

# REPUBLICAN WOMEN OF WILLIAMSON COUNTY STANDING RULES

## **I. Meetings**

1.1 The General Membership Meetings are held, by tradition, on the fourth Wednesday of each month, except June and July, when the Club is in recess. Meeting dates may be changed at the discretion of the Board of Directors, at the recommendation of the President, based on holidays or speaker schedule limitations.

1.2 There shall be no standing reservations for meetings.

1.3 Reservations for General Membership Meetings must be made by the Sunday preceding the meeting. Cancellations after Sunday evening and "no shows" to the meeting will be billed by the Treasurer. Member privileges are suspended until all meeting fees are paid in full.

1.4 On the day of the General Membership meeting, if Williamson County Schools are closed for inclement weather, the meeting may be cancelled if deemed necessary. If roads are considered safe for travel at the time of the meeting, the meeting may go on as scheduled and "no shows" will be billed at the discretion of the Treasurer in consultation with the President.

1.5 The President may cancel any meeting if she deems that travel or attendance constitute a travel or health hazard, or if a quorum is not expected.

1.6 Board meeting dates are determined by the President in consultation with the Board. Tradition has been that the board meet monthly on the first Monday morning of the month, but this is at the discretion of the officers and the board.

1.7 Meeting Fees- Shall be charged of all those attending at a General Membership Meeting and any associated events irregardless of whether or not the attendee chooses to consume the meal. All those attending any portion of the General Membership gathering shall pay the same full fee.

1.8 Attendees With No Reservations- Members and/or guests attending a General Membership meeting presenting at the door, without reservations, shall pay \$3 , or ten percent greater than the reservation fee, which ever is more. (\$22 event shall be \$25 for those who present without reservation)

1.9 General Membership meeting programs shall be timely, topical and limited in nature to subjects consistent with the mission of the organization. The RWWC, as a political organization, is the sponsor of programs of a timely political nature. Programs with the intent of professional/personal promotion of the speaker shall be discouraged.

1.10 General Membership Meeting keynote speakers running for elected office shall be considered only if equal opportunity to speak can be given to other Republicans running for the same office.

1.11 At General Membership Meetings, all campaign materials must remain in the Lobby area, and not distributed in the meeting room. Candidates may wear buttons or name labels identifying themselves as a candidate.

1.12 No materials may be distributed inside or outside of the General Membership meeting room which have not received approval of the President prior to the meeting day.

1.13 General Membership meeting announcements or promotion of events of other organizations, are discouraged, unless of a relevant political nature consistent with the mission of the RWWC. Any announcements for other organizations are by exception only, granted by the President with agreement of the Board.

1.14 Speakers at General Membership meetings shall be members in good standing of the Republican Party. Exceptions may be made depending on the educational goals of the presentation, subject to approval of the Board.

## **II. Membership**

2.1 To be eligible to vote for officers , an individual must join and the member's dues and fees must be paid in full, no later than 60 days prior to an election.

2.2 Board leadership opportunities shall not be available to those who held previous office in the RWWC and did not surrender all records or did not present reasonable notice of resignation.

2.3 Membership privileges shall be revoked for those failing to pay all service charges or fees within 45 days of billing. Reinstatement can be made by rejoining at full member fees after all outstanding charges are paid.

2.4 Proper decorum, respectfulness and parliamentary procedure shall govern all meetings. Disruptive, disrespectful behavior, including failure to yield to whomever has the floor or the Chair, shall result in one warning and suspension of erring parties membership privileges of voice and vote on the second warning for the duration of that meeting. Differences shall be worked out, outside of meetings, not during.

## **III. Dues and Fees**

3.1 Regular member fees shall be \$35, payable by check or cash. Fees may be changed by vote of the Board based on the needs of the organization.

3.2 Associate member fees shall be \$25, payable by check or cash. Fees may be changed by vote of the Board based on the needs of the organization.

3.3 Member fees may be prorated in the last quarter of the Membership Year to \$15 for Regular Members, without the benefit of TNFRW or NFRW membership. Associate fees will not be prorated.

3.4 Due to ever increasing U.S. Mail costs, the Board may establish a surcharge for members requiring U.S. Mail delivery of newsletters and other mailings in the absence of email service.

#### **IV. Fiscal**

4.1 All RWWC checks in the amount of \$200 or more shall have two signatures. Signatures on file shall include: Treasurer, President, First Vice President and Second Vice President. In all instances the Treasurer shall be one of the two signatures.

4.2 Expenditures/payments over \$250, not previously approved in the budget, shall require a vote of the Board and shall be reported to the membership as a non-budgeted, approved expense and shall be subject to membership approval.

4.3 Any expenditure in excess of \$500 shall be reported to membership during the Treasurer's Report.

4.4 Monthly reporting to the Board shall include both a statement of month's revenue and expenses and a statement of budget performance year-to-date.

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#### **V. Confidentiality**

5.1 At no time may membership directories or data be used for commercial or business solicitation purposes. Member data may not be used for the benefit of any organizations other than the RWWC. **VI.**

#### **Term Limits**

6.1 No member shall serve in the same office or same board capacity for more than two terms.

#### **VII. Conventions**

7.1 The Club may be represented at the Tennessee Federation biennial convention by one delegate and one alternate per ten Regular Members. Delegates and alternates shall be elected by the Club after due notice to membership. Delegates and alternates must have been members for at least 60 days before their election to serve.

7.2 The RWWC may be represented at the National Federation biennial convention by one delegate and one alternate elected by the Club. The delegate and alternate must have been members for at least 60 days before their election to serve. **VIII. Standing Committees**

8.1 AMERICANISM- Promotes respect for the American Flag and our country. Responsible for proper display of the flag at all club functions. Leads the Pledge or arranges for someone to assume the responsibility. Keeps members apprised of events honoring our Flag and our Constitution. Other activities are at the discretion of the Chairperson, subject to approval of the Board.

