

Washoe Republican Women (WRW)

3495 Lakeridge Drive Box 84
Reno, NV 89519



BYLAWS



Revised & Approved June 2023

TABLE OF CONTENTS

ARTICLE I -	NAME	Page 3
ARTICLE II	- OBJECTIVES	Page 3
ARTICLE III	- POLICIES	Page 3
ARTICLE IV	- MEMBERSHIP	Page 4
ARTICLE V	- ELECTED OFFICERS AND THEIR DUTIES	Page 5
ARTICLE VI	- APPOINTED POSITIONS AND CHAIRS	Page 8
ARTICLE VII	- MEETINGS	Page 8
ARTICLE VIII	- EXECUTIVE COMMITTEE	Page 8
ARTICLE IX	- BOARD OF DIRECTORS	Page 9
ARTICLE X	- COMMITTEES	Page 9
ARTICLE XI	- STATE CONVENTION DELEGATES	Page 10
ARTICLE XII	- QUORUM	Page 10
ARTICLE XIII	- PARLIAMENTARY AUTHORITY	Page 11
ARTICLE XIV	- AMENDMENTS	Page 11
ARTICLE XV	- DISSOLUTION	Page 11
STANDING RULES		Page 12

BYLAWS

ARTICLE I - NAME

The name of this club shall be Washoe Republican Women, hereinafter referred to as WRW. This club is affiliated with the Nevada Federation of Republican Women (NvFRW) and with the National Federation of Republican Women (NFRW).

ARTICLE II - OBJECTIVES

The Objectives of WRW shall be:

- To welcome as members all Republican Women regardless of education, socio-economic position, ethnicity, culture of origin, religious or political beliefs.
- To treat all members with respect and dignity.
- To support the objectives and policies of the Nevada and National Federation of Republican Women.
- To support work for the election of Republican Party candidates

ARTICLE III - POLICIES

Section 1 **ENDORSEMENT POLICY:** Neither the club nor its President shall publicly endorse any candidate for public office in contested Republican primaries, run-off 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 a candidate of their choice in contested Republican primaries, but not in the name of WRW or Federation.

Section 2 **SPLIT TICKET:** The club shall not advocate a split-party ticket or support a candidate running on an opposition ticket.

ARTICLE IV - MEMBERSHIP

Section 1 **ACTIVE MEMBERSHIP:** Any registered Republican woman who believes in the philosophy of the Republican Party and supports the objectives of this organization is eligible for membership.

Section 2

ASSOCIATE MEMBERSHIP:

- A. Registered Republicans shall be eligible for Associate membership.
- B. Any woman who is an active member of another State Federation Republican Women's club or a man who supports the objectives of WRW is eligible to become an Associate member.
- C. Associate members may attend meetings of WRW with voice, but shall not be entitled to make motions or vote, hold any office or be counted in determining the club's delegates to any regional, State or National meeting or convention.

Section 3

A member in good standing shall be a member who has paid the required dues for the current calendar year. Dues are not refundable.

Section 4

Any member wanting to resign from a position, a Chair, or WRW shall present a written letter or email to the President. The President is authorized to accept a resignation.

Section 5

REMOVAL OF A MEMBER FROM MEMBERSHIP:

- A. An individual member of WRW may be removed from membership by a two-thirds (2/3) vote of the Executive Committee. Cause for such removal shall be based on one or more of the following:
 - a. Dereliction of duties or malfeasance of office by being in violation of any of their officer duties as prescribed WRW Bylaws.
 - b. The failure or refusal to support the policies and objectives of WRW, as stated in the bylaws of each.
 - c. The initiation of litigation or other adversarial proceedings against WRW, the NvFRW, or NFRW, in which any are named defendant or respondent.
 - d. Refusal to return any property or records held by that member within ten (10) calendar days of such request by the WRW President.

Section 6

REINSTATEMENT OF AN INDIVIDUAL: A member previously removed from membership in WRW may be reinstated by a two-thirds (2/3) vote of the WRW Executive Committee.

