

**BYLAWS**  
**of the**  
**Republican Women of Reno**

**Updated 06/10/2021**

## **TABLE OF CONTENTS**

<b>PAGE 3</b>	ARTICLE I – NAME
	ARTICLE II – OBJECTIVES
	ARTICLE III – PROCEDURE MANUAL (PM)
	ARTICLE IV - MEMBERSHIP
<b>PAGE 4</b>	ARTICLE V – DUES AND FISCAL YEAR
<b>PAGE 5</b>	ARTICLE VI – OFFICERS, NOMINATIONS, ELECTIONS, DUTIES
<b>PAGE 9</b>	ARTICLE VII – BOARD OF DIRECTORS
<b>Page 10</b>	ARTICLE VIII – EXECUTIVE COMMITTEE
	ARTICLE IX – PARLIAMENTARY AUTHORITY
<b>Page 11</b>	ARTICLE X – QUORUM
	ARTICLE XI - COMMITTEES
<b>Page 12</b>	ARTICLE XII – MEETINGS
	ARTICLE XIII – CONVENTION DELEGATES
<b>Page 13</b>	ARTICLE XIV – NvFRW NOMINATING COMMITTEE

ARTICLE XV – ENDORSEMENT POLICIES

Page 14

ARTICLE XVI – AMENDMENTS

**BYLAWS OF THE  
Republican Women of Reno**

**ARTICLE I – NAME**

The name of this club shall be Republican Women of Reno, hereinafter referred to as “RWR.” RWR is affiliated with the Nevada Federation of Republican Women (NvFRW) and with the National Federation of Republican Women (NFRW).

**ARTICLE II – OBJECTIVES**

The Objectives of RWR shall be:

- To promote and inform the public through political education and activity.
- To increase the effectiveness of women in the cause of good government.
- To support the objectives and policies of the Nevada Federation of Republican Women (NvFRW) and National Federation of Republican Women (NFRW).
- To work for the election of Republican nominees.
- To foster loyalty to the Republican Party and to promote its principles.

**ARTICLE III - PROCEDURE MANUAL (PM)**

The duties of the Officers and Committee Chairs of RWR shall be delineated in the Procedures Manual (PM) of RWR. Said Procedures may be amended by the RWR Board of Directors, its Officers, Executive Committee and/or Committee Chairs.

**ARTICLE IV – MEMBERSHIP**

**Section 1. PRIMARY MEMBERSHIP**

- A. Any registered Republican woman believing in the principles of the Republican Party and its objectives and Bylaws of the NvFRW and NFRW is eligible for primary membership and becomes a voting member.
- B. Primary members shall vote by voice or ballot on the following:
  - 1. Election of officers.
  - 2. Approval of the yearly budget.
  - 3. Approval of membership dues.
  - 4. Approval of the Bylaws.
  - 5. Approval of any other concerns presented by the RWR President or Board of Directors.
  - 6. Election of the RWR Nominating Committee.
  - 7. Election of delegates to the NvFRW Biennial Convention.
  - 8. Election of members to the NvFRW Nominating Committee.
- C. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for primary members will be stated in RWR's Procedures Manual and amended as required.

**Section 2. ASSOCIATE MEMBERSHIP**

- A. Any woman who is a primary member of another State Federation Republican Women's club or a man who is a registered Republican shall be eligible to become an Associate Member.
- B. Associate members shall be qualified to attend meetings of RWR with voice, but shall not be entitled to: make motions or vote, hold any office, or be counted in determining RWR's number of delegates to any regional, state or national meeting or convention.

**Section 3. SPECIAL MEMBERSHIP**

Life Individual Membership with no voting rights may be bestowed upon approval of the BOD.

**ARTICLE V – DUES AND FISCAL YEAR**

**Section 1. FISCAL YEAR**

The fiscal year of RWR shall be from January 1 through December 31.

**Section 2. MEMBERSHIP DUES**

- A. Membership dues are required with a new member application.

- B. Membership dues are enumerated in the Standing Rules.

**Section 3. FEDERATION DUES**

- A. RWR shall pay its financial obligation for dues to the NvFRW Treasurer.
- B. The annual NFRW dues shall be paid to the NvFRW Treasurer.
- C. Dues payments to the NvFRW shall be accompanied by a current membership roster. A copy shall be sent to the NvFRW President and NvFRW Recording Secretary. All rosters shall contain names, addresses, zip codes, and telephone numbers.
- D. Associate dues remain with RWR. Associate members are not reported to NvFRW or NFRW.

