

Simi Valley Republican Women
Federated

BY-LAWS

Chartered 1959
Amended 2007

**SIMI VALLEY REPUBLICAN WOMEN FEDERATED
P.O.BOX 630055
SIMI VALLEY, CA 93063-0001**

Simi Valley Republican Women Federated

BY-LAWS

Amended November 2007

ARTICLE I

Name

The name of this organization shall be the SIMI VALLEY REPUBLICAN WOMEN FEDERATED (SVRWF) hereinafter referred to as the "Club".

The Board of Directors of the Club shall hereinafter be referred to as the "Board".

ARTICLE II

Objectives

The objectives of the Club, 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 Ventura County Federation of Republican Women, shall be:

1. To promote an informed public through political education and activity;
2. To increase the effectiveness of women in the cause of good government;
3. To influence legislation in accordance with CFRW objectives;
4. To promote a wider knowledge of the principles and policies of the Republican Party;
5. To encourage active citizenship;
6. To cooperate with the Republican National Committee and the State and County Central Committees for the election of Republican nominees;
7. To foster loyalty to the Republican Party and to promote its principles and candidates in all elections including nonpartisan elections.

ARTICLE III

Policy & Ethics

Section 1. CANDIDATE ENDORSEMENTS

Section 1a. The President of SVRWF shall not endorse a candidate prior to any election when there is more than one Republican candidate for the same office. If the President desires to do so, she must resign her position. The only exception permitted is when her husband or a member of her immediate family (i.e. child or parent) is a candidate for office in any election so long as she does not permit the Federation's name to be used, and she does not actively campaign using her office and the Federation as endorsements.

Section 1b. When holding pre-primary "Meet the Candidates" events, the Club shall invite all Republican candidates who have filed for and are seeking the same specific office. Acceptance of the invitation is not necessary; only the invitation is necessary.

Section 1c. The name of our Club, SVRWF (or any other Republican Women's Club), shall not be used by a member in supporting a candidate during any campaign. The only exception permitted is if the Club's regular members vote to endorse a member of the club for a specific office when there is more than one Republican candidate running for the same office, and provided the other Republican candidates for that position have been given an opportunity to be heard. Such vote shall require that all regular members receive ten (10) days previous notice, including date, time and place, and the vote is by ballot. A three-fourths (3/4) vote is required to endorse.

Section 1d. For a special election only, if the Club wishes to vote to endorse a Federated regular member, even if more than one Republican is running for the office, provided the other Republican candidates for that position have been given the opportunity to be heard, such vote will require that all regular members receive ten (10) days previous notice, including date, time and place, and the vote is by ballot. A three-fourths (3/4) vote is required to endorse.

Section 1e. Candidate endorsement limitations shall not preclude any member from serving as a delegate to the National Republican Convention.

Section 2. It shall be considered a breach of ethics for a member to speak disparagingly, in public, of a Republican candidate. Providing a Republican is running, it shall be considered a breach of ethics to promote a candidate of another party in public or in print in a partisan or non-partisan election and may be just cause for a member's suspension or dismissal.

Section 3. The Club shall not invite or permit a speaker registered in any party other than the Republican Party to speak at any meetings.

Section 4. The Club membership list shall never be given to a non-member or to any other organization.

Section 5. All literature, petitions, materials or announcements of any description shall first be submitted to the Board of Directors (hereinafter referred to as the Board) or the Executive Committee for approval before being circulated or distributed at any Club meeting or function.

Section 6. Neither a Club President nor any member shall commit the Club to any action without consent of the Club.

Section 7. Resolutions shall be approved by the Board before presentation to the general membership.

ARTICLE IV **Membership**

Section 1. Regular members shall be registered Republican women who have paid their dues, who believe in the principles and policies of the Republican Party, and who agree to support the objectives of the Federation of Republican Women. Such members shall be entitled to all rights and privileges of membership, including making motions and nominations, voting and holding office, after being a member in good standing for sixty (60) days.

Section 2. Associate members shall be any woman who is a member of another Federated Club or who is a non-citizen. Such members shall not have the right of making motions and nominations, voting and holding office or any other privileges of regular membership. Republican men may be Associate members upon payment of the Associate dues.

Section 3. A member in good standing is one whose current dues are paid and who has fulfilled all of the requirements of the BY-LAWS at all Federation levels. A member shall maintain voting membership in no more than one (1) club of the Federation of Republican Women.

ARTICLE V

Dues

Section 1. The fiscal year shall be the calendar year from January 1 to December 31.

Section 2. The annual Regular member dues shall be \$25.00. The annual Associate member dues shall be \$5.00.

