

**SAN-BERN FEDERATED REPUBLICAN WOMEN'S CLUB  
(EST. 1964)  
BYLAWS**

**ARTICLE I: NAME**

The name of this Club shall be: San-Bern Federated Republican Women's Club (EST. 1964)

**ARTICLE II: OBJECTIVES AND POLICES**

Sec. 1 THE OBJECTIVES OF THIS CLUB SHALL BE:

- a. Promote an informed public through political education and activity.
- b. Increase the effectiveness of women in the cause of good government.
- c. Foster loyalty to the Republican Party and promote its principles.
- d. Support objectives and policies of the Republican Party's National, State and County committees.
- e. Promote and work for the election of Republican candidates.

Sec. 2 POLICY

- a. To meet National Federation Standards, a Club must consist of ten or more women, pay dues to national and state federations, NFRW service charge, adopt Bylaws and hold at least five meetings within a twelve month period.
- b. It shall be the policy of the Club to refrain from supporting any candidate in a primary election contest. This applies only to the Club and not to individual members.
- c. This Club will not officially endorse a split ticket or support or endorse a candidate running on an opposition ticket.

**ARTICLE III: MEMBERSHIP**

Sec. 1 ACTIVE

- a. Active membership in this Club is open to all registered Republican women who support the objectives of the Republican Party, and who will comply with the Bylaws of the State and National Federations of Republican Women and who pay the required dues.
- b. A woman shall hold active membership in only one FRW Club at one time.
- c. After a vote by the Board of Directors, a member of the Board may be dropped from the Board if she endorses a candidate on an opposition ticket.
- d. Visitors are welcome to attend regular meetings; however, after two (2) visits, they will be expected to join the Club as a member. This will not be applicable to active candidates or elected officials.
- e. Active members shall have voice and voting rights.

Sec. 2 ASSOCIATE

- a. Associate membership shall be open to the following: Republican men or a member of another Club upon payment of annual dues.
- b. They may attend meetings but shall not have a voice or a vote, be an officer, serve as a delegate or alternate or be counted for the purpose of determining the number of delegates to State Federation or NFRW meetings or conventions.

### Sec. 3 SUSTAINING

- a. Any Republican who wishes to financially help San-Bern FRW beyond Active or Associate membership may become a Sustaining member. Sustaining members may attend meetings but shall not have a voice or vote, be an officer, serve as a delegate or alternate, or be counted for the purpose of determining the number of delegates to State Federation or NFRW meetings or conventions.

### Sec. 4 CLUB QUALIFICATIONS

- a. For qualification as a member of the Federation, a Club shall have submitted a copy of its Bylaws and subsequently approved amendments and/or revisions to the State Federation President, to its Regional Director and to the State Federation's Bylaws Chairman.

### Sec. 5 DISSOLUTION OF CLUB

- a. Should the Club be dissolved, all funds remaining in its Treasury shall be given to the NMFRW.

## **ARTICLE IV: MEETINGS**

### Sec. 1 REGULAR MEETINGS

- a. Regular meetings of the Club shall be held at the discretion of the Board of Directors as dictated by the availability of a meeting place or other considerations deemed appropriate by said Board of Directors.
- b. There shall be no fewer than five (5) meetings in each twelve (12) month period.

### Sec. 2 QUORUM

- a. A Quorum shall consist of the Active members of this Club who are present.

### Sec. 3 BOARD OF DIRECTORS

- a. Regular or special meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors. A minimum of five (5) days' notice shall be given to each member of the Board.
- b. Board members must be present to have a voice and/or vote on Club business.
- c. Six (6) members of the Board of Directors shall constitute a Quorum at said Board meetings.

### Sec. 4 EMERGENCY MEETINGS

- a. An emergency meeting may be called by the President or a majority of the elected officers with a minimum of twenty-four (24) hour notice.
- b. Business may be conducted by e-mail and/or phone, if necessary.

### Sec. 5 REPRESENTATION AT STATE BIENNIAL CONVENTION

- a. The President of the Club is an automatic voting delegate and chooses her alternate with the approval of the Executive Board. This Club is entitled to one (1) delegate for each ten (10) active members or fraction thereof consisting of five (5) or more active members.
- b. Each delegate elected by the Club members shall have an alternate. Delegates and alternates shall be elected at least thirty (30) days prior to the convention.

