

# REPUBLICAN WOMEN OF MILFORD

## CONSTITUTION AND BY-LAWS

### CONSTITUTION

#### *Article I – Name*

The name of the organization shall be the Republican Women of Milford, hereafter referred to as “RWM.”

#### *Article II – Objectives*

The objectives of the RWM shall be:

- To develop an informed and active electorate
- To build good will for the Republican Party
- To aid in the election of Republican Candidates

#### *Article III – Membership*

Any woman who is a registered Republican and interested in the purposes and programs of the RWM is eligible for membership.

#### *Article IV – Officers and Executive Board*

1. The Officers of the RWM shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Corresponding Secretary, Recording Secretary and Treasurer.
2. Duties of the Officers:
  - a. The President shall preside at all meetings of the RWM and of the Executive Board and shall have general supervision of the work of the total organization. She shall be an Ex-officio member of all appointed committees.
  - b. The 1<sup>st</sup> Vice President, in the absence of the President shall perform the duties of the President, and shall coordinate campaign activities undertaken by the RWM, and shall coordinate the RWM's areas of responsibility at headquarters.
  - c. The 2<sup>nd</sup> Vice President, in the absence of the 1<sup>st</sup> Vice President, shall perform the duties of the 1<sup>st</sup> Vice President and in the absence of both the President and the 1<sup>st</sup> Vice President, shall perform the duties of the President. She shall be in charge of the membership committee, keeping records of all members as they join and reviewing the records of the Registrars office to obtain names and addresses of newly registered Republican women, and inform the Corresponding Secretary of same.

- d. The Recording Secretary shall prepare an attendance sign in sheet for every meeting of the RWM and the Executive Board and record minutes of such meetings. She will distribute the minutes to each member for review, prior to the next meeting, and be the custodian of the minutes and attendance sheets.
  - e. The Corresponding Secretary shall collect the mail from the post office box and read and distribute same at each monthly meeting. She shall secure the meeting place; send meeting notices and agendas to members at least one week prior to the meeting date. She shall send and respond to correspondence as directed by the President, including thank you notes.
  - f. The Treasurer shall receive and is custodian of all funds of the RWM, and shall handle all expenditures authorized by the Executive Board. The Treasurer shall keep an account of all monies received and disbursed, and shall report in full at the annual meeting and at regular meetings as required by the President. The Treasurer may not expend funds without a legitimate invoice and/or expend funds in excess of fifty dollars (\$50.00) without Executive Board authorization or after a motion is made, seconded and carried by a majority of dues paying members in good standing present and voting. The books of the Treasurer shall be audited annually by the Executive Board.
3. The Executive Board shall consist of the elected Officers and the immediate Past President.
  4. Duties of the Executive Board:
    - a. The Executive Board shall have the authority to transact any necessary business between meetings, to make recommendations as to the policies of the RWM, and to fill vacancies that occur between elections.
  5. The term of office for officers shall be two (2) consecutive years, and no officer may serve in the same position for more than two (2) consecutive terms.
  6. The Board of Directors will consist of members of the Executive Board and Chairwomen of the Standing Committees.

#### *Article VI – Amendments*

This Constitution and By-laws may be amended by a 2/3 majority vote of dues paying members in good standing, present at the meeting, provided that, at least 15 days prior to such meeting, a copy of the proposed amendment shall have been sent to the members by U.S. Postal mail or electronically.

## **BY LAWS**

### *Article I – Dues*

1. Membership dues shall be \$10.00 each year, payable by check or money order at or before the annual meeting to cover such expenses as may be authorized by the Executive Board.
2. The fiscal year of the RWM shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
3. Any member delinquent in the payment of dues for a period of two (2) consecutive years shall have her name removed from the roster after due notice.

### *Article II – Meetings*

Regular meetings of the RWM shall be held on the 4<sup>th</sup> Wednesday of each month at a predetermined time. Should a holiday fall on a meeting date, the Executive Board shall choose an alternate date.

