



# **BYLAWS AND POLICIES**

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## **ARTICLE I – NAME & MISSION**

The name of this organization shall be: *Uptown Charlotte Republican Women*. The mission of this organization is to promote Republican values with conservative women in a fun and casual happy hour setting throughout the Uptown Charlotte area.

## **ARTICLE II – OBJECTIVES**

The bylaws and objectives of the Uptown Charlotte Republican Women (hereafter referred to as UCRW) shall be consistent with those of the National Federation of Republican Women (hereafter referred to as NFRW) and the North Carolina Federation of Republican Women (hereafter referred to as NCFRW).

The objectives of UCRW shall be:

- A. To increase the effectiveness of Republican women in the cause of good government through educated political participation
- B. To create a welcoming environment for conservatives in the Charlotte area
- C. To facilitate cooperation among UCRW, NFRW, and NCFRW
- D. To support the objectives and policies of the Republican National Committee (RNC), the North Carolina Republican Party (NCGOP), and the local Mecklenburg Republican Party (MeckGOP)
- E. To support the election of Republican Party nominees and election of Republican Women
- F. To support organizations that align with our mission, as determined by the Board, in order to better our community
- G. To be loyal to the Republican party, its candidates, and to promote its ideas

## **Article III – POLICIES**

### **Section 1. Endorsement**

- A. UCRW as a whole, its President, Officers and Committee Chairs, will not publicly endorse any candidate for elected 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 UCRW may work for the candidate of their choice in contested Republican primaries, but not in the name of UCRW, NCFRW or NFRW.

- B. Any UCRW officer who is a candidate, or whose spouse or family member is a candidate, shall be exempt from this rule; however, they may not do so in the name of UCRW or use its logo or stationery.
- C. Neither UCRW nor an individual member shall publicly advocate a split ticket, support an opposition party candidate, or act against UCRW, NCFRW or NFRW policies and bylaws.

## **Section 2. Speakers**

- A. All speakers invited to address UCRW activities shall be registered Republicans. At the discretion of the Board, persons who have demonstrated strong support of Republican Party principles but who are registered as Unaffiliated may be invited to speak.
- B. Non-Republican political candidates, political office holders, party officials or their representatives shall only be allowed to address UCRW at the discretion of the Board.

## **Section 3. News Media**

No member shall release announcements concerning UCRW activities to the news media without first consulting and obtaining permission from the Officers.

## **Section 4. Announcements and Literature**

- A. Members wishing to make announcements at general meetings must first obtain approval from the President. The President shall have the final decision concerning announcements.
- B. Literature placed on tables inside the meeting room shall be Republican candidates' brochures or collateral relevant to UCRW programs. Other literature may be displayed with advance approval from the President.
- C. Non-Republican political candidates or their representatives may not distribute political materials at UCRW meetings or events nor advocate policies contrary to Republican Party principles.

## **Section 5. Email Usage**

Use of UCRW email is restricted to club business only. All emails unrelated to UCRW must be sent from private email accounts.

## **Section 6. Financial Expenditures**

- A. The Board will determine the disbursement of campaign contributions to Republican campaigns or other organizations.
- B. The Club's savings account will be used as an emergency fund and will maintain a balance of \$1,000.
- C. UCRW will cover necessary expenses of the President or her appointed representative for the NCFRW Convention and other organization-related meetings that have been approved in advance by the Officers. These expenses include, but are not limited to, registration, hotel bills, meals, transportation and necessary gratuities.
- D. All receipts for purchases with UCRW funds must be submitted to the Treasure within two weeks of expenditure. To qualify for reimbursement of club-related expenses paid for with personal funds, all receipts must be submitted to the Treasurer within two weeks of expenditure.
- E. The President may authorize expenditures of up to \$100.00 without prior approval of the Board.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1. Primary Membership**

- A. Any woman who is a registered Republican and resident of the state of North Carolina shall be eligible for membership.
- B. For a member to be considered in good standing, she must have paid the required dues for the current calendar year.

