

# MESQUITE REPUBLICAN WOMEN BYLAWS

## ARTICLE I – NAME

The name of this club shall be Mesquite Republican Women; hereafter, referred to as MRW or the Club. This Club is affiliated with the Nevada Federation of Republican Women and the National Federation of Republican Women and shall conform to their respective bylaws.

## ARTICLE II – OBJECTIVES

The **objectives** of this Club shall be:

- A. To welcome all women as members and all men as associate members who believe in the Republican ideals of limited government and fiscal responsibility as supported by the framework established in the Constitution.
- B. To inform the public of Republican ideals through political education and activity.
- C. To promote the principles of the Republican Party.
- D. To foster loyalty to the Republican Party.
- E. To work with Republican candidates, including partisan and non-partisan, in all elections.
- F. To influence the objectives and policies of the National Federation of Republican Women, the Nevada Federation of Republican Women, and the Republican National Committee.

## ARTICLE III – POLICIES

**Section 1.** The Club and its President shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or nonpartisan elections when more than one Republican is in the race. Individual members of this Club may work for the candidate of his or her choice in contested Republican primaries, but not in the name of the Club or Federation.

## ARTICLE IV – MEMBERSHIP

**Section 1. ACTIVE MEMBER** -- Any registered Republican woman who believes in the philosophy of the Republican Party and supports the objectives of this Club, shall be eligible for active membership.

**Section 2. ASSOCIATE MEMBER:**

- A. Any woman who is an active member of another State Federation Republican Women's club, or a man who supports the objectives of this Club shall be eligible to become an associate member.
- B. Associate members shall be qualified to attend meetings of the Club with voice, but shall **not** be entitled to:
  1. Become members of the National Federation of Republican Women or the Nevada Federation of Republican Women.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

2. Make motions or vote.
3. Hold office.
4. Be counted in determining the Club's number of delegates to any regional, state, national meeting or convention.

**Section 3. DUES:** Active member's and Associate member's annual dues shall be as voted by the membership, and recorded by the Secretary.

- A. Dues shall be payable by **January 1**. Subsequent to January 31, a member who has not paid will be disenrolled from membership in NFRW and NvFRW at a date specified by NFRW and NvFRW.
- B. Dues are all inclusive for active members of the MRW, NvFRW, and the NFRW.

**Section 4.** 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 5.** Any MRW officer or committee chairman who wishes to resign from that position shall present a written letter or email to the President with a 2 week notice of resignation. The President is authorized to accept the resignation.

## ARTICLE V – ELECTED OFFICERS AND THEIR DUTIES

**SECTION 1. ELECTED OFFICERS** -- The elected officers shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers shall be the voting members of the *Executive Board*.

**Section 2. ELIGIBILITY** -- Each elected member shall be an active member, in good standing.

**Section 3. ELECTION** – The officers shall be elected at the **November** regular membership meeting, and shall serve a term of one year or until their successors take office, on **January 1**, of each year.

- A. A nominating committee of not less than three active members will volunteer or be appointed by the President no later than the regular membership meeting in **June** of each year. A member may volunteer by notifying someone on the Executive Board before the June meeting. The volunteers will be approved, with a vote, by the membership. The nominating committee shall elect its chairman. The parliamentarian will instruct the committee in the proper procedure for nominating candidates and, if required, will be available for further counsel.
- B. The nominating committee shall report a slate of nominees at the regular membership meeting, no later than **October** of each year. Following the report of the nominating committee, self-nominations and nominations from the floor are in order, also just before the election in November. All nominees shall be active members in good standing in the Club and, if elected, consent to serve.
- C. The election shall be by secret ballot at the regular membership meeting in November. If there is only one nominee for any office, the election for that office may be by voice vote.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

- D. No member may run, simultaneously, for more than one office.
- E. The Chairman of the nominating committee will represent MRW on the NvFRW nominating committee.

**Section 4. VACANCY** – In the event of a vacancy in the office of the President, the First Vice President shall fill the office of President. At the first meeting, following the creation of a vacancy in any office, the Executive Board shall by vote or election fill a vacancy in any other office.

