

**SCOTT COUNTY REPUBLICAN WOMEN'S CLUB**  
**CONSITUTION**

**ARTICLE I - NAME**

The name of this organization shall be the Scott County Republican Women, hereinafter, referred to as the Club.

**ARTICLE II — OBJECT**

This Club is founded to promote the principles and ideals of the Republican Party; to collect and distribute reliable information concerning governmental and political affairs; and in general to promote the principles of freedom, equality and justice upon which this government is founded.

**ARTICLE III — MEMBERSHIP**

Membership in this organization shall be open to any woman in Scott County who agrees with the Scott county Republican Women's Constitution and Bylaws and pays dues to the club.

Republican men may be eligible for associate membership in the club upon payment of the required annual dues. Said associate members may attend club meetings without voice or vote; they may not serve on a committee, hold office in the club, not be counted for the purpose of determining the number of delegates in district, regional, state or national meetings or conventions. They do not become members of the Iowa Federation nor the National Federation of Republican Women.

**ARTICLE IV — OFFICERS**

The officers of this Club shall be a President, a Vice-President, a Secretary, a Treasurer and the immediate Past President.

**ARTICLE V — STANDING COMMITTEES**

The standing committees of this organization shall include Campaign, Membership, Public Relations, Finance, Program and Legislation. The President may appoint other committees she deems advisable.

**ARTICLE VI — ADVISORY BOARD AND EXECUTIVE COMMITTEE**

The elected officers and chairman of the standing committees shall constitute an Advisory Board. The elected officers shall constitute an Executive Committee.

## **ARTICLE VII — DUES**

Annual dues, as determined by the board, are payable upon application for membership and thereafter are due on January first of each year.

## **ARTICLE VIII-AMENDMENTS**

### **Section 1 Amendments**

This Constitution may be amended at any regular meeting of the Club by a two-thirds (2/3) vote of the members present and voting, provided the proposed amendment has been presented in writing and read at the preceding regular meeting.

- a) A Quorum for a meeting of the Executive Committee shall be a majority of that group,
- b) Two members of the Club shall sign all amendments to be presented.

## **ARTICLE IX — PARLIAMENTARY AUTHORITY**

Robert's Revised Rules of Order shall be the guide on all points not contained in these by-laws.

**BYLAWS**  
**SCOTT COUNTY REPUBLICAN WOMEN**

**ARTICLE I — NAME**

The name of this organization shall be the Scott County Republican Women , hereinafter, referred to as the Club.

**ARTICLE II — OBJECTIVES**

The objectives of this organization shall be:

- To foster and encourage loyalty to the Republican Party and to promote its ideals.
- To support the objectives and policies of the Iowa Federation of Republican Women and to facilitate cooperation among Republican Women's Clubs of the District.
- To support the objectives and policies of the Republican National Committee, and the State and County Central Committees.
- To collect and distribute reliable information concerning governmental and political affairs.
- To cooperate in the election of Republican nominees.
- To promote the principles of freedom, equality and justice upon which our government is founded.
- To increase the effectiveness of women in the cause of good government.

**ARTICLE III — MEMBERSHIP**

**SECTION 1 - Eligibility**

Membership in this organization shall be open to any woman in Scott County which accepts the above objectives and conforms to the bylaws of the National Federation, Iowa Federation and the Scott County Republican Women's Club.

- a) Dues and service charges must be paid
- b) Republican men may be eligible for associate membership in the club upon payment of the required annual dues. Said associate members may attend club meetings without voice or vote, they may not serve on a committee, hold office in the club, not be counted for the purpose of determining the number of delegates to district, regional, state or national meetings or conventions. They do not become members of the Iowa Federation nor the National Federation of Republican Women.

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

### **SECTION 1 - Elected Officers**

The officers of the Club shall be the President, Vice President, Recording Secretary, Treasurer and Past President all of whom shall be elected for a term of two years at the Biennial Convention.

- a. No person shall be eligible to an elected club office that has not served as a member of the club's Advisory Board or the recommendations of 3 past officers.

