

Northwest Orange
Republican Women,
Federated

Bylaws



BYLAWS

ARTICLE 1 - NAME

The name of this organization shall be **NORTHWEST ORANGE REPUBLICAN WOMEN, FEDERATED (NORWF)**.

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

- To promote and inform the electorate through political education.
- To increase the effectiveness of women in the cause of good government through active participation.
- To foster loyalty to the Republican Party and to promote its principles and candidates in all elections, including any non-partisan election.
- To support the objectives and policies of the Florida Federation of Republican Women (FFRW), the National Federation of Republican Women (NFRW), The Republican National Committee (RNC) and the Republican Party of Florida (RPOF).

ARTICLE III - MEMBERSHIP

Section 1. Categories:

(a) **ACTIVE**

Active members shall be women in good standing. They shall have the privileges of voting, participating in debate, serving on committees, holding office and serving as delegates to the national and/or state meetings or conventions.

(b) **ASSOCIATE**

- WOMEN ASSOCIATES** must be voting members of another federated Republican women's club. They may not serve as a delegate or alternate of NORWF at state or national conventions. They may attend meetings but shall not hold office, make motions, vote, be a committee chairman or a member of a nominating committee.
- MEN ASSOCIATES.** Republican men are eligible for membership. They may not serve as a delegate or alternate of NORWF at state or national conventions. They may attend meetings but shall not hold office, make motions, vote, be a committee chairman or a member of a nominating committee.
- STUDENT ASSOCIATES.** High school students and college undergraduates are eligible for membership if they are registered or pre-registered. They may not serve as a delegate or alternate of NORWF at state or national conventions. They may attend meetings but shall not hold office, make motions, vote, be a committee chairman or a member of a nominating committee.

(c) **HONORARY**

Honorary members shall be active members in good standing who have been active members for at least two years and who reached the age of 75 the previous year. They shall retain voting rights and benefit

Section 2. NORWF shall be a member of the FFRW and of the NFRW.

Section 3. Requirements:

- (a) Membership shall be open to those who are registered Republican and who intend to support the principles of the Republican Party and its candidates in all elections.
- (b) A member shall lose her/his membership under the following conditions:
 - (i) member advocates activities that conflict with the objectives and policies of NORWF, FFRW or NFRW; or
 - (ii) member advocates a split party ticket; or
 - (iii) member supports a candidate running on an opposition ticket shall not be admitted to, or continued in membership.
- (c) A two-thirds vote of the Executive Committee is required to terminate membership.

Section 4. Removal from membership– disciplinary process:

- (a) A confidential investigation of the allegations shall be held by a committee of three active members appointed by the Executive Committee;
- (b) The committee shall report to the Executive Committee in writing and preferral of charges, if warranted;
- (c) Formal notification shall be given to the alleged offending member through telephone notification and in writing, if necessary;
- (d) There shall be a hearing before the Executive Committee within thirty days of said formal notification.
- (e) A two-thirds vote of the Executive Committee is required for removal;
- (f) The alleged offending member may appeal the decision to the active membership;
- (g) The alleged offending member shall provide request for said appeal to the Executive Committee in writing within fifteen days after notification of the determination of the Executive Committee.
- (h) If the alleged offending member provides request for an appeal as stated in (g), the Executive Committee shall call a special meeting of the active membership through e-mail or U.S. postal service for those without e-mail within forty-five days of receiving the written request for said appeal.

ARTICLE IV - OFFICERS

Section 1 The officers of NORWF shall be a president, a first vice-president, a second vice-president, a secretary, a corresponding secretary, a treasurer and an assistant treasurer.

- (a) The term of office shall be for a period of two years or until their successors are elected. All officers shall be ineligible to serve in the same office for two successive terms except the treasurer and assistant treasurer.
- (b) Elected officers shall assume office on January 1 of even-numbered years.

- (c) All officers must have been members in good standing for a minimum of one year prior to taking office.

Section 2. The president shall:

- (a) Preside at all general, special, board of directors and executive committee meetings and have general supervision of the work and activities of NORWF.
- (b) Appoint all committees except program and membership, the appointment of such committees to be approved by the executive committee.
- (c) Be an ex-officio member of all committees except the nominating and audit committees.
- (d) Co-sign checks with the treasurer.
- (e) Serve as liaison between NORWF and the FFRW and the RPOF.

Section 3. The first vice-president shall:

- (a) Perform the duties of the president in her absence or inability to serve and shall fill a vacancy in the office of the president.
- (b) Serve as chairman of the program committee.
- (c) Perform such other duties as may be assigned by the president

Section 4. The second vice-president shall:

- (a) Serve as chairman of the membership committee
- (b) Perform such other duties as may be assigned by the president

Section 5. The secretary shall:

- (a) Record and report the proceedings of the general membership, board of directors, executive committee and special meetings of NORWF.
- (b) Keep, in a separate file, a copy of all official records (bylaws, standing rules, budget, membership list and committee reports) except those assigned to others.
- (c) Inform all members and Board members of any changes in meeting dates or locations.
- (d) Perform such other duties as may be assigned by the president.

Section 6. The corresponding secretary shall:

- (a) Conduct the general correspondence of NORWF as directed by the president.
- (b) Retain copies of correspondence and resolutions.
- (c) Perform such other duties as may be assigned by the president.