ARTICLE V - ELECTED OFFICERS AND THEIR DUTIES

- Section 1** **QUALIFICATIONS:** Each elected or appointed officer shall be an active member in good standing as per Article IV, section 3.
- Section 2** **ELECTED OFFICERS:** The elected officers of WRW shall be a President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.
- Section 3.** **ELECTION:** The officers shall be elected at a November regular meeting and shall serve a term of two (2) years based on the NvFRW term of elected officers or until their successors take office.
- A. A nominating chairperson shall be appointed by the membership no later than September of each year in which an election is to be held. The chairperson shall select at least two (2) members. The Parliamentarian will instruct the committee as to proper procedure and will be available for further counsel if required.
 - B. The nominating committee shall report a slate of nominees at the meeting in October of the election year. Nominations from the floor shall be in order following the report of the nominating committee and just before the election. All nominees shall be active members in good standing in the club and shall give consent to serve if elected.
 - C. Election shall be by written ballot at the regular meeting in November of an election year. However, if there is but one nominee for any office, the election for that office may be by voice vote.
 - D. No candidate may simultaneously run for more than one office.
- Section 4** **VACANCY:** In the event of a vacancy in the office of President, it shall be filled by the First Vice President. All other vacancies in an elected office shall be filled by election by the Board of Directors at the first meeting following the creation of the vacancy.
- Section 5** **REMOVAL FROM OFFICE:** Members of the Board of Directors may be removed by two-thirds (2/3) vote for any of the following reasons after investigation by the Executive Committee:
- A. Advocating a split party ticket
 - B. Supporting an opposition party ticket
 - C. Providing a forum for non-Republicans of high profile
 - D. Undermining the stated objectives of WRW, NvFRW or NFRW
 - E. See Article IV, section 5

Section 6 DUTIES OF THE OFFICERS

A. The President shall:

1. Call and preside at all meetings of the organization, the Board of Directors and the Executive Committee.
2. Represent the organization at all times or to designate the Vice President or a member of the Executive Committee as a representative in her absence or inability to do so.
3. Appoint all committees except the Nominating Committee.
4. Appoint all standing committee chairs and vice chairs with the approval of the Executive Committee.
5. Appoint a Parliamentarian and Historian.
6. Prepare a program of action after consultation with the chairs of the standing committees for presentation and approval by the Board of Directors.
7. Be an ex-officio member of all committees except the Nominating Committee.
8. Co-sign checks as one of three authorized signatures, namely President, Treasurer, and Recording Secretary.
9. Represent the club at all Republican Party activities.
10. Appoint the Auditing Committee in November, with the exception of a change of Treasurer, at which time a complete review will be done.
11. Sign contracts for WRW.

B. The First Vice President shall:

1. Perform the duties of the President in her absence.
2. Fill the unexpired term in the event of a vacancy in the office of the President.
- ~~3.~~ Perform such other duties as are assigned by the President.
4. Act as Program Chair.
5. Act as Achievement Chair.

The Second Vice President shall:

1. Perform the duties of the President in the absence of both the President and the First Vice President.
2. Perform such other duties as are assigned by the President.
3. Act as Membership Chair.

C. Recording Secretary shall:

1. Keep the minutes of all meetings of the club, Executive Committee and Board of Directors and send a copy to all Board members within thirty (30) days.
2. Keep a current inventory of club property.
3. Be custodian of all records and papers of WRW and maintain a current roster of members of the Club.
4. Co-sign checks as one of three authorized signatures, i.e., President, Treasurer and Recording Secretary.
5. Perform such other duties as are assigned by the President.

D. The Treasurer shall:

1. Be custodian of all WRW funds and deposit them in a bank or banks approved by the Executive Board.
2. Co-sign checks as one of three authorized signatures, i.e., President, Treasurer and Recording Secretary.
3. Disburse funds as directed by the Executive Committee or Board of Directors.
4. Bring a written financial report(s) to board meetings.
5. Maintain a current roster of members of the club.
6. **Be a member of the Budget Committee.**
7. Submit dues and reports to the NvFRW as required.
8. Submit the books for an annual audit to be completed by the first meeting of each fiscal year.
9. Perform such other duties as are assigned by the President.