The annual meeting of the RWM shall be held in January and shall be for the purpose of receiving reports of officers and standing committee chairwomen, collecting membership dues, election of officers and for the conducting of any other business that is timely and appropriate.

Special meetings of the RWM and the Executive Board shall be held at the call of the President.

### *Article III – Nominations and Elections*

A Nominating Committee of not less than three (3) members in good standing, shall be elected by the RWM at a regular meeting of at least two (2) months prior to the annual meeting at which officers are to be elected. This slate of officers presented by the Nominating Committee shall be sent to all members at least one (1) week prior to the annual meeting. The Nominating Committee shall elect its Chairwoman from one of its own number and shall report one nominee for each office at the annual meeting, after which nominations from the floor shall be allowed.

Elections shall be held at the annual meeting in even-numbered years. Where there is only one (1) candidate for an office, election may be by voice. Where there are two (2) or more candidates for an office, election shall be by numbered paper ballot. A plurality vote shall elect.

No candidate may run for office unless her dues are current.

#### *Article IV – Committees*

The standing committees shall include: **Budget, Campaign Activities, Publicity, Ways and Means.**

The **Budget** Committee shall consist of the Executive Board, chaired by the President and shall prepare a yearly budget to be presented to the membership.

The **Campaign Activities** Committee shall be chaired by the 1<sup>st</sup> Vice President. This committee will undertake areas of responsibility at campaign headquarters as deemed appropriate by the RWM.

The **Membership** Committee shall be chaired by the 2<sup>nd</sup> Vice President and shall have five (5) additional members, one (1) from each district, with each one being responsible for the membership work of their district.

They shall keep an accurate list of members, contact prospective members from caucus sheets, keep accurate records of those contacted and their response to prevent duplication, and prepare and send a membership packet through the Corresponding Secretary, to those who indicate an interest within two (2) weeks of the contact.

They shall introduce new members from their districts at meetings and give them a copy of the constitution and by-laws.

They shall send dues notices to all members through the Corresponding Secretary prior to the annual meeting and turn over collected dues and contributions to the Treasurer. They shall prepare second dues notices to all delinquent members to be sent by the Corresponding Secretary immediately after the annual meeting.

They shall prepare up-to-date membership lists by January 1<sup>st</sup> of each year and make additions and deletions as needed to be forwarded to the 2<sup>nd</sup> Vice President for retention. Copies of the lists are to be provided to each Executive Board member.

They shall keep a detailed record of activities, costs, supplies, forms, etc., for future reference.

The **Publicity** Committee shall consist of one member who will be responsible for the website, its updates, changes, etc., all press releases and media meeting notices. All website updates, press releases and media meeting notices shall be reviewed and approved by the President or 1<sup>st</sup> Vice President prior to submission to the newspapers.

The **Ways and Means** Committee shall consist of a minimum of three (3) members (including a chairwoman) and shall have the responsibility of fundraising separate and apart from the collection of dues revenue. The plans of this Committee shall be subject to the approval of the Executive Board.

**Ad-Hoc** Committees may be appointed at the sole discretion of the Executive Board as they deem necessary.

#### *Article V – Quorum*

For the purpose of any general meeting of the RWM as defined herein, a quorum shall be two-thirds (2/3) of those members in good standing, present and voting. For a meeting of the Executive Board, a majority of that committee shall rule.

#### *Article VI – Parliamentary Authority*

Roberts Rules of Order, revised, shall govern all proceedings, except where inconsistent with the provisions of the By-Laws of the RWM.

#### *Article VII – Amendments*

The By-Laws may be amended by a two-thirds (2/3) vote of the members in good standing present at a regular meeting of the RWM, adjourned session thereof, or special meeting called for that purpose, provided notice of the proposed amendment has been given in writing to all members at least fifteen (15) days prior to the meeting.