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Fourth Amended Bylaws of Liberty Belles Republican Women

Date Approved by Membership:

ARTICLE I – NAME

The name of this organization shall be: **Liberty Belles Republican Women (LBRW)**

ARTICLE II – OBJECTIVES

The objectives of LBRW shall be:

- To work for the election of the Republican Party’s nominees
- To promote an informed electorate through political education
- To increase the effectiveness of women in the cause of good government through active political participation
- To facilitate cooperation among local Republican Women’s clubs
- To foster loyalty to the Republican Party and to promote its principles and candidates in all elections including non-partisan elections

ARTICLE III – POLICY

Section 1. LBRW Membership:

LBRW and its members shall be members of the Texas Federation of Republican Women (TFRW) and the National Federation of Republican Women (NFRW), shall support their objectives and policies, and shall pay per capita dues and the annual service charges to said organizations.

Section 2. Registered PAC:

LBRW shall be registered with the Texas Ethics Commission (TEC) as a Political Action Committee.

Section 3. Candidate Endorsement:

LBRW, its president, and its campaign activities chair shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, special elections, and nonpartisan elections when more than one Republican is in the race. Individual members of LBRW, with the exception of the President and Campaign Activities Chair, may work for any candidate of their choice in contested Republican primaries but not in the name of LBRW. No candidate shall use the TFRW or LBRW logo in any political advertising. All political advertising shall contain the following disclaimer: “This endorsement is given by the individual(s) only, NOT TFRW or LBRW.”

Section 4. Candidate Endorsement Exemption:

This article pertains only to contests between Republican candidates for public office. If the President or Campaign Activities Chair is a candidate, her husband is a candidate, or a family member is a candidate, she shall be exempt from this rule as to the race in which she, her husband, or her family member is a candidate, but may not endorse in the name of LBRW.

Section 5. Candidate Fairness:

When a Republican candidate for an office is invited to speak at an LBRW meeting, all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election.

Section 6. Controversial Issues:

Neither LBRW nor its officers shall issue statements nor pass resolutions on controversial issues in the name of LBRW without first polling its members and obtaining a two-thirds ($\frac{2}{3}$) written vote of approval of the total membership.

Section 7. Lobbying:

No member or officer of LBRW shall lobby Legislators using the name of TFRW without the express permission of the Board of Directors of TFRW.

Section 8. Fiscal Year:

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

Section 9. Delivery of Records:

Officers and standing committee chairs shall deliver all records, files, passwords, social media administrative rights and properties of the club to their successors before December 31 of the year in which they are retiring from office, or within three (3) days of leaving the position if earlier than December 31, unless otherwise directed by the club President. Failure to meet the deadlines may result in termination of their membership by the Club. All chair terms shall end on December 31 of the year in which they were appointed.

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility:

A. Any woman believing in the philosophy of the Republican Party and in the objectives of LBRW shall be eligible for membership.

B. She shall be a registered voter.

C. Dues must be paid for at least three months and at least one meeting attended prior to the privilege of voting.

Section 2. Classification of Membership:

A. **Active** – A woman who believes in the philosophy of the Republican Party and the objectives of the local club, is a registered voter, and pays the required annual dues is classified as an active member. An active member may be counted in only one local club for the purpose of delegate representation to TFRW and conventions, and this shall be the only local unit in which she may hold office. Her dues and name shall be submitted to TFRW from her primary local unit only.

B. **Associate** – A Republican woman who is an active member of another federated local club and wishes to support LBRW may be eligible for associate membership upon payment of required dues. She may not hold elected office, vote, have voice,¹ or be counted for the purpose of determining the number of delegates to NFRW or TFRW meetings or conventions. See Article IX, Section 1, C, for exception to voting rights restriction.

C. **Associate Men** - A Republican man is eligible for associate membership upon payment of the required annual dues. He may not hold elected office, chair a committee, vote, have voice,¹ or be counted for the purpose of determining the number of delegates to NFRW or TFRW meetings or conventions. He does not become a member of TFRW or NFRW.

