

**BYLAWS OF THE  
WHITTIER REPUBLICAN WOMEN  
OCTOBER 2023**

**ARTICLE I - NAME**

The name of this Club shall be Whittier Republican Women hereinafter referred to as "Club".

**ARTICLE II - OBJECTIVES**

**The Objectives shall be to:**

- Increase the effectiveness of women in the cause of good government;
- Promote an informed public through education and activity;
- Foster loyalty to the Republican Party at all levels of government;
- Promote and support the objectives, the principles and policies of the Republican Party;
- Work for Republican candidates in all elections, including nonpartisan elections;
- Support the objectives and policies of the California Republican Party;
- Influence legislation in State government;
- Encourage active citizenship;
- Facilitate cooperation among Republican Women's Local Clubs;

**ARTICLE III - MISSION STATEMENT**

The Whittier Republican Women's mission is to create a united and more informed alliance with other Republican women's clubs. We do this by supporting conservative ideologies and values through training and education providing a platform for conservative speakers to present information on a wide range of topics.

**ARTICLE IV - MEMBERSHIP**

**A. ELIGIBILITY:** Membership shall be open to registered Republican Women.

**B. TYPES OF MEMBERSHIP**

**Section 1. Primary Member (Member in Good Standing)**

A member in good standing is one whose current dues are paid.

- a. Shall have the right to vote, make motions and nominations after being a primary member for sixty (60) days.

## **Section 2. Associate Member**

- a. Associate membership may be granted to women who are primary members of another club. Such membership shall not be granted the privilege of making motions, nominations, voting or holding office.
- b. Associate members shall not 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 a voice or vote, be on a committee, hold office, or be counted to establish a quorum.

## **ARTICLE V - ETHICS**

### **Section 1. Endorsement Policy**

- a. The Club shall not endorse any candidate for public office in any primary, runoff, special or non-partisan race where two or more known Republicans are in the race. If any of the aforementioned desire to do so, she must resign her position. An officer of the Club who is a candidate or whose spouse or family member is a candidate shall be exempt from this rule; however, they may not do so in the name of the Club or by utilizing the logo or stationary of Club.
- b. The Club name shall not be used by a primary member or an associate member in supporting a candidate during any campaign when there are two or more known Republicans in the same race.
- c. Bylaws provide for removal of membership of any member that advocates a split party ticket or supports a candidate who is running on an opposition ticket.
- d. This prohibition applies to the Club President and Campaign Activities Chair - and the club as an entity. The rest of the membership is free to endorse the Republican candidate of their choice, just not in the name of the Club.
- e. Examples of endorsements or public displays of support include block walking, phone banking, handing out push cards, sending emails, signs in yards, donating funds, attending fundraisers, and social media posts.
- f. In the case of contested Republican races, Club may distribute information on all the candidates - such as events or fundraisers - if they are fair and distribute equally for all. The use of disclaimer (i.e., "This is being emailed for informational purposes only and does not represent and endorsement by this Club.") can help prevent anyone from interpreting such communications as endorsements.
- g. This policy only applies when there are two or more known Republicans in the same race. For any other race there is no endorsement prohibition.
- h. In non-partisan races; Club and members will utilize whatever voter data is available in the county/state to verify registration, voter records, etc., to ascertain the party with which a candidate normally identifies.

**Section 2.** Any person, not registered to vote in the Republican Party, shall neither be invited to speak nor be permitted to speak at any Club meeting.

**Section 3.** It shall be considered a breach of ethics for a member to speak disparagingly in public of any Republican or candidate.

**Section 4. It shall be a breach of ethics to publicly promote a candidate of another party in speech, print or electronic communication in a partisan or non-partisan election and may be just cause for a member's suspension or dismissal.**

**Section 5.** The Club name shall not be used by a member or an associate member when using any personal and/or electronic communications.

**Section 6. Membership Data:** All member information is the sole property of the Whittier Republican Women and is strictly for the benefit of the WRW and shall not be sold or furnished for any other purpose.