## **ARTICLE V: NOMINATIONS AND ELECTIONS**

### Sec 1 ELECTIONS

- a. The Biennial Election of officers shall be held during November of even-numbered years. Officers may serve one successive term.
- b. Installation of officers shall be in December following the election. Officers shall assume the duties of their respective offices by January 1<sup>st</sup> of the following year.
- c. If an office, other than that of President, is vacated during the term of said office, the President may with the approval of a majority of the Board of Directors appoint a replacement to that office.
- d. If the office of President is vacated, the First Vice President shall assume the position of the President. If the First Vice President declines, the Presidency shall be filled by an active member approved by a majority of the Board of Directors.
- e. Elected officers will serve for a term of two (2) years. No member shall hold more than one (1) Executive Board of Directors (BOD) office at one time. This does not apply to committee chairpersons who may be members of the Executive BOD. No member shall be eligible to serve more than two (2) consecutive full terms in the same office.

### Sec. 2 NOMINATING COMMITTEE

- a. A Nominating Committee of at least three members shall be appointed by the Board of Directors in September of even-numbered years. No current officer shall serve on this committee. The committee shall choose the chair.
- b. The Nominating Committee shall submit one (1) name for the following offices: President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer.
- c. Nominations may be made from the floor. No nomination shall be made without the nominee's consent to serve if elected.
- d. A majority vote of those active members present and voting shall constitute an election.

## **ARTICLE VI: OFFICERS AND THEIR DUTIES**

### Sec. 1 ELIGIBILITY

- a. All officers must have been active members of this Club for at least six (6) months. Exception: If a new member has skills needed for a specific office and no one else is available, she may be considered upon approval of the Board of Directors for said office.

### Sec. 2 OFFICERS

#### PRESIDENT

- a. The President shall preside at all meetings of the Club and the Board of Directors.
- b. The President shall represent the Club at all times or designate an officer/Board member to represent her. An active member may represent her with BOD approval.
- c. She shall appoint all committees with the approval of the Board of Directors.
- d. She shall prepare a program of action in coordination with the Program Chairman.
- e. She shall be an ex-officio member of all committees except the Nominating Committee.
- f. She shall co-sign all checks with the Treasurer or other designated signers.
- g. She shall represent San-Bern FRW on either the Central Committee of the Republican Party of Sandoval County, or the Central Committee of the Republican Party of Bernalillo County depending on her county of residence; or she may appoint an officer or active member to serve in her place. She shall also appoint with approval of the BOD an active member to represent SBFRW on the Central Committee of the Republican Party of the

alternate county. Appointees must live in the county of the Central Committee on which she will represent SBFRW.

- h. She may send her proxy to the NMFRW Board of Directors meeting with a member of San-Bern FRW in good standing.

#### FIRST VICE PRESIDENT

- a. The First Vice President shall perform the duties of the President in her absence.
- b. She shall serve as Chairman of the Program Committee.
- c. She shall help locate meeting places for the Club.
- d. She shall be a designated signer on Club bank accounts.

#### SECOND VICE PRESIDENT

- a. The Second Vice President shall be in charge of membership and the membership rosters.
- b. Her primary responsibility shall be to recruit new members.
- c. She shall assist the Treasurer by collecting dues and membership forms, indicating whether dues were paid by check or cash.
- d. She shall make a list of members and dues paid, recording any change of address, email or telephone number, indicating whether the member is active, associate or sustaining. Copies shall be given to the President and Treasurer.
- e. New active and associate member information shall be given to the Newsletter Editor and Calling Committee Chair on a monthly basis.
- f. She shall distribute copies of the Bylaws and Standing Rules to all active members, the NMFRW President and NMFRW Regional Director.

#### THIRD VICE PRESIDENT

- a. She shall serve as Chair of the Fundraising Committee, and perform such duties as may be assigned by the President or Board of Directors.

#### SECRETARY

- a. The Secretary shall act as Recording and Corresponding Secretary of the Club. An Assistant Secretary may be appointed by the President, if necessary.
- b. Her duties include:
  1. Recording and keeping the minutes of regular meetings as well as Board of Directors meetings.
  2. Sending a copy of the minutes to the President within ten (10) days after each club and board meeting.
  3. Sending a copy of club meeting minutes to the Newsletter Editor.

#### TREASURER

- a. The Treasurer shall be Custodian of all funds and financial records of the Club.
- b. She shall submit names and addresses of officers in the Club to the NMFRW Treasurer and the NMFRW President as soon as possible after installation.
- c. She shall pay the per capita dues to the NMFRW Treasurer for each active member and pay the Federation service charge as per current NMFRW requirements in January of each year. She shall submit to NMFRW the names and addresses for all members whose dues are being paid according to State policies.
- d. She shall submit monthly written financial reports of all receipts and disbursements to the Board of Directors. She will also present budgeted/actual income/expense comparisons at least quarterly, or as requested by the President of the Board of Directors.