D. **Young Affiliate** – A young affiliate is a teenage woman, age 13 - 17, who wishes to affiliate with a local Republican Women’s club by paying the required annual dues. She may not hold elected office, chair a committee, vote, have voice,¹ or be counted for the purpose of determining the number of delegates to NFRW or TFRW meetings or conventions. A young affiliate may not be listed on the roster to TFRW. Her name and dues shall not be sent to TFRW headquarters.

ARTICLE V – DUES

Section 1. Establishment of Annual Dues:

Annual dues shall be set by the membership in the Standing Rules.

Section 2. Due Date and Delinquency Date:

Dues shall be payable on January 1 and shall include local club dues, TFRW dues, and NFRW dues and shall be delinquent March 1.

Section 3. Annual Charges Payable by LBRW:

LBRW shall pay the annual service charges and annual per capita dues required by TFRW and NFRW and submit names and addresses of club officers and members with payment.

ARTICLE VI – OFFICERS AND THEIR DUTIES

Section 1. Elected Officers:

The officers of LBRW shall be President, 1st Vice President Programs, 2nd Vice President Membership, 3rd Vice President Ways & Means, Secretary, and PAC Treasurer.

Section 2. Qualifications of Officers:

Nominees for elected office shall be active members of LBRW for one (1) year prior to nomination in September, and be current with dues. Nominees for the offices of President and 1st Vice President shall have served previously on the Executive Board of LBRW or another club affiliated with TFRW.

Section 3. Duties of Officers:

A. The President shall:

- Preside at all meetings of LBRW and the Executive Board
- Appoint chairs of all standing and special committees except that of the Nominating Committee
- Appoint a parliamentarian
- Serve as a member of all committees except the Nominating Committee
- Have general supervision of the work of LBRW

B. 1st Vice President Programs shall:

- Perform the duties of the President in the event of her absence or inability to serve
- Be responsible for all monthly program arrangements, including securing speakers, obtaining speaker gift if appropriate, and providing details on the meeting program to the Executive Board at least one (1) month prior to the program date
- Perform other duties as the President may designate

C. 2nd Vice President Membership shall:

- Maintain the membership roster
- Update TFRW with required membership information
- Actively recruit members, including holding at least two (2) membership events per year
- Perform other duties as the President may designate

D. 3rd Vice President Ways & Means shall:

- Coordinate all fundraising events
- Form a committee including the PAC Treasurer to assist in the endeavor
- Provide a budget for the fundraiser prior to the event to be approved for the committee and PAC Treasurer
- Hold at least one (1) fundraiser a year
- Provide all financial information requested by the PAC Treasurer
- Perform other duties as the President may designate

E. The Secretary shall:

- Keep a factual and unbiased record of the proceedings of all meetings of LBRW and the Executive Board
- Prepare correspondence of LBRW and retain custody of all pertinent records
- Perform additional duties as may be required of the office or as the President may designate

F. The PAC Treasurer shall:

- Receive and be custodian of all funds of LBRW
- Pay all bills upon authorization by the President
- Keep an account of all monies received and disbursed and present a written report at each regular meeting of LBRW to the membership
- Be registered with the TEC and shall submit all reports required by the TEC in a timely manner
- Submit all records at the end of the year for review
- Be obligated to pay any required penalty in the event reports required by the TEC are filed late, unless otherwise specified by the TEC

Section 4. Term of Office:

The term of office for officers shall be one year (January 1 - December 31), or until their successor is elected. No officer may serve in the same position for more than two consecutive terms. Notwithstanding the above, the PAC Treasurer may serve without time limitations.

Notwithstanding the foregoing paragraph, if an officer is ratified or elected after January 1, her term shall end on December 31 of the same year or until her successor is elected. This timeframe shall count as a full term.

Section 5. Delivery of Records: See Article III, Section 9.

ARTICLE VII – EXECUTIVE BOARD

Section 1. Members:

The Executive Board shall consist of the elected officers, the chairs of Standing Committees, the Parliamentarian, and the immediate past President. The Parliamentarian and the immediate past President shall have no voting privileges. All members of the Executive Board shall be members in good standing of LBRW.

