

# **PALM SPRINGS REPUBLICAN WOMEN FEDERATED**

## **BYLAWS**

ADOPTED: OCTOBER 28, 1969

AMENDED: MARCH 15, 1979, APRIL 17, 1986, FEBRUARY 23, 1989, NOVEMBER 16, 1995, MAY 15, 1997, DECEMBER 16, 1999, AND DECEMBER 14, 2006

### **ARTICLE I – NAME**

The name of this organization shall be Palm Springs Republican Women Federated in Riverside County.

It shall be affiliated with the National Federation of Republican Women, the California Federation of Republican Women Southern Division and the Riverside County Federation of Republican Women.

### **ARTICLE II – OBJECTIVES**

The Objectives shall be to:

- Promote an informed public through education and activity;
- Increase the effectiveness of women in the cause of good government;
- Promote a wider knowledge of the principles and policies of the Republican Party;
- Encourage active citizenship;
- Cooperate with the California Republican Party and the County Central Committees for the election of Republican nominees;
- Facilitate cooperation among Federated Republican Women's Local Clubs;
- Foster loyalty to Republican candidates in all elections including non-partisan elections.

### **ARTICLE III – MEMBERSHIP**

Section 1.

Any person believing in the principles of the Republican Party and pledging to support its candidates and policies is eligible to become an ACTIVE or ASSOCIATE member of this Club.

ACTIVE MEMBERS shall be registered Republican women whose dues are paid. She shall have the power to vote, make motions and nominations after being an ACTIVE MEMBER in the Club for sixty (60) days.

ASSOCIATE MEMBERS are regular Republican members of another Republican club, Republican men, or non-citizens. Such membership shall not be granted the privilege of making motions, nominations, voting or holding office and shall not be eligible to serve as convention delegates or be counted in establishing a quorum.

Section 2.

A member shall maintain voting membership in no more than one Club of the California Federation of Republican Women in any one year.

Section 3.

A member may be permitted to transfer her membership from one club to another, provided the Division Membership Chairman is notified and the records are clarified at all levels of the Federation. A member making such a transfer shall be governed by the Bylaws of the Club regarding her privileges of membership. All records of membership shall be clarified sixty (60) days prior to the date of convention for her to be eligible to serve as a delegate.

Section 4.

The Club President or members shall not commit a Club to any action without the consent of the Club.

Section 5.

No member Club or County Organization shall invite or permit any person registered in any other party than the Republican Party to speak at any meetings of its membership.

Section 6.

The Club President or any of the Vice Presidents shall not simultaneously hold an elective office in any other Republican volunteer organization. This shall not be construed to preclude membership on either the State Central Committee or County Central Committee.

Section 7.

Any Club, which advocated splitting the Party ticket or supporting an opposition candidate, shall be suspended from membership by action of the Executive Board of the Southern Division of the California Federation of Republican Women.

Section 8

All literature or materials of any description, including petitions, shall first be submitted to the Board of Directors for approval before being circulated at any meeting of the Club.

Section 9.

No member of the Board of Directors of a Club shall publicly support a candidate of any other party running for elective partisan office. If she does so, it shall be considered automatic removal from the Board.

#### Section 10

A club member shall not be allowed to vote, or make motions or nominations, unless and until she has been an active member of the Club in good standing for at least sixty (60) days.

### **ARTICLE IV – ETHICS**

#### Section 1.

The club shall invite or permit only speakers registered in the Republican Party to speak at any meeting.

#### Section 2.

A Club or Club president shall not endorse a candidate prior to any election where there is more than one Republican candidate for the same office. If the President desires to do so, she must resign her position.

#### Section 3.

It shall be considered a breach of ethics for a member to speak disparagingly, in public, of a Republican candidate. Provided a Republican is running, it shall also be considered a breach of ethics to promote a candidate of another party in a public or in print, in a partisan or non partisan election, and may be just cause for a member's suspension or dismissal by action of the Board of Directors, after an Executive Committee Hearing substantiates the facts.

#### Section 4.

All literature, petitions, materials or announcements of any description shall first be submitted to the president or the Executive Committee for approval before being circulate or distributed at any club meeting or event.

#### Section 5.

The Club Membership List shall never be given to any other organization or non-member, including printers or publishers of the Club Newsletter, unless authorized by the Executive Committee.

## **ARTICLE V – DUES**

### Section 1.

The annual dues for regular Members and Associates shall be payable upon application for membership, and thereafter annually at the first regular meeting in January.

### Section 2.

Per capita dues shall be remitted by the Club Treasurer according to the Bylaws and direction of the country, division, state and national federations through October. Memberships received in November and December will be included in the following year's first per capita report.

