

These Bylaws are hereby Adopted by

Republican Women of Butler County

Revised June 14, 2010

Article I. Name

The name of this organization shall be Republican Women of Butler County hereinafter called the "Council". It is affiliated with the Pennsylvania Federation of Republican Women and the National Federation of Republican Women.

Article II. Object

The object of this council shall be:

Section 2.01

To act as a clearinghouse for Republican women's activities and to provide a center for political education, legislative information, and political activity.

Section 2.02

To increase the number of women registered in the Republican Party and to unite their efforts along party lines.

Section 2.03

To secure equal representation for women on state and county committees within the Party throughout the state.

Section 2.04

To encourage qualified Republican women to run for public office and support their candidacies.

Section 2.05

To support and work for the election of all Republican candidates.

Article III. Membership

Section 3.01

All registered Republican women voters shall be eligible to membership.

Section 3.02

There shall be two classes of membership:

(a) Membership-at-Large

Individual registered Republican women may join, but are ineligible to vote in Officer elections.

(b) Active Members

Members eligible to vote in Officer elections by maintaining 51% participation in meetings, planning, or events.

Article IV. Officers and Directors

Section 4.01

The Officers of this Council shall be a President, Vice-President, Secretary, Membership Chair, Events Chair and Fundraising Chair.

Section 4.02

All Officers of the Board shall serve a term of two years, with a term limit of one consecutive term in each office. Elections will take place in even years at the January meeting.

Section 4.03

The Officers of this Council shall constitute an Executive Committee to come together on call by the President or by any three members of the Committee, for the consideration of special matters in the interim between regular meetings of the Council's Executive Board.

Section 4.04

The elected Council Officers and standing Committee Chairs shall meet at least four times a year. Special meetings of the Board may be called by the President or by a majority of the Board members.

Section 4.05

An Advisory committee will be established consisting of past Officers currently in good standing as members of the Council. They will have honorary positions on the Executive Board of Directors with all Board privileges, including voting, as long as they remain paid members in good standing.

Article V. Duties and Responsibility of Officers

Section 5.01 President

It shall be the duty of the President to preside at all meetings of the Council and the Executive Board. She shall:

- Appoint all standing and special committee chairs and shall be ex-officio member of all committees except the Nominating Committee.

- Establish and maintain rapport and active network with all elected officials (local, county, state, and federal). Communicate politicians' positions and campaign needs, coordinate meetings and guest speaker visits, etc.
- Facilitate meetings and act as a project manager for all functions; includes coordinating meeting places, agenda, etc.
- Coordinate efforts of Events, Membership, and Fundraising Chairs to ensure all event tasks are completed.

Section 5.02 Vice-President

It shall be the duty of the Vice-President to perform the duties of the President in her absence and shall act in an advisory capacity in all functions outlined above in joint fashion to assist the President.

Section 5.03 Secretary

It shall be the duty of the Secretary to keep a record of all meetings of the Council and the Executive Board and send out correspondence as the Council or Executive Board may direct.

- Record and distribute meeting minutes to all members.
- Announce meetings and events to members and regular participants as provided by the Membership Chair.
- Publish advertisements, update websites, and other notices as needed.
- Send thank you cards to event guest speakers, contributors, etc.

Section 5.04 Treasurer

It shall be the duty of the Treasurer to collect and receive all money due Council and shall deposit same in a depository approved by the Executive Board. The Treasurer shall disburse the funds only upon the order of the Council, of the Executive Board, or of the President.

- Maintain fiscal records including budget, membership dues, bank records, receipts, etc.
- Compile and maintain project cost/benefit analysis.
- Maintain supply checklists of event items stored for future use.
- Develop price points for events.

Section 5.05 Standing Committee Chairs

There shall be the following Standing Committees: Events, Membership, and Fundraising.