Section 2. Board Authority:

The Executive Board shall have the following authority:

- To advise the President
- To transact any necessary business between meetings
- To make recommendations regarding policies of LBRW
- To ratify the 1st Vice President as President of LBRW in the event a sitting President is unable to fulfill her term, and to elect a new 1st Vice President as stated herein
- To ratify by majority vote a nominee suggested by the President to fill the vacancy of any officer unable to fulfill her term

Section 3. Quorum:

A quorum for a meeting of the Executive Board shall be a majority of the Executive Board members.

Article VIII – MEETINGS

Section 1. Regular Meetings:

A. Regular meetings of LBRW General Membership:

- (1) Regular meetings of LBRW shall be held on the second Thursday of each month unless otherwise directed by the Executive Board, which shall give no less than seven (7) days' notice of the change to the membership.
- (2) Regular meetings of LBRW shall not be held in June, July and August.
- (3) A minimum of five (5) regular meetings per year shall be held.

B. Regular meetings of the Executive Board:

Meetings shall be held at least fourteen (14) days preceding the date of the regular meeting of the general membership at such time and place as determined by the President. Notice of the regular meeting of the Executive Board shall be provided by the President at least seven (7) days prior to the meeting date.

Section 2. Special Meetings:

A. Special meetings of LBRW General Membership:

Special meetings of LBRW General Membership shall be held at the call of the President or at the request of fifteen (15%) percent of the membership. The purpose of the meeting shall be stated in the call and no other business shall be considered except that stated in the call of the meeting, with at least seven (7) days' notice to members.

B. Special Meetings of the Executive Board:

Special meetings of the Executive Board may be called by the President or at the request of a majority of its members. The purpose of the meeting shall be stated in the call and no other business shall be considered, with at least seven (7) days' notice to the members.

Section 3. Quorums:

A. A quorum of General Membership shall be considered as ten (10%) percent of active members.

B. A quorum for a meeting of the Executive Board shall be a majority of the Executive Board members.

C. Quorum requirements apply to both Regular and Special Meetings.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees:

A. The standing committees may include:

- Campaign Activities
- Political Action
- Legislation
- Chaplain
- Caring and Concern
- Hospitality
- Historian
- Merchandising
- Publicity
- Awards
- Newsletter/Media
- Caring for America
- Yearbook
- Community Outreach
- Parliamentarian/Bylaws
- Scholarship/Literacy

B. The chairs of the standing committees shall be appointed by the President. The committees shall outline programs for action in their respective fields for consideration and adoption by the Executive Board, and shall carry out other duties as may be prescribed by the President. All committee chairs shall report any pertinent information at Executive Board meetings and at regular meetings or as requested by the President.

C. The chair(s) of no more than two (2) standing committees may be associate member(s). Notwithstanding the rule denying associate members voting privileges, a chair shall have full voting rights during the entire term of her chairmanship.

D. Political Action Committee: The PAC shall be chaired by the PAC Treasurer. She shall abide by Texas election laws and the opinions issued by the TEC. All decisions relative to the distribution of funds shall be approved by the Executive Board.

Section 2. Standing Committee Term of Office:

The term of office for standing committee chairs shall be one year (January 1 - December 31), or until their successor is appointed. No chair may serve in the same position for more than two consecutive terms, with the exception of the Hospitality chair, who may serve without time limitations.

Notwithstanding the foregoing paragraph, if a chair is appointed after January 1, her term shall end on December 31 of the same year or until her successor is appointed. This timeframe shall count as a full term.

Section 3. Special Committees:

A. Special committees shall include: Finance, Internal Review, Nominating, Bylaws, and Special Events. Chairs shall be appointed by the President, except that of the Nominating Committee. Other special committees may be appointed by the President upon the advice of the Executive Board.

1) **Finance Committee:** The members of this committee shall be the President, 1st Vice President Programs, 2nd Vice President Membership, Secretary, PAC Treasurer, and Chair of the Finance Committee. The Finance Committee shall draw up a projected budget for the fiscal year and submit same to Executive Board at the October meeting. A final budget shall be presented to the general membership at the November regular meeting for approval. A copy of the budget shall be available to any member upon request.

2) **Internal Review Committee:** An Internal Review Committee shall be selected by the President on or before October 31 to conduct an internal review of the books by December 31 of the fiscal year and shall submit its report to the Executive Board prior to the regular meeting in January. The Treasurer shall be present at the internal review of the books for the purpose of responding to committee questions, but shall not be an official committee member.