**Section 5. REMOVAL FROM OFFICE** – After investigation, a member of the Executive Board may be removed from office by two-thirds (2/3) vote of the Executive Board, for any of the following reasons:

- A. Advocating a split ticket.
- B. Supporting an opposition party ticket.
- C. Providing a forum for a non-Republican of high profile.
- D. Undermining any stated objectives of the MRW, NvFRW, and NFRW.
- E. In an open forum, speaking negatively about a Republican candidate or elected person.
- F. Refusal to comply and cooperate with instructions from the President and/or Executive Board or refusal to perform duties.

## **Section 6. DUTIES of the ELECTED OFFICERS**

### **A. The President shall:**

1. Call and preside over all meetings of the Executive Board, the Board of Directors, and the Club.
2. Represent the Club at all times. In the President's absence she shall designate a representative.
3. Subject to the approval of the Executive Board, she shall make Board of Director appointments necessary to conduct the business of the MRW. The Board of Directors consists of the elected and appointed officers, standing committee chairmen, and the immediate past President. See Article VIII, Section 1.
4. After consulting with the chairmen of the Standing Committees, prepare a program of action for presentation to and approval of the Executive Board.
5. Be an ex-officio member of all committees except for the Auditing and Nominating Committees. If the President is not going to be a candidate for the coming year, she may participate on the Nominating Committee.
6. **NOT** make appointments to the Nominating Committee.
7. Co-sign checks as one of the three authorized signers, specifically, the President, Treasurer, and the Secretary.
8. Be the only authorized member to sign a contract for MRW.
9. Represent the Club in all Republican Party activities.
10. In November, appoint an Auditing Committee. The Treasurer of the current year shall be part of the committee. The Auditing Committee will conduct a complete financial audit of the fiscal year.

### **B. The First Vice President shall:**

1. Perform the duties of the President in her absence.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

2. In the event of a vacancy in the office of the President, fill the unexpired term.
3. Perform other duties as assigned by the President or Executive Board.
4. Act as Program chair (i.e. in coordination with the President, plan & arrange guest speakers for membership meetings).
5. Programs shall never include private enterprise speakers, unless the subject is directly related to issues relevant to the Club.
6. Responsible for maintaining regular communication with the President and providing updates to the President.

## C. The **Second Vice President shall:**

1. Perform the duties of the President and the First Vice President, in their absence.
2. Perform other duties assigned by the President, or the Executive Board.
3. Act as Membership Chair and implement the MRW plans and programs for growth and retention of membership.
4. Verify the Republican registration of all membership applicants.
5. Maintain a current membership roster. The roster will be distributed only to Active Members and Associate Members in good standing. The roster shall not be used for public or solicitation purposes.
6. Work closely with the Treasurer to ensure the membership roster matches the financial record of membership dues paid.
7. No later than **February 1**, send notice of un-paid dues to all persons who have not paid.
8. Provide new members with an information packet.
9. Responsible for maintaining regular communication with the President and providing updates to the President.

## D. The **Secretary shall:**

1. Record and distribute the minutes of all meetings of the Club, the Board of Directors and the Executive Board in a timely manner.
2. Maintain a current inventory of the Club property.
3. Co-sign checks as one of three authorized signers.
4. Perform other duties as assigned by the President, or Executive Board.
5. Responsible for maintaining regular communication with the President and providing updates to the President.

## E. The **Treasurer shall:**

1. Be the custodian of all MRW funds, and deposit the funds in a bank approved by the Executive Board.
2. Co-sign checks as one of three authorized signers.
3. Disburse funds approved in the budget. All expenses that exceed a budget line item must be approved by the Executive Board prior to the expenditure; and except where covered by the Contingency Fund (See Article IX, Section 3) presented to the members at the next membership meeting.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

4. Have written financial report(s) at the MRW regular membership, Board of Directors, and the Executive Board meetings.
5. Submit dues and reports, as required, to the NvFRW and the NFRW.
6. Work closely with the Membership Chair to ensure that the financial record of membership dues paid matches the membership roster.
7. Submit the MRW financial records for an annual audit, which will be completed by the second regular membership meeting of the new fiscal year, which is January 1 through December 31.
8. Be a member of the Budget Committee and prepare the initial budget for consideration by the Committee.
9. Serve not more than two consecutive years.
10. Be bonded, and the MRW shall pay all necessary fees.
11. Perform other duties as assigned by the President or the Executive Board.
12. Responsible for maintaining regular communication with the President and providing updates to the President.