**ARTICLE VI – OFFICERS, NOMINATIONS, ELECTIONS, DUTIES**

**Section 1. OFFICERS**

- A. The elected officers of RWR shall be a President, or Co-Presidents, First Vice President, Second Vice President, Recording Secretary and Treasurer.
- B. Co-Presidents require two candidates who will share the duties of President as described. They will have one combined vote. Each will be credited with six months as a President. If they serve the full two terms each will have accumulated one year of service as a President.
- C. Appointive officers may include Historian, Chaplain, Corresponding Secretary, Parliamentarian as well as others. The Parliamentarian may or may not be a member of RWR. If a member of RWR, the Parliamentarian may have a voice but no vote, except when a vote is by ballot.

**Section 2. ELIGIBILITY**

- A. Each elected officer, appointive officer or Committee Chair, with the exception of the Parliamentarian, shall be a primary member in good standing of RWR.
- B. Each elected officer, appointive officer or Committee Chair shall be familiar with the Bylaws of the NFRW, NvFRW and RWR.

**Section 3. TERM OF OFFICE**

- A. The elected officer shall serve for a two-year term per office, or until a successor is elected. The elected officer may not run for the same office consecutively. The newly elected and appointed officers will assume office in January for the current term unless filling a vacancy.
- B. An officer who has served more than 18 months shall be considered to have held office a full 24 months term.

**Section 4. NOMINATIONS**

- A. A Nominating Committee of not less than three primary members shall be elected by RWR primary membership no later than May of each year. The committee shall elect its own Chair.
- B. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election.
- C. The Parliamentarian will instruct the committee as to proper procedure and will be available for further counsel if required.

**Section 5. ELECTION OF OFFICERS**

- A. Elections shall be by ballot at the regular General Membership meeting in November. However, if there is but one nominee for any office, the election for that office may be by voice vote.
- B. Election of officers' terms may be staggered.

**Section 6. VACANCIES AND REMOVAL FROM OFFICE OR MEMBERSHIP**

- A. Vacancies: In the event of a vacancy in the office of President, the office shall be filled by the First Vice-President. All other elected office vacancies shall be filled by election by the Board of Directors at the first meeting following the creation of the vacancy.
- B. Removal from Office or Membership: Members of the Board of Directors, members of the Executive Committee or members of RWR may be removed by two-thirds (2/3) vote of the membership for any of the following reasons after investigation by the Executive Committee:
  - 1. Non-payment of dues;
  - 2. Advocating for an opposition party candidate;

3. Supporting an opposition party ticket;
  4. Failure to uphold the policies and objectives of RWR as stated in the Bylaws;
  5. Three or more unexcused absences from Board of Directors meetings.
- C. Committee Chairs may be removed by the Board of Directors.

## **Section 7. DUTIES OF ELECTED OFFICERS**

- A. The duties of the President shall be:
1. To preside at all meetings of the RWR Board of Directors, the Executive Committee and the General Membership meetings.
  2. To represent RWR at all times or to designate someone as representative in her absence or inability to do so.
  3. To appoint all Committee Chairs except the Nominating Committee subject to the approval of the Executive Committee.
  4. To appoint a Parliamentarian, Corresponding Secretary, Chaplain and Historian as needed.
  5. To prepare an agenda for the Board of Directors, the Executive Committee and General Membership meetings.
  6. To prepare a program of action after consultation with the committee chairs for presentation and approval by the Board of Directors.
  7. To be an ex-officio member of all committees except the Nominating Committee.
  8. To sign checks as one of three authorized signatures, namely President, Treasurer, and Recording Secretary.
  9. To appoint the Financial Audit Chair in November.
  10. To appoint another Financial Audit Chair should the Treasurer resign from office prior to completion of the full term.
  11. To call meetings of the Board of Directors, Executive Committee, and General Membership meetings.
- B. The duties of the First Vice-President shall be:
1. To perform the duties of the President in her absence.

2. To fill the unexpired term in the event of a vacancy in the office of President.
3. To perform such other duties as are assigned by the President, the Board of Directors or RWR.
4. To act as RWR Program Chair.
5. To be responsible for securing the venue and menus for each General Membership meeting.

