

-BYLAWS-
PULASKI COUNTY REPUBLICAN
WOMEN

ARTICLE 1 - NAME

The name of this organization shall be: **PULASKI COUNTY REPUBLICAN WOMEN**

ARTICLE II – PURPOSE AND MISSION

The purpose and mission of this organization shall be:

- A. To promote an informed electorate through political education with a focus on electing Republicans to office
- B. To increase the effectiveness of women in the cause of good government through active political participation
- C. To facilitate cooperation among Republican women
- D. To work for the Republican Party and it's nominees
- E. To identify and lobby for Republican initiatives and ideals

ARTICLE III – MEMBERSHIP

Section 1. Any woman who is a citizen of the United States and believes in good government and the principles of the Republican Party is eligible for membership.

Section 2. This organization shall be a member of the Arkansas Federation of Republican Women and of the National Federation of Republican Women.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. **Authority** – The Executive committee and Standing Committee Chairmen shall constitute the Board of Directors of this organization. All of these positions shall report to the group at meetings on a regular basis as directed by the President.

Section 2. **Officers** – The officers of this organization shall be: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Together with the Past President, these positions form the Executive Committee. The Executive Committee

shall have authority to transact any necessary business between regular meetings. These actions shall be ratified by the full Board at their next regular meeting.

Section 3. **Duties of Officers**

- a. **The President** shall preside at all meetings, both general and Board, shall appoint Board committee chairmen with the ratification of the Executive Committee, and shall have general supervision of the work of the organization.
- b. **The First Vice President**, in the absence of the President, shall perform the duties of the President. She shall serve as Program Director, coordinating with the Hospitality Chair, and shall fulfill other duties as may be assigned by the President.
- c. **The Second Vice President** shall serve as Ways & Means Chair, and shall be responsible for the fund raising activities and for organizing and overseeing a committee to facilitate all fund raising programs and activities.
- d. **The Third Vice President** shall serve as Membership Chair, and shall form a committee to facilitate the attraction of new members, the delivery of dues collected to the Treasurer, and the accurate maintenance of a current membership roster.
- e. **The Recording Secretary** shall keep an accurate record of all meetings bound in a permanent record book. These shall be open to any member for

review. She shall present these at all meetings in a form directed by the presiding officer.

- f. **The Corresponding Secretary** shall be the public information source for the group. She shall be responsible for the production distribution of the ELEPHANT WALK and will release any notices of organizational activities to the media. Her duties will include the writing of any necessary correspondence as directed by the President. She is encouraged to form a committee to assist with these duties.
- g. **The Treasurer** shall receive and be custodian of all bills upon authorization by vote of the Board or general membership. The Treasurer shall keep an account of all funds received and disbursed by her, and shall report in full at regular meetings and as required by the President. Any member expecting reimbursement for expenses over \$100 on behalf of PCRW must have prior approval of the Treasurer. The Treasurer shall see to it that any member's request for reimbursement of expenditures over \$100 will have Board approval before disbursement. In a timely manner, the Treasurer will file all necessary reports (quarterly) in compliance with the Secretary of the State of Arkansas for Political Action Committee Laws and renew the PCRW PAC filings annually. All deposits and distributions made to and from the PAC Account must be in keeping with state law. She shall keep an up-to-date roster of the

membership of the organization and shall send out notices of dues each November for the upcoming year. The Board shall discuss and set the Budget for each year at the January Board Meeting. The Treasurer shall have financial statements available upon request and in printed form quarterly and available at meetings.

- h. The **Special Events Chair** shall be the Co-Chair on financial matters should the Treasurer be unavailable.

Section 4. **Standing Committees** – The Standing committees of this organization shall include: Campaign, Hospitality, Legislative, Special Events, and Telephone.

Section 5. **Duties of Standing Committees**

- a. **Campaign** – This committee shall coordinate efforts in support of Republican candidates, campaign donations, poll workers, and shall act as our liaison with Republican Headquarters for all campaign activities.
- b. **Hospitality** - This committee shall be responsible for the location and menus of all meetings where food is required. They shall coordinate with the First Vice President regarding program needs, and

with the Telephone Committee regarding reservations for these events.