**Section 7. RECORDS** -- Upon retiring, all officers and committee chairmen shall deliver all records, files, and properties of the Club to their respective successors, unless otherwise directed by the President or Executive Board. Refer to #2 of the Standing Rules, regarding record retention.

## **ARTICLE VI – APPOINTED OFFICERS and CHAIRMEN**

**Section 1. APPOINTED OFFICERS** -- The President, with the approval of the Executive Board, shall appoint a parliamentarian and any other position of the MRW.

### **Section 2. DUTIES OF THE APPOINTED OFFICERS, and the COMMITTEE CHAIRMEN.**

- A. The **Parliamentarian shall:**
  1. Serve as counsel and give advice on parliamentary procedure(s).
  2. Be familiar with the Bylaws and Standing Rules of the Club.
- B. Duties of the Committee Chairmen are provided in Article IX --Committees.

## **ARTICLE VII -- EXECUTIVE BOARD**

**Section 1. THE EXECUTIVE BOARD** shall consist of the Elected Officers, the Parliamentarian and the Past President. The Parliamentarian and Past President serve as advisers, only, without a vote. The President may invite Standing Committee Chairmen to a meeting. They shall have no vote.

### **Section 2. The EXECUTIVE BOARD shall:**

- A. Conduct the business of the Club, between regular meetings.
- B. Meet as decided by the president of the Board. The president shall call special meetings.

# MESQUITE REPUBLICAN WOMEN BYLAWS

- C. At the upcoming special or regular Board meeting, recommend action to present to the membership.
- D. Approve appointments of Committee Chairmen.
- E. Recommend the disbursement of funds, for the approval of the Board of Directors.
- F. Assign duties to the Officers and Chairmen.

## ARTICLE VIII – BOARD OF DIRECTORS

**Section 1. COMPOSITION** – The Board of Directors of this Club shall consist of elected and appointed Officers, Standing Committee chairmen, and the immediate past President.

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

**Section 3. e-MEETING or e-VOTE ( e=electronic)** – If necessary, the President may call an e-Meeting or e-Vote at the request of three (3) or more Executive Board members or five (5) or more Board of Directors members. The meeting or vote may be via: email, phone, mail, fax or video conference as long as all in attendance at the meeting can hear each other at the same time.

**Section 4. DUTIES** -- the Board of Directors shall:

- A. Transact any necessary business between Club Meetings.
- B. Review and approve annual budget presented by the Budget Committee no later than the March membership meeting.
- C. Coordinate the work of the Club.
- D. Make recommendations to the Club, if necessary.
- E. Fill vacancies in an office, except for a vacancy in the office of the President.

**Section 5. QUORUM** – A majority of the members of the Board shall constitute a quorum.

## ARTICLE IX – COMMITTEES and SPECIAL COMMITTEES

**Section 1. STANDING COMMITTEES**– The Standing Committees of this Club shall be:

- A. Achievement Award, Americanism, Armed Services, Bylaws, Campaign, Caring for America, Chaplain, Events, Fund Raising, Historian, Legislative, Library, Literacy and Education, Newsletter, Publicity, and other committees that the Club or Executive Board deem necessary to carry on the work of the Club.
- B. Appointed for a current term.
- C. Responsible for maintaining regular communications with the President and providing updates to the President.
- D. Responsible for submitting a request for budget at the beginning of the year as requested by the Budget Committee.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

