

**MOORE REPUBLICAN WOMEN
BYLAWS**

**ARTICLE I
NAME**

The name of this organization shall be MOORE REPUBLICAN WOMEN, hereinafter referred to as MRW. This club is affiliated with the North Carolina Federation of Republican Women and with the National Federation of Republican Women, hereinafter referred to as NCFRW and NFRW, respectively.

**ARTICLE II
OBJECTIVES**

The objectives of Moore Republican Women shall be:

- To promote an informed public through political education and activity.
- To increase the effectiveness of women in the cause of good government through political participation.
- To encourage loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections.
- To cooperate with the National and North Carolina Federations of Republican Women.
- To promote the principles of freedom, equality, and justice upon which the government of this Country is founded.

**ARTICLE III
POLICIES**

- A. Neither MRW, nor the MRW Executive Board, shall endorse a candidate prior to the primary election, nor to any election wherein Republicans are running in opposition on a ballot for the same office, whether local, statewide, or national.
- B. All Republican candidates running for the same office, and having opposition, shall be invited to speak at a regular membership luncheon meeting prior to the primary in question. Those not present will have been invited, but chose not to attend.
- C. The name of Moore Republican Women shall not be used by any member in supporting a candidate prior to a primary election, nor a special election of any opposing Republican candidates.
- D. Neither MRW, nor an individual member, shall advocate a split-party ticket, nor support a candidate running on any opposition ticket.

- E. No member of MRW may obligate the funds of the organization beyond the sums allocated in the individual categories of the approved Annual budget, without the approval of the Executive Board.
- F. Non-Republican political candidates, or non-Republican political office holders, or non-Republican party officials or the representatives of any of them, shall not be allowed to address the group nor distribute political materials at MRW meetings or events.

ARTICLE IV MEMBERSHIP AND DUES

Section One Eligibility

A. Active Membership

1. Any woman, who is a registered Republican in Moore County, North Carolina, and who accepts and advocates the objectives (Article II) and policies (Article III) of MRW, shall be eligible for membership. Exceptions may be made by the Executive Board for women in adjacent counties who have no available NCFRW unit to join. Other exceptions for membership eligibility will be considered for approval by the current MRW Executive Committee.
2. A member in good standing shall be a member who has paid the required dues for the current calendar year.

B. Associate Membership

1. Individuals who are registered Republicans may be eligible for associate membership in the MRW upon payment of required annual dues. Other exceptions regarding eligibility will be considered for membership approval by the MRW Executive Committee. Such members may attend meetings; however, they cannot propose motions, have no voice or vote, be on a committee, hold office, nor be counted for the purpose of determining the number of delegates to State or national meetings and conventions. As associate members, they do not become members of the NCFRW, nor of the NFRW.
2. **Young Adult Republican Membership:** Young adults, male or female, not yet 18 years old, may be eligible for associate membership in the MRW. Such members should be members of a Republican youth organization in their vicinity. Such members may attend meetings, but cannot propose motions, have no voice or vote, be on a committee, hold office, nor be counted for the purpose of determining the number of delegates to State or national meetings or conventions. As associate members, they do not become members of the NCFRW, nor of the NFRW.

Section Two Dues

- A. Yearly dues shall be an amount recommended by the Executive Board, presented to the membership at a regular meeting and voted upon at the next regular meeting. If approved, the change in dues will become effective January 1 of the following year. Dues shall be due and payable beginning September 1 for the ensuing calendar year and will be delinquent after March 1. MRW shall pay NCFRW and NFRW per capita dues and the annual service charges on behalf of its members.**
- B. Dues paid by any member joining MRW for the first time after September 1 shall include membership for the ensuing calendar year.**

Section Three Fiscal Year

The fiscal year of MRW shall be from January 1 through December 31.

Section Four Removal from Membership

Any member may be removed from membership by a two-thirds vote of the Executive Board for non-payment of dues by March 1 of the current year, by resignation, or by change of registration to an opposition party; such member will be removed from the MRW Roster by the Membership Chair. A member may be reinstated upon receipt of dues, or by a two-thirds vote of the Executive Board, providing the reasons for removal have been corrected.