(a) Events Chair

- Coordinate major events (not quarterly meetings) including Political, Fundraising, and Civic Events.
- Duties include: General Planning, Location, Catering, Coordination of event volunteers to work events, and participate in the planning of events and civic activities; including publicity (coordinated through Secretary), Host committee (coordinated through Membership Chair), Tickets (coordinated through Treasurer and Secretary).

(b) Membership Chair

- Recruit and maintain members
- Duties include: Take roll call at all regular meetings; Registration of committee volunteers at all forums and events; Compile, organize, and maintain prospective and active member lists of RWBC; Develop and maintain men's auxiliary list; Develop and maintain corporate sponsor list; Develop and maintain political sponsor list.
- Voter registration; use all opportunities to register voters.

(c) Fundraising Chair

- Coordinate annual and ongoing fundraising campaigns such as Door Prizes, Drawings and Raffles at events.
- Program ad sales at all major events.

NOTE: All Executive Members will work together to coordinate all events and will act as team leaders for members who are assisting in the coordination of events and activities. The duties and responsibilities outlined above are not the sole responsibility of the Executive Board to complete; they are simply the responsibilities to coordinate duties with member volunteers.

Article VI. Executive Board

Section 6.01

The elected Council Officers, the Standing Committee Chairs, and the Advisory Committee shall constitute the Executive Board of Directors.

Section 6.02

Regular meetings of the Executive Board shall be held at least four times per year, the place and date to be fixed by the President. Special meetings may be called by the President or upon written request of five members of the Board.

Section 6.03

The Executive board shall have all power and authority over the affairs of the Council and shall fill all vacancies in elective offices.

Article VII. Nominations and Elections

Section 7.01

The Executive Board shall appoint a Nominating Committee of six Active members, one of whom will serve as Chair. At least one, and not more than two, shall be chosen from the Executive Board. The Nominating Committee shall nominate at least one candidate for each office to be filled at the next election.

Section 7.02

Officers shall be elected at the Council's Annual meeting in January in even years. Elections will be done by secret ballot. Only Active members whose dues are paid and Participation is 51% or above are eligible to vote. Those elected shall take office at the close of the meeting.

Article VIII. Meetings

Section 8.01

Regular meetings of the Council shall be held at least one time per month. The time of the meeting may be changed by two-thirds vote of the members present at the previous meeting. In an emergency, the Executive Committee, by a two-thirds vote, may change the day of the meeting.

Section 8.02

A Special meeting of the Council may be called by the President or by any five members, provided all members are notified in writing of time, place, and purpose of such meeting.

Section 8.03

The Annual meeting shall be held in January.

Section 8.04

At least nine monthly meetings will be held per year, including the Annual meeting. One meeting per quarter shall be a closed, members only meeting, and will be held at the discretion of the Officers.

Article IX. Dues

Section 9.01

Annual dues shall be \$10 above the current combined dues of the PA and Nat'l Federation Councils.

Section 9.02

The Council will retain \$10 of the annual dues per member. The Council will contribute the current annual dues per member to each of the State and National Councils.

Section 9.03

State and National dues shall be paid to the Treasurer of the PA Council on or before March 30th of each year; as appropriated in Section 2 above.

Section 9.04

The Council shall pay to the PA Council for its National Federation membership the annual service charge fee, currently \$15, and the current dues owed per member; as appropriated in Section 2 above.

Article X. Fiscal Year

In accordance with the National and PA federation Bylaws, the fiscal year of the council shall be January 1st to December 31st.

Article XI. Publicity

No publicity shall go out in the name of this Council without the authority of the Executive Board.

Article XII. Parliamentary Authority

“Robert’s Rules of Order, Newly Revised” shall govern this council in all cases to which they are applicable and in which are not inconsistent with these Bylaws or the Bylaws of the Pa Federation of Republican Women.

Article XIII. Amendments

These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the members present and voting, provided the amendment has been read at a previous regular meeting of the Council.

These Bylaws were approved by the executive board and the General Council on June 14, 2010.