### **SECTION 2 - Duties of the President**

- a. The President shall preside at all meetings of the Club and be Chairman of the Executive Committee Board, and the Advisory Board.
- b. She may appoint with the approval of the:
  - (1) Executive Committee,
  - (2) Standing Committees which may consist of Budget, Financial, Achievement Awards, Americanism, Campaign, Caring for America, Legislative, Literacy, Membership, Program, Protocol, Public Relations, Revisions (Bylaws), Newsletter, Telephone, Special Committees may be Credentials, Election, Resolutions, Convention rules.
  - (3) Special Committees and be ex-officio member, without vote of the same committees except the Nominating Committee.
- c. She may appoint with approval of the Executive Committee the Corresponding Secretary, the Parliamentarian, the Historian, the Sergeant-at-arms, and the Chaplain to serve for the Biennium with privileges the same as all other officers.
- d. The Club President shall have the authority to sign checks to pay bills in the absence of the Treasurer. Club checks will not be required to be signed by both the President and Treasurer, only one signature on a check will be required.
- e. To be the liaison officer to act as coordinator between the Scott County Republican Central Committee and the Republican Women.
- f. To issue a call to all of the members for any Conferences and District Biennial Convention at least 25 days prior to said convention.
- g. To certify to the Second District President no later than November 1<sup>st</sup> following the Biennial Convention, the name, addresses, zip codes, email and phone numbers of the incoming president, and elected officers.

### **SECTION 3 — Duties of Vice President**

- (a) The Vice President shall be prepared to serve in the absence of the President and to perform any other duties assigned to her.

#### **SECTION 4 — Duties of the Recording Secretary**

- (a) The Secretary shall keep a permanent written record of all meetings including the proceedings of the Executive Committee, and shall give a written account of the same to all committee members.
- (b) She shall at all times have a copy of the Constitution and Bylaws available.

#### **SECTION 5 - Duties of the Treasurer**

- (a) To receive and deposit all funds belonging to the organization, in a bank approved by the Executive Committee.
- (b) The Treasurer shall receive all dues from the membership
- (c) She shall pay all bills, which have been approved by the Club or Executive Board.
- (d) She shall pay the service fee set by the National and State Federation prior to March 1 of each year.
- (e) She shall file a DR-2 Report with the Iowa Ethic Disclosure Board twice in off year elections and four times in election years.
- (f) She shall send copies of membership list to the following: State Membership Chairman, State Treasurer, Club President, and Club Membership Chairman.
- (g) She shall report regularly to the club and give a complete report at the Biennial Meeting.
- (h) The treasurer shall be a member of the finance committee.
- (i) She shall submit all accounts for audit, at the close of the Biennium to a committee of three (3) appointed by the President, subject to the approval of the Executive Committee. Accounts, checks and bank statements shall be examined and a report given at the February meeting each year.

#### **SECTION 6 - Duties of Appointed Officers**

- (a) The Corresponding Secretary shall be in charge of the mailing list, do correspondence, keep copies of all communications and send out calls for all meetings.
- (b) The Sergeant-at-Arms shall preserve order at all meetings and assume such other duties as directed by the President.
- (c) The Historian shall compile a biennial history of the county and present same with a report to the Biennial Convention. Said biennial history record shall be forwarded to the District Historian.'
- (d) The Chaplain shall serve at all meetings of the Advisory Board and at the Club meetings.
- (e) The Parliamentarian shall serve as Parliamentarian at the Meetings of the Executive Committee, the Advisory Board, all Club meetings and the Club Biennial. She shall counsel on proposed amendments and revisions of the Bylaws of the Club, and on all procedural matters of the Club.
- (f) The editor of the Iowa Republican Women, under the direction of the President, shall be responsible for the compilation, editing and submitting of articles to the Iowa Republican Women about the Club.

## **SECTION 7 - Term of Office**

- (a) The term of office of elected and appointed officers shall be for two (2) years, except the Treasurer and the Parliamentarian. These two officers shall not serve more than one additional two (2) year term.
- (b) Officers shall take office on January 1 following the Biennial Convention.
- (c) Twelve months or more shall be considered a term of office in determining eligibility for re-election or appointment.

## **SECTION 8 - Removal from Office**

- (a) Change of officers shall be allowed during a Biennium if said officer is unable to function in said office as deemed by the Executive Board.