Section 7 OFFICERS' RECORDS. All officers and all committee chairpersons shall deliver all records, files, electronic contact information, passwords, and properties of the club to their successors at a transition meeting no later than January 1 of the following year. Personal contact information of WRW members is for club use only by active WRW members. No retired or former WRW officers or members shall use the WRW members' personal contact information for any reason or a letter will be sent to NvFRW.

ARTICLE VI -APPOINTED POSITIONS AND CHAIRS

Section 1 APPOINTED OFFICERS. The President shall appoint a Corresponding Secretary, Parliamentarian, and any other positions required to conduct the business of the WRW.

Section 2 DUTIES OF APPOINTED POSITIONS

A. The Corresponding Secretary shall:

1. Conduct the correspondence of the club under the supervision of the President. Preserve in a permanent file all letters and papers of value to WRW.
2. Perform such other duties as are assigned to her by the President.

B. The Parliamentarian shall:

1. Serve as counsel and give advice on parliamentary procedure.
2. Be familiar with the Bylaws and Standing Rules of WRW.
3. Be entitled to the membership privilege of a ballot vote if a club member in good standing.

ARTICLE VII - MEETINGS

A minimum of five (5) regular meetings shall be held during the club year. These meetings shall be held as decided by the Board of Directors. Special meetings may be called by the President upon the request of six (6) members of the Board of Directors or fifteen members of WRW. November will be designated as the Annual Meeting.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1 COMPOSITION. The Executive Committee of WRW shall consist of the elected officers, the immediate past president, and Parliamentarian.

Section 2 MEETINGS. The Executive Committee shall meet only as necessary between regular Board meetings and meetings of WRW.

Section 3 DUTIES. The Executive Committee shall transact any necessary business between meetings of the Board of Directors and club meetings, and approve committee appointments made by the President.

Section 4 QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE IX - BOARD OF DIRECTORS

Section 1 COMPOSITION. The Board of Directors of WRW shall consist of the elected and appointed officers, standing committee chairpersons, and the immediate past president.

Section 2 MEETINGS. The Board of Directors shall meet as decided by the President or the Board. Special meetings shall be called by the President upon the request of five (5) members of the Board of Directors.

Section 3 DUTIES. The Board of Directors shall transact any necessary business between club meetings. It shall coordinate the work of WRW, make recommendations to the club when necessary, fill vacancies in office except that of the President, and perform other duties as assigned by WRW.

Section 4 QUORUM. A majority of the members of the Board shall constitute a quorum.

ARTICLE X - COMMITTEES

SECTION 1 STANDING COMMITTEES

A. The standing committees of WRW shall be: Budget, Bylaws, Campaign, Caring for America, Communication, Fundraising, Legislative, and such other committees as WRW or Board of Directors shall deem necessary to carry on the work of the club.

B. Standing Committees may be appointed for a two-year term and Standing Committee chairpersons shall be members of the Board of Directors.

C. Duties of Standing Committees are as follows:

1. Budget

- a. Shall prepare a yearly budget for approval by the Board of Directors and present it to the general membership in January for approval.
- b. Prepare semi-annual budget review and comparative statement for the Board of Directors.

2. Bylaws

- a. Shall conduct a biennial review of these Bylaws.
- b. Shall request and receive proposed amendments to the Bylaws of WRW and submit them to the Board of Directors for action or shall initiate changes requested by the Board.
- c. Shall furnish the Bylaws Committee of the State Federation with a complete set of its Bylaws for review and approval. Any subsequent revision of bylaws shall be sent to the NvFRW Bylaws Committee for review and approval.

3. Campaign - shall coordinate all activities of the WRW campaign program.

4. Caring for America

Shall encourage club members to expand activities in their communities, and organize club projects as directed by the Board of Directors.

5. Communication

- a. Shall solicit maximum publicity for all activities of the WRW.

- b. Shall coordinate all releases for the media with the WRW President.
- c. Shall maintain a good working relationship with the media to enhance the public image of the WRW.
- d. Shall publish and distribute a minimum of four newsletters per year.
- e. Shall establish and maintain the WRW website.

6. Fundraising

- a. Shall prepare and implement a plan for raising funds in order to meet the WRW budget.
- b. Shall notify the Treasurer of all meetings.