C. The duties of the Second Vice President shall be:

1. To perform the duties of the President in the absence of both the President and First Vice-President.
2. To perform such other duties as are assigned by the President or the Board of Directors of RWR.
3. To act as Membership Chair.
4. To ensure that all dues received be remitted to the Treasurer within three (3) days.

D. The duties of the Recording Secretary shall be:

1. To keep the minutes of all meetings of the RWR Board of Directors, Executive Committee and General Membership meetings when a vote is taken.
2. To sign checks as one of three authorized signatures, namely President, Treasurer and Recording Secretary.
3. To perform such other duties as may be assigned to her by the President and the Board of Directors.

E. The duties of the Treasurer shall be:

1. To be custodian of all funds and financial records of RWR.
2. To sign checks as one of three authorized signatures, namely the President, Treasurer and Recording Secretary.
3. To submit the financial records for an annual audit or when there is a change of Treasurer.
4. To be an ex-officio member of the Budget and Finance Committee.
5. To present a monthly RWR Profit and Loss Statement and Balance Sheet to the BOD.

**Section 8. DUTIES OF APPOINTED OFFICERS**

A. The duties of the Corresponding Secretary shall be:



1. To conduct the correspondence of RWR under the supervision of the President.
2. To perform such other duties as may be assigned to her by the President, the Board of Directors or the Executive Committee.
3. To mail the monthly newsletter to appropriate members.

B. The duties of the Parliamentarian shall be:

1. To be proficient with Roberts Rules of Order Newly Revised.
2. To serve as counsel and to advise on parliamentary procedure.
3. To be familiar with the Bylaws and PM of RWR.
4. To be entitled to the membership privilege of a ballot vote at a General Membership meeting if she is an RWR primary member in good standing.
5. Parliamentarian does not vote at the RWR Board meetings or Executive Board sessions.

C. The duties of the Chaplain shall be:

To offer appropriate prayers for meetings and other events, as directed by the President.

D. The duties of the Historian shall be:

To compile an official historical record of RWR activities.

**Section 9. RWR Records**

All officers and all committee chairs shall deliver all records, files, and properties of RWR to their successors within one month upon retiring from office, unless otherwise directed by the President or the Executive Committee.

**ARTICLE VII – BOARD OF DIRECTORS**

**Section 1. COMPOSITION**

The Board of Directors of RWR shall consist of the President, the First-Vice President, the Second Vice-President, the Recording Secretary, the Treasurer, the Immediate Past President, the Appointed Officers and the Standing Committee Chairs.

**Section 2. MEETINGS**

- A. The Board of Directors shall meet prior to the General Membership Meeting.
- B. The Board of Directors members are required to attend at least ten Board of Directors meetings during the RWR year.
- C. Board meetings are open to all members; however, only Board members can make motions or vote.

**Section 3. DUTIES**

The Board of Directors shall continue to transact any necessary business between RWR General Membership meetings.

**Section 4. QUORUM.**

Seven of the voting members of the Board of Directors shall constitute a quorum. The Parliamentarian is not a part of the quorum.

**ARTICLE VIII – EXECUTIVE COMMITTEE**

**Section 1. COMPOSITION**

The Executive Committee of RWR shall consist of the President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, and Parliamentarian with no vote.

**Section 2. MEETINGS**

The Executive Committee shall meet only in an emergency as necessary between regular Board meetings and General Membership meetings of RWR.

**Section 3. DUTIES**

The Executive Committee shall transact any necessary business between meetings of the Board of Directors and RWR meetings, approve committee appointments made by the President and perform such other duties as assigned by the Board of Directors of RWR.

**Section 4. QUORUM**

Five of the voting members of the Executive Committee shall constitute a quorum.

### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised or the latest edition thereof shall govern RWR in all instances where they are applicable and in which they are not inconsistent with these Bylaws.

### **ARTICLE X – QUORUM**

Fifteen percent (15%) of total primary membership shall constitute a quorum at an RWR General Membership meeting.

### **ARTICLE XI – COMMITTEES**

#### **Section 1. STANDING COMMITTEES**

A. The standing committees of RWR shall be:

1. Achievement Awards
2. Americanism
3. Budget and Finance
4. Bylaws
5. Caring for America
6. Event Planning
7. Financial Auditing
8. Fund Raising
9. Legislative and Advocacy (L&A)
10. Literacy
11. Newsletter
12. Nominating
13. Political Affairs and Activities (PAA)
14. Technology

And such other committees as the Board of Directors shall deem necessary.

