

**LAGUNA NIGUEL REPUBLICAN WOMEN FEDERATED  
BYLAWS**

Revised January 2016

**ARTICLE I-NAME**

The name of this organization shall be LAGUNA NIGUEL REPUBLICAN WOMEN FEDERATED.

**ARTICLE II-OBJECTIVES**

The objectives of this organization, in affiliation with the National Federation of Republican Women, the California Federation of Republican Women, the California Federation of Republican Women Southern Division, and the Orange County Federation of Republican Women, shall be:

- Section 1.** To promote a wider knowledge of the principles and policies of the Republican Party through educational programs;
- Section 2.** To increase the effectiveness of women in the cause of good government;
- Section 3.** To facilitate cooperation among all levels of the Federation;
- Section 4.** To foster loyalty to the Republican Party and to promote its principles and ideals and to encourage active citizenship;
- Section 5.** To support the objectives and policies of the Republican Party and to cooperate with the Republican State and County Central Committees for the election of Republican candidates to office.

**ARTICLE III-MEMBERSHIP**

**Section 1.**

- A. REGULAR MEMBERS shall be Registered Republican Women whose dues are paid. They shall have the power to vote, hold office, make motions and nominations after being a REGULAR MEMBER in the Club for sixty (60) days. Only active members shall be counted in establishing delegate representation and in per capita reports. A regular member shall maintain voting membership in no more than one Club of the California Federation of Republican Women in any one year.
- B. ASSOCIATE MEMBERSHIP may be granted by the club only to women who are regular members of another Federated club or who are not citizens. Such membership shall not grant the privilege of making motions, nominations, voting or holding office. Associate members shall not be eligible to serve as convention delegates or be counted in establishing a quorum.
- C. REPUBLICAN MEN may be eligible for ASSOCIATE MEMBERSHIP upon payment of the required annual dues for Associate Members. Such members may attend meetings, but shall not make motions, have voice, or vote, be on a committee, hold office or be counted for the purpose of determining the number of delegates to National, State, Division or County Conventions, nor be used in establishing a quorum. They shall be entitled to membership in Local Club only and they do not become members of the County, State or National Federations. (CFRW Bylaws, Article IV, Sec. 1 & 2)

**Section 2.** The County Federation or a member club shall not invite nor permit any person registered in any party other than the Republican Party to speak at any meeting. (CFRW Bylaws, Article V, Sec. 2)

**Section 3.** The Club President and Vice Presidents shall not simultaneously hold an elective office in any other Republican volunteer organization. This shall not be construed to preclude membership on either the State Central Committee or County Central Committee.

**Section 4.** Members are expected to promote Republican candidates with constructive remarks and to

remember that derogatory statements about any Republican officeholder or candidate tend to weaken the Party.

- Section 5.** All literature or materials of any description, including petitions, shall first be submitted to the President or Executive Committee for approval before being circulated at any meeting of the Club.
- Section 6.** The Club President, or any member, shall not commit the membership to any action without the consent of the membership.
- Section 7.** A member may be permitted to transfer her membership from one Club to another provided the Division Membership Chairman is notified and the records are clarified at all levels of the Federation. A member making such a transfer shall be governed by the Bylaws of the Club regarding her privileges of membership. All records of membership shall be clarified sixty (60) days prior to the date of any Federation Convention for her to be eligible to serve as a delegate. (CFRW Bylaws, Article IV, Sec. 1 & 2)
- Section 8.** A Club in good standing shall be represented on the County Federation Board of Directors by its President or her Representative.
- Section 9.** A Club in good standing shall be defined as one whose current dues and NFRW service charges are paid and which has fulfilled all requirements of the Bylaws at all Federated levels.
- Section 10.** A Club in good standing shall have all the privileges of membership and shall be represented by duly elected delegates to the County Federation Convention.
- Section 11.** A Club shall submit all proposed amendments to its Bylaws to the Southern Division Bylaws Chairman for approval before adoption by said Club.
- Section 12.** The Club shall not give their membership list to non-members, nor to any other organization.
- Section 13.** A member may be removed from the membership at any time upon evidence of failure to support the Party ticket, support an opposition candidate or work against the objectives of the Federation at any level.

