

**MONTGOMERY COUNTY
FEDERATION OF REPUBLICAN WOMEN
BYLAWS**

*Newly Adopted
November 10, 2017*

Montgomery County Federation of Republican Women

BYLAWS

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ARTICLE I – Name

The Name of this organization shall be the **MONTGOMERY COUNTY FEDERATION OF REPUBLICAN WOMEN.**

ARTICLE II – Purposes

The Montgomery County Federation of Republican Women (MCFRW), is a Regional Division of the Maryland Federation of Republican Women (MFRW). Its purposes are:

- A. To provide liaison and cooperation with the MFRW and the National Federation of Republican Women (NFRW);
- B. To promote the organization, welfare and growth of the Federated Republican Women's Clubs in Montgomery County;
- C. To coordinate the activities of and stimulate cooperation among the clubs belonging to the Federation;
- D. To increase, through the efforts of the Clubs, the number of registered Republicans in Montgomery County;
- E. To support all of **Article II - Purposes**, as stated in the Bylaws of both the NFRW and the MFRW.

ARTICLE III – Membership

Section 1. All Montgomery County, Maryland Republican Women's Clubs, in Good Standing, who are affiliated with the National Federation of Republican Women, are members of this MFRW Region.

Section 2. Anyone serving in this MFRW Region, as an MCFRW officer, Club President, Committee Chair, Delegate, or any other position of authority, must be a Member in Good Standing, of her respective club, as stated in the MFRW and NFRW Bylaws.

ARTICLE IV - MCFRW Officers and Their Duties

Section 1. Eligibility:

A. An elected MCFRW officer shall:

1. Be a Member in Good Standing of a Montgomery County Federated Republican Women's Club;
2. Be a registered Republican in Montgomery County, MD, at the time of her nomination and election.

B. No elected officer shall serve for more than two (2) consecutive terms in the same office, with exception of the Treasurer.

Section 2. Officers:

A. The Elected Officers shall be:
President, who also serves as an MFRW Regional Chair;

1st Vice President, who also serves as an MFRW Regional Vice-Chair;

2nd Vice President, who also serves as an MFRW Regional Vice-Chair;

Recording Secretary

Corresponding Secretary

Treasurer

Assistant Treasurer

Section 3. Term of Office:

- A. The MCFRW officers shall be elected at the MCFRW Annual Meeting in the odd numbered calendar years. The term will be for two (2) years, beginning the following January 1. They serve until their successors are elected.
- B. The term of office for elected officers shall begin on January 1, following their election, through December 31 of the second year, regardless of the date of installation.

Section 4. Duties of the MCFRW President:

- A. The MCFRW President shall
 - 1. Preside at all meetings of the Executive Committee, Board of Directors and Annual Meetings;
 - 2. Appoint chairmen, co-chairmen and members of all committees;

3. Call meetings of the Executive Committee, Board of Directors, Membership Meetings and any Special Meetings;
4. Serve as an ex-officio member of all committees, except the Nominating Committee;
5. Serve as the Montgomery County Federation Regional Chairman of **MFRW**;
6. Attend **MFRW** Executive Committee meetings, Board of Directors meetings and **MFRW** Conventions; if she is unable to attend an **MFRW** Board of Directors meeting, she shall appoint a proxy, preferably an officer of **MCFRW**, as per the **MFRW** Bylaws.

Section 5. Duties of the MCFRW 1st Vice President:

- A. The MCFRW 1st Vice President shall:
 1. Serve as the assistant to the President and perform the duties of the President in the President's absence;
 2. Serve as a **MCFRW** Regional Vice Chairman on the **MFRW** Board of Directors;
 3. Serve as the **MCFRW** Finance and Budget Committee Chairman.

Section 6. Duties of the MCFRW 2nd Vice President:

- A. The MCFRW 2nd Vice President shall:
 1. Perform such duties as assigned to her by the President;
 2. Serve as the assistant to the First Vice President, in the event that she has assumed the duties of the President, in the President's absence;
 3. Serve as a MCFRW Regional Vice Chairman on the MFRW Board of Directors;
 4. Serve as the MCFRW Special Events Committee Chairman, working in conjunction with the MCFRW Program Chairman.