## **ARTICLE VI**

### **DUES**

**Section 1. Fiscal year:** The fiscal year shall be from January 1 through December 31.

#### **Section 2. Dues**

- a. Dues shall be payable on January 1 of each year.
- b. The dues amount for membership will be stated in the Club's standing rules and amended as required.
- c. The dues amount for associate members shall be stated in the Club's standing rules and amended as required.

## **ARTICLE VII - OFFICERS, DUTIES AND ELECTION**

#### **Section 1. Elected Officers**

- a. The term of office for Club Officers shall be from January 1 through December 31 following their election.
- b. The elected officers shall be a President, 1st Vice President (Programs), 2nd Vice President (Membership), 3rd Vice President (Fundraising), Treasurer and Recording Secretary/
- c. Elected officers must be residents of California and registered to vote in California.
- d. Each elected officer shall be a primary member in good standing of the Club.

#### **Section 2. Term of Office**

- a. The President's term of office shall be for one term of 1 year.
- b. The President and elected officers may serve no more than two consecutive terms or until their successors are elected.

**Section 3. Appointed Officers** shall be Corresponding Secretary, Financial Review Officer, and Parliamentarian. They shall be appointed by the President and ratified by a two-thirds (2/3) vote of the Elected Officers.

#### **Section 4. Vacancy**

- a. A vacancy in the office of President shall be filled by the 1st Vice President. All other vacancies in elected office shall be filled by election by the Executive Committee at the first meeting following the creation of the vacancy.

**Section 5. Removal from Office or Membership: Members of the Executive Committee, Board of Directors or members of the Club may be removed by two-thirds (2/3) vote of the membership for any of the following reasons after investigation by the Executive Committee:**

- a. Failure to pay Club dues;
- b. Failure to support the Republican ticket;
- c. Supporting an opposition candidate;
- d. Working against the goals of the Club;
- e. Speaking disparagingly in public of any elected Republican or Republican candidate.

**Section 6. Election: The officers shall be elected at the Annual Meeting and shall serve a term of one year, or until their successors are elected.**

**Section 7. Duties of The Officers:**

**A. The President shall:**

1. Preside over all Club meetings, the Executive Committee and Board of Directors meetings.
2. Appoint all appointed officers subject to a two-thirds (2/3) approval of the Elected Officers.
3. Appoint, with the exception of the Nominating Committee, all chairmen of the Standing Committees subject to two-thirds (2/3) approval if the Elected Officers.
4. Be an ex-officio member of all committees except the Nominating Committee and the Financial Review Committee.
5. Sign all contracts as authorized by the Executive Committee.
6. Work with the 1st Vice President on selection of speakers for all Club meetings.
7. Represent the organization at all times or designate someone as representative/proxy in her absence.
8. Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation and approval by the Executive Committee.
9. Submit an annual budget for approval by the membership.
10. Be one of three authorized signatures on the Club's bank accounts.
11. Accept resignation by written letter or e-mail of any member wanting to resign from a position, chairmanship, or the Club.

**B. The First Vice President shall:**

1. Perform the duties of the President in her absence;
2. Fill the unexpired term in the event of a vacancy in the office of President;
3. Perform such other duties as are assigned by the President, the Executive Committee, Board of Directors, or the membership;

**4. Act as Program Chair.**

**C. The Second Vice President shall:**

1. Perform the duties of the President in the absence of both the President and the First Vice President;
2. Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership; and
3. Act as Membership Chair.
4. Maintain a current roster of members of the Club.

**D. The Third Vice President shall:**

1. Perform the duties of the President in the absence of the President, the First Vice President and Second Vice President;
2. Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership; and
3. Act as Fundraising Chair
4. She shall prepare a tentative budget for planned fund-raiser events to be approved by the President and the Executive Committee.

**E. The Recording Secretary shall:**

1. Keep the minutes of all meetings of the Club, Executive Committee and Board of Directors;
2. Be one of three authorized signatures on all Club's bank accounts;
3. Keep a current inventory of Club property;
4. Perform such other duties as may be assigned by the President, the Executive Committee, Board of Directors, or the membership; and
5. Maintain all Club records and historical items.