#### **ARTICLE IV-ENDORSEMENTS**

- Section 1.** A State, Division, County or Club President or Regional Vice President shall not endorse a candidate prior to the Primary or Special Election when there is more than one Republican candidate for the same office. The name of the Club shall not be used by a member in supporting a candidate during the Primary Campaign. This shall not preclude any member from serving as a Delegate to the Republican National Convention. (CFRW Bylaws, Article V)

#### **ARTICLE V-DUES**

- Section 1.** REGULAR MEMBERS shall pay \$30.00 per year, payable upon application for membership and thereafter at the first regular meeting in January.
- Section 2.** ASSOCIATE MEMBERSHIP and REPUBLICAN MEN'S MEMBERSHIP shall be \$35.00 per year, payable upon application for membership and thereafter at the first regular meeting in January.
- Section 3.** Men, women, or businesses wishing to request special status as PATRON MEMBERS shall pay a minimum of seventy-five dollars (\$75.00) per year.
- Section 4.** A member accepted for membership for the first time after October 31st shall be considered to have paid her dues for the remainder of that year and through December 31st of the following year.

**Section 5.** Dues shall become delinquent April 1 and the member shall lose her voting privilege and cannot hold office, nor serve on a committee.

**Section 6.** The fiscal year shall be the calendar year January 1st through December 31st.

**Section 7.** The ANNUAL CLUB DUES to the County, Southern Division, State and National Federation shall be remitted by the Club Treasurer according to the Bylaws of the respective Federations.

A. All payments of dues shall be accompanied by lists in quadruplicate giving the name, address and zip code of each member which the per capita represents.

B. Per capita dues shall be payable on January 1st of each year and shall be remitted at the close of each month by the Club to the next level of the Federation, each level reporting consecutively up to the State Membership Secretary. (CFRW Bylaws, Article VI, Sec. 2)

### **ARTICLE VI-NOMINATIONS AND ELECTIONS**

**Section 1.** The Nominating Committee shall consist of three (3) REGULAR MEMBERS who have been members in good standing of the Club for at least one year.

**Section 2.** At the September meeting of the Board of Directors, the Board shall elect a member of the Executive Committee to act as Chairman of the Nominating Committee. Two other members of the Board, not members of the Executive Committee, shall be elected from the floor at the September General Meeting of the Club.

**Section 3.** At the October meeting of the Club, the Nominating Committee shall present a slate of officers, one for each office, to be voted upon. Nominees must have given their consent to serve. Other nominations from the floor may be made at this time, provided the nominee has given her written consent to serve if elected. Election of Officers will follow when the nominations are closed.

**Section 4.** Installation of officers shall be held at the November meeting of the Club unless otherwise authorized by the Executive Board.

### **ARTICLE VII-OFFICERS**

**Section 1.** The elected officers of this Club shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, Corresponding Secretary, Membership Secretary, Recording Secretary and Treasurer.

A. The elected officers shall be elected for a term of one (1) year and shall not be eligible for election to more than two (2) consecutive terms in the same office unless no one else is available for that office.

B. Eligibility of Officers: to be eligible for election to the office of President, the member shall have served as member of the Board of Directors for at least one year.

**Section 2.** The Parliamentarian shall be an appointed officer, appointed by the President, subject to ratification by the elected officers.

**Section 3.** The STANDING COMMITTEE CHAIRMEN shall be appointed by the President, subject to approval of the Executive Committee.

A. The Standing Committees shall be: Action Americanism, Awards, Budget, Bylaws, Caring for America, Chaplain, Hospitality, Legislation, Newsletter Editor, Newsletter Mailing, Publicity, Reservations, Roster, and Scholarship plus any other which may be approved by the Board of Directors.

B. The Budget Committee of four (4) members shall be comprised of the Committee Chairman, 3rd Vice

President, Treasurer and Auditor. A budget shall be submitted to the January Board of Directors Meeting.

- C. The Bylaws Committee of two (2) members, plus the Chairman, President and Parliamentarian shall review proposed amendments to the Bylaws, if deemed necessary.

**Section 4.** Resignations, if any, shall be presented to the Board of Directors in writing.

## **ARTICLE VIII-DUTIES OF OFFICERS**

**Section 1.** The PRESIDENT shall:

- A. Preside at all meetings of the Club, the Executive Committee and the Board of Directors, and shall have the general direction and supervision of the work of the Club.
- B. Appoint the STANDING COMMITTEE CHAIRMEN and the PARLIAMENTARIAN, subject to the approval of the Executive Committee.
- C. Represent the Club at Conventions of the Federation or, in the event she is unable to attend, shall be represented by her alternate.
- D. Be ex-officio a member of all Committees except the Nominating Committee.
- E. Countersign with the Treasurer or Recording Secretary all checks authorized by the Board of Directors or the membership.