B. Standing Committee Chairs shall be appointed for one RWR fiscal year term and may be renewed at the pleasure of the President.

C. Duties of the Standing Committees shall be delineated in the PM of RWR.

**Section 2 . SPECIAL COMMITTEES**

Special Committees, as are deemed necessary by RWR or Board of Directors, shall be appointed by the President subject to the approval of the Executive Committee.

**Section 3.** All RWR members in good standing are eligible to serve on committees.

**Section 4** The President shall be an ex-officio member of all committees except the Nominating Committee.

**ARTICLE XII - MEETINGS**

A. General Membership Meetings:

1. Eight (8) or more General Membership meetings shall be held during the RWR year.
2. Special General Membership meetings may be called by the President and/or upon the request of six members of the Board of Directors or fifteen (15) primary members of RWR.

B. Board of Directors Meetings:

Board of Directors meetings may be called by the President or upon request of fifteen (15) primary members of RWR.

C. Executive Committee Meetings:

Special meetings of the Executive Committee may be called by the President or upon request of three (3) members of the Executive Committee.

**ARTICLE XIII –CONVENTION DELEGATES**

**Section 1. NvFRW CONVENTION DELEGATES**

**A.** At the Biennial Convention of the NvFRW, RWR shall be entitled to one duly accredited delegate for every ten primary members or major fraction thereof, plus the President or her representative. There shall be an alternate for each delegate except for the President or her representative.

**B.** Election of delegates and alternates shall take place at a regular General Membership meeting at least two weeks before the convention. The names,

addresses, and telephone numbers of delegates and alternates shall be sent to the NvFRW President at least ten days prior to the convention.

- C. Delegate convention expenses shall be enumerated in the Standing Rules.

## **Section 2 . NFRW CONVENTION DELEGATES**

- A. At the Biennial Convention of the NFRW, RWR shall be entitled to one delegate and one alternate. The President or her designated representative is an automatic delegate.
- B. Election of the alternate delegate shall take place at a regular General Membership meeting in July prior to the NFRW Convention.
- C. Delegates must be primary members in good standing.
- D. The RWR President shall send the names, addresses, zip codes, phone numbers and email addresses of the delegate and alternate to the NFRW President and NvFRW President on credential forms provided by the NFRW.
- E. Credential forms provided for this purpose shall be postmarked no later than thirty (30) days prior to the convention.

## **ARTICLE XIV - NvFRW NOMINATING COMMITTEE**

RWR primary membership shall elect a primary member and two alternate primary members to be on the Nominating Committee of the NvFRW. RWR shall send the elected members' names and addresses to the NvFRW President and State Nominating Committee Chair no later than January 15 following the Biennial Convention.

## **ARTICLE XV – ENDORSEMENT POLICIES**

### **Section 1. ENDORSEMENT POLICY**

- A. RWR as a whole and any member of its Executive Committee shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of RWR may work for the candidate of their choice in contested Republican primaries, but not in the name of RWR or the NvFRW or NFRW.

- B. An officer of RWR 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 RWR or by utilizing the logo or stationery of the NFRW, the NvFRW or RWR.

**Section 2. SPLIT TICKET**

Neither RWR nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the NFRW or NvFRW policies and bylaws.

**Section 3. OTHER ORGANIZATIONS**

RWR shall not affiliate with any political organization that is not officially recognized as working in concert with the NvFRW, NFRW, and the Republican National Committee.

**ARTICLE XVI – AMENDMENTS**

- A. The Bylaws Committee shall conduct a full review of RWR Bylaws at least every two years.
- B. Proposed RWR Bylaws amendments are first referred to the Bylaws Committee for review.
- C. Upon approval by the Bylaws Committee, proposed amendments must be approved by a two-thirds (2/3) vote of the RWR Board of Directors at the next BOD meeting.
- D. Board approved amendments to these Bylaws must also be ratified by a two-thirds (2/3) vote of the primary General Membership at the next available RWR General Membership meeting. Notice of the proposed amendment(s) shall have been sent to each primary member ten (10) days prior to the date of the RWR General Membership meeting.

Amended and approved on 05/22/2021 by the **RWR Bylaws Committee: Kathy Doyle, Nicól Herris, Glen Duppenhaler, Barbara Kirk, Caroline Smith, Lynda Siminske, Claudia Fisher.**

Approved on 05/27/2021 by the RWR Board of Directors.

Approved on 06/10/2021 by the RWR General Membership.