- c. **Legislative** – This committee shall keep the organization informed as to new legislative proposals and alert us to the need for action on the same.
- d. **Telephone** – This committee shall be responsible for contacting the membership by phone as directed by the Board or President. They will receive and record the reservations for our meetings and will coordinate these with the Hospitality Committee.

Section 6. **Potential Special Committees** are American Heritage, Public Relations, Contributions, Historian, Community Service, Youth Activities and Outreach. The President may appoint these or other committees at any time. Special Committees automatically disband when their duties are accomplished, or at the end of the year, whichever comes first.

Section 7. **Attendance** – Any member of the Board of Directors may be removed from office if more than 3 consecutive meetings are missed.

Section 8. **Term of Office** – The term of office for the officers and chairmen shall be two (2) years. No officer or chairman may serve in the same position for more that two (2) consecutive terms.

ARTICLE V – MEETINGS

Section 1. **General Membership Meetings** shall be held on the first Wednesday of each month unless otherwise ordered by the Board of Directors. General membership meetings shall be held at least quarterly.

Section 2. **Special Meetings** shall be held at the call of the President, or upon request of four (4) members of the Board of Directors. The purpose of the meeting has to be stated in the call, and no other business is to be transacted.

Section 3. **Regular Board of Directors Meetings** shall be held prior to the General Membership meetings at such time and place as determined by the President.

ARTICLE VI – QUORUM

Section 1. **A Quorum for General Membership Meetings** of this organization shall be 35% of the members in good standing.

Section 2. **A quorum for Board of Directors Meetings/Executive Committee Meetings** shall be a majority of that body.

ARTICLE VII – DUES

Section 1. **Membership Dues** shall be set by a majority vote of the Board of Directors, with any raise to be published in the newsletter and voted upon at a General Meeting. Majority vote by those present will constitute approval, and the change shall take effect with the next regular dues period. Dues shall be payable January 1st of each year, and shall include the required dues and service charges to the Arkansas Federation of Republican Women and the National Federation of Republican Women.

Section 2. **Fees** will also be paid by this organization to the NFRW for any required educational material.

ARTICLE VIII – NOMINATIONS & ELECTIONS

Section 1. **A nominating Committee** of not less than three (3) members may be appointed by the President when officer terms are nearing expiration. This committee shall report at least one nominee for each elected office at the October General Meeting, after which nominations from the floor shall be invited. The resulting slate will be published in the newsletter

to be sent to all members prior to the November meeting.

Section 2. **Elections** shall be held at the November meeting. When there is only one candidate for an office, the election may be by voice vote. Written ballots will be used for contested offices. A majority vote shall elect the officers. The new officers will take office January 1.

Section 3. **An Election Committee** of not less than three (3) members may be appointed by the President prior to the November meeting. This committee shall provide all election materials and shall act as tellers for the election at the November meeting. The Board of Directors may perform these duties in lieu of the appointment of this committee.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1. **The Most Current Revision of Roberts Rules of Order** shall govern all proceedings, except where inconsistent with the provisions of the by laws of this organization.

ARTICLE X – AMENDMENTS

Section 1. **Bylaws May Be Amended** by a 2/3 majority vote of members present at the General Membership meeting of this organization. Additionally, a special meeting of the General Membership may be called by the President for the purpose of amending the bylaws.

Section 2. **A Bylaws Revision Committee** may be appointed by the President biannually. This committee should consist of at least three (3) members of the PCRW organization. The goal of this committee is to assess the current bylaws and write and propose pertinent revisions to the Board of Directors. Proposed amendments to the bylaws may be made in writing to the Bylaws Revision Committee.

Section 3. **All Amendments Approved By The Board of Directors** must be supplied to the General Membership in written form. The General Membership will vote on the proposed bylaws at one of the regularly held meetings.

Section 4. **Approved Amendments** will take effect immediately upon final passage.