Section 7. Duties of the MCFRW Recording Secretary:

- A. The MCFRW Recording Secretary shall:
 - 1. Keep a record of the proceedings of all MCFRW meetings and events;
 - 2. Be custodian of all records and maintain an attendance record.

Section 8. Duties of the MCFRW Corresponding Secretary:

- A. The MCFRW Corresponding Secretary shall:
 - 1. Notify all members of times and places of all meetings and events;
 - 2. Conduct the correspondence of the MCFRW, as directed by the President or the Board of Directors;
 - 3. Organize and supervise any mailings and/or notifications that are required for an MCFRW activity or special event;
 - 4. With the help of the Assistant Treasurer, provide a printed directory to all members of the Board of Directors, unless assigned to others.

Section 9. Duties of the MCFRW Treasurer:

- A. The MCFRW Treasurer shall:
 - 1. Receive and keep in safe custody all funds of the MCFRW;
 - 2. Maintain an account in the name of MCFRW in a bank approved by the Executive Committee;
 - 3. Disburse funds only upon the authorization of the President, within the limitations of the budget adopted by the Board of Directors;
 - 4. Keep records of all receipts and disbursements;
 - 5. Submit a report at each Board of Directors meeting;
 - 6. Collect dues from each member Club;
 - 7. Submit MCFRW account records for audit upon the election of each new President;
 - 8. Serve on the Finance and Budget Committee.

Section 10. Duties of the MCFRW Assistant Treasurer

- A. The MCFRW Assistant Treasurer shall:
 - 1. Maintain a current list of the names, addresses, telephone numbers and e.mail addresses of all members of the MCFRW Board of Directors;
 - 2. With the help of the Corresponding Secretary, provide an annual printed directory to all Board of Directors members;
 - 3. Serve as assistant to the Treasurer;
 - 4. Perform the duties of the Treasurer in case of her absence or a vacancy in that office.

ARTICLE VII- Board of Directors

- A. The MCFRW Board of Directors shall consist of the members of the Executive Committee, all Presidents of the MCFRW member clubs, the Chairmen of all Committees, Club Delegates, and all MCFRW Past Presidents.
- B. The Board of Directors shall have the power to:
 - 1. Transact all business of the MCFRW between Annual Meetings;
 - 2. To make recommendations as to policy, consistent with those of the NFRW and MFRW;
 - 3. To adopt standing rules governing the procedure followed at MCFRW meetings;
 - 4. Adopt a budget showing estimated income and operating expense for each fiscal year;
 - 5. To amend such rules or budget at any regular meeting of the Board of Directors.

- C. A voting member shall have but one vote although eligible to vote in either of several capacities.

ARTICLE VIII- Executive Committee

- A. The Executive Committee shall consist of the elected officers.
- B. The Executive Committee shall have to power to:
 - 1. Fill a vacancy in any elected office for the unexpired term;
 - 2. To create additional Committees, as may be deemed necessary;
 - 3. To approve the appointment of all Appointed Officers and Committee Chairmen.

ARTICLE IX - Delegates to Annual Meeting

- A. The number of Delegates representing each Federated Club is determined by its current regular membership, as determined by the Treasurer as of June 30 of the year of the Annual Meeting.
- B. Each Federated Club shall be entitled to be represented at the MCFRW Annual Meeting by delegates elected in proportion to the number of Members in Good Standing as follows:

50 or fewer members	1 delegate
50 or more, but less than 100	2 delegates
100 or more, but less than 200	3 delegates
200 or more, but less than 300	4 delegates
300 or more, but less than 400	5 delegates
400 or more members	6 delegates
- C. No MCFRW club shall be represented by more than six (6) delegates and no delegate shall represent more than one club.

ARTICLE X – Meetings

Section 1. Meetings:

A. Annual Meeting

1. An Annual Meeting of all Club members in the MCFRW Region shall be held in the fall of each year, at a time and place fixed by the Board of Directors.
2. The purpose of the meeting shall be to educate, train, involve and inform members regarding the political process, and in the odd numbered calendar years, to elect officers.
3. Notice of the time and place of this meeting shall be given to all Clubs, for distribution to their members, at least one month (30 days) prior to the meeting.
4. The Quorum for the Annual Meeting is eighteen (18) Members in Good Standing.