Section 3. Dues are payable upon application for membership and payable thereafter every January.

Section 4. A member whose dues are not paid by March 31 shall automatically forfeit membership and her name shall be dropped from the roster.

Section 5. A member accepted into membership for the first time after October 31 shall be considered to have paid her dues for the remainder of that year and through December 31 of the following year.

ARTICLE VI

Nomination and Elections

Section 1. The Nominating Committee shall consist of five (5) members in good standing in the Club for at least six (6) months. Two (2) members shall be elected from the Board and three (3) members elected from the general membership in September.

Section 1a. The Nominating Committee shall prepare a slate of not more than one (1) candidate for each office, whose qualifications for the office meet the requirements herein stated and who has given her consent to serve if elected.

Section 1b. The Committee shall report at the next general meeting in November, hereinafter referred to as the "election meeting".

Section 1c. The election of officers shall be by ballot at the election meeting which shall be held as designated by the Board, at which time nominations from the floor shall be in order, provided the nominee is present, meets the qualifications for office, and has given her consent to serve if elected.

Section 1d. If there is only one (1) candidate for an office, the ballot may be dispensed with and the election may be held by **VIVA VOCE** vote.

Section 1e. A plurality vote shall elect.

Section 1f. A member shall be eligible to vote in the election of Club officers if she has been a member in good standing of the Club for at least sixty (60) days.

Section 2. OFFICERS OF THE CLUB

Section 2a. All officers shall be elected for a term of one (1) year, which dates from January 1 to December 31, or until their successor is elected and installed, and none shall succeed herself in office more than once.

Section 2b. The elected officers shall be: President, First Vice-President, Second Vice-President, Third vice-President, Fourth Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2c. To be eligible for the offices of President or Vice-President, a member shall be in good standing in the Club and have served on the Board of Directors for at least six (6) months. An elected officer shall not hold an elected office in any other volunteer Republican organization during her term of office. This shall not preclude holding membership or holding offices on the State or County Central Committees.

Section 2d. The other elected officers and the appointed officers shall have been members in good standing in the Club for at least six (6) months.

Section 3. The Auditor and Parliamentarian shall be appointed by the President, subject to ratification by the elected officers.

ARTICLE VII **Officers and their Duties**

Section 1. The duly elected officers shall take office January 1.

Section 2. The President shall:

- a. Preside at all meetings of the Club and the Board of Directors, and shall have general direction and supervision of the work of the Club.
- b. Appoint an Auditor, Parliamentarian and all standing and special committee chairmen, subject to the approval of the Board.
- c. Represent the club on the Board of Directors of the Ventura County Federation of Republican Women, or when unable to attend, appoint her alternate from the Board.
- d. Represent the Club at all conventions of the Federation or in the event she is unable to attend, appoint her alternate from the Board.
- e. Be an ex-officio member of all committees except the Nominating Committee.
- f. Approve, in reference to Club policy, any published material representing the Club.
- g. Create new committees with the approval of the Board.
- h. Fill any vacancy in the delegation to any convention.
- i. Be custodian of the gavel and the charter.

Section 3. The First Vice-President – Program Chair shall:

- a. Perform the duties of the President in her absence and assist the President in her duties.
- b. In the event the office of the President becomes vacant, serve the remainder of the term as President, and a new First Vice-President shall be elected by the Board to fill the unexpired term.
- c. Present to the Board for approval all plans for programs.
- d. Secure programs for meetings of the Club as requested by the President or the Board.

- e. Ascertain the political affiliation of any speaker before inviting him/her to speak to the membership.
- f. Introduce all programs, including speakers, to the membership.

Section 4. The Second Vice-President – Ways & Means Chair shall:

- a. Perform the duties of the President in the absence or inability of the President and the First Vice-President to discharge said duties and shall otherwise assist in the work of the Club as directed by the Board.
- b. Propose "Ways & Means" projects to be included in the Budget and Finance Report for approval.
- c. Present to the Board for approval all plans for raising money before the project is started.
- d. Present proceeds of all projects to the Club Treasurer for deposit into the Club funds.
- e. Present a financial report to the Treasurer, upon completion of each project.
- f. Keep the President informed on the progress of all projects.

Section 5. The Third Vice-President – Membership Chair shall:

- a. Perform the duties of the President in the absence or inability of the President, the first Vice-President and the Second Vice-President to discharge said duties and shall assist in the work of the Club as directed by the Board.
- b. Receive all applications for membership accompanied by dues.
- c. Upon receipt of dues from members, complete the monthly Per Capita Report in a timely manner.
- d. Remind each member whose dues have not been paid by March 31 that their membership has expired.
- e. Keep an up-to-date roster of the membership and call the roll as requested; also be responsible for reporting to the President whether or not a quorum is present at meetings and know who is eligible to speak and to vote at meetings.
- f. Encourage new members to actively participate in the activities of the Club.

