

## **BY-LAWS**

### **KENTON COUNTY REPUBLICAN WOMEN'S CLUB**

#### **ARTICLE I**

The name of this organization shall be: Kenton County Republican Women's Club (aka KCRWC)

#### **ARTICLE II**

The objectives of the organization shall be:

- To promote an informed electorate through political education and activity
- To increase the effectiveness of women in the cause of good government through active year-round political participation
- To foster loyalty to the Republican Party and its principles
- To support the objectives and policies of the Republican State central Committee and to work for the election of the Republican Party nominee
- To support all objectives and policies of the KFRW

#### **ARTICLE III** **MEMBERSHIP**

##### **SECTION 1 – ELEGIBILITY**

- A. Membership of this organization shall be open to all registered Republican women interested in promoting the objectives and policies of the Republican Party.
- B. Associate membership shall be extended to men and women not wishing to become active members or those registered Republicans who are active members of another Republican women's Club.

##### **SECTION 2 – PRIVILEGES**

- A. Active membership entitles the member to a voice, a vote, and the ability to hold office, to be appointed to committees and to be counted for the purpose of delegate representation to District, State and National Conventions.
- B. Associate membership entitles a member to attend meetings only.
- C. All past and present Club Honorees will become lifetime members of the KCRWC and their dues will be paid by the KCRWEC.

**SECTION 3 – APPLICATION FOR MEMBERSHIP**

- A. Application for membership shall be made to the Membership Vice-President

**SECTION 4 – REMOVAL FROM MEMBERSHIP**

- A. Members may be removed from membership by two-thirds (2/3) vote of the Executive Committee for the following reasons:
  - 1.) Non-payment of dues after thirty (30) days of notification
  - 2.) Advocating a split party ticket or supporting an opposition candidate. Failure to support Republican candidates in all elections, including non-partisan elections, advocating a split ticket or failure to support the bylaws of the State and National Federation.
  - 3.) Affiliating with a political organization which is not officially recognized as a part of KFRW, NFRW, The Republican Party of Kentucky or the Republican National Committee.

**ARTICLE IV**  
**ELECTED AND APPOINTED OFFICERS**

SECTION 1 – ELECTED OFFICERS

The officers of this organization shall be President, 1<sup>st</sup> Vice President (who shall serve as Chairwoman of Programs), 2<sup>nd</sup> Vice-President (who shall serve as Chairwoman of Membership), 3<sup>rd</sup> Vice-President (who shall serve as Chairwoman of Public Relations), 4<sup>th</sup> Vice-President, (who shall serve as Chairwoman of Fundraising), Recording Secretary, Treasurer (who shall serve as Chairwoman of Budget Committee).

- A. The President, 1<sup>st</sup> Vice President, 4<sup>th</sup> Vice President and Recording Secretary shall be elected for a two (2) year term in the odd numbered years.
- B. The 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, and Treasurer shall be elected for a two (2) year term in the even numbered years.
- C. The officers shall be elected for a term of two (2) years at the November meeting. Installation of Officers shall immediately follow their election. No officer shall succeed herself except **Treasurer**.

**SECTION 2 – APPOINTED OFFICE**

The president shall appoint the following officers with the approval of the Executive Committee:

- A. Corresponding Secretary
- B. Parliamentarian
- C. Chaplain
- D. Budget Committee
- E. Historian
- F. Presidential Advisor (Past President)
- G. Legislative Chair

***ARTICLE V***  
**DUTIES OF OFFICERS**

**SECTION 1 – THE PRESIDENT**

**The duties of the President shall be:**

- A. To preside at all meetings of this organization and to preside at all meetings of the Executive Committee.
- B. To appoint, with the approval of the Executive Committee, all committees except the Nominating Committee.
- C. To be Ex-Officio; a member of all committees except the Nominating Committee.

**SECTION 2 – 1<sup>st</sup> VICE PRESIDENT**

**The duties of the 1<sup>st</sup> Vice President shall be:**

- A. To perform the duties of the President in her absence and assist her when called upon.
- B. To present an outline of suggested programs and meeting places for consideration and adoption by the Executive Committee.

**SECTION 3 – 2<sup>nd</sup> VICE PRESIDENT-MEMBERSHIP**

**The duties of the 2<sup>nd</sup> Vice President shall be:**

- A. To be responsible for recruitment of new members.
- B. To introduce and welcome new members.
- C. To take charge of the members Email list and Telephone Committee.
- D. To collect dues with cooperation of the Treasurer and to send notices to members of unpaid dues and other debts.
- E. To take reservations for luncheons and/or dinners.