3) **Nominating Committee:** Refer to Article X, Section 1.

4) **Bylaws Committee:** The Parliamentarian shall chair the Bylaws Committee, to convene at least every two years to review LBRW bylaws for any necessary revisions, and to revise bylaws as mandated by NFRW and TFRW following their respective conventions.

5) **Special Events Committee:** This committee shall coordinate any special events as determined by the President.

B. The special committees shall outline programs in their respective fields for consideration and adoption by the Executive Board. These committees shall be formed only for the duration of their service. Any special committee chair shall not have a voice or voting rights on the Board unless she holds elected office or is a permanent standing committee chair.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee:

A. A nominating committee of six (6), four (4) of whom shall be nominated from the Executive Board, and two (2) from the general membership, shall be elected by the membership at the September regular meeting. All shall be active LBRW members with no less than one (1) year active membership. A plurality vote shall elect the members of the committee. The Nominating Committee shall elect its chair from one of its own number.

B. The Nominating Committee shall report one nominee for each office at the Executive Board and regular meetings in the month of October.

C. A brief biographical sketch of each nominee may be included in the newsletter prior to the November election. Printed copies may also be available at the November regular meeting.

D. The Nominating Committee cannot succeed itself, nor shall any individual member serve on the committee in the following year.

E. Robert's Rules of Order (latest revised edition) shall be the authority for Nominating Committee proceedings, as follows:

- Elect chair as first order of business
- Chair shall moderate meeting, but shall not have voting privileges except in the event of a tie
- One candidate for each office shall be added to the slate of officers
- Slate shall consist of President, 1st Vice President Programs, 2nd Vice President Membership, 3rd Vice President Ways & Means, Secretary, and PAC Treasurer
- All proposed candidates must be contacted to secure consent to run for office before slate is presented to Executive Board and General Membership
- Any notes on discussion during meetings shall be destroyed as final duty of Nominating Committee
- Slate of officers may be shared with Executive Board upon suggested slate completion

Section 2. Elections:

A. Elections shall be held at the November meeting after the Nominating Committee has reported its nominees.

B. Nominations from the floor shall be allowed, provided prior consent of each of the nominees has been obtained.

C. Where there is only one candidate for an office, election may be by voice vote. Where there is more than one candidate for an office, election shall be by ballot. A plurality vote shall elect.

D. No absentee or proxy voting shall be allowed.

Section 3. Installation:

Officers shall be installed at the December meeting.

ARTICLE XI – TFRW AND NFRW BIENNIAL CONVENTIONS

A. LBRW may be represented at the TFRW and NFRW Biennial Conventions as governed by the rules promulgated by TFRW and NFRW.

B. TFRW shall honor ten (10) outstanding women at the TFRW biennial state convention. The prestigious award has been presented to ten (10) members of TFRW federated clubs since 1965. LBRW may nominate only one (1) woman, who must be an LBRW member and must not have previously received this award. The "10 Outstanding" Awards Committee members shall be selected from all previous "10 Outstanding" honorees. Current elected officers of TFRW are ineligible to be nominated. The "10 Outstanding" Awards Committee Chairman shall be appointed by the TFRW President.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order, Newly Revised* shall govern all proceedings except where inconsistent with the bylaws of LBRW and those of TFRW and of NFRW.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds ($\frac{2}{3}$) vote provided that notice of the proposed amendment has been sent to each member at least fifteen (15) days prior to the meeting or provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting.

ARTICLE XIV – DISSOLUTION

This club may be dissolved by a two-thirds ($\frac{2}{3}$) vote at any meeting of LBRW, 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 local club. In the event of dissolution, the Executive Board shall, after payment of all liabilities of the local club, distribute any remaining assets to TFRW. None of the assets shall be distributed to any member or officer of LBRW. The right to use the name shall revert to TFRW.

¹Have voice: may not express opinions or debate issues at a regular or special meeting unless invited to do so by the Executive Board member holding the floor at that time.

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Previous Revision and Adoption: 02/09/17

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