**F. The Treasurer shall:**

1. Serve as custodian of all Club funds and deposit them in a bank approved by the Executive Committee;
2. Be one of three authorized signatures on all Club's bank accounts;
3. Ensure all checks are signed by 2 of the 3 authorized signers;
4. Disburse funds as directed by the Executive Committee. Board of Directors, or the membership;

5. Bring written financial reports(s) to regular Club, Executive Committee and Board of Directors meetings;
6. Be ex-officio member of the Budget Committee;
7. Submit the financial records to the Financial Review committee for a semi-annual review;
8. Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership; and
9. Comply with all state and federal elections and financial reporting requirements.

**G. The Corresponding Secretary shall:**

1. Conduct the correspondence of the Club under the supervision of the President;
2. Preserve in a permanent file all letters and papers of value to the Club; and
3. Perform other duties as assigned by the President, the Executive Committee, Board of Directors, or the membership.

**H. The Parliamentarian shall:**

1. Serve as advisor on the Executive Committee, Board of Directors and all Club meetings on matters of parliamentary procedure;
2. Serve in an advisory capacity to the President, the Bylaws Committee, and the Nominating Committee; and
3. Be familiar with the bylaws and standing rules of the Club.

**I. The Financial Review Officer shall:**

1. With the approval of the President may appoint a committee of three members in good standing to assist in reviewing the treasurer's accounts;
2. Review the books of the Treasurer every six (6) months;
3. Submit a written report at the final meeting of the year or as requested by the Executive Committee, Board of Directors or membership;
4. Prepare a supplemental report of the financial transactions between the final meeting of the year and the transfer of books to the new treasurer; and
5. Perform other duties as may be assigned by the President, Executive Committee, Board of Directors, or the membership.

**Section 8. Records:** All officers and all committee chairmen shall deliver all records, files, and properties of the Club to their successors upon retiring from office, unless otherwise directed by the President, Executive Committee or Board of Directors.

## **ARTICLE VIII - MEETINGS**

### **Section 1. Regular Meetings:**

- a. The Club shall hold a minimum of five (5) meetings a year, conditions permitting.
- b. Electronic meetings: In the event a properly called meeting has to be canceled due to circumstances beyond the control of the Club, then it shall be acceptable to hold said meeting by an approved electronic means with seven (7) days' notice being given to all the members of the Club.

**Section 2. Notice:** A minimum of fourteen (14) days' notice shall be given to all members for a regular meeting.

**Section 3. Quorum:** A quorum at Club meetings shall be 20% of the membership.

### **Section 4. Special Meetings:**

- a. Special meeting of the Club may be called by the President or upon written request of five (5) members of the Executive Committee or by seven (7) members of the Board of Directors if three (3) are elected members of the Executive Committee or by 30% of the Club members in good standing. The purpose of the meeting shall be stated in the notice which shall be sent to all Club members in good standing at least ten (10) days before the meeting. No other business shall be transacted at the meeting.
- b. Special meetings may be held electronically with seven (7) days' notice being given.

**Section 5. Annual Meeting:** The November meeting will be designated as the Annual Meeting.

**Section 6. Voting:** A vote of the Club, Executive Committee or Board of Directors may be conducted by mail, telephone, fax, electronically, or email between meetings, provided there is participation by a majority of the members of the body. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

**Section 7. Notice** for all meetings shall be mailed or sent electronically.

**Section 8. Printed Material:** All literature, petitions, materials, or announcements of any description shall first be submitted to the President or Executive Committee for approval before being circulated or distributed at any meeting.

## **ARTICLE IX - BOARD OF DIRECTORS**

### **Section 1. The Board of Directors shall:**

- a. Consist of the elected officers, appointed officers, and standing committee chairmen and immediate past president.

### **Section 2. The Standing Committees shall be:**

- a. Budget, Bylaws, Campaign Activities, Fundraising, Legislation, Membership
- b. Standing Committee Chairmen shall be appointed for the same term as President,

- c, Standing Committee Chairmen have a voice and a vote.
- d, All Standing Committee Chairmen shall be members in good standing.

