

## **ARTICLE I NAME**

A charter was approved on April 4, 1988, by both The Alabama Federation and The National Federation of Republican Women and was named the South Baldwin Republican Women's Club. This club shall hereafter be referred to as SBRW.

## **ARTICLE II – OBJECTIVES**

The objectives of this organization shall be:

- A. To promote an informed electorate through political education.
- B. To foster loyalty to the Republican Party, promote its ideals and principles, and to work for the election of Republican Party nominees.
- C. To increase the effectiveness of women in the cause of good government through active political participation.
- D. To promote the Republican Party's candidates in all elections including non-partisan elections.
- E. To work for the election of the Republican Party's nominees.
- F. To support objectives and policies of the Republican National Committee and the Alabama Republican Executive Committee.

## **ARTICLE III-POLICIES**

Section 1. The SBRW shall not officially endorse any Republican candidate, including President and Vice President, who has Republican opposition until after the primary.

Section 2. Members, however, are free to work for or support candidates of their choosing, so long as it is not done in the name of the SBRW, AFRW, or NFRW.

Section 3. The SBRW board shall have the ability to amend any Standing Rules as needed that are separate from the SBRW Bylaws.

## **ARTICLE IV – MEMBERSHIP**

Section 1. Any woman, naturally born female at birth, believing in the principles of the Republican Party and intending generally to support its candidates is eligible for Full membership. All members must be registered voters.

Section 2. As outlined in the Standing Rules, full membership shall consist of all rights and privileges, including voting and serving as an Officer or Committee Chair. A woman can be a full member of only one club as recognized by the AFRW and NFRW. Associate memberships are unlimited if their full membership is currently active. For additional membership categories, refer to the Standing Rules section No. 2.

Section 3. This organization is a chartered member of the Alabama Federation of Republican Women and the National Federation of Republican Women. SBRW membership fees will include the AFRW and NFRW memberships. Membership fees are not pro-rated.

## **ARTICLE V – EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the Elected Officers, the Parliamentarian, Chaplain, Sunshine, and the Immediate Past President.

Section 2. The Executive Board shall have authority to transact any necessary business between meetings, to make recommendations as to the policies of SBRW, to advise the President, and to fill all vacancies that occur between elections.

Section 3. The term for the members of the Executive Board, as described in section 1, shall be two (2) years. They may, however, serve in the same position for no more than two consecutive terms.

## **ARTICLE VI – OFFICERS AND THEIR DUTIES**

Section 1.

The officers of SBRW shall be:

President

First Vice President

Second Vice President

Third Vice President

Secretary

Recording Secretary

Treasurer

Section 2.

The President shall preside at all meetings of SBRW and of the Executive Board and shall have general supervision of the work of the organization. She shall appoint all Committee Chairs, Special Committees, Parliamentarian, Chaplain, Sunshine, and be an ex officio member of all committees except the nomination committee. The Parliamentarian shall serve as an advisor on all questions regarding parliamentary procedure. The Parliamentarian shall ensure the bylaws conform with the State and National Federations.

The President shall also serve as an ex officio member of the Baldwin County Republican Party as determined by the Bylaws of the county party. She shall represent SBRW at meetings of the Alabama Federation of Republican Women and, if unable to attend, shall appoint a proxy. The President shall maintain communication with the AFRW and

(3)

NFRW to insure that SBRW is kept up to date on the programs and goals that have been established by AFRW and NFRW.

She will work with all committee chairwomen and Recording Secretary to maintain records and prepare the necessary forms for submission to NFRW and AFRW. All electronic data gathered will be provided by the second vice president.

She is responsible, along with the SBRW Board, for raising funds to meet the annual budget.

### Section 3.

The First Vice President shall serve as the Program Chair. As Program Chair, she shall be responsible for scheduling speakers for the SBRW monthly meetings and any special events requiring speakers. She shall maintain accurate contact information on the speakers or their representatives. She shall be responsible for providing information regarding the speakers to the Second Vice President so she can distribute it to the membership via the Trumpet Newsletter. She shall also be responsible for introducing the speakers at the monthly meeting. She shall also coordinate with the President and keep her informed of the upcoming speakers and work closely with the President on all matters. In the absence of the President, the First Vice President shall preside. If a vacancy should occur in the office of the President, the First Vice President shall become Acting President and hold the office until the Executive Board appoints a new President.

### Section 4.

The Second Vice President shall be responsible for the timely distribution of the Trumpet Newsletter to the total membership of the association. The Trumpet is to be published within three (3) business days after the Executive Board meeting to assure updated information is distributed to the membership. She shall maintain an independent and accurate membership list of the membership forms processed by the Treasurer and Verified by the Third Vice President. The information distributed in the Trumpet Newsletter may contain updates regarding the speakers, current and future activities of SBRW, or provide an avenue of information to the membership regarding the local, state and national activities and legislative issues that are put forward by the Republican Party. In the absence of the President and First Vice President, the Second Vice President shall preside over monthly and Executive Board meetings.

The Second Vice President may ask for an Assistant for Printed Materials whenever needed. The Assistant will help the Second Vice President in any way that is needed to help with all printed communication concerning SBRW.

Section 5.

The Third Vice President shall serve as Membership Chair. She is responsible for the design and implementation of ongoing membership recruitment, to be conducted annually or semiannually. She shall receive all membership applications and maintain an updated list of Full, Associate and Legacy members of SBRW. She shall also distribute a membership list to all members of the Executive Board prior to the Executive Board Meetings. She shall have a working knowledge of the Constant Contact App, as this is the tool used for membership data management.

Section 6.