All payments of dues shall be accompanied by lists in quadruplicate giving the name and address, including the zip code of each member, which the per capita represents. The e-mail address shall also be included, in available.

### Section 3.

Dues shall become delinquent on April 1<sup>st</sup>, and if not paid by June 30<sup>th</sup>, membership shall be forfeited and the club will no longer send a newsletter.

### Section 4.

The fiscal year shall be the calendar year from January 1 through December 21 inclusive.

## **ARTICLE VI – NOMINATIONS AND ELECTIONS**

### Section 1.

The nominating Committee shall consist of five (5) ACTIVE MEMBERS, who have been members in good standing in the Club for at least six (6) months.

“Good Standing” shall be defined as someone, whose current dues are paid and who has fulfilled all requirements of the Bylaws of all Federation levels.

### Section 2.

The Chairman and one (1) member shall be elected by the Board of Directors at their September meeting.

### Section 2-B

No member of the Nominating Committee may serve more than one term on the committee in succession.

Section 3.

Any vacancy, occurring on the Nomination Committee, shall be filled by the Executive Committee.

Section 4.

The Nominating Committee shall prepare a slate of not more than one candidate for each office, whose qualifications for the office meet the stated requirements and who has a given her consent to serve, if elected.

Section 5.

The Nominating Committee shall report at the Regular Meeting proceeding the month the election is held.

Section 6.

The election of officers shall be by ballot at the Regular Meeting in November, at which time the floor shall be open for further nominations. Nominees must have given their consent to serve, if elected, and must have been members in good standing of the Federation and members of this Club for at least sixty (60) days.

Section 7.

If there is only one candidate for an office, the ballot may be dispensed with, and the election may be held Viva Voce vote.

Section 8.

There shall be no proxy votes.

Section 9.

A plurality vote shall elect.

Section 10.

All officers shall be elected for a one (1) year term or until their successors are elected. A person shall not be eligible for the same office for more than two (2) consecutive terms.

Section 11.

The duly elected officers shall assume the duties of their office immediately following the December meeting.

## **ARTICLE VII – OFFICERS AND CHAIRMEN**

### Section 1.

The Elected Officers of this Club shall be:

President; First Vice President, Programs; Second Vice President Membership, Third Vice President: Ways & Means, Recording Secretary; Corresponding Secretary, Treasurer, together with the President of PSRWF Evening Group.

The ELECTED OFFICERS shall be elected for a term of one (1) year and shall NOT be eligible for election to more than two (2) consecutive terms in the same office.

### Section 2.

The APPOINTED OFFICERS shall be a Parliamentarian and a Financial Review Chairman. They are appointed by the duly elected President, subject to the approval of the ELECTED OFFICERS.

The APPOINTED OFFICERS shall be appointed for a term of one (1) year and shall not be eligible for appointment to more than two (2) consecutive terms in the same office.

### Section 3.

The STANDING and SPECIAL COMMITTEE CHAIRMEN shall be appointed by the President subject to the approval of the Executive Committee.

The STANDING COMMITTEES shall be:

Americanism, Budget and Finance, Campaign Precinct, Caring for America, Hospitality, Legislation, Membership, Military Liaison, Newsletter Editor, Press and Public Relations, Program, Village Fest, and Ways and Means.

### Section 4.

New committees may be created by the President with the approval of the Board of Directors.

## **ARTICLE VIII—DUTIES OF OFFICERS**

### Section 1.

The PRESIDENT shall:

- Preside at all meetings of the Club, the Executive Committee and the Board of Directors, and shall have the general direction and supervision of the work of the Club;
- Name the APPOINTED OFFICERS, subject to the approval of the ELECTED OFFICERS;

- Appoint all STANDING AND SPECIAL COMMITTEE CHAIRMEN, subject to the approval of the EXECUTIVE COMMITTEE.
- Represent the Club on the Board of Directors of Riverside County Federation of Republican Women, or when unable to attend, the First Vice President or an elected alternate from the Executive Committee shall represent her;
- Represent the Club at Conventions of the Federation or in the event she is unable to attend, shall be represented by her alternate, one of the Vice Presidents in their order, or one elected by the EXECUTIVE COMMITTEE;
- Be an ex-officio member of all committees except the Nominating Committee;
- Countersign with the Treasurer all checks authorized by the Board of Directors or the Membership;
- Sign or authorize the Corresponding Secretary to sign for all correspondence of the Club;
- Be custodian of the gavel.

