

**BYLAWS  
OF  
THE LEAVENWORTH COUNTY REPUBLICAN WOMEN**

Revised and Adopted by the General Membership on September 19, 2011  
Effective as accepted by the KFRW on September 25, 2011

**ARTICLE I - NAME**

The name of this organization shall be Leavenworth County Republican Women (LCRW).

**ARTICLE II – PURPOSES**

The Purposes of this organization shall be:

- To increase the effectiveness of women in the cause of good government;
- To promote an informed public through political education and activity;
- To foster loyalty to the Republican Party and to promote its principles;
- To support the objectives and policies of the Republican National Committee and to work for the election of Republican Party nominees.

**ARTICLE III – MEMBERSHIP**

**PREFACE TO SECTION 1:**

A member in good standing shall be a member who has paid the required dues for the calendar year.

## SECTION 1. ELIGIBILITY:

- A. Membership in LCRW shall be open to individual women who are registered Republican voters residing in Kansas. A member may be a full voting member of only one club.
- B. Neither a club nor an individual member that advocates a split party ticket or supports a candidate running on an opposition ticket shall be admitted to or continued in membership.

## SECTION 2. CLASSES OF MEMBERS:

- A. **Associate membership:**
  - 1. Republican women who are regular members of another Republican Women's club and who wish to support other clubs may be eligible for associate membership upon payment of required annual dues.
  - 2. Republican men, who are registered voters in Kansas, may upon payment of required dues, which remains with the club, be an associate member of a club.
  - 3. Associate members may attend meetings but cannot make motions, have a voice or a vote, or hold office, and may not be counted for the purpose of determining number of members. Names shall not be sent in to KFRW or NFRW.

SECTION 3. This organization shall be a member of the District, State, and National Federation of Republican Women.

## **ARTICLE IV - OFFICERS AND THEIR DUTIES**

SECTION 1. ELIGIBILITY: Each elected or appointed officer shall be an active member in good standing at the time of nomination. Committee Chairs shall be members in good standing.

### SECTION 2. OFFICERS:

- A. Elected Officers of this club shall be President, Vice President, Recording Secretary, and Treasurer.
- B. Appointed officers shall be an Auditor, Chaplain, Historian, and Parliamentarian, and such others as necessary to transact the business of the club.
- C. Elected and appointed officers shall perform such other duties as may be assigned by the Board of Directors, the Executive Committee or the President.

SECTION 3. TERM: The officers shall be elected at the October meetings of the odd numbered year for a term of two (2) years. No elected officer shall serve more than two (2) consecutive terms in the same office. The term of office shall be from January 1 following their election through December 31 two years hence. They shall serve until their successor takes office. No member shall hold more than one office at a time.

### SECTION 4. DUTIES OF THE PRESIDENT:

- A. To preside at all meetings of the club, the Executive Committee, and the Board of Directors.
- B. To supervise the work of the club.

- C. To appoint all Standing and Special Committee Chairwomen with approval of the Executive Committee with the exception of the Nominating Committee which is elected.
- D. Be an ex-officio member of all committees except the Nominating Committee.
- E. To represent the club at all times and at District and State meetings or to designate someone as representative in her absence or inability to do so.
- F. To be the liaison officer between the club and the Central Committee of Leavenworth County.
- G. To perform such other duties in accordance with the Standing Rules.

#### SECTION 5. DUTIES OF THE VICE PRESIDENT:

- A. The Vice President shall perform the duties of the President in her absence.
- B. In the event of a vacancy in the office of the President the Vice-President will automatically become President.
- C. To perform such other duties as assigned or in accordance with the Standing Rules.

#### SECTION 6. DUTIES OF THE RECORDING SECRETARY:

- A. To keep records of all meetings.
- B. To keep the minutes of all meetings of the club, Executive Committee, and Board of Directors.

- C. To make the minutes and records available to members upon request.
- D. Following the election of officers she shall send a list of the elected officers to the District Director and the KFRW President.
- E. To keep an accurate record of members.
- F. To perform such other duties as assigned and in accordance with the Standing Rules.

#### SECTION 7. DUTIES OF THE TREASURER:

- A. Be custodian of all funds of the club and disburse them as directed by the President or the Executive Committee and as specified in the Standing Rules.
- B. All funds shall be deposited in a bank account in the name of the organization.
- C. To be an ex-officio member, not the chairwoman, of the Finance Committee.
- D. To keep an accurate account of all receipts, disbursements and bank records.
- E. To bring written financial reports to club regular and board meetings.
- F. To file membership and dues lists with the treasurer of the State Federation along with per capita dues no less often than quarterly to the KFRW treasurer. Pay District assessment annually to the District Treasurer and the National service charge as directed by KFRW bylaws. To file all PAC reports as required.