Section 7. The treasurer shall:

- (a) Receive and be custodian of all funds of NORWF, pay all authorized bills, Account for all monies received and disbursed and keep an up-to-date roster of the membership. She shall send, or cause to be sent, notices of unpaid dues and shall remit fees to the FFRW and the NFRW.
- (b) Co-sign checks with the president.
- (c) The books of the treasurer shall be reviewed annually by an auditing committee consisting of three (3) active members appointed by the president, subject to the approval of the executive committee. The review shall be made by Jan 31.
- (d) Serve as a member of the budget committee.
- (e) Perform such other duties as may be assigned by the president.

Section 8. The assistant treasurer shall:

- (a) Perform the duties of the treasurer in her absence.
- (b) Assist the treasurer whenever necessary.
- (c) Act as co-signatory when the treasurer is unable to co-sign checks.
- (d) Perform such other duties as may be assigned by the president.

Section 9. Each officer and committee chairman shall deliver all records, files and properties of NORWF to her successor at the expiration of her term, or no later than at the annual meeting.

ARTICLE V - EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Section 1. The executive committee shall consist of the elected officers and the immediate past president.

Section 2. The executive committee shall have the authority to transact any emergency business between meetings; change a meeting date in an emergency; fill vacancies in an elected office other than the office of president, subject to ratification by the membership; have jurisdiction over membership disciplinary issues and approve the president's recommendations of chairs of standing and special committees.

Section 3. The board of directors' voting body shall consist of the elected officers, immediate past president and chairmen of standing committees

Section 4. The board of directors shall have the authority to make recommendations to the executive committee as to the policies and procedures; transact any necessary business between meetings and approve recommendations made by the executive committee.

Section 5. The board of directors may approve all non-budgeted expenditures and fund raising endeavors requiring an outlay or obligation not to exceed \$350. Approvals over \$350 require the approval of the membership.

- Section 6. Any member of the executive committee may be removed from her position for cause. Removal for cause shall be at the sole discretion of the executive committee and shall be by a two-thirds vote. Cause for such removal shall include, with limitation, the failure or refusal to support the policies and objectives of the NORWF, as stated in its bylaws, or any act or omission intended to cause or having the effect of causing damage to the NORWF or its reputation or financial stability.

ARTICLE VI - NOMINATIONS AND ELECTIONS

- Section 1. A nominating committee of three active members and one alternate shall be elected at the September general meeting in odd-numbered years. Members of this committee shall not have served in the past four years. The nominated slate of officers shall be announced at the October general meeting and published in the November newsletter. Nominations from the floor will be in order at the election meeting in November.
- Section 2. No one shall be nominated for office whose consent to serve has not been previously obtained.
- Section 3. Election shall be by ballot and a majority vote shall elect at the November general meeting in odd-numbered years. If there is only one candidate for any office, that election may be by voice.
- Section 4. An elections committee of not less than three may be appointed by the president at the meeting prior to the election meeting. This committee shall provide all election materials and shall act as tellers for the election.

ARTICLE V11 - DUES

- Section 1. Membership dues shall be collected annually, including the per capita dues for the FFRW and NFRW.
- Section 2. Membership dues shall be determined by the executive committee.
- Section 3. Dues shall be payable upon application for membership and thereafter annually on or before January 1.
- Section 4. The fiscal year of NORWF shall be January 1 to and including December 31.
- Section 5. Membership dues become delinquent February 1 and a member shall:
(a) Lose standing until the dues is paid.
(b) Forfeit membership if dues is not paid by March 1.

ARTICLE VIII - MEETINGS

- Section 1. Annual meetings of NORWF shall be held in January of each year.
- Section 2. At least eight general meetings shall be held in each calendar year.
- Section 3. Special meetings may be held at the call of the president or shall be called upon the request of a majority of active members.
- Section 4. Business of the executive committee and of the board of directors may be transacted by mail or electronic methods.

ARTICLE IX - COMMITTEES

Section 1. The duties of the standing committees shall be those as set forth by the state and national federations for such committees and any additional duties which may be designated by the executive committee.

Section 2 Special committees may be appointed by the president as deemed advisable, subject to the approval of the executive committee. The duties of the special committees shall be those prescribed by the executive committee. Chairmen of special committees may attend board of directors meetings, but shall serve in an advisory capacity only.

ARTICLE X - QUORUM

Section 1. A quorum for general meetings shall be twenty percent (20%) of total active members. At least two members must be officers.

Section 2. A majority of the executive committee and of the board of directors shall constitute a quorum.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The current edition of **Robert's Rules of Order, Newly Revised**, shall govern all proceedings except where inconsistent with the provisions and bylaws of NORWF.

ARTICLE XII - AMENDMENTS

These bylaws may be amended by a two-thirds vote of the active members in attendance at any general meeting of NORWF, provided notice of the proposed amendment has been given in writing to all members at least ten days prior to the meeting.

ARTICLE XIII – DISSOLUTION

NORWF may be dissolved by a two-thirds vote at any general meeting, provided that notice of the dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members. In the event of dissolution, the executive committee shall, after payment of all liabilities, distribute any remaining assets to the state federation. No funds shall inure to the benefit of any member or be distributed to its members or officers.

BYLAWS ADOPTED:	November 2005
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