**Section 3. The Board of Directors shall transact such business as may arise between meetings of the Club**

- a. The Board of Directors shall be limited to an expenditure of \$999.00 without the approval of the membership.
- b. The Board of Directors may conduct business by mail, electronic mail, electronic meetings, or telephone when necessary.
- c. Electronic meetings via teleconference or videoconference may be conducted upon forty-eight (48) hours telephonic or email notice to all members of the Board of Directors setting forth the procedures and time of any such electronic meeting.
- d. The actions of the Board of Directors, taken as a result of any mail or electronic meeting, have the same force and effect as a physical meeting.
- e. Official minutes of such meetings shall be recorded and ratified at the next Board of Directors meeting.

**Section 4. Quorum: One third (1/3) of the Board of Directors, if three (3) are elected officers, shall constitute a quorum of the Board of Directors.**

**Section 5. Special Meetings** of the Board of Directors may be called by the President or at the written request of at least five (5) members of the Executive Committee or by seven (7) members of the Board of Directors, if three (3) are elected members of the Executive Committee. The purpose of the meeting shall be stated in the notice which shall be sent to all members of the Board of Directors at least ten (10) days before the meeting. No other business shall be transacted at the meeting.

**Section 6. Duties of the Standing Committee:**

**1. Budget**

- a. A Budget Committee of three (3) shall be appointed by the Club President to prepare a budget to be presented to the Executive Committee for recommendation to the membership before the first meeting of the fiscal year.

**2. Bylaws**

- a. A Committee of three (3) shall be appointed by the Club President to;
- b. Conduct a biennial review of the Club bylaws;
- c. Request and receive proposed amendments to the bylaws, submit them to the Executive Committee for action, or initiate changes requested by the Club;
- d. General membership shall have final vote of amendments.



### **3. Campaign Activities**

- a. Shall coordinate all activities of the Club's campaign program and be responsible for the collection and reporting of campaign hours.
- b. Shall not publicly endorse any candidate for public office in any primary, runoff, special or non-partisan race where two or more known Republicans are in the race. If any of the aforementioned desire to do so, she must resign her position.

### **4. Fundraising**

- a. Shall prepare and implement a plan for raising funds in order to meet the Club's budget.

### **5. Legislation**

- a. Shall implement legislation concerns important to the Club.

### **6. Membership**

- a. Shall coordinate all membership renewal and new member efforts;
- b. Shall compile and maintain complete membership lists;
- c. Shall ensure that all membership information is shared with the Treasurer and others as deemed necessary.

## **ARTICLE X - EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be composed of the Elected and Appointed Officers.

**Section 2.** Meetings shall be held at the call of the President or at the written request by at least three (3) elected members of the Executive Committee.

**Section 3.** The Executive Committee shall transact such business as may arise between meetings of the Board of Directors or Club meetings.

- a. The Executive Committee shall be limited to an expenditure of \$999.00 without the approval of the Board of Directors or membership.
- b. The Executive Committee may conduct business by mail, electronic mail, electronic meetings, or telephone when necessary.
- c. Electronic meetings via teleconference or videoconference may be conducted upon forty-eight (48) hours telephonic or email notice to all members of the Executive Committee setting forth the procedures and time of any such electronic meeting.
- d. The actions of the Executive Committee, taken as a result of any mail or electronic meeting, have the same force and effect as a physical meeting.
- e. Official minutes of such meetings shall be recorded and ratified at the next Executive Committee meeting.

**Section 4. Quorum:** A majority of the members of the Executive Committee shall constitute a quorum.

**Section 5. Committee Members:** All committee members must be members in good standing in the Club.

**Section 6. Special Meetings** of the Executive Committee may be called by the President or at the written request of at least three (3) members of the Executive Committee. The purpose of the meeting shall be stated in the notice which shall be sent to all members of the Executive Committee at least ten (10) days before the meeting. No other business shall be transacted at the meeting.