# **ARTICLE V - GOVERNING BODIES**

## **SECTION 1 - Executive Committee**

- (a) The Executive Committee shall consist of the Elected Officers and Immediate Past President of the Scott County Republican Women.
- (b) Duties of the Executive Committee:
  - (1) To approve appointments of the President.
  - (2) To recommend the yearly budget to the Advisory Board
  - (3) To recommend to the Advisory Board, from time to time, as may be deemed necessary, the levy of assessments to be paid by the members. This levy to first be considered and recommended by the finance committee
  - (4) To direct the disbursements of funds of the organization. Any expenditure over \$50.00 shall have approval of the Advisory Board, except if the item is in the approved budget.
  - (5) To select a person or persons to audit the books and accounts of the Treasurer.
  - (6) To meet at request of the President in case of emergency, the committee may be contacted by mail or other means of communication and vote may be taken by such means.
  - (7) To present recommendations to the club's Advisory Board and act only on matters specifically granted in the bylaws.
  - (8) To have jurisdiction over Club Membership applications and the removal from said membership any member not in good standing, and jurisdiction to reinstate members. Acceptance shall be a majority vote of those present and voting, or by a majority vote of mailed ballots received by a given date.

## **SECTION 2 - Advisory Board**

- (a) The Advisory Board of the Scott County Republican Women shall be composed of the Elected Officers, the Appointed Officers, the Immediate Past President, the Chairman of the Standing Committees, Chairwoman of Central Committee, and any State or National officers of the IFRW or NFRW living in Scott County.
  - (1) For such Committees as may have a Vice Chairman, said Vice Chairman may have the same privileges as the Chairman of the Committee at

meetings of the Advisory Board, in the absence of the Committee Chairman.

- (2) No woman shall serve on the Advisory Board unless she is an active member of the Scott County Republican Women, and her dues currently paid.
- (b) Duties of the Advisory Board
  - (1) To be the governing body of the organization, with the responsibilities of the Club as outlined in Article V of these bylaws.
  - (2) To adopt standing rules necessary to carry on the work of the organization.
  - (3) To approve the plan of action as presented by the president and the committee chairman.
  - (4) To approve the biennial budget and approve all gifts and expenditures over \$50.00, except in the items in the approved budget.
  - (5) From time to time, as may be deemed necessary, to levy dues to be paid by club members (Said levy having first been considered and recommended by the finance and executive committee) said assessments should be binding.
  - (6) To fill all vacancies of elective officers, except that of the President.
  - (7) To select the times and place of the Biennial Convention.
  - (8) In event of emergency the Advisory Board may be contacted by mail or other communication and may vote by such means.

## **ARTICLE VI — COMMITTEES**

### **SECTION 1- Standing Committee**

- (a) Standing Committees shall be Budget, Finance, Chaplain, Program, Caring for America, Membership, Public Relations, Campaign Activities, Legislative, Revisions (Bylaws), Achievement Awards, Americanism, Literacy, Resolution and Publicity.

### **SECTION 2 — Finance Committee**

- (a) The Finance Committee shall be composed of the President, Recording Secretary, Treasurer, Finance Chairman, in addition three (3) other members of the Scott County Republican Women to be appointed by the President, who shall also name the Chairman of the Committee.
- (b) The duties of the Finance Committee shall be
  - To prepare a budget, and to be responsible for devising ways and means of fund producing projects for the benefit of the Scott County Republican Women.
  - To consult with other committees having concern with finance for their areas of activities. To be responsible for supervision and administration of the budget.
  - A further duty of the Finance Committee shall be to consider and recommend to the Executive Committee assessments to be paid from time to time, as may be deemed necessary.

- The Chairman of the committee shall issue vouchers to cover bills approved by the President and forward bills and voucher to the Treasurer for payment.
- In addition the Chairman, the number of members on each committee shall be as many as needed for the functioning of the committee.

### **SECTION 3 - SPECIAL COMMITTEES**

- (a) The President may appoint other committees as deemed advisable, with the approval of the Executive Committee

## **ARTICLE VII — MEETINGS**

### **SECTION 1 - Meetings**

The biennial meeting shall be held in September in the odd numbered years. And the official call shall be sent to all members at least (25) days prior to the convention date.

- (i) The voting body of the convention shall include members of the Advisory Board, Club President and all members in good standing.

### **SECTION 2 Regular Club Meetings**

Regular club meetings of the Scott County Republican Women shall be held at least five (5) times each year.