Section Five National and State Membership

MRW shall maintain membership in the NCFRW and the NFRW according to their bylaws.

Section Six Members Code of Conduct

All discussions shall be held in a professional manner, with all voices heard, if applicable and appropriate to the subject, in all meetings. Per Robert's Rules of Order, Article XII, Misc., "All remarks must be addressed to the Chair and confined to the questions before the assembly, avoiding all personalities and reflections upon anyone's motives."

Objectives of MRW as stated herein shall be placed above personal opinions by working in harmony with each other at all board meetings and Republican functions. Disputes shall be settled in a professional and harmonious manner.

ARTICLE V MEETINGS

Section One Regular

There shall not be fewer than five (5) regular meetings of MRW each year at a time and place designated by the President with the advice of the MRW Executive Board. Announcement of all meetings will be by e-mail, posted on the website, and in the MRW newsletter, advising the date, time and place. Members shall be notified of any change in schedule.

Section Two Special

Special meetings may be called by the Executive Board or by twenty percent (20%) of the active members in good standing. The purpose of the meeting shall be stated in the call. No other business shall be transacted at the meeting. At least five (5) days' notice shall be given to all members for a special meeting. In an emergency situation, this rule may be waived by the President or her representative.

Section Three Quorum

Twenty percent (20%) percent of the active membership of MRW shall constitute a quorum for all regular and special meetings. There shall be no proxy voting.

Section Four Motions

A two-thirds (2/3) majority of active members present is needed for a motion to pass at all MRW regular and special meetings.

Section Five Visitors

A visitor may attend no more than three (3) meetings without becoming a member or an associate.

ARTICLE VI OFFICERS AND THEIR DUTIES

Section One Executive Committee

- A. The elected officers shall constitute the Executive Committee. The elected officers of MRW shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer.**
- B. Each nominee for elective office shall have been an active member of the MRW for a minimum of one year.**
- C. The Executive Committee shall meet at the discretion of the President.**
- D. The Executive Committee may expend up to \$200.00 in emergency situations.**
- E. The MRW Executive Committee is allowed to meet by videoconference, teleconference, e-mail, and the Internet, in order to deal with pressing business promptly. Committee members must be notified sufficiently in advance, with a majority participating in the meeting. The vote shall be ratified and entered into the minutes at the next regular meeting of the body.**

Section Two Terms of Office

- A. Election of officers shall be held at the regular meeting in November. The Executive Committee shall be sworn in at the December meeting and their terms of office shall begin on January 1.**
- B. Each elected officer shall be elected to serve a term of two (2) years.**
- C. No member shall hold more than one elected office at a time.**

Section Three Duties of Elected Officers

A. President

- 1. To preside at all MRW regular, Executive Board and Executive Committee meetings.**
- 2. To represent MRW at all times or designate a member of the Executive Board as her representative in her absence or inability to do so.**
- 3. To appoint all Standing Committee chairs with the advice and consent of the Executive Committee. Each appointive committee chair shall be ratified by the Executive Committee.**
- 4. To appoint Special Committees, except the Nominating Committee.**
- 5. To appoint a parliamentarian.**
- 6. To serve as an ex-officio member of all committees, except the Nominating Committee.**
- 7. To sign checks, if necessary, with voted consent of the Executive Committee, due to the Treasurer's unavailability.**
- 8. To prepare a program of action, after consultation with and approval of the Executive Board.**
- 9. To prepare an annual budget, assisted by the Past President, Treasurer, and Ways and Means Chair, to be presented to the Executive Committee for recommendations and approval.**
- 10. To send welcome letters to all new members.**
- 11. To attend as many NCFRW conventions and meetings as possible.**
- 12. To report to NCFRW and NFRW required data that is requested of unit presidents.**
- 13. To ensure that a complete membership list of MRW is maintained and such list is for the exclusive use of MRW, the NCFRW and the NFRW per their bylaws.**

B. First Vice President - Programs.

- 1. To serve as Program Chair and arrange for all speakers for all regular meetings with the approval of the President.**
- 2. To perform the duties of the President in her absence.**
- 3. To perform other duties as may be assigned by the President.**
- 4. Fill the unexpired term in the event of a vacancy in the Office of President.**