Section 6. The Fourth Vice-President – Legislation Chair shall:

- a. Perform the duties of the President in the absence or inability of the President, the First Vice-President, the Second Vice-President and the Third Vice-President to discharge said duties and shall assist in the work of the Club as directed by the Board.
- b. Promote a wider knowledge of the principles and policies of the Republican Party through educational information.
- c. Study, report and disseminate information pertaining to legislation of concern to Republicans on all levels of government.
- d. Urge members to actively participate in influencing legislation.

Section 7. The Recording Secretary shall:

- a. Record and keep a permanent record of the minutes of all meetings of the SVRWF general membership, the Board and the Executive Committee and perform such other duties as may be assigned to her by the President.
- b. Submit to the President a copy of the minutes of each meeting within ten (10) days thereafter.
- c. Submit to her successor all books, records and files in good condition.

- Section 8.** The Corresponding Secretary shall:
- a. Assist the President with the correspondence of her office and conduct the routine correspondence of the club as instructed by the President, the Executive Committee and the Board.

- Section 9.** The Treasurer shall:
- a. Be custodian of all funds of the Club.
 - b. Receive all monies from all sources and issue receipts therefore, keeping a duplicate receipt for the permanent record.
 - c. Deposit all monies in a bank approved by the Board and file at such depository bank the signatures of the President, the recording Secretary and her own.
 - d. Disburse funds only on the order of the Board or the membership.
 - e. Keep an accurate and up-to-date account of all financial transactions, reconcile bank statements monthly, and submit a financial report at the meetings of the Board and at general meetings.
 - f. Submit the books, records and accounts for audit following reconciliation of the December bank statement and before presenting the books to the new Treasurer.
 - g. Furnish to the President and Recording Secretary a copy of the monthly financial report showing all receipts, disbursements and balance on hand.

- Section 10.** The Parliamentarian shall:
- a. Be qualified in parliamentary procedures, know the BY-LAWS of the Club, and be familiar with and keep copies of the BY-LAWS of the Federation and at all levels.
 - b. Assist the President, the Executive Committee and 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 VIII

Standing and Special Committees

- Section 1.** Budget Committees shall:
- a. Consist of the past and present Presidents, the past and present Treasurers and the Second Vice-President – Ways & Means Chair.
 - b. Prepare a budget, after reviewing the financial reports of the two (2) previous years, and submit same for approval at the second meeting of the general membership to be considered for adoption; thereafter any changes must be returned to the membership to be considered for adoption.

- Section 2.** Standing Committees shall be:
- a. Action Alert, Americanism, Bulletin, Chaplain, Caring for America, Communications, Historian, Hospitality, Literacy, Opposition Research, Precinct, Publicity and Scholarship.
 - b. Additional committees may be appointed by the President as deemed necessary by the Board or as ordered by the membership.

ARTICLE IX

Executive Committee

- Section 1.** The Executive Committee shall:
- a. Be composed of the elected officers, the immediate Past President and the Parliamentarian.
 - 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. Specially called meetings shall state the purpose of the meeting and each member of the Committee shall be notified.
- d. Report and have ratified at the next meeting of the committee any vote taken by mail, e-mail or telephone as an approval for the emergency action.
- e. Be a quorum when a majority of the members of the Committee are present.
- f. Have jurisdiction over the application of the BY-LAWS.

ARTICLE X

Board of Directors

- Section 1.** The Board of Directors shall:
- a. Be composed of the elected officers, the appointed officers and the chairmen of all standing committees.
 - b. Hold monthly meetings at the time and place of their choosing making certain all members are notified.
 - c. Transact the administrative business of the Club.
 - d. Meet at the call of the President or the request of seven (7) of the members of the Board, provided three (3) of them are elected officers.
All members of the Board are to receive notice of such specially called meetings at least forty-eight (48) hours before the time of the meeting, stating the purpose of the meeting.
 - e. Declare an office vacant and elect a successor to fill the vacancy, in the Event a member of the Board fails to attend two(2) consecutive meetings of the board without an excused absence or fails to send in a written report when requested to do so.
 - f. Elect two (2) members to the Nominating Committee.
 - g. Report and have ratified at the next meeting any vote taken by mail, telephone, or e-mail as approval for an emergency action.
 - h. Be a quorum providing there are at least three (3) elected officers present.
 - i. Ratify the appointments of the President.
 - j. Fill all vacancies occurring on the Board except that of President, which is provided for in Article VII, Section 3-a of the BY-LAWS.
 - k. Fill any vacancy occurring on the Nominating Committee.
 - l. Review all proposed petitions, resolutions, literature, books and announcements before their being presented to the membership at any meeting of the Club, except those which have already been approved by the Federation .