### **SECTION 3 - Special Meetings**

Special meetings of the Club may be held at the call of the President or at the call of three (3) members of the club. No business except that which is sent out with the call shall be transacted at a special meeting.

### **SECTION 4 - Executive Meetings**

The incoming Executive Committee shall meet not later than November 1 following the Biennial Convention, to approve the appointments of the President and for discussion of other pertinent matters.

- (i) The Executive Committee shall meet on call of the President and may meet preceding each Advisory Board meeting.
- (2) In the event of emergency, the committee may be contacted by mail or other means of communications and a vote may be taken by such means.

### **SECTION 5 - Advisory Board Meetings**

The Advisory Board shall meet on call of the President.

### **SECTION 6 - Meeting Notices**

A call for all meetings other than that of the Biennial Convention, and regularly scheduled monthly meetings (which are published in the yearly program booklet) shall be sent not less than two (2) weeks prior to said meeting



## **ARTICLE VIII — QUORUMS**

### **SECTION 1 - Executive Committee**

A quorum for the Executive Committee meetings shall be a majority of its members.

### **SECTION 2 - Advisory Board**

A quorum for the Advisory Board meetings shall be a majority of members, provided two are elected officers.

### **SECTION 3 - Biennial Convention**

A quorum for conventions shall be a majority of members registered.

## **ARTICLE IX - NOMINATIONS AND ELECTIONS**

### **SECTION 1 - Elections**

Election of officers shall be held at the earliest possible date in September. Names, Addresses, Zip Codes, email and Telephone Numbers of Officers so elected shall be forwarded immediately to the District President. The Officers of this organization shall be elected by ballot at the Biennial Convention. A majority vote shall constitute an election. Where there is but one candidate for an office, election may be by voice.

- (a) In April of the odd years the Advisory Board shall appoint a nominating committee of three (3) persons.
- (b) The Nominating Committee shall select at least one nominee for each office and not more than two. Names of said nominees in a report shall be sent to all members of the Advisory Board and to the Club President, with the call to the Biennial Convention. All nominees shall be members in good standing of the Scott County Republican Women and in accord with its bylaws and with policies of the Scott County Republican Women and of the Republican Party.
- (c) No persons shall be nominated to an elective county office who have not served as a member of the Advisory Board, and who has not given consent to serve if elected.
- (d) After the committee has presented the ticket, further nominations may be made from the floor.
- (e) If there is but one candidate for each office to be filled, said candidates may be declared elected to serve by a motion from the floor to that effect.

### **SECTION 2 - Term of Office**

The term of office shall be two (2) years.

### **SECTION 3 - Election Committee**

The nominating committee shall also serve as the election committee and shall provide election material and act as tellers for the election.

## **ARTICLE X — CLUB DUES**

## SECTION 1 - Dues and Assessments

- (a) Annual dues, as determined by the Advisory Board, are payable upon application for membership to the Club's Treasurer and thereafter are due on January first of each year.
- (b) Annual per capita dues to the Iowa Federation, which include National Federation dues, shall be paid in amounts set and at such times as recommended by the State Advisory Board and voted on by the membership. These per capita dues with a list of member shall be forwarded by the Club Treasurer to the State Treasurer within 30 days after receipt from the club member.
- (c) The Club shall be delinquent as an organization on April 1 of each year, if dues have not been paid to the District Treasurer.
- (d) No Club shall be in good standing or have representation at the Biennial Convention of its District, or at the Biennial Conventions of the Iowa Federation and of the National Federation, unless State and District and National dues have been paid.

## ARTICLE XI — AMENDMENTS

These bylaws may be amended at any regular meeting of the club by two-thirds (2/3) of the members present, provided the proposed amendment was presented in writing and read at the preceding regular meeting.

## ARTICLE XII — FISCAL YEAR

The fiscal year of the Scott County Republican Women shall be from January 1 to December 31 of each year.

Robert's Rules of order newly revised, latest edition, shall govern all matters of procedure not covered by these bylaws.

## SIGNATURES

Jodi Hargland 3/9/2020      Linda Shenda 3/9/2020  
President      Treasurer

[Signature] 3/9/2020      Michelle Crawford 3/9/2020  
Vice President      Immediate Past President

Joyce Taylor 3/9/2020      \_\_\_\_\_  
Secretary      Date Revised