#### **SECTION 4 – 3<sup>rd</sup> VICE PRESIDENT-PUBLIC RELATIONS**

##### **The duties of the 3<sup>rd</sup> Vice President shall be:**

- A. To be in charge of all publicity – Local, State and National.
- B. To be responsible for the Club’s public appearances, i.e. parades, airport rallies and press conferences.
- C. To be responsible for the Club’s monthly newsletter for clarification purposes, i.e. time and date of meetings, Club announcements and speaker program.

#### **SECTION 5 – 4<sup>th</sup> VICE PRESIDENT-WAYS AND MEANS**

##### **The duties of the 4<sup>th</sup> Vice President shall be:**

- A. To be in charge of all projects for raising funds for the Club.

#### **SECTION 6 – RECORDING SECRETARY**

##### **The duties of the Recording Secretary shall be:**

- A. To keep the minutes of all regular meetings of the Club and all minutes of the Executive Committee meetings.

#### **SECTION 7 – TREASURER**

##### **The duties of the Treasurer shall be:**

- A. To make a Bond sufficient to cover the maximum amount of funds likely to be in her possession. The cost of the bond will be paid by KCRWC.
- B. To be custodian of all funds of the organization
- C. To collect all funds and deposit them in a bank approved by the Executive Committee.
- D. To disburse all funds as directed by the Executive Committee.
- E. To present a written report of receipts and disbursements of all meetings as directed by the President.
- F. To have the signature of the Treasurer and the President appear on all bank accounts.
- G. To submit, as needed, a financial report to the Kentucky Registry of Election Finance.
- H. To present, with the recommendation of the Budget Committee, a proposed budget for the fiscal year.
- I. To send dues notices out the first of December of each year. This notice will contain information regarding the amount due.

**SECTION 8 – CORRESPONDING SECRETARY**

**The duties of the Corresponding Secretary shall be:**

- A. To conduct all correspondence for the Club.

**SECTION 9– PARLIAMENTARIAN**

**The duties of the Parliamentarian shall be:**

- A. To function in an advisory capacity.
- B. To serve as By-laws Chair.

**SECTION 10– CHAPLAIN**

**The duties of the Chaplain shall be:**

- A. To give the invocation before regular and/or special Club meetings.

**SECTION 11– PRESIDENTIAL ADVISOR**

**The duties of the Presidential Advisor shall be:**

- A. Attend all meetings of KCRWC with the same privileges as an elected officer;
- B. Advise the KCRWC President on matters pertaining to KCRWC;
- C. Perform such other duties as assigned by the KCRWC President.

***ARTICLE VI***  
**EXECUTIVE COMMITTEE**

**The Executive Committee shall consist of the elected officers, the appointed officers and Past President.**

**SECTION 1 – EXECUTIVE COMMITTEE**

**The duties of the Executive Committee shall be:**

- A. To meet on the call of the President
- B. To conduct the business of the KCRWC for any clarification needed.
- C. All officers and all committee chairwomen and vice-chairman shall deliver records, files and properties of the Club to their successors no later than fifteen (15) days before the new term begins.

**ARTICLE VII**  
**NOMINATIONS AND ELECTIONS**

**SECTION 1 – NOMINATIONS**

- A. Nominating Committee of three (3) members shall be nominated at the June meeting.
- B. Nominations may also be made from the floor following the report of the Nominating Committee at the October meeting.

**SECTION 2 – ELECTIONS**

- A. All active members whose dues have been paid are eligible to vote.
- B. Nominations may also be made from the floor following the report of the Nominating Committee at the November meeting.

**ARTICLE VIII**  
**DUES**

**SECTION 1** – Dues shall be due and payable January 1<sup>st</sup> of each year.

**SECTION 2** – The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup> of each calendar year.

**SECTION 3** – New members (a member who has never been affiliated with the Club) added to the Club roster during the fourth quarter, and paying the required dues upon affiliation with the Club, shall be considered members in good standing for the following fiscal year.

**ARTICLE IX**  
**COMMITTEE**

## **SECTION 1 – STANDING COMMITTEES**

**The President, with the approval of the Executive Committee, shall appoint the following committees. The Standing Committee Chairmen are eligible to attend Executive Committee meetings, as the occasion requires. They do not have voting privileges.**

- A. Americanism
- B. Armed Forces/Homeland Security
- C. Budget and Finance
- D. Bylaws
- E. Campaign/Political Activities Committee
- F. Caring for America
- G. Chaplain
- H. Club Achievement Awards
- I. Communications Network (Legislative Action Alerts, E-mail, Facebook, Twitter, Telephone, etc.)
- J. Historian
- K. Leadership
- L. Legislation
- M. MELP/Literacy
- N. Membership
- O. Newsletter
- P. Outreach (To recruit ALL Republican Women)
- Q. Parliamentarian
- R. Website

## **SECTION 2 – SPECIAL COMMITTEES**

- A. Auditing Committee – The President shall appoint an Audit Committee of three (3) persons at the November meeting immediately following the election of new officers. The Committee shall make its report at the following January meeting.
- B. Budget Committee - The President shall appoint a Budget Committee of: President, Ways and Means VP, and Former President at the November meeting immediately following the election of new officers. The Treasurer shall serve as chairman and the committee shall make its report at the following January meeting.
- C. Special Committees - The President shall appoint any other Special Committees deemed necessary with the approval of the Executive Committee.