**Section 2.** The FIRST VICE PRESIDENT shall:

- A. Perform the duties of the President in her absence and assist the President in her duties.
- B. Serve the remainder of the term as President in the event the office of President becomes vacant, in which case a new First Vice President shall be elected by the Board of Directors.
- C. Serve as Program Chairman.

**Section 3.** The SECOND VICE PRESIDENT shall:

- A. Assist the President and perform such duties as may be assigned by the President.
- B. Serve as Membership Chairman, and be responsible for membership promotion and growth, collect dues, and plan membership events.

**Section 4.** The THIRD VICE PRESIDENT shall:

- A. Assist the President and perform such duties as may be assigned by the President.
- B. Serve as Ways and Means Chairman.
- C. Be a member of the Budget Committee.

**Section 5.** The FOURTH VICE PRESIDENT shall:

- A. Assist the President and perform such duties as assigned by the President.

**Section 6.** The RECORDING Secretary shall:

- A. Record accurately in a book the proceedings of all meetings of the Club, Executive Committee and Board of Directors; read the minutes as required and submit a copy to the President for her record.
- B. Keep and call the roll at all meetings of the Board of Directors.
- C. Attach to the current Minute Book a copy of the Bylaws and Standing Rules of the State and National Federation.
- D. Affix a list of the officers, Standing Committee Chairmen and members to the current minute book.

**Section 7.** The MEMBERSHIP SECRETARY shall:

- A. Prepare Per Capita Reports and prepare the Roster of Club Membership.
- B. Remit to the County monthly the per capita dues and membership lists.

**Section 8.** The TREASURER shall:

- A. Be custodian of all funds of the Club.
- B. Deposit all moneys in the bank. The signature of the Treasurer or the Recording Secretary, with the President's shall be valid.
- C. Keep an accurate and up-to-date account of all financial transactions and submit a report every month to the Board of Directors. Also submit an Annual Report.
- D. Furnish the President a copy of every financial report, showing all receipts, disbursements and the balance on hand.
- E. Submit the books for audit at the end of the fiscal year.
- F. Be a member of the Budget Committee.

**Section 9.** The CORRESPONDING SECRETARY shall:

- A. Send out notices of the meeting to the Board of Directors; assist the President with the correspondence of her office and conduct the routine correspondence of the Club.

**Section 10.** The PARLIAMENTARIAN shall:

- A. Be a member of the Bylaws Committee in an advisory capacity.
- B. Be qualified in parliamentary procedure, know the Bylaws of the Club, and be familiar with the Bylaws of the Federation at all levels.
- C. Assist the President, the Executive Committee, the Board of Directors and any of the members in the proper parliamentary procedure in transacting the business of the meetings when requested to do so.

## **ARTICLE IX-EXECUTIVE COMMITTEE**

**Section 1.** The EXECUTIVE COMMITTEE shall:

- A. Be composed of the ELECTED and APPOINTED OFFICERS.
- B. Hold meetings at the time and place of their choosing.
- C. Meet at the call of the President or at the request of three (3) members of the Committee. Special called meetings shall state the purpose of the meeting and each member of the Committee shall be notified.
- D. Transact such business as may arise between the regular meetings of the Board of Directors.
- E. Fill any vacancy occurring on the Nominating Committee and any vacancy occurring on the Convention Delegation.
- F. Report any vote taken by mail or telephone for an emergency action at the next meeting of the Committee for ratification.
- G. Constitute a quorum when a majority of the Executive Committee is present.
- H. Ratify the appointments of the President.