### **Section 2. Associate Membership**

- A. Any woman whose primary membership is in another federated Republican Women's Club, any Republican man, any underage voters, and non-US citizens are eligible for associate membership upon payment of required annual dues.
- B. Associate members have a voice, but cannot hold office, vote, or count in determining the delegates to NFRW or NCFRW meetings or conventions.

### **Section 3. Dues**

- A. Annual dues shall be determined by the Board and approved by the membership and shall include membership in the NCFRW and NFRW.
- B. Statements for membership dues will be emailed in September. All dues are payable by January 1 of each year.
- C. Membership dues paid by October 31 make a member in good standing for the remainder of the current year and entire following year.

#### **Section 4. National and State Membership**

UCRW shall maintain membership in the NCFRW and NFRW according to their bylaws.

#### **Section 5. Membership Lists**

UCRW and NCFRW membership lists are the proprietary and confidential information of UCRW and NCFRW and its publication/distribution is intended for UCRW and NCFRW use only. Any misuse of the membership list by a member for financial gain or wrongful distribution shall constitute grounds for expulsion from UCRW and NCFRW at all levels.

#### **Section 6. Removal from Membership**

- A. Any member publicly supporting candidates running on an opposition ticket, either as an individual or as a member of UCRW, shall constitute grounds for removal from membership.
- B. A member may be removed for gross misconduct and egregious behavior unbecoming to the Republican Party by two-thirds vote of the board.
- C. A member may be reinstated by a two-thirds vote of the UCRW Board, providing the reasons for removal have been corrected.

#### **Section 7. Fiscal Year**

The fiscal year for UCRW shall be from January 1 through December 31.

### **Article V- OFFICER ELECTIONS AND OFFICER DUTIES**

#### **Section 1. Officers**

- A. Elected officers of UCRW shall be: President, Vice President, Secretary, Treasurer and Social Chair.
- B. Officers shall be active members in good standing and shall not hold office or chair a committee in another local Republican Women's organization.

## **Section 2. Nominations**

- A. The Nominating Committee shall consist of three (3) members elected by the general membership at the August monthly meeting. At least one (1) member of the Nominating Committee shall be a current member of the Board and will serve as the Chairperson. Nominees cannot be a member of the Nominating Committee.
- B. The Nominating Committee Chairperson shall present the slate of nominees, one (1) nominee for each office, by October 31. The slate will be published in the November newsletter.
- C. Nominations from the floor may be made at the January meeting, following the final report of the Nominating Committee, provided that the consent of the nominee has been secured in advance.
- D. Only members in good standing shall be nominated for elective office.

## **Section 3. Elections**

- A. Elections shall be held at the January meeting.
- B. Where there is one nominee for an office, election may be by voice vote.
- C. If there is more than one nominee, voting shall be by secret ballot. The President shall appoint an Elections Committee of not less than three (3) tellers to count ballots.
- D. A majority vote by those present shall elect.

## **Section 4. Terms of Office**

- A. Officers shall serve a term of two years or until their successors are duly elected.
- B. An Officer may not succeed herself more than once.
- C. Officers will be installed at the January meeting and will take office immediately.



## **Section 5. Duties of Officers**

### **President**

1. Actively represent UCRW as a member of the NCFRW Board of Directors and keep UCRW's members informed by attending NCFRW Board meetings and sharing materials and information; and by encouraging the organization and individual member participation in all State and National projects
2. Preside at all UCRW meetings and UCRW Board meetings and schedule Board meetings
3. Represent UCRW at relevant Republican events or designate a member of the Board as a representative in her absence or inability to do so
4. Provide general supervision of all UCRW activities
5. Appoint Standing Committee Chairpersons, with advice and consent of UCRW Officers
6. Appoint Special Committee Chairpersons, except Nominating Committee (as per Article V, Section 2)
7. Appoint Parliamentarian, Auditor and Historian, as needed
8. Serve as ex-officio member of all Committees, except the Nominating Committee (as per Article V, Section 2)
9. Represent UCRW on the Mecklenburg County Republican Executive Committee as specified in the Plan of Organization of the Republican Party of Mecklenburg County. If the President is unable to represent the Club at a meeting or other event, and if the Vice President is also unable to do so, the President shall designate an Officer to represent UCRW. If no Officer is able to fulfill this assignment, a member of the Board may be asked to represent the Club.
10. Review records of all reports submitted by the Treasurer, Secretary, Standing or Special Committees or Committee Chairs prior to dissemination
11. Assume full responsibility on the second Wednesday of January of any given election year

### **Vice President**

1. Perform the duties of the President in her absence
2. Assist the President by working as a liaison with all Committees

3. Introduce the speakers at meetings
4. Research and select speakers for meetings
5. Oversee UCRW compliance with these bylaws.