7. Legislative

- a. Shall implement WRW current directives.
- b. Shall inform the Board of directors and WRW of any state legislation affecting the interests of the federation.

Section 2 **AUDITING COMMITTEE.** An Auditing Committee of three active members shall be appointed by the president in November of each year, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report at the first Board meeting of the following fiscal year. This report will then be shared with the members at large at the first regular meeting of the following year.

Section 3 **SPECIAL COMMITTEES.** Special committees deemed necessary by WRW or Board of Directors shall be appointed by the President subject to the approval of the Executive Committee.

Section 4 All members of committees must be active members of WRW in good standing.

Section 5 The President shall be an ex-officio member of all committees except the Nomination and Audit Committees, and shall have final authority over all WRW activities and printed materials.

ARTICLE XI - STATE CONVENTION DELEGATES

Section 1 At the biennial convention of the Nevada Federation of Republican Women, WRW shall be entitled to one duly accredited delegate for each ten members or major fraction thereof, plus the President or her representative. There shall be one alternate for each delegate except the President.

Section 2 Election of delegates and alternates shall take place at a regular meeting before convention to conform to the NvFRW 15-day certification requirement. The names, addresses, and telephone numbers of delegates and alternates shall be sent to the State President.

ARTICLE XII - QUORUM

Ten(10) active members shall constitute a quorum at a WRW meeting.

ARTICLE XIII- PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised or the latest edition thereof shall govern the WRW in all instances where they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XIV - AMENDMENTS

THESE BYLAWS MAY BE AMENDED BY A TWO-THIRDS (2/3) VOTE AT ANY REGULAR (GENERAL) MEETING OF WRW, PROVIDED THAT NOTICE OF THE PROPOSED AMENDMENT(S) SHALL HAVE BEEN SENT TO EACH MEMBER THIRTY (30) DAYS PRIOR TO THE DATE OF THE GENERAL MEETING.

ARTICLE XV - DISSOLUTION

WRW may be dissolved by a two-thirds (2/3) vote at any meeting of WRW, 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 Board of Directors shall, after payment of all liabilities of WRW, distribute any remaining any assets to the state federation. No funds shall inure to the benefit of any member.



STANDING RULES



WRW STANDING RULES

1. WRW's regular business meeting, the third (3rd) Wednesday of the month, will start at 11:30 AM and end around 1:00 PM, with check-in at 11:00 AM.
2. Reimbursement for committee expenses will be at the discretion of the Board of Directors.
3. WRW dues for a regular member shall be Forty-five dollars (\$45). This amount includes the Nevada Federation member payment and the NFRW dues. Associate dues are twenty dollars (\$20). All dues are payable by December 31st of each year.
4. The Club President, or her designee, shall attend all the State Board meetings and the State and National Biennial Conventions.
5. Club reimbursement for registration fees, travel and lodging expenses by the President, or her designee, to attend the State Board meetings and the State and National Biennial Conventions, shall be pre-determined by the WRW Board of Directors.
6. The President will appoint a committee of three (3) members, one being the Treasurer, to prepare the annual budget. The committee will submit the proposal to the Board of Directors for review and then to the general membership for approval in January.
7. In the event of the death of a member of the Board of Directors, or of an immediate family of a board member, the Secretary will send a sympathy card and up to a \$65.00 memorial to the family.
8. In the event of a death or hospitalization of a regular or associate member of WRW a card will be sent.
9. At the January meeting, the Board of Directors will present a gift to the outgoing President.
10. Election of Officers will take place at the regular meeting in November of an election year. The new Officers will be installed in January.
11. A Standing Rule may be added, deleted or amended by a majority vote of the general membership.
12. Membership on the Republican Women of Northern Nevada Political Action Committee (RWNN PAC) Board of Directors shall be determined by the WRW Board of Directors annually. Should the Board of Directors vote to support the RWNN PAC, the Immediate Past President, or her designee, shall serve as WRW's representative on the PAC.



Washoe Republican Women

www.washoerepublicanwomen.com

National Federation Republican Women

www.NFRW.org

Nevada Federation of Republican Women

www.NvFRW.org