8.2 AWARDS- Works with the President toward participation in NFRW and TFRW Awards programs and completion of forms. Assists the President with the Club recognition awards, ie. The Ele Awards. See Section IX. Ele Awards.

8.3 CAMPAIGNS- Campaigns committee is the RWWC connection to Republican candidates for office. The Chairman provides information about Republican candidates at all levels for the RWWC and the community. This includes being the source of information on candidates, name of campaign manager, phone contact information, upcoming event schedules, and supplies any available campaign printed materials on candidates at club meetings. Maintains a file on members' skills and talents that can be useful to campaigns. Encourages members to run for office. The chairman should be knowledgeable in all areas of campaigning, telephone banks, direct mail, voter identification, get out the vote, etc. Organizes a system for members to keep track of campaign volunteer hours.

8.4 LEGISLATIVE AND RESEARCH - Reports on legislation affecting members on a local, state or national level and provides follow-up on legislation of interest to the members. Activates members to respond to legislation through NFRW CAP Alert program. Encourages Advocacy Letter Writing Campaigns. Encourages members to express opinions via talk radio, letter to the editor and letters to elected officials, phone calls and emails. Works with the RWWC webmaster or corresponding secretary to send email alerts and updates to members on legislation.

8.5 BYLAWS - The Chairman is responsible for bringing copies of the NFRW, State Federation and RWWC Bylaws to meetings. The Bylaws should be reviewed and

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revised at least once every two year period, subject to the approval of the TNFRW for review and approval, and then vote at the local level. Ensures that all RWWC members have a copy of RWWC Bylaws and Standing Rules. Bylaws Chairman may also fulfill the role of Parliamentarian.

8.6 FUNDRAISING - Coordinates and handles fundraising activities including the Fall Silent Auction.

Develops plans to raise money to supplement operations of the RWWC. Plans all special event

activities not pertaining to regular membership luncheon meetings.

8.7 PUBLIC RELATIONS - Develops rapport with news media. Has the chief responsibility of keeping the public informed on the RWWC's activities and programs with the goal of building a greater understanding and acceptance of the Republican Party as a whole. Distributes news releases on special events, meetings and membership recruitment. Coordinates photographs to document events for RWWC or media use. Develops and keeps updated a scrapbook of events to document the year's activities and accomplishments. Expresses gratitude to reporters and editors who provide coverage on a timely basis. Maintains current list of media with contact information and preferences in stories.

8.8 CHAPLAIN/SUNSHINE - Delivers or selects another individual to deliver inspirational and/or devotional messages appropriate to General Membership meeting themes and Board meetings. Visits hospitalized members when appropriate. Sends cards to those needing encouragement in cases of illness or death in the family. Any voluntary memorials to deceased RWWC members will be directed to Republican causes. Memorial contributions are for RWWC members only and shall be limited to \$25. Beyond the Vote has traditionally be utilized for memorial donations.

8.9 HOSPITALITY - Working with the Program Chairperson, decides the theme for tables at the General Membership meetings. Appoints two hostesses per meeting, more on special occasions. Hostesses responsibilities include decorating tables, distributing materials to members' places at the tables, distributing and collecting Table Registration sheets, which are returned to the Treasurer at the end of the meeting. Selects and obtains, through purchase or donation, two door prize gifts to be raffled at the end of the meeting. Sets tables and room prior to guest arrival. Welcomes guests at arrival and directs them to sign-in table and/or membership table and dining room. Coordinates provision of refreshments at Board meetings.

### **IX. Special Committees**

9.1 CARING FOR AMERICA- Encourages volunteerism outside of politics and private sector initiatives. Caring for America is based on the belief that problems can be solved more effectively through the generosity and combined energy of individuals rather than through government dependency and programs. With approval of the Board, the chairwoman selects a project/projects which benefit the community, Armed Services and/or Senior Citizens. She takes responsibility for achieving the NFRW Caring for America Award.

9.2 LITERACY - Develops program(s) promoting education and literacy. Fosters Republican philosophy and ideas through donations of related books to libraries, schools, hospitals and other institutions. Promote TNFRW and NFRW scholarships and internships to young Republican women. Search out a local teacher with Republican

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values and promote her for TNFRW Teacher of the Year. Encourages RWWC members to read books on Republican themes and issues.

9.3 MEMBER COMMUNICATIONS /TELEPHONE - Takes reservations for luncheons and special events via calls and emails. Develops list of reservations for Meeting Check-In. Calls final count on reservations into the Treasurer on the weekend prior to the meeting/event. Keeps the permanent member Reservation List, and updates monthly with new member information. Alerts Membership and Treasurer of any prospective new members or visitors planning to attend a meeting and advises Chaplain/Sunshine of any members reporting circumstances needing a Sunshine message or call from the Club. Provides communications with members as needed.

9.4 VOTER REGISTRATION - Sets up a minimum of two voter registration drives for RWWC in the Williamson County area.

9.5 WOMEN IN BUSINESS - Works with the first Vice President to promote Republican business women at luncheons/meetings. Highlights members in the Newsletter and develops the list of businesses run by our members for the Membership Directory. Works to involve business owners and employees in the RWWC and Republican causes.

9.6 WOMEN'S HEALTH ISSUES - Educates and motivates members to become health advocates to focus on women's heart health, breast cancer, domestic violence and other issues.

9.7 PROGRAM MUSIC - Obtains and develops a resource list of singers/musicians able to perform the National Anthem or other patriotic music at General Membership meetings. Books singers as needed for monthly meetings. Arranges for audio needs for meetings.

Adopted by the Board, December, 2011 Ratified by General Membership, May 20, 2009