### **Secretary**

1. Maintain minutes of all meetings and distribute to the Board for review and comment
2. Serve as custodian of Club records and policies
3. Manage courtesy correspondence on behalf of the Club
4. Prepare and coordinate agenda for meetings with the President
5. Monitor and inform on UCRW's progress toward the Club Achievement Award

### **Treasurer**

1. Receive all monies and make disbursements as authorized by the Officers
2. Keep written accounts of all receipts and disbursements, including new member dues, and report at Board meetings
3. Provide annual report to UCRW membership at the January meeting; the annual report may be subject to audit
4. Make timely per capita dues payments and membership reports to the State Federation according to specified deadlines and make timely reports to the North Carolina State Board of Elections in compliance with campaign reporting laws
5. Control passwords to financial accounts
6. Attend the North Carolina Board of Election's Treasurer's Training either in person or online within three months of taking office.

### **Social Chair**

1. Secure venues for monthly events no later than 30 days in advance
2. Serve as liaison with the venue where meetings and activities are held

3. Serve as liaison with candidates and Party leaders to promote UCRW events and co-branded events

## **ARTICLE VI - VACANCIES**

### **Section 1. Temporary Appointments**

The President shall, if necessary, make a temporary appointment to fill an unexpired term on the Board, pending action of the Board.

### **Section 2. Filling the Vacancy**

The Officers shall fill by election any vacancy of an elected office at the first Board meeting following the vacancy. Notice of such vacancy shall be given to the members of the Officers with the call for the Board meeting.

### **Section 3. Removal from Office**

Any Officer or Board member may be removed by two-thirds (2/3) vote of the Board after being furnished with notice of the charges signed by not less than three members of the Executive Board; provided that she has been furnished with two weeks' notice of such charges and is given opportunity to present a defense. Removal shall be confined to gross inefficiency, party disloyalty, or failure to fulfill duties.

## **ARTICLE VII - MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings shall be held at least once per year in January. Social activities will be designated at least monthly on the second Wednesday of each month, excluding any dates that fall on a holiday.

### **Section 2. Special Meetings**

Special meetings of the Club may be held upon the call of the President, Officers or one-third (1/3) of the general membership upon five days' notice. The purpose of the meeting is to be stated in the Call and no other business may be transacted.

### **Section 3. Special Board Meetings**

Special meetings of the Executive Board may be called by the President or by one-third (1/3) of the members of the Executive Board with five days' notice. The purpose of said meeting is to be stated in the Call and no other business may be transacted.

## **ARTICLE VIII – STANDING COMMITTEES**

A. The Chairs of Special Committees shall be appointed by the President with the advice and consent of Officers. Immediate Past President will also be a voting member of the Board.

## **ARTICLE IX - QUORUM**

A. Twenty per cent (20%) of the membership shall constitute a quorum for all regular UCRW meetings. There will be no proxy voting.

B. Four (4) members shall constitute a quorum for Board meetings.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised Edition shall govern all proceedings, except where inconsistent with these Bylaws.

## **ARTICLE XI - AMENDMENTS AND ENACTMENT**

### **Section 1. Amendments**

These Bylaws may be amended by two-thirds (2/3) vote of those present at any regular meeting of this Club, or at a special meeting called for that purpose; provided that the proposed amendment has been furnished in writing to all members at least thirty (30) days prior to the meeting.

### **Section 2. Enactment**

These revised Bylaws become effective immediately upon their adoption and shall stand until amended by the Club or altered by acts of the NCFRW or NFRW.

Bylaws Adopted July 10, 2019