- e. She shall provide a biennial audit by a qualified financial authority. In the event of change in the office of Treasurer, an audit shall be performed as soon as possible. In this case, the next regular biennial audit may be deferred subject to approval by the Board of Directors.
- f. She shall disburse all funds as budgeted and/or approved by the Board of Directors and/or a finance Committee.

#### **ARTICLE VII: EXECUTIVE BOARD**

- a. The Executive Board shall consist of all elected officers.

#### **ARTICLE VIII: BOARD OF DIRECTORS**

- a. The Board of Directors shall consist of the Executive Board, appointed Committee Chairs, the Chaplain and Parliamentarian.
- b. The Board shall be responsible for making policy as well as suggestions for special programs.
- c. The Board's approval is required for expenses not included in the budget and the Treasurer's financial reports.
- d. The immediate-past President may serve on the Executive Board in an advisory, non-voting capacity.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

- a. *Roberts Rules of Order, Revised* or the latest edition thereof, shall govern this Club in all procedures not covered by these Bylaws and not conflicting with the NFRW or the NMFRW.

#### **ARTICLE X: AMENDMENTS**

- a. These Bylaws may be amended by a two-thirds vote of those members present and voting at any meeting provided the members have been notified at least thirty days prior to the voting.  
Amended: 1971, 1975, 1976, 1980, 1984, 1986, 1987,  
1995 Vivian Petura, Del Sherrod, Isabel Hoffer  
1997 Evelyn Keller, Del Sherrod, Felicie Truscio  
2005 Anita Westphal, Alene Monson, Danielle Hammons  
2010 Board of Directors  
2013 Joyce Elliott, Janis Lynch, Barbara Story, Felicie Truscio, Dee Williams, Saralee Wisner  
2015 Felicie Truscio, Joyce Elliott, Ann Casper, Sandra Atwood  
2017 Felicie Truscio, Julie Wright, Saralee Wisner

### **STANDING RULES**

#### **PART I: DELEGATES AND ALTERNATES**

- a. Delegates and Alternates to the NMFRW Biennial Convention shall be elected by the Club members.
- b. The President, by virtue of her office, shall be a Delegate and she may have an Alternate.
- c. Registration fees for the President and other Delegates to the Biennial Convention of the New Mexico Federation of Republican Women will be allowed. If there are sufficient funds in the Treasury, hotel and/or other expenses may be allowed.
- d. The Club may send one Delegate to the NFRW Biennial Convention with registration fee being paid. Additional expenses may be reimbursed if funds are available.

## **PART II: SCHOLARSHIPS**

- a. San-Bern FRW will give a scholarship each year, provided funds are available, to a young Republican college student from Sandoval County, or within the San-Bern FRW area, who is majoring in Political Science or a related field.
- b. A committee of three members shall be appointed by the Board of Directors to determine eligibility of candidates.
- c. The scholarship is to be known as "The San-Bern FRW Scholarship."

## **PART III: DUES**

### ACTIVE

- a. Dues for membership in the Club are annual, by calendar year, include an e-mailed Newsletter and are non-refundable. If the Newsletter is to be mailed via USPS, rather than emailed, there shall be an additional fee to cover paper, printing and postage. Membership in San-Bern FRW (Es. 1964) includes attendance at San-Bern After Hours meetings. Membership dues can be changed based on club expenses. Such changes can only be made once per calendar year and will become effective November 1<sup>st</sup> for the ensuing year.
- b. Dues are payable in January and are delinquent by February 15<sup>th</sup>.
- c. Members joining San-Bern FRW in November or December shall be carried over through December of the following year.

### ASSOCIATE

- a. Dues for Associate Members shall be fifteen dollars and no cents (\$15.00) per calendar year. This money is to be retained by the Club.

### FISCAL YEAR

- a. The Fiscal year of this Club shall be the Calendar year.

## **PART IV: POLITICAL ACTION COMMITTEE (PAC)**

- a. Contributions may be made to Republican candidates running for local, county and state offices.
- b. No PAC monies shall be given to Federal Candidates due to special requirements for donations.
- c. Contributions shall be distributed in the following order based on available funds:
  1. Active members of San-Bern Federated Club (SBFRW) who have participated in club activities for at least one (1) year
  2. Female Associate members of SBFRW
  3. Male Associate members of SBFRW
  4. Other female Republican candidates running for office
  5. Other male Republican candidates running for office
- d. No PAC funds shall be contributed to candidates running in Primary Elections.

### NOTES:

These Standing Rules may be amended at a regular meeting by a two-thirds vote of those active members present.

Amended: 2009, 2013