## **ARTICLE XI - SPECIAL COMMITTEES**

**SPECIAL COMMITTEES** may be appointed as needed by the President subject to two-thirds (2/3) approval of the Elected Officers. They shall be non-voting members of the Board of Directors.

## **ARTICLE XII - NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations**

- a. The Nominating Committee shall consist of five (5) members in good standing and one (1) alternate member in good standing.
- b. Members of the Nominating Committee shall be elected by the membership no later than September of each year.
- c. No member of the Nominating Committee may serve more than one term on the committee in succession.
- d. The Parliamentarian shall call a meeting of the newly elected committee members at the close of the meeting at which they were elected for the purpose of conducting the election of a Chairman and Vice Chairman.
- e. The Parliamentarian will instruct the Nominating Committee as to proper procedure and will be available for further counsel if required. The Parliamentarian shall not serve as a member of the Nominating Committee.
- f. The Nominating Committee shall report a slate of one candidate for each office at the general meeting at least 30 days prior to the election meeting.
- g. All nominees shall be members in good standing in the Club and shall give written consent to serve, if elected.
- h. All nominees shall be primary member in good standing of the Club for no less than 90 days, prior to their election.
- i. Nominee for President shall have served as a member of the Executive Committee for one term.
- j. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the elections..

### **Section 2. Election of Officers**

- a. Election of officers shall be by ballot at the Annual Meeting in November.

- b. A plurality vote shall elect,
- c. If there is only one (1) candidate for an office, the ballot may be dispensed with by general consent and the election held by voice vote.
- d. No candidate may simultaneously run for more than one office.
- e. The Elected Officers and Appointed Officers shall assume their duties on January 1 following their election.
- f. Ballot(s) shall be destroyed at the close of the general meeting.

### **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

**Robert's Rules of Order** newly Revised, shall govern the Club in all instances where they are applicable and in which they are not inconsistent with these bylaws.

### **ARTICLE XIV - AMENDMENTS**

**Section 1.** These Bylaws may be amended by a two-thirds (2/3) vote of the Clubs primary members in good standing in attendance at any general meeting provided that the amendment(s) have been approved by the Club's Bylaws Committee and reviewed by the Club's Board of Directors; and provided that a copy of the proposed amendment(s) have been sent to each primary member in good standing at least thirty (30) days prior to the vote.

### **ARTICLE XV - DISSOLUTION**

**Section 1.** This Club may be dissolved by a two-thirds (2/3) vote at any regular or special meeting of the Club, provided that notice of the dissolution has been submitted in writing at least thirty (30) days prior and has been sent to all members of the Club. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the Club, distribute any remaining assets to the agreed upon charities.

## WRW STANDING RULES 2023

- Section 1.** Annual dues for Regular Members shall be \$50.00, Associate Members \$30.00
- Section 2.** The regular meeting of the club shall be held the first week of each month subject to availability.
- Section 3.** Standing committees may include, but are not limited to Action Alert, Advertising, Americanism, Awards, Budget, Bylaws, Campaign and Precinct, Chaplain, Courtesy, Historian, Hospitality, Legislation, Mailing, Mamie Eisenhower Library Project, Membership Secretary, Newsletter Editor, Nixon Scholarship, Press, Reservations, Roster and Labels.
- Section 4.** Anyone wishing to bring a subject or resolution before the assembly must first present it in writing to the Executive Committee.
- Section 5.** Membership lists are not to be circulated outside the membership Club.
- Section 6.** The Club shall pay the expense of the President or her representative to conventions as provided in the budget. The expenses of the First Vice President and other attendees shall be paid according to a vote of the general membership.
- Section 7.** The Club shall pay the luncheon expenses of any officer or chairman who is requested or required to attend any meeting.
- Section 8.** The Club shall pay the luncheon expenses of the guest speaker, any invited person giving the invocation other than a club member and any other guests approved by the Executive Committee.
- Section 9.** Any elected, or appointed officer, unable to attend a scheduled meeting, must notify the President of that Officer's appointed substitute, prior to the scheduled meeting.