- E. Other duties of the Standing Committees are as follows:
1. **ACHIEVEMENT AWARD** – The Achievement Award Chairman shall:
    - a. Inform members and collect data regarding the requirements and deadlines relating to the NFRW Achievement Award Program.
    - b. Assist in any other Achievement Award activities at the request of the President.
  2. **AMERICANISM** – The Americanism Chairman shall implement a program that seeks to promote respect for the American Flag and foster allegiance to the United States and its customs and institutions. This is carried out through educational and inspirational programs and projects.
  3. **ARMED SERVICES** – The Armed Services Chairman shall oversee the MRW efforts to support our troops and provide information, resources and program suggestions.
  4. **BYLAWS** – The Bylaws Chairman shall:
    - a. Conduct a biennial review of these bylaws.
    - b. Request from the members and receive proposed amendments to the bylaws of the MRW and submit them to the Executive Board for action or shall initiate changes requested by the Board.
    - c. Furnish the NvFRW with a complete set of the MRW bylaws for review and approval. Any subsequent revision of the bylaws shall be presented to the NvFRW bylaws committee.
  5. **CAMPAIGN** – The Campaign Chairman shall coordinate all activities of the MRW Campaign Program. The Campaign Chairman shall:
    - a. In collaboration with the President, prepare a Campaign Program to present to the Executive Board for approval. The Campaign Program shall include events such as town halls, meet and greets, guest speakers, and debates to showcase Republican candidates and issues. In an election year the Campaign Program shall include plans to locate and staff a campaign office. The Campaign Program is contingent on available funds, and member interest and participation. The Campaign Program should be prepared before the Club budget is finalized.
    - b. As directed by the President, be the point of contact at MRW for Republican candidates and their staff.
  6. **CARING FOR AMERICA** – The Caring for America Chairman shall encourage Club members to expand activities in their communities and organize Club projects as directed by the Executive Board.
  7. **CHAPLAIN** – The Chaplain shall offer appropriate prayers for meetings and other events, as directed by the President.
  8. **EVENTS** – The Events Chairman shall coordinate all activities of the MRW Events Program. The purpose of the Events Program is to ensure MRW is represented, visible and participating at citywide and other community events such

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

- as Mesquite Days, Mesquite Night Out, Veterans' Parade, Christmas Parade, etc.
- a. Using community master calendars (i.e. City of Mesquite, Chamber of Commerce, etc.) present an Event Program plan, to the Executive Board for their approval as early in the calendar year as possible.
  - b. As much as possible prepare a budget request for this plan before the Budget for the year is finalized.
  - c. Organize members to execute the Event Program plan.
  - d. Coordinate all events with related chairmen such as Publicity, Website and Newsletter, etc.
  - e. Organize attendance at Chamber of Commerce lunches under the direction of the Executive Board, if MRW is a member of the Chamber.
9. **FUND RAISING** – The Fund-Raising Chairman shall prepare and implement a plan for raising funds in order to meet the MRW budget.
10. **GRAPHIC DESIGNER**- Responsible for the creative direction for MRW as well as brand guidelines. The Graphic Designer shall:
- a. Create and design various graphical materials as needed for print and digital projects such as event flyers, signs, banners, and newspaper ads.
  - b. Coordinate closely with and support Publicity, Newsletter, Website and Events chairs.
  - c. Obtain pre-approval of the President prior to work products being used in the public.
11. **HISTORIAN** – The Club Historian shall:
- a. Take pictures at events.
  - b. Maintain items of historical value to MRW.
  - c. Forward pictures and printed media articles of events to the Publicity, Website and Newsletter Chair(s).
  - d. Make a scrapbook, which will be submitted, to the President for her review and approval, at the end of the Historian's term.
12. **LEGISLATIVE** – The Legislative Chairman shall:
- a. Inform and discuss with the Executive Board and the Club any local, State, or Federal legislation affecting the interest of the MRW.
  - b. Implement MRW current directives.
13. **LIBRARY** – The library Chairman shall:
- a. Collect, from members and other donors, educational, political and/or related books and publications.
  - b. Catalog and track the reading material.
  - c. Make the material available at all meetings, and loan the reading material for a maximum of one month.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