ARTICLE XI

Meetings

- Section 1.** The regular meetings of the Club shall be held as ordered by the Club or the Board of Directors.
- a. At least five (5) regular meetings shall be held during the year. Business to be conducted each term shall include: budget, nominations, elections and installation.
 - b. All meetings shall be opened with a prayer followed by the Pledge of Allegiance to the flag of the United States of America.
 - c. A quorum for a club meeting shall be ten (10) members.

Section 2. 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 to the entire membership before the time of the meeting. Such notice shall state the purpose of the meeting.

Section 3. At the election meeting in November, the election of officers shall be held.

Section 4. The installation meeting shall be called by the Board for the purpose of installation of officers and only necessary business shall be transacted.

Section 5. All retiring officers and chairmen shall transfer their records, files, books, properties, etc. to their successors on or before the January Board Meeting, except for the Treasurer (see Article VII, Section 9-f of the BY-LAWS).

ARTICLE XII **Delegates to Convention**

Section 1. The number of delegates to Convention is determined by the Per Capita membership of the Club. The specific number of delegates varies and will be designated in the call to Convention of the County, Southern Division, State and National Federation.

Section 2. Delegates to Convention are chosen in the following manner:

- a. The President or her chosen alternate represents her Club at all Conventions;
- b. The allotted number of delegates and alternates shall be nominated and elected by the general membership at a regular meeting of the Club. All delegates and alternates shall be members in good standing at least six (6) months prior to the Convention date.

ARTICLE XIII **Amendments**

Section 1. These BY-LAWS shall in no way conflict with the BY-LAWS of a higher level of the Federation, and proposed revisions shall be submitted to the Southern Division By-Laws Chairman for her approval.

Section 1a. These BY-LAWS may be amended at a regular meeting, by a vote of two-thirds (2/3) of those voting provided the proposed amendment(s) shall have been given in writing at the previous meeting.

Section 1b. These BY-LAWS may be revised at a regular meeting by a vote of two-thirds (2/3) of those voting provided that the proposed revision(s) shall have been submitted at the previous meeting.

Section 2. After adoption, the current BY-LAWS committee shall be responsible for having printed the newly amended or revised BY-LAWS by the following October 31st.

ARTICLE XIV

Section 1. The Parliamentary authority for this Club shall be Robert's Rules of Order, Revised, and shall govern in all matters not specifically covered in these BY-LAWS.

Chartered 1959
Amended 6/68
11/85
10/95
11/97
11/07

SVRWF **STANDING RULES**

DONATIONS **(2005)**

PHILANTHROPIC DONATIONS

The Budget Committee will determine a total amount to be donated for philanthropic projects in the communities of Simi Valley & Moorpark during the year. This amount will be submitted to the Board who will recommend the amount to be voted on by the membership.

Specific donations will be voted on as they are suggested by the Board and recommended to the membership, until the limit has been met.

OTHER DONATIONS

Donations may be made to other causes which are within our goals: political education; influencing legislation; promoting knowledge of the Republican Party; encouraging active citizenship; supporting our military; and election of Republican nominees in all elections.

Specific donations will be voted on as they are suggested by the Board and recommended to the membership, and monies spent are to be kept within the budget.

ADVOCACY WORKSHOP **(2/17/06)**

All expenses for Advocacy/Scholarship Chairman, the Advocacy students, the chaperone, as well as the President and Legislation Chairman will be funded by the Club.

ENDORSEMENTS **(2007)**

While each Republican woman may work for the candidate of her choice, the Club President must remain neutral until after the Primary Election (Note the exception in By-Laws, Article IV, Section 1-a, when the candidate is a husband, parent, or child of the officer). However, if there is only one Republican candidate at the close of the filing date, the President may endorse.

An endorsement constitutes:

- A. Using your name (the President) in writing or print available to the public, such as:
 - a. On a candidate's brochure or literature;
 - b. On a candidate's press release;
 - c. In an article about the candidate; or
 - d. On a list of campaign contributors.
- B. Using your home for a candidate's headquarters.
- C. Displaying the candidate's bumper strip on your car.
- D. Placing a candidate's lawn sign on your property.
- E. Giving a coffee or fund raiser for a candidate.
- F. Participating in a candidate's phone bank.
- G. Serving on a candidate's steering committee.
- H. Working in a candidate's headquarters.
- I. Having your name connected with any form of public announcement.