1, and are delinquent February 1 of each year. Members will be removed from the membership roster, after notification, if dues are unpaid by March 1.
- Section 5 Members shall not be assessed any additional fees aside from dues with the exception of the following: All bank charges for checks returned for insufficient funds and all stop payment charges shall be paid by the party issuing the original check.

ARTICLE XI

BUDGET AND FINANCIAL REVIEW

- Section 1 The Budget Committee shall submit a proposed budget to the Executive Board for evaluation prior to the December General meeting. The Chairperson of the Budget Committee shall present the proposed budget at the December meeting for approval by the membership at the January meeting.

- Section 2 Financial Review: Upon receipt of the December bank statement, the Treasurer shall finalize the year-end financial report and turn over all records to the Review Committee by 20 January. The Review Committee shall report to the general membership at the February meeting.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

- Section 1 Robert's Rules of Order (Newly Revised) shall govern the organization unless they are inconsistent with the Bylaws of the AzFRW

**ARTICLE XIII
AMENDMENTS TO BYLAWS**

- Section 1 These Bylaws may be amended by a two-thirds vote of the members present and voting at any General meeting of this organization or special meeting called for that purpose, provided notice of the proposed amendment has been submitted in writing* before the next General meeting or announced at the previous General meeting.

**ARTICLE XIV
DISSOLUTION**

- Section 1 This club may be dissolved by a two-thirds vote at any meeting of the 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 club. In the event of dissolution, the Executive Board shall, after payment of all liabilities of the club, distribute any remaining assets to the AzFRW

Approved December 6, 2005
Amended 2007
Revised January 2011
Amended 2013

Rosario B. Pellegrino

March 26, 2013

President

Date

Shelvia H. DeJany

March 26, 2013

Secretary

Date

Date Approved: March 26, 2013

*implies email