C. Second Vice President – Membership

- 1. To keep a current record of MRW membership and any changes. The records maintained by the Second Vice President are the official membership records of MRW.**
- 2. To provide the Treasurer with members' payments.**
- 3. To give a report to the Executive Board monthly, regarding new members.**
- 4. To provide names, addresses, phone numbers, and e-mail addresses to the Executive Committee.**
- 5. To prepare and provide an annual Directory for all MRW members.**
- 6. To provide current membership mailing labels when needed for MRW business.**
- 7. To provide permanent name badges for all members.**
- 8. To send letters to former members to encourage them to rejoin MRW.**

D. Recording Secretary

- 1. To keep accurate minutes of regular, Executive Committee, and Executive Board meetings and send copies of minutes to the President within ten days of each meeting.**
- 2. To keep a record of attendance at Executive Committee, Executive Board and regular meetings.**
- 3. To perform other duties as may be assigned by the President.**

E. Treasurer

- 1. To ensure that dues have been paid by all members recorded in the membership database.**
- 2. To be the custodian of funds of MRW.**
- 3. To disburse funds as directed by the Executive Board and/or the President.**

4. To provide for annual audit by a person knowledgeable in accounting with the approval of the Executive Board.
5. To maintain and up-to-date journal and reconcile all monthly bank statements.
6. To provide written reports of receipts and disbursements for all meetings or as directed by the President.
7. To be responsible for payment of this organization's dues to the NCFRW, when appropriate.
8. To file the necessary reports required by the NC State Board of Elections under the Campaign Finance Law or other NC laws.
9. To assist the President in the preparation of the annual budget.
10. To prepare a financial summary at the close of the fiscal year and present that summary to the membership.
11. Fulfill all training requirements of the State Board of Elections.
12. To transmit the complete membership list of MRW to the NCFRW and the NFRW, as authorized under their respective bylaws.
13. To serve as an authorized signatory of MRW checks.

Section Four Removal from Office

Should an elected officer file for election to public office or not be able to fulfill the duties of her office for a period of three (3) months, her office shall be declared vacant by the Executive Board.

Section Five Vacancies

A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in an elective office shall be filled by election by the Executive Board at a meeting following the vacancy.– Notice of such vacancy shall be given to the members of the Executive Board by the President, prior to the Executive Board Meeting.

Section Six Records

Each elected officer shall keep a portfolio of her duties and records, which shall be passed on to her successor within thirty (30) days of retirement from her position, unless otherwise directed by the President or the Executive Board.

Section Seven Quorum

Three members of the Executive Committee shall constitute a quorum for a meeting.

ARTICLE VII EXECUTIVE BOARD

Section One Membership

The membership of the Executive Board shall consist of the following:

- Executive Committee
- Chairs of Standing Committees
- Immediate Past President of MRW, serving ex-officio per NCFRW, with vote
- Parliamentarian

Section Two Duties of the Executive Board

- A. To serve as the governing body of MRW between meetings.
- B. To fill, by election, any vacancy occurring in an elected office, at the next meeting following the vacancy.
- C. To elect, as delegates and alternates, members who have been in good standing with MRW for at least six (6) months to the conventions of the NCFRW and NFRW.

Section Three Meetings

- A. The Executive Board shall meet prior to each regular MRW meeting. The President shall notify the Executive Board members of the date, time, and place.
- B. The President may call additional meetings, should the need arise.
- C. Special meetings may be called by the President or by three members of the Executive Board upon five (5) days' notice.
- D. The MRW Executive Board is allowed to meet by videoconference, teleconference, e-mail, and the Internet, in order to deal with pressing business promptly. Board members must be notified sufficiently in advance and with a majority participating in the meeting. Votes shall be ratified and entered into the minutes at the next regular meeting of the body.

Section Four Quorum

A majority of the voting members of the Executive Board shall constitute a quorum for all meetings.