B. Board of Directors Meetings

1. The MCFRW Board of Directors shall hold its meetings on the first Monday of each month, except July, August and December.
2. Special meetings of the Board of Directors may be called by the President, and may also be called at the request of not less than five (5) BOD members, provided that at least ten (10) days notice and the purpose of the meeting be stated in the call. No other business may be transacted, except that stated as the purpose in the call.
3. The Quorum for a regular Board of Directors meeting and for a Special meeting of the Board of Directors is twelve (12) members.

C. Executive Committee Meetings

1. The Executive Committee shall meet upon the call of the President, provided not less than three (3) days notice has been given of the time and place of the meeting.
2. The Quorum for an Executive Committee is five (5) members.

ARTICLE XI – Committees

A. Standing Committees shall be Americanism/Caring for America, Bylaws, Finance and Budget, Historian, Membership, Political/Legislative Education, Publicity and Program.

B. Additional Appointees:

The Executive Committee may authorize additional committees as needed.

It is highly recommended that the following be appointed: Central Committee Liaison, Women's Commission Liaison, Parliamentarian, and Youth Activities.

- C.** All committees shall have a Chairman and Co-chairman. The Co-chairman shall assist the Chairman and perform her duties in her absence.
- D.** The Chairmen of the Program, and Publicity Committees, along with the MCFRW Treasurer shall serve as members of the Finance and Budget Committee.

ARTICLE XII - Nominations and Elections

- A.** Nominations and Elections are held every two years in the odd numbered calendar years.
- B.** At the May MCFRW Board of Directors Meeting of an MCFRW election year, each member club will submit the name of one of its members to serve on the Nominating Committee.
- C.** The MCFRW President will name an Acting Chairman of this Committee

D. Duties of the Nominating Committee:

1. The Acting Chairman will call a meeting of the members of the Committee, to elect a Permanent Chairman.
2. The duty of the Committee is to select one nominee for each office to be filled by election at the Annual Meeting.
3. Membership on the Committee shall not preclude nomination for office.
4. Following a meeting at which at least three fourths (3/4th) of its members are present, the Committee shall prepare a report of their nominations to be presented to the Board of Directors Meeting, for it to be mailed to members not less than one month prior to the Annual Meeting.
5. No nominee may run for more than one office.

E. Officers shall be elected from the slate submitted by the Nominating committee and candidates nominated for the floor at the Annual Meeting.

1. No candidate shall be nominated without her consent.
2. The election will be by written ballots, unless there is only one candidate for each office, in which case it may be by voice vote.
3. A plurality vote shall be sufficient for election.

F. Prior to the election, the President shall appoint an Elections Committee of not less than three (3) persons, one of which shall be designated Chairman. The Elections Committee shall provide all election materials and shall act as tellers for the election.

ARTICLE XIII - Dues

MCFRW member clubs shall pay dues on a per capita basis annually to the MCFRW Treasurer in the amount agreed upon by the Board of Directors. A club shall be considered delinquent if dues have not been received by March 31.

Dues are payable to the MCFRW Treasurer on or before January 15.

Dues of members affiliating after January 15, should be forwarded to the Treasurer as soon as possible.

A club affiliating with MCFRW shall pay the same dues for the fiscal year in which it joins, as outlined above. The first such payment shall be at the time of affiliation.

An alphabetical list of names, addresses, telephone numbers and e-mail addresses of all Members in Good Standing, shall be submitted with dues payments. Associate members are not to be included.

No Member of a Club that has not paid MCFRW dues will be allowed to vote or hold office in MCFRW.

ARTICLE XIV – Amendments

These bylaws may be amended at an Annual Meeting by a two-thirds (2/3) vote of the members present and entitled to vote, provided notice of such amendment shall have been given to all members not less than ten (10) days prior to the date of the meeting.

ARTICLE XV - Parliamentary Authority

The rules contained in *the Current Edition of Roberts Rules of Order Newly Revised* shall govern the MCFRW in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XVI - *Dissolution*

In the event of dissolution of this organization, all of its assets remaining after payment of all costs and expenses of such dissolution, shall be distributed to the Maryland Federation of Republican Women (MFRW). None of the assets shall be distributed to any member or officer of this organization