14. **LITERACY and EDUCATION** -- The Literacy and Education Chairman shall:
- a. Coordinate the MELP Book donations to local schools.
  - b. Encourage qualified candidates to apply for NvFRW scholarships.
15. **NEWSLETTER** – The Newsletter Chairman shall:
- a. Produce and publish four (4) to twelve (12) Newsletters per year at the direction of the President. These newsletters will be distributed via email and at meetings if requested by a member(s).
  - b. Contents shall include the President’s letter, meeting and event notices, and educational information, contact information for officers and committee chairs and member news.
  - c. Incorporate photos from the historian and other members when possible.
  - d. Recruit committee members or others in the club to assist in writing whenever possible or necessary.
16. **PUBLICITY** – The Publicity Chairman shall:
- a. Solicit and promote maximum publicity for all activities of MRW.
  - b. Coordinate all releases for the media with the Club President.
  - c. Maintain a good working relationship with the media to enhance the public image of the MRW.
  - d. Maintain a good working relationship with the Website, Newsletter and Events Chairs and coordinate efforts with those on the Board of Directors.
  - e. Establish, maintain and update social media sites directly associated with MRW.
  - f. Maintain and update Chamber of Commerce information (i.e. events and club information).
17. **WEBSITE** – Establish and maintain the official MRW website, MRW internal Chamber of Commerce web page and any other websites owned or associated directly with MRW with current information in a timely manner.

**Section 2. AUDITING COMMITTEE** – In November of each fiscal year, the President shall appoint a minimum of three (3) members to an Auditing Committee. The duty of the committee shall be to audit the Treasurer’s accounts, at the close of the fiscal year. The report shall be presented at the next Executive Board meeting no later than January 31st. This report should then be reported no later than the second regular membership meeting of the new fiscal year.

**Section 3. BUDGET COMMITTEE** – The Budget Committee shall consist of the President, Treasurer and two (2) other members of the Club. The Club budget will be proposed by the Budget Committee, approved by the Board of Directors, and presented to the membership within the first quarter of the year, at a general membership meeting. The budget will follow the current guidelines of the MRW Budget and Reimbursement Policy. The current Budget and Reimbursement Policy is available from the Treasurer. A \$300 Contingency Fund shall be placed in each annual Budget from which the Executive Board may approve expenditures. The Executive Board shall inform the Board of Directors of any use of the Contingency Fund at the Board of Directors’ meeting or through an email notification following the expenditure.

9/19/15

Amended 6/26/21

Amended 11/8/23

# MESQUITE REPUBLICAN WOMEN BYLAWS

**Section 4. SPECIAL COMMITTEES** – With the approval of the Executive Board, the President will appoint special committees deemed necessary by the membership or Executive Board to conduct the business of the Club. Responsible for maintaining regular communication with the President and providing updates to the President.

**Section 5.** All members of a committee must be active members, and in good standing, in the Club.

**Section 6.** The President, being an ex-officio member of all committees, except for the Nominating and Auditing Committees, shall have final authority over all MRW activities and printed material. The President may be an ex-officio member of the Nominating Committee if she will not be running for re-election.

## **ARTICLE X – STATE DELEGATES**

**Section 1.** At the biennial convention of the Nevada Federation of Republican Women, the Club shall be entitled one (1) duly accredited convention delegate for each ten (10) members of the Club or major fraction thereof, plus the president or her representative. There shall be an alternate for each delegate, except for the President. Election of the delegates and alternates shall take place at a regular membership meeting and will take place before the NvFRW 15-day certification requirement. The names, addresses, and telephone numbers of the delegates and alternates shall be sent to the State President 10 days prior to the convention.

## **ARTICLE XI – MEETINGS**

A minimum of five (5) or more meetings shall be held during the year. These meetings shall be held as decided by the Executive Board. The President may call special meetings

## **ARTICLE XII – QUORUM**

A quorum for a meeting shall be the members present, who are members in good standing. Two of the members shall be elected officers.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

**Roberts Rules of Order** – Newly Revised -- or the latest addition shall govern the MRW in all instances applicable, and they are not inconsistent with these bylaws.

## **ARTICLE XIV – AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the membership at any regular membership meeting of the Club. Notice regarding the proposed amendment(s) shall be distributed to each member, 30 days prior to the date of the regular membership meeting.

9/19/15

Amended 6/26/21

Amended 11/8/23