The Secretary shall keep an accurate and permanent record of the minutes of both the monthly meetings and the Executive Board meetings. She shall maintain a hard copy of these minutes in a designated book which shall also contain a copy of the most recent bylaws. She shall send her Board meeting minutes to the Board. She shall also send her monthly meeting minutes to the Board for approval and review.

Section 7.

The Treasurer shall receive and be the custodian of all funds of the Club and shall pay all bills. The Treasurer shall keep an account of all monies received and disbursed by her and shall report at meetings of the Executive Board and SBRW meetings. She shall keep an up-to-date roster of membership and shall forward it to the AFRW Treasurer as required.

At the end of her term, all books shall be turned over to a committee for a complete financial review before a newly elected Treasurer takes office. The adoption of the review relieves the retiring Treasurer of responsibility for the period covered in the review.

Section 8.

The Immediate Past President shall serve as an ex officio member of the Executive Board.

Section 9.

The Recording Secretary will handle all reporting of the PAC activities to the Secretary of State's Office. She will also collect all volunteer hours from our board and club members in preparation for the reports that must be filed every six (6) months with NFRW.

## **ARTICLE VII-PARLIAMENTARY AUTHORITY**

The Parliamentarian shall serve as an advisor on all questions regarding parliamentary procedure. The most currently updated version of Robert's Rules of Order shall govern this organization except where inconsistent with the provisions of the bylaws of this organization.

## **ARTICLE VIII-MEETINGS**

### Section 1.

The regular meeting of the SBRW shall be held on the fourth (4<sup>th</sup>) Tuesday of each month at 11:00 a.m. unless otherwise ordered by the Executive Board.

### Section 2.

The November meeting shall be the Annual Meeting and shall be for the purpose of electing officers, receiving reports from the Officers and Committees, and for any other necessary business. We will also celebrate our veterans.

### Section 3.

Special meetings shall be held at the call of the President, or upon the request of five (5) Executive Board members. The purpose of the meeting is to be stated in the call and no other business is to be transacted.

### Section 4.

Meetings of the Executive Board shall be determined by the President or upon the request of three (3) Board Members; the time and place to be designated by the President.

### Section 5.

A majority of members of the Executive Board shall constitute a quorum.

## **ARTICLE IX – DUES**

### Section 1.

SBRW shall pay the annual fee required to be recognized as a Club in good standing with the AFRW in conjunction with NFRW.

### Section 2.

The fiscal year shall be January 1 through December 31. Renewing members remain in good standing through the last day of February of the following year.

## **ARTICLE X – Nominations and Elections**

### Section 1

A nominating committee of not less than three (3) members shall be appointed by the Board at the August meeting the year of the AFRW Biennial Convention. The nominating committee shall elect its Chairwoman from one of its members and shall report one nominee for each office at the October meeting, after which nominations from the floor shall be allowed.

### Section 2

Elections shall be held every two years at the November meeting in the year of the AFRW Biennial Convention. New officers are sworn in at the December meeting and shall take office at the January meeting.

## **ARTICLE XI – COMMITTEES**

### Section 1

The following Standing Committees shall be appointed by the President:

Legislative and Bylaws.

### Section 2

Special Committees shall also be appointed by the President as deemed necessary.

### Section 3

All committees shall report to the Club as requested by the President.

## **ARTICLE XII – AMENDMENTS**

### Section 1

These bylaws shall be amended by a 2/3 vote of members present at any regular meeting of SBRW, provided notice of the proposed changes to the amendments have been presented in writing by email and/or newsletter prior to the regular meeting.

Section 2. All such proposed amendments shall be submitted to the Board and signed by at least two (2) members of the Executive Board.

## The South Baldwin Republican Women's Club

### Standing Rules

Updated June 25, 2024

1. The SBRW shall present an annual award each year in December in honor of Martha Hosey. The member chosen shall be recognized for her outstanding contributions to SBRW. The nominee shall be selected by the Executive Board in October.

2. Membership categories are:

**Full Membership:** \$45 per year. Effective 2025 - \$50 per year.

Eligible to become an Officer

Eligible to have full Voting Rights

Eligible to serve on Committees

Eligible to receive all Awards

Eligible to participate in all Events

Eligible to receive the Trumpet Newsletter

\*Full Members are eligible to participate in the Alabama Federation of Republican Women (AFRW) events.

\*Full Members shall also be eligible to join the AFRW Camellia Club at the current member rate. Camellia Club membership provides privileges such as priority seating, etc., at AFRW events, AFRW Legislative Days and AFRW Convention and helps to financially support the AFRW.

\*Full members are also eligible to run for AFRW positions.

\*Full Members are eligible to participate in the National Federation of Republican Women's (NFRW) events, receive publications, newsletters, web site access, and attend conventions.

**Associate Membership:** \$15 per year. Effective 2025 - \$25 per year.

Associate membership is offered as a secondary membership to any women who is currently a member of another AFRW/NFRW club and to men who wish to be involved in the SBRW. Associates are eligible to receive the SBRW Trumpet Newsletter, participate in all SBRW Events, and serve on Committees.



**Legacy Status**

The President may grant legacy status (waiver of dues) to a deserving member of the Club. Legacy status will be equal to Associate status.

3. The Executive Board shall establish an annual budget for expenditures to include but not limited to: Events sponsored by SBRW, member sponsorships to attend AFRW and/or NFRW events, reimbursement of authorized and approved funds of any Standing Committee or Special Committee Chair or member.

Expenditures of unbudgeted funds shall require the approval of the Board.

4. The President is entitled to receive reimbursement up to \$1,500 for travel, hotel accommodations, attendance at conferences, and/or other expenditures incurred while conducting business on behalf of SBRW. Effective 2025 – increased to \$2,500.

5. The Bylaws / Standing Rules shall be reviewed annually by the Bylaws Committee or as deemed appropriate.