

DALLAS COUNTY COUNCIL OF REPUBLICAN WOMEN

BYLAWS

Article I – Name

The name of the Organization shall be the Dallas County Council of Republican Women.

Article II – Objectives

The objectives of the Council shall be:

- A. To work in conjunction with the Dallas County Republican Executive Committee and other county committees for the election of the Republican Party's nominees.
- B. To facilitate and encourage cooperation among the Federated Republican Women's Clubs.
- C. To promote the principles and policies of the Republican Party.
- D. To create an informed public through political education and action.

Article III – Policies

The policies of this Council shall be:

- A. The Council as a body, the President, or the Campaign Activities Director shall not publicly endorse any candidate for public office in a contested primary, including run-off elections, special elections and/or non-partisan elections when more than one Republican is in the race.
- B. Neither the Council nor its officers shall issue statements or pass resolutions on controversial issues in the name of the Council without first obtaining a two-thirds vote of approval of the delegates present and voting at a regular meeting of the Council.
- C. As these are political clubs, the stated purpose of which is to be informed, and active member list of each individual club in the Council may be released to Republican candidates by Dallas County Republican Headquarters, unless otherwise stipulated by the individual club.

Article IV – Qualifications for Membership

Qualifications for membership shall be as follows:

- A. Members shall be any clubs from Dallas County which are members of the Texas Federation of Republican Women (TFRW) and which are active participants in Council projects.
- B. Member clubs must hold a minimum of five meetings per fiscal year, assess annual dues and their bylaws must not conflict with the bylaws of this Council, the Texas Federation of Republican Women, or the National Federation of Republican Women.

Article V – Dues

- A. Annual dues for membership in the Council shall be \$2.00 per club member based on active membership rolls as of October 31st of the previous year and are due on ~~January~~ *February* 1.
- B. Dues shall become delinquent after March ± 15. Representatives of clubs whose Council dues are in arrears shall not participate in the business of the Council by either voice or vote.
- C. The fiscal year shall be January 1 through December 31.

Article VI – General Membership Meetings

- A. A minimum of six (6) scheduled meetings per year shall be held with additional meetings scheduled at the discretion of the Executive Board.
- B. Special meetings can be called:
 - (1) by the President, or

- (2) by majority vote of the Executive Board, and
- (3) Upon the written request of one-half (rounded to the next nearest whole number) of the member Clubs.
- C. The purpose of the meeting shall be stated in the call.
- D. Except in cases of emergency, at least three (3) days notice shall be given.

Article VII – Voting

- A. Each member club in good standing shall be entitled to four (4) voting delegates.
- B. The voting strength of each Club is dependent upon the number of voting delegates present but may not exceed four.
- C. Each member of the Executive Board shall be entitled to one vote only, either as a Board member or as a delegate from her club, but shall not be counted as both.
- D. A quorum shall consist of twenty (20) voting delegates with one-half of the member clubs represented.

Article VIII – Executive Board

- A. The purpose of the Executive Board shall be:
 - (1) To transact all business referred to it by the Council and to act in emergencies between regular meetings.
 - (2) To approve the programs of action as presented by the individual Directors at the board meeting at the beginning of the calendar year and to approve other programs of action.
 - (3) To present recommendations to the Council Membership for its consideration.
 - (4) To give prior approval to all \$100.00 or more disbursements of funds.
 - (5) To approve the bank or banks where funds are to be deposited
 - (6) To appoint a bylaws committee, when needed.
- B. Membership of Executive Board
 - (1) Officers:

The following officers shall be elected for a one-year term and may not serve more than two successive terms in the same office, except for the office of PAC Treasurer, who shall not be term limited.

 - (a) President
 - (b) Vice President
 - (c) Recording Secretary
 - (d) Corresponding Secretary
 - (e) Treasurer
 - (f) Political Action Committee (PAC) Treasurer
 - (g) Newsletter Editor
 - (2) Directors

The following directors shall be elected for a one-year term and may not serve more than two successive terms in the same office:

 - (a) Program
 - (b) Campaign Activities
 - (c) Membership
 - (d) Legislation and Resolutions
 - (e) Projects
 - (f) Fundraising
 - (g) Publicity
 - (h) Communications