## Section 2.

The FIRST VICE PRESIDENT, PROGRAMS shall:

- Perform the duties of the President in her absence and assist the President in her duties;
- Serve the remainder of the term as President in the event the office of President becomes vacant, and a new First Vice President shall be elected by the Board of Directors;
- Perform such duties as may be assigned to her by the President and the EXECUTIVE COMMITTEE.

## Section 3.

The SECOND VICE PRESIDENT, MEMBERSHIP and THIRD VICE PRESIDENT, WAYS & MEANS shall perform such duties as the President requests. The Second Vice President, in the event the First Vice President is required to take over the duties of the President, shall then assume the duties of the First Vice President.

## Section 4.

RECORDING SECRETARY shall:

- Record accurately in ink (or typed and pasted) in permanently bound books, the proceedings of all meetings of the Club, Executive Committee, Board of Directors; read the minutes as requested;

- Affix a copy of the Bylaws and Standing Rules in a separate permanently bound book, leaving alternate pages blank on which to record amendment and date they were voted, as well as recording them in the minutes;
- Attach to the current minute book a copy of the Bylaws and Standing Rules of the County, Southern Division, State and National Federations;
- Keep the Club Charter;
- Affix a list of officers and Standing and Special Committee Chairman to the current minute book;
- Be custodian of all papers and records of the Club not specifically assigned to others;
- Be allowed ten (10) days to complete the minutes of the ANNUAL (December) Meeting before transferring the minute book to her successor;
- Submit to her successor all books, records and files in good condition.

#### Section 5.

The CORRESPONDING SECRETARY shall notify members of the Regular Meetings and of any Special Meetings, and shall conduct the general correspondence of the Club as directed by the President and the Club or Executive Committee. Including the Phone Tree Calling Committee.

#### Section 6.

The TREASURER shall:

- Be custodian of all funds of the Club;
- Receive all monies from all the sources and issue receipts therefore, keeping a duplicate receipt for the permanent records;
- Deposit all monies in a bank approved by Executive Committee, and file at such depository bank the signatures of the President, the first Vice President and her own; the signature of the Treasurer with any one of the other two acting jointly shall be valid; in emergencies only the signatures of the President and the First Vice President may be used jointly;
- Disburse funds only on the order of the Board of Directors or the Membership;
- Keep an accurate and up-to-date account of all financial transactions and submit a financial report as requested by the Executive Committee, the Board of Directors or the Membership;
- Submit the books, records and accounts to the Financial Review Officer prior to ANNUAL MEETING and at such other times as requested by the Executive Committee or the Board of Directors, and a Supplemental Report, if needed,



- Furnish to the President and the Recording Secretary a copy of the monthly financial report showing all receipts, disbursements, and the balance on hand; read report on request;
- Upon receipt of membership dues, enter on the books and issue membership cards to members;
- Work in cooperation with the Membership Chairman to coordinate the Membership Records;
- Any amount spent over \$500.00 must be approved by the General Membership in the exceptions of normal expenditures that would include Advocacy, Roster, Membership Party, and other Budgeted Items.

#### Section 7.

The FINANCIAL REVIEW OFFICER shall:

- Examine the books, records and accounts of the Treasurer;
- Submit a Written Report at the ANNUAL MEETING and at such other times as requested by the Executive Committee or the Board of Directors;
- Submit a Supplemental Report if needed, between the ANNUAL MEETING and a transfer of the books, records, etc. to the new Treasurer.

#### Section 8.

The PARLIAMENTARIAN shall:

- Be qualified in parliamentary procedure;
- Know the Bylaws of the Club, and be familiar with the Bylaws of the Federation at all levels;
- Assist the President, the Executive Committee, the Board of Directors and any of the members in the proper parliamentary procedure in transacting the business of the meetings when requested to do so.

#### Section 9

The President of the PSRWF Evening Group shall preside at all Evening Group meetings, be present at PSRWF Executive Committee, PSRWF Evening Group Executive Committee, and PSRWF Board of Directors meetings and shall have the general direction and supervision of the work of the PSRWF Evening Group upon approval of the PSRWF Executive Board.

## **ARTICLE IX – EXECUTIVE COMMITTEE**

### Section 1.

The EXECUTIVE COMMITTEE shall:

- Be composed of the ELECTED AND APPOINTED OFFICERS;
- Hold meetings at the time and place of their choosing;
- Meet at the call of the President or at the request of three (3) members of the Committee. Special called meetings shall state the purpose of the meeting and each member of the Committee shall be notified;
- Transact such business as may arise between the Regular Meetings of the Board of Directors;
- Fill any vacancy occurring on the Nominating Committee;
- Fill any vacancy occurring on the Convention Delegation;
- Report any vote taken by mail, telephone, or e-mail for an emergency action at the next meeting of the Committee for ratification;
- A majority shall constitute a quorum;
- Ratify the appointments of the President.