ARTICLE VIII COMMITTEES

Section One Standing Committees

- A. Each standing committee chair may appoint members to assist in carrying out duties of the committee. The Standing Committees of MRW shall be those called for by the NFRW and NCFRW, and their respective duties shall be:**
- 1. Americanism**
Research and inform our members of any attempt to weaken or threaten our sovereignty, culture, or our form of government. Its focus will be to save America by reclaiming its truths and its promises and conserving its liberating principles for ourselves and our posterity.
 - 2. Armed Forces/Military/Homeland Security**
Encourage support for our military, both active and former, and their families, and protection of our homeland.
 - 3. Awards/Club Achievement**
Track deadlines and maintain records on NFRW and NCFRW award programs.
 - 4. Budget and Finance**
Assist in financial plans for the club.
 - 5. Bylaws and Resolutions**
 - a. Advise the Executive Board of bylaws directives and any infringements thereof.**
 - b. Maintain a file of all revised and amended bylaws.**
 - c. Provide the Nominating Committee and newly elected or appointed members of the Executive Board with copies of current bylaws.**
 - d. Conduct a bylaw review meeting every other year or when called upon by the President. A written account of suggested changes shall be given to the President, prior to presentation to the Executive Board.**
 - e. Form a Resolutions Committee, when called upon by the President.**
 - 6. Campaign**
Appointed by the President she shall provide MRW with ideas and directions as to campaign activities and advise the Executive Board.
 - 7. Caring for America**
Encourage volunteerism and private sector initiatives at the local, state and national levels.
 - 8. Chaplain**
Give the invocation at all regular luncheon meetings or when called upon.

9. Community Engagement/Outreach

Reach out to Americans of all political persuasions by instituting programs which will attract members and promote the core values upon which our Nation was founded.

10. Corresponding Secretary

Handle all correspondence as requested by the President or the Executive Board and perform other duties when called upon. She shall send a letter to guests who may be prospective new members, thank-you letters to all guest speakers. She shall also send get-well and sympathy card to members.

11. Fundraising/Ways and Means

Advise and consult the Executive Board regarding all fundraising projects. Keep a record of all Ways and Means financial transactions and submit a written report to the President at each board meeting.

12. Historian

Keep a history and record of all public relations, activities, photographs, newspaper articles, as well as other pertinent data.

13. Hospitality

Welcome guests, members, and new members at all functions.

14. Leadership

Help members to develop leadership skills.

15. Legislative/CAP Alert

Monitor and study local, State and national legislative proposals as they may impact upon the U.S. Constitution and the N.C. State Republican Platform; disseminate those requiring action or background information, through the Executive Board, MRW newsletter or other appropriate means.

16. Literacy

Promotes education and literacy in our communities; fosters Republican principles and ideas through the donation of related books to various groups.

17. Luncheon/Calling Tree

- a. Take reservations; provide a count to the appointed restaurant prior to the luncheon.
- b. Provide an attendance list of the regular luncheon meetings for the President, 1ST Vice President (Programs), 2nd Vice President for Membership, Recording Secretary, Treasurer, and Ways and Means; maintain a chronological file of attendance data.
- c. Provide disposable name tags for guests at general meetings; oversee the attending members selecting and returning their permanent name badges.
- d. Follow up on non-paying members who made reservations and did not attend.
- e. Calling tree telephones members without e-mail.

18. Newsletter

Prepare and distribute MRW newsletters for each month in which a meeting is held. Newsletters should be received by members ten days prior to each regular meeting.

19. Parliamentarian

Advise the President and Executive Board of applicable Robert's Rules of Order.

20. Public Relations/Publicity

Submit information concerning MRW events to the local media to provide publicity for MRW and provide photographs and newspaper articles to the Historian.

21. Volunteer hours

Track hours spent in approved volunteer and campaign activities.

22. Website

Maintain current website. Two persons, both members of the Website Committee, will have necessary details for access to and modification of the website.