## **ARTICLE X-BOARD OF DIRECTORS**

**Section 1.** The BOARD OF DIRECTORS shall:

- A. Consist of the ELECTED OFFICERS, APPOINTED OFFICERS and STANDING COMMITTEE CHAIRMEN.
- B. Meet at the time and place of their choosing and shall hold a minimum of six (6) meetings per year, unless otherwise voted by them in session. Notice of Board Meetings shall be given to all Board Members by the Corresponding Secretary.
- C. Meet at the call of the President or at the request of three (3) members of the Executive Committee.
- D. Attend all meetings of the Board unless an emergency justifies an excused absence.
- E. Replace, at the discretion of the Board, any chairman who is unable or unwilling to perform her duties or is absent without valid excuse from three (3) consecutive Board meetings.
- F. Transact the routine business of the Club as may arise between the regular Club meetings, including payment of authorized bills.
- G. Approve all expenditures in excess of \$100.00.
- H. Elect one person to serve on the Nominating Committee at the September meetings, as Chairman.
  - 1. Be empowered to fill any vacancy that may occur between elections, except that of the Presidency.
- J. Approve all literature or materials of any description, including petitions, before being presented at the Club meeting.
- K. Constitute a quorum when (5) members are present, providing three (3) are elected officers.

## **ARTICLE XI-MEETINGS**

**Section 1.** The Regular Meetings of this Club shall be held every month of the year, excepting June, July, August and December, unless otherwise decided by the Board of Directors. The Board of Directors shall determine the time and place.

**Section 2.** At least six (6) meetings shall be held per year.

**Section 3.** A Special Meeting may be called by the President or at the request of ten (10) members by giving at least forty-eight (48) hours notice in advance, such notice stating the purpose of the meeting. Only items listed on the Special Call shall be acted upon.

**Section 4.** The Election of Officers shall be held at the regular October meeting

**Section 5.** The Regular Meeting in November shall be known as the ANNUAL MEETING at which:

- A. Each retiring officer and chairman, except the Recording Secretary and the Treasurer, shall transfer records, etc., to her successor along with her recommendations for the next year's activities.
- B. The Recording Secretary shall be allowed ten (10) days to complete the minutes and the Treasurer shall be allowed thirty (30) days to complete her books and have them audited; each delivering them to her successor as soon as possible.

**Section 6.** The duly elected officers shall assume the duties of their offices at the beginning of the Club fiscal year, January 1st.

**Section 7.** A quorum for a Club meeting shall be ten (10), providing three (3) of those present are elected officers.

## **ARTICLES XII-DELEGATES TO CONVENTIONS**

- Section 1.** The number of delegates to any Convention is decided by the per capita membership of the Club.
- Section 2.** The specific number will be designated in the Call to Convention of the County, Southern Division, State and National Federations.
- Section 3.** All delegates shall have been members in good standing for sixty (60) days prior to Southern Division or State Conventions and the Club she represents shall also have been a member in good standing for at least sixty (60) days prior to the convention date.
- Section 4.** The Club must be in good standing in the State Federation prior to the convention.
- Section 5.** Delegates shall be chosen in the following manner:
- A. The President or her alternate, who shall be the First Vice President and if the First Vice President cannot attend, a delegate shall be elected by the Executive Committee; one (1) delegate or her alternate for each twenty-five (25) members or majority fraction thereof.
  - B. One (1) delegate for each twenty-five (25) members or majority fraction thereof, and her alternate, shall be appointed by the President.
- Section 6.** Only accredited delegates or their alternates when serving as delegates shall speak from the floor of the Convention, except when the privilege of the floor is conceded by vote of the assembly.
- Section 7.** Individual members of the County Federation may attend the Convention as guests, without voice or vote, provided they register and pay the required registration fee; however, they shall not be furnished delegate's material.
- Section 8.** Each Local Club which a member in good standing in the State Federation for has been at least ninety (90) days prior to the convention date shall be represented by its President. (CFRW Bylaws)
- Section 9.** In order to have delegate representation at NFRW Biennial Conventions, Clubs must have been chartered and in good standing at least six (6) months prior to the date of the Biennial Convention. (NFRW Bylaws)

## **ARTICLE XIII-RESOLUTIONS**

- Section 1.** The Resolutions Committee may accept or reject any resolution for consideration and shall pass on the validity of the emergency character of a resolution presented after the stated deadline.

## **ARTICLE XIV-INSURANCE CONTRACTS**

- Section 1.** It shall be mandatory that each Local Unit of the OCFRW shall participate in the Orange County Insurance Program for liability insurance. (OCFRW Bylaws, Article XIV, Sec. 1 & 2)

## **ARTICLE XV-DUTIES**

- Section 1.** Every member elected to the Board of Directors shall be required to read the Bylaws in order to be aware of the aims and objectives of the organization.
- Section 2.** Every member of the Board shall receive a copy of the Bylaws.