- G. To collect all dues and submit to the membership committee chairwoman the names of members whose dues are paid.
- H. To perform such other duties as assigned and as stated in the Standing Rules.
- I. The books of the Treasurer shall be audited annually by the Auditor and a committee appointed by the Executive Committee.

#### SECTION 8. CLUB RECORDS:

All officers and committee chairwomen shall deliver all records, files and properties of the club to their successors within one month after leaving office.

### **ARTICLE V - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

#### SECTION 1. BOARD OF DIRECTORS:

- A. Membership. The voting body of the Board of Directors shall be the elected Officers and the Chairwomen of the Standing Committees or the Vice Chairwomen in the absence of the Chairwoman. The Immediate Past President is an ex-officio member with a voice but no vote.
- B. The non-voting members of the Board of Directors shall be the Immediate Past President, Chairwomen or Vice Chairwomen of the Special Committees, all Standing Committee and Special Committee members, the

Auditor, Chaplain, Historian, Parliamentarian and any other appointed officers. The non-voting members shall have a voice.

**C. Duties.** The duties of the Board of Directors shall be:

1. To conduct the business of the club between meetings.
2. To approve the annual budget, approve annual dues, and to direct the disbursement of funds. Changes in dues also require general membership approval.
3. To establish the policies of this organization.
4. To coordinate the work of the club.
5. To approve the official program and order of business at the meetings.
6. To approve the transactions of the Political Action Committee; disbursements from the PAC also require club membership approval.
7. To ensure that sufficient bond is in effect, purchased by the LCRW, to cover the maximum expected cash assets of the club and in accordance with the LCRW Standing Rules.
8. Other duties as decided by the club and in accordance with the Standing Rules.

**D. Meetings.** The Board of Directors shall meet as decided by the President or upon the request of a majority of the voting members of the Board, or as specified in the Standing Rules. A vote may be conducted by phone, mail, fax or email between meetings and ratified at the next Board Meeting.

**E. Quorum.** A majority of the number of voting members of the Board of Directors shall constitute a quorum.

## SECTION 2. EXECUTIVE COMMITTEE:

- A. Membership: The voting members of the Executive Committee shall consist of the elected Officers and the immediate Past President. The non-voting members shall be the Parliamentarian and Bylaws Chairwoman who are ex-officio members with a voice.
  
- B. Duties. The duties of the Executive Committee shall be:
  - 1. To conduct emergency LCRW business, including disbursement of funds, between meetings of the Board of Directors.
  - 2. To approve all appointments of the President.
  - 3. To fill elected vacancies occurring during the term.
  - 4. To perform other duties as assigned by the Board of Directors or the club and in accordance with the Standing Rules.
  - 5. These Actions of the Executive Committee are to be ratified by the Board of Directors at its next meeting.
  
- C. Removal from office: Members of the Board of Directors or members of the club may be removed by two thirds vote of the executive committee for any of the following reasons after investigation by the committee:
  - 1. Non-payment of dues
  - 2. Advocating a split party ticket
  - 3. Supporting an opposition party ticket
  - 4. Failure to uphold the policies and objectives of this club as stated in the bylaws



The Executive Committee shall be in executive session when discussing or taking removal action. The minutes of the executive session shall be sealed and kept as permanent record with the minutes of the Executive Committee meetings. Discussion of or removal from office action cannot be conducted via the telephone.

- D. Meetings. The Executive Committee shall meet as follows:
  - 1. At the call of the President or upon written request of the majority of the voting members of the committee.
  - 2. At least 5 days notice shall be given to each member for all Executive Committee meetings, including notice of the question, topic or decision to be discussed.
- E. Quorum: A majority of the number of voting members of the Executive Committee shall constitute a quorum.

## **ARTICLE VI - STANDING AND SPECIAL COMMITTEES**

### **SECTION 1. STANDING COMMITTEES:**

- A. The Standing Committees shall be Bylaws, Campaign, Finance, Fundraising, Legislation, Membership, Program, Public Relations/Communications and such other necessary for transacting the business of the club. The Committee Chairwoman shall be appointed by the President with the Executive Committee approval.
- B. Duties: The Standing Committees shall prepare programs of action for consideration by the President and adoption by the Board. Other duties may be assigned by the President or Board of Directors. Duties are further detailed in the Standing Rules and Committee handbooks.

- C. Standing Committee Chairwomen shall be appointed for a two-year term and shall be voting members of the Board of Directors. All Committee Chairwomen must be full members in good standing.

## SECTION 2. SPECIAL COMMITTEES

- A. The President as deemed advisable may appoint Special Committees. A special Committee Chairwoman shall be appointed by the President with the Executive Committee approval for a one-year term and shall be a non-voting member of the Board of Directors.
- B. All members of committees must be active members in good standing. Women associate members may serve on committees but may not be the Chairwoman.
- C. Duties of the Special Committees are further detailed in the Standing Rules and Committee Handbooks.