- (i) Historian
 - (j) Hospitality
 - (k) Outreach
- (C) These officers and directors shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Council.
- (D) Any person who is a member in good standing of a member Club in good standing is eligible to be elected as an Officer or Director of this Council.
- (E) Nominations:
- (1) A Nominating Committee for the presentation of a slate of officers and directors for the coming year shall consist of one member appointed by the President, one member elected by the Executive Board, and three members and two alternates elected by the members present at the October meeting. No Club shall have more than one representative on the Nominating Committee. (The Nominating committee will elect one of its members as Chairman.)
 - (2) The Nominating Committee shall submit to the President one nominee for each office and directorship, with prior consent of the nominee, presented to the Chairman of the Nominating Committee two weeks prior to the November meeting. Nominations may also be made (with prior consent of the nominee) from the floor at the November meeting. Once the officers are elected, the Nominating Committee is dissolved.
 - (3) The Nominating Committee shall **aim** to nominate at least one member of every club as an Officer or Director and **aim** to have no more than two representatives from any one club.
 - (4) If a nominee withdraws before the election, all members of the Nominating Committee must be consulted and agree upon another nomination.
 - (5) The Nominating Committee shall not succeed itself.
- (F) Election
Officers and directors shall be elected at the November meeting, installed at the December meeting and commence their duties January 1.
- (G) Meetings
- (1) Meetings of the Executive Board shall be called on a regular basis by the President or by five (5) members of the Board upon written request to the President.
 - (2) A quorum of the Executive Board shall consist of half the voting members plus one.
- (H) Voting Procedures
- (1) The voting members of the Executive Board of the Council shall consist of
 - (a) The Elected officers and directors, and
 - (b) The immediate Past-President
 - (2) Non-voting members shall include the Parliamentarian and the following ex-officio members:
 - (a) State Committeewoman
 - (b) County Party Steering Committee members who are women
 - (c) Senatorial District Directors and Deputy Presidents of the TFRW
 - (d) National Committeewoman
 - (e) Any other women officers of the Texas or National Republican Party and
 - (f) Any other officers of the Texas or National Federation of Republican Women
- (I) Vacancies
- (1) A vacancy in an elected office (other than President) shall be filled for the period of the unexpired term by the Executive Board at its next meeting.

- (2) Any officer or director absent from three (3) general meetings, unless excused by the President, or absent from two (2) consecutive board meetings, unless excused by the President, shall be replaced for the period of the unexpired term by the Executive Board at its next meeting.

Article IX – Duties of Executive Board members

A. President

- (1) To preside at all meetings of the Council
- (2) To act as Chairman of the Executive Board
- (3) To be Ex-officio member of all committees except the Nominating Committee
- (4) To prepare, with the Executive Board, the program of Council activities
- (5) To appoint a Parliamentarian
- (6) To appoint one member of the Nominating Committee
- (7) To sign checks in the absence or inability of the Treasurer or the PAC Treasurer to do so.
- (8) To call meetings of the Council and the Executive Board
- (9) To sign all official documents of the Council
- (10) To appoint a committee of three, to be approved by the Executive board at the November meeting, for the purpose of auditing the Treasurer's books and PAC Treasurer report as of the end of the fiscal year and reporting to the Board at the February meeting.
- (11) To appoint any temporary committee needed to carry out a special function of the Council.
- (12) To appoint the Selection Committee for the Anita Hill Lifetime Achievement Award by October 15th and serve as Chair of this committee.

B. Vice President

- (1) To perform the duties of the President in her absence
- (2) To act as an aide to the President.
- (3) To succeed to the office of the President for the period of the unexpired term in the case of disability, resignation, or death of the President.
- (4) To coordinate the Community Project with assistance from the Projects Director.

C. Recording Secretary

- (1) To record and file the minutes of all meetings.
- (2) To record recommendations of the Executive Board for presentation to the Council.
- (3) To be custodian of all records and documents
- (4) To record attendance at all Executive Board and General Membership meetings and determine that a quorum is present.

D. Corresponding Secretary

- (1) Shall receive all correspondence to the Council and send copies to the President.
- (2) To read all communications of interest at Council meetings.
- (3) To prepare other appropriate correspondence and perform additional administrative duties in assistance to the President.

E. Treasurer

- (1) To be custodian of all funds of this organization except those maintained in the PAC account.
- (2) To collect all funds and deposit them in the Council's bank account and to obtain prior approval of the President for all budgeted expenditures.