## **ARTICLE XVI-AMENDMENTS**

- Section 1.** These Bylaws may be amended or revised at any regular meeting by a two-thirds vote of the REGULAR MEMBERS present, provided notice of proposed amendment or amendments shall have been given orally or in writing at a previous meeting.
- Section 2.** The Bylaws of this Unit shall in no way conflict with the Bylaws at a higher level of the Federation of Republican Women.

## **ARTICLE XVII-PARLIAMENTARY AUTHORITY**

- Section 1.** The proceedings of this Unit shall be conducted in accordance with ROBERT'S RULES OF ORDER, NEWLY REVISED, insofar as they do not conflict with the Bylaws and the Federation Bylaws at any higher level.

## **STANDING RULES**

- Section 1.** Nothing in the Standing Rules should be in conflict with the Bylaws.
- Section 2.** Anyone wishing to bring a subject before the assembly must first present it in writing to the Executive Committee for approval.
- Section 3.** Any resolution submitted to the Club for action shall first be approved by the Executive Board.
- Section 4.** Membership lists are never to be circulated outside the membership of the Club, except the lists that accompany the payment of dues to the Federation.
- Section 5.** A member accepted for membership for the first time before October 31st shall be considered to have paid her dues for the membership of that year through December 31st of the same year as per Article V, Section 4 of the Bylaws.
- Section 6.** The Club shall pay the expense of the president or her representative to the OCFRW Board Meetings, State Convention and National Conferences, as provided in the budget.
- Section 7.** The Club shall pay the luncheon expense of the President or her representative who is requested or required to attend any Federation meeting.
- Section 8.** The Club shall pay the luncheon expenses of only the guest speaker and any other guest approved by the Executive Committee.
- Section 9.** The President or her appointed delegate, as per article x11-Section 5A, who attend conventions of the Federation shall be members of the Club for not less than one year and the registration fees shall be paid by the Club.
- Section 10.** When an officer or a chairman, whose material is vital to the organization, is on vacation or is ill, she shall turn over such material, if requested, to the President or to any other officer.
- Section 11.** An evening section may be formed for interested members.
- a. This section shall be subject to all rules, regulations, and Bylaws of the Club.
  - b. The chairman of the evening section shall be appointed by the Executive Board. The



chairman shall select a committee as needed for the functioning of the group.

**Section 12.** In order to facilitate the planning of approved projects and program schedules for early in the following fiscal year, the current year President with the approval of the Executive Board, may do whatever is deemed necessary for their orderly implementation.

**Section 13.** The Third Vice-President (Chairman of Ways and Means) may draw upon the general account to facilitate any authorized project and the amount to be drawn shall be in accordance with the tentative budget of the project and approved by the Executive Board.

**Section 14. Funds**

a. Undesignated contributions may be accepted and deposited in the general fund upon acceptance by the Executive Board.

b. Designated funds may be accepted only if the project or allocation specified by the donor has been previously approved by the Executive Board.

c. At the end of each fiscal year all specifically designated funds shall be reviewed by the Executive Board for disposition

d. Funds may be advanced to purchase items approved by the Executive Board for resale.

**Section 15.** Candidates for public office need not have their luncheons paid for unless they are invited as the main speaker.

**Section 16.** The Club shall pay the hotel, meeting and travel expenses of the President or her representative to the annual California Federation of Republican Women Advocacy Workshop.

**Section 17.** Any member who has paid Federation dues to a local club for fifteen years or twenty-five years, consecutively, is entitled to the National Federation's Silver (15 years) or gold (25 years) card, but may have been paid to another local club and may have been paid in another state. (NFRW)

**Section 18.** Local Clubs, County Federations, and Southern Division Federation, when holding pre-primary "Meet the Candidates" events, shall invite all Republican candidates who have filed for and are seeking the same specific office.

**Section 19.** The First Vice-President shall be responsible for the purchasing and presenting to the retiring President at the November election meeting a gift of appreciation from the organization.

**Section 20.** Officers and chairmen who will be absent from a Board of Directors meeting or general membership meeting shall notify the Corresponding Secretary 24 hours prior to that meeting.

**Section 21.** There are no refunds for club event reservations cancelled after the reservation deadline. Reservations are a must and a lunch must be purchased. Anyone who makes a reservation and does not attend will be required to pay for the meal.