## **ARTICLE VII – NOMINATIONS and ELECTIONS**

### SECTION 1. NOMINATIONS

- A. A Nominating Committee consisting of three (3) members shall be elected by a majority vote of the members present at the regular September meeting of the odd numbered years.
- B. The Nominating Committee shall submit one nominee for each office in a report at the regular October meeting. Further nominations may be made from the floor.

- C. No person shall be nominated for any office unless she has been an active participating member in good standing of a Republican Women's club affiliated with the NFRW for one year.
- D. No person shall be nominated for an office who has not given consent to serve.
- E. In order to be eligible for the office of President, candidates shall have served as a member of the LCRW Board of Directors and been an active participating member in good standing of the Leavenworth County Republican Women's club for one (1) year.

## SECTION 2. ELECTION OF OFFICERS

- A. The election of officers shall be held during October of the odd numbered year. Elections shall be by ballot unless there is but one nominee for an office, then the election shall be by voice vote. A majority of votes cast shall constitute an election. Only members whose dues are current shall be eligible to vote. There will be no proxy voting.
- B. An Election Committee of not less than three (3) members shall be appointed by the President to act as tellers if voting is by ballot.
- C. Elected officers shall be installed at the December meeting. The elected officers shall take office in January of even numbered years to comply with the fiscal year of KFRW.

SECTION 3. Vacancies: In the event of a mid-term vacancy in the office of the President, the Vice-President shall assume the office. All other elected officer vacancies shall be filled by the Executive Committee.

## ARTICLE VIII - DUES AND FISCAL YEAR

### SECTION 1. DUES:

Annual dues for the organization shall be the amount established by majority vote of the membership from time to time. Such dues will include the amount of per capita dues required by the State Federation. Dues shall be payable in January for that fiscal year. Only members whose dues are current will be eligible to vote. Other dues provisions will be in accordance with the Standing Rules of the LCRW.

### SECTION 2. DUES AND NATIONAL SERVICE CHARGE:

- A. Per capita dues to the Kansas Federation shall be payable quarterly. Dues shall be sent to the Treasurer of KFRW with a list of the names and addresses and other required details of members paying.
- B. The National Service charge due the NFRW shall be sent to the Treasurer of KFRW in January of each year, along with the name and address (including the nine number zip code) and other required details of the club president to whom the national publications will be mailed.
- C. Dues to the District shall be paid annually to the District Treasurer.

### SECTION 3. FISCAL YEAR:

The fiscal year of this organization shall be the calendar year.

## ARTICLE IX – MEETINGS

### SECTION 1. Meetings:

- A. The club shall meet at least five (5) times a year to remain affiliated with the State and National Federations.
- B. The November meeting of each year shall be designated as the annual meeting. All officers and chairwomen will present a written report of their activities during the year. The original shall be given to the Secretary as an addendum to the minutes and a copy provided to the Historian.
- C. Special meetings may be called by the President, Executive Committee, or by written request of 1/2 of the club members.
- D. A quorum for a club meeting shall be 15% of the number of full members in good standing, in addition to two of the Elected Officers and two other members of the Board of Directors or Executive Committee.
- E. The Board of Directors/Executive Committee shall hold their regular meeting at least seven days prior to club meeting.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised or the latest edition thereof, shall govern in all instances where they are applicable and in which they are not inconsistent with LCRW, NFRW and/or KFRW Bylaws and any special rules of order this club may adopt.

## **ARTICLE XI - AMENDMENTS**

These Bylaws may be amended by two-thirds (2/3) of the votes cast at any regular meeting of the Leavenworth County Republican Women's club or at any adjourned session thereof or special meeting called for that purpose, provided that such amendments have been approved by the Board of Directors/Executive Committee and then have been made available to each member in good standing, thirty (30) days prior to the meeting at which time they are to be voted on. The Bylaws become effective after approval by the club and approved and signed by the KFRW Bylaws Chairman.

## **ARTICLE XII - DISSOLUTION**

All assets upon dissolution of the club, remaining after payment of all costs and expenses of such dissolution shall be distributed to the KFRW. None of the assets shall be distributed to any member or officer of the Club. The right to use the name of a dissolved club shall revert to the superior body.

These Bylaws adopted and approved by the Leavenworth County Republican Women's Club.

  
\_\_\_\_\_  
*Sabrina Valenta*  
President

9/22/2011  
Date

  
\_\_\_\_\_  
*Barbara Paulus*  
Bylaws Chairwoman

9/19/2011  
Date

Approved by   
\_\_\_\_\_  
Gerry Röss  
Bylaws Chairwoman, KFRW

9/25/2011  
Date