**ARTICLE X**  
**MEETINGS**

**SECTION 1 – The Kenton County Republican Women’s Club (KCRWC) shall** hold their monthly meetings on the fourth (4<sup>th</sup>) Monday of the month. The Club shall hold meetings at least eight (8) months of the year. These meetings shall be held as decided by the Executive Committee. Meetings may be held electronically.

**ARTICLE XI**  
**QUORUM**

**A Quorum shall be necessary for the Club and the Executive Committee of the Club to transact business of the meetings.**

**SECTION 1 – Regular monthly meetings**

**A Quorum for the regular monthly Club meeting shall be twelve (12).**

**SECTION 2 – Executive Committee meetings**

**A Quorum for the Executive Committee meetings shall be five (5).**

**ARTICLE XII**  
**AMENDMENTS**

**These By-Laws shall** be amended by a two-thirds (2/3) vote of the members present and voting at any meeting, provided that the proposed amendment or amendments have been presented at a previous meeting.

**ARTICLE XIII**  
**PARLIMENTARY AUTHORITY**

**ROBERT’S RULES OF ORDER (Latest Edition) shall** govern this organization in all matters of procedure not covered in these By-Laws.



***ARTICLE XIV***  
***KFRW AND NFRW CONVENTION***

**SECTION 1** – **The Club shall give to the President or her Alternate**, selected by the Executive Committee, a minimum of \$250.00 for the purpose of attending the *National Convention* and a minimum of \$150.00 for attending the *State Convention*. The Club shall pay the annual KFRW Regents dues of \$250.00 for the sitting president.

**SECTION 2** – (a) For the *District Convention* the Club will be entitled to delegate **representation as follows:** *THE PRESIDENT, TWO (2) DELEGATES AND TWO (2) ALTERNATES.* (b) For the *STATE CONVENTION*, the Club will be entitled to delegate representation as follows: *THE PRESIDENT, TWO (2) DELEGATES AND TWO (2) ALTERNATES FOR THE FIRST TWENTY-FIVE (25) ACTIVE MEMBERS, AND ONE (1) ADDITIONAL DELEGATE AND ONE (1) ALTERNATE DELEGATE FOR EACH ADDITIONAL FIFTEEN (15) ACTIVE MEMBERS.*

**The Executive Committee shall recommend SECTION 3** – Delegate and Alternates selected to attend the District, State, and/or National Conventions to the membership for approval. Nominations may be made from the floor.

**The Kentucky Federation of Republican Women By-Laws shall outline SECTION 4** – Representation at the State Board of Director’s meetings.

## **KCRWC Standing Rules:**

1. If you make a reservation but are unable to attend, the KCRWC is still responsible for the cost of your reservation. Cancellations **must be received at least 24 hours** before the event. No shows and late cancellations **will be issued an invoice** for the cost of the event. **2009**
  
2. If we invite (ask) someone to speak at our meeting, we **PAY FOR THEIR MEAL – it is COMPLIMENTARY** (should be noted on reservation list in the PAID column as **COMP**)(*if they are ethically able to accept*). If someone asks us to speak at our meeting (for whatever reason), we **DO NOT** pay for their meal. **2009**
  
3. The amount of KCRWC financial contributions to candidates shall be based on gender and membership in the KCRWC in the following ascending order: Male non-member; male associate member; female non-member; female member. These contributions shall be given out at least one month prior to the election. **2010**
  
4. Other times that we would COMP a meal (and should be noted on reservation list in the **PAID** column as **COMP**) :
  - Scholarship winner** – always COMPLIMENTARY and receives 2 guests complimentary.
  - Americanism Award Student winner** - always COMPLIMENTARY and receives 2 guests complimentary.
  - Americanism Award Teacher winner** - always COMPLIMENTARY.
  - Honoree of the year** - always COMPLIMENTARY. **2015**
  
5. We will send flowers or make a contribution upon the deaths of past honorees, current or past presidents. We will discuss other situations as they arise. **2016** (April)