## **ARTICLE X – BOARD OF DIRECTORS**

### Section 1.

The BOARD OF DIRECTORS shall:

- Be composed of the ELECTED OFFICERS, the APPOINTED OFFICERS and the STANDING COMMITTEE CHAIRMEN;
- Meet at a time and place of their choosing and shall hold six (6) meetings per year, unless otherwise voted by them in session. Notice of Board Meetings shall be given to all Board Members at least forty-eight (48) hours before the date of the meeting by the Corresponding Secretary, if requested to do so;
- Meet at the call of the President or at the request of three (3) of its members;
- Attend all meetings of the Board unless an emergency justifies an excused absence;

- If an APPOINTED OFFICER or CHAIRMAN is unable or unwilling to perform her duties or is absent with excuse from three consecutive Board Meetings, she may be replaced at the discretion of the Board;
- Transact the routine business of the Club as may arise between the Regular Club Meetings, allowing payment of authorized bills;
- Be allowed expenditures not to exceed \$500.00;
- Elect two persons to serve on the Nominating Committee at the September Meeting; of whom serve as Chairman.
- Report and have ratified at the next meeting any vote taken by mail, telephone, or e-mail as approval for an emergency action;
- Be empowered to fill any vacancy that may occur between elections, except that of the Presidency (ARTICLE VIII, S-2);
- Approve all literature or materials of any description including petitions before being presented at the Club Meetings;
- Constitute a quorum when five (5) members are present, providing three (3) are elected officers.

## **ARTICLE XI – MEETINGS**

### Section 1.

The Regular Meetings of the Club shall be held on the third Thursday of each month unless otherwise ordered the Club or the Board of Directors. The Board of Directors shall determine the time and place.

### Section 2.

At least six (6) meetings shall be held per year.

### Section 3.

Each meeting shall be opened with an inspirational message, followed by the Pledge of Allegiance to the Flag of the United States of America.

### Section 4.

A Special Meeting may be called by the President or at the request of ten (10) members by giving at least forty-eight (48) hours notice in advance, such notice stating the purpose of the meeting. Only items listed on the Special Call shall be acted upon.

### Section 5.

The election of Officers shall be held at the regular November Meeting.

Section 6.

The Regular Meeting in December shall be known as the ANNUAL MEETING at which time the Officers and Chairmen shall make their Annual Reports.

Each retiring Officer and Chairman shall transfer records, files, books, properties, etc. to her successor along with her recommendations for the next year's activities at this meeting, except the Recording Secretary and the Treasurer.

The Secretary shall be allowed ten (10) days to complete the minutes, and the Treasurer shall be allowed ten (10) days to complete her books and have them audited, each delivering them to her successor as soon as possible.

Section 7.

The duly Elected Officers shall assume the duties of their office immediately following the ANNUAL MEETING in December.

Section 8.

A quorum for a Club Meeting shall be thirty (30) providing three (3) of those present are Elected Officers.

**ARTICLE XII – DELEGATES TO CONVENTION**

Section 1.

The number of delegates to any Convention is decided by the per capita membership of the Club.

Section 2.

The number of delegates varies according to the Bylaws of the County, Southern Division, State and National Federation. The Call to each Convention will specify the number of delegates the Club is entitled to have represent them.

Section 3.

All delegates shall have been members in good standing for sixty (60) days prior to County, Southern Division or State Conventions.

Section 4.

Delegates shall be chosen in the following manner:

- The President or her alternate, who shall be one of the Vice Presidents in their order, or one elected by the Executive Committee.

- The other delegates and alternates shall be elected at a Regular Club Meeting.

Section 5.

Vacancies occurring on the Convention Delegation shall be filled by the Executive Committee.

**ARTICLE XIII – AMENDMENTS**

Section 1.

These Bylaws may be amended or revised at any regular meeting by a two-thirds vote of the ACTIVE MEMBERS, provided notice of proposed amendment or amendments shall have been given orally or writing at the previous meeting.

Section 2.

The Bylaws of this Club shall in no way conflict with the Bylaws at a higher level of the Federation of Republican Women.

**ARTICLE XIV – PARLIAMENTARY AUTHORITY**

Section 1.

The proceedings of this Club shall be conducted in accordance with ROBERT'S RULES OF ORDER, REVISED, insofar as they do not conflict with the Bylaws at a higher level of the Federation of Republican Women.

Section 2.

Any revisions of the parent body shall automatically become effective for each Club.