- B. Standing Committee chairs shall be appointed by the President for a term of one year upon approval of the Executive Committee.**
- C. Standing Committee chairs may hold more than one chairmanship; however, they shall have only one vote.**
- D. Following approval of the program of action, the Standing Committee Chair shall prepare written plans in their respective fields for consideration by the Executive Committee.**
- E. Standing Committees shall meet upon call of their respective chairs. The Chair shall give a written meeting report to the President.**
- F. Resignation of a committee chair should be addressed to the President. It is the responsibility of the President to fill the resulting vacancy.**

Section Two Special Committees

- A. The President may appoint Special Committees, except the Nominating Committee, to fulfill any needed work for MRW, when these duties are not considered the responsibility of other Standing Committees.**
- B. Special Committees shall serve the length of time required to complete their work provided such time is limited to the term of the appointing President.**
- C. The President shall be an ex-officio member of all committees, except the Nominating Committee, and shall have final authority over all printed materials.**

Section Three Records

All committees shall deliver complete records, files (including State Board of Elections database), and properties of their respective MRW position to their successors or the incoming President within a month after retiring from office.

ARTICLE IX NOMINATIONS AND ELECTIONS

Section One Nominations

- A. Biennially, a Nominating Committee shall be formed to select candidates for the MRW Executive Committee. The Nominating Committee shall consist of five (5) members. Two (2) members of the Nominating Committee shall be suggested and approved by majority vote of the Executive Board at the August Board meeting. Three (3) members shall be elected by the general membership at the September meeting.
- B. No elected officer of MRW shall serve on the Nominating Committee.
- C. The Executive Board's slate of two (2) members for the Nominating Committee shall be presented to the general membership at the September regular meeting. At that meeting, nominations for the remaining three (3) nominating committee members shall be made from the floor, provided the consent of the nominees has been obtained in advance. The three (3) remaining members of the Nominating Committee shall be elected by the general membership at the September meeting.
- D. The Parliamentarian will instruct the committee as to proper procedures and will be available for further counsel, if required.
- E. Members of the Nominating Committee will elect one of their number as Chair.
- F. MRW members are encouraged to submit names to the Nominating Committee for consideration.
- G. Members of the Nominating Committee may not be nominated.
- H. At the regular October meeting, the Nominating Committee shall submit a verbal report to the membership with one nominee for each elective office, provided the consent of the nominee has been previously obtained
- I. Nominations for elected office may be made from the floor at the October meeting following the report of the Nominating Committee, providing the consent of the nominee has been obtained in advance.
- J. Only members who maintain an active membership in good standing shall be nominated for elective office.

Section Two Elections of the Executive Committee

- A. Election of the Executive Committee shall be held at the regular November monthly MRW meeting. Membership shall be so informed in the October newsletter and on the MRW Website.**
- B. Elections shall be by ballot in all cases where there is more than one nominee for the office, and the President shall appoint an Elections Committee of not fewer than three members to count the ballots. In cases of only one nominee, elections may be by voice vote. A majority vote of the members present and voting, provided a quorum is present, shall constitute an election.**

**ARTICLE X
PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, Newly Revised, shall govern MRW in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or NFRW or NCFRW bylaws and any special rules of order each federation may adopt.

**ARTICLE XI
AMENDMENTS AND REVISIONS**

After Executive Board approval, these bylaws may be amended or revised by a two-thirds (2/3) vote of those active members present and voting, a quorum being present, at any regular meeting of MRW or a special meeting called for that purpose, provided notice of the proposed amendment(s) or revision has been given in writing to all members at least thirty (30) days prior to the general meeting.

- Adopted November 1981**
- Revised September 1982, August 1984, September 1986, March 1989, November 1990, September 1994**
- Amended October 6, 1997; June 2, 1999; August 15, 2001**
- Revised October 6, 2003**
- Amended May 3, 2003; September 13, 2004; May 2007**
- Revised December 3, 2007**
- Amended October 6, 2008; February 1, 2010; May 2011**
- Revised June 1, 2015**

The name of this club was changed from Moore Republican Women’s Club to Moore Republican Women in the June 2, 1999, amended bylaws. Bylaws from November 1981 (charter bylaws) and the 1982, 1984 and 1986 revised bylaws were apparently lost after the March 1989 revision. According to the 2005 NCFRW President, this unit’s name was Moore County Republican Women’s Club (2005 MRW Bylaws Committee).