- (3) To notify the member clubs of dues payable on February 1 and delinquency on March 15.
 - (4) To disburse major funds as directed by the Executive Board.
 - (5) To present a written report of all receipts, disbursements and balance on hand at all meetings.
 - (6) To prepare, with the input of the Executive Board, an annual budget to be approved by the executive Board and presented to the Council Membership at the regular March meeting.
 - (7) Prepare a year end report.
 - (8) Be accountable to the Audit Committee.
- F. Political Action Committee (PAC) Treasurer
- (1) PAC Treasurer is to file biannual and election reports to State reporting entities as required and with proof of validation and acceptance. Receipt should be presented to the Board and included in the permanent record of the Secretary. Reports are to be presented to the Board at the next meeting following the submission of the report.
- G. Newsletter Editor
- (1) To be responsible for preparing and distributing the Republican Reporter, the DCCRW newsletter.
 - (2) To prepare a roster of Council officers, directors and club presidents with their addresses, telephone numbers and club affiliations and send same to the Council Executive Board and club presidents, along with a list of Texas Federation of Republican Women and National Federation of Republican Women Officers.
 - (3) To be responsible for preparing and distributing the Republican Reporter, the DCCRW Newsletter to the appropriate recipients including but not limited to: Club Presidents, Council Executive Board, TFRW, NFRW, Deputy Presidents and District Directors.

Article X – Duties of Directors

Each Director of the Council, with the approval of the Executive Board, shall be responsible for her respective activities as specified below or as designated by the President. **Where applicable**, the Director will meet in February with officers of the member clubs whose duties correspond with her own to exchange ideas. Each Director will prepare a written report to be presented to the January Council meeting.

- A. Program Director
 - (1) To present ideas for programs at the January planning session.
 - (2) To arrange programs for Council meetings in cooperation with the Council President.
- B. Campaign Activities Director
 - (1) To work in conjunction with the Dallas County Republican Party organization and the campaign committees of Republican candidates, as requested.
 - (2) To perform such duties as requested by and coordinated with the Executive Board of the Council.
- C. Membership Director
 - (1) To help member clubs increase their active memberships.
 - (2) To secure a membership roster from each club by March 31 based on membership submitted to TFRW.
 - (3) To contact all clubs each month thereafter for additional members.
 - (4) To prepare a roster of Council Officers, directors and club presidents with their addresses, telephone numbers and club affiliations and send same to the Council Executive Board and Club Presidents, along with a list of Texas Federation of

Republican Women and National Federation of Republican Women Officers for distribution.

- D. Legislation and Resolutions Director
 - (1) To study and report on federal, state and local legislation.
 - (2) To prepare and present resolutions as suggested.
 - (3) To coordinate the activities of TFRW Legislative Day in Austin.
- E. Projects Director
 - (1) To assist the Vice President with the Community Service Project.
 - (2) To coordinate the Council Christmas Party
 - (3) To perform such duties as requested by and coordinated with the Executive Board of the Council.
- F. Fundraising Director
 - (1) To direct and coordinate Council fundraising activities.
 - (2) To suggest, upon request, fundraising projects for individual clubs.
- G. Publicity Director
 - (1) To be responsible for all news media publicity for the Council
 - (2) To assist Clubs with publicity procedures when requested.
- H. Communications Director
 - (1) To be responsible for notifying, by telephone, e-mail or mail, Club Presidents and the Council Executive Board members of all regular and special meetings, when requested by the President.
 - (2) To handle any other communications.
- I. Historian
 - (1) To preserve all records, press clippings and mementos relating to the activities of the Council for the year.
 - (2) To present this record in scrapbook form at the December meeting.
 - (3) The scrapbooks are the property of the council and should be stored at Dallas County GOP Headquarters
- J. Hospitality Director
 - (1) To designate and communicate with the hostess Club(s) for each monthly GENERAL meeting of the Council
 - (2) To arrange the receptions at the swearing-in ceremony for office holders
- K. Outreach Director
 - (1) To establish a meaningful relationship with our ethnic communities.
 - (2) To promote and publicize the efforts for outreach with the Publicity Chair.

Article XI – Parliamentary Authority

- A. Roberts Rules of Order, Newly Revised, shall govern the Council in all cases in which they are not inconsistent with these bylaws or any special rules of order the Council may adopt.
- B. The Parliamentarian shall be present at all regular and Executive Board meetings of the Council to advise on these several bylaws, points of law and proper parliamentary procedure.
- C. The Parliamentarian shall conduct the election of officers and directors at the November meeting.

Article XII – Amendments and Revisions of the Bylaws

These bylaws may be amended or revised at any regular meeting of the Council at which there is quorum by a two-thirds (2/3rds) vote of the delegates present and voting, provided that notice of any proposed

amendment(s) or revision(s) has been made in writing to each member Club at least twenty-eight (28) days prior to said regular meeting.