



**THE ACTIVE REPUBLICAN WOMEN'S CLUB OF LAS VEGAS  
BYLAWS**

*Adopted November 7, 1970  
Amended August 16, 2018*

**ARTICLE I — NAME**

The name of this organization shall be the  
ACTIVE Republican Women's Club of Las Vegas

**ARTICLE II — OBJECTIVES**

- SECTION 1. To promote an informed electorate through political education.
- SECTION 2. To increase the effectiveness of women in the cause of good government through active political participation.
- SECTION 3. To facilitate cooperation among Republican Women's Clubs.
- SECTION 4. To foster loyalty to the Republican Party and to promote its ideals.
- SECTION 5. To support the objectives and policies of the State and National Federation of Republican Women. Volunteer for Republican candidates in all elections, including non-partisan elections.

**ARTICLE III — MEMBERSHIP**

- SECTION 1. Any registered Republican woman shall be eligible for membership in this Club upon payment of the regular annual dues.
- SECTION 2. Associate members must be a Republican who wishes to support the Club and its activities financially by paying dues designated for Associate Members. Associate Members may attend meetings but may not vote or hold office.
- SECTION 3. The governor's wife, if she is a Republican, is an automatic honorary member of the Club with the same privileges as an Associate Member.
- SECTION 4. To be an elected officer in this club, a candidate must have been a member in good standing in the year previous to the election. Only members may vote in the annual elections.

SECTION 5. This Club shall be a member of the Nevada Federation of Republican Women and of the National Federation of Republican Women.

#### **ARTICLE IV — DUES**

SECTION 1 Dues are payable beginning October 1<sup>st</sup> of the previous year, which begins the 1<sup>st</sup> quarter. All elected officers must join during the 1<sup>st</sup> quarter, any member who has not paid dues by the March membership meeting shall be delinquent.  
Non-payment of dues by April 1 will constitute loss of membership privileges.

SECTION 2. The Club shall be responsible for the dues payable to the Nevada Federation of Republican Women and to the National Federation of Republican Women.  
Dues are not refundable.

SECTION 3. This Club shall also pay the annual fee as required by the National Federation of Republican Women.

SECTION 4. The fiscal year of the Club shall be from January 1 through December 31.

#### **ARTICLE V — MEETINGS**

SECTION 1. Regular membership meetings shall be held monthly.

SECTION 2. Special meetings may be held at the call of the president or upon the signed request of ten (10) members. The purpose of the meeting is to be stated in the call and no other business shall be transacted.

SECTION 3. Regular meetings of the Board of Directors may be called by the president, or upon the written request of a majority of the members of the board. The purpose of the meeting is to be stated in the call and no other business will be transacted.

SECTION 4. QUORUMS:

A. Ten percent (10%) of the total club membership present at any membership meeting, shall constitute a quorum for the transaction of business.

B. Three (3) members from the elected officers and five (5) from the committee chairmen shall constitute a quorum for the transaction of business.

#### **ARTICLE VI — OFFICERS**

SECTION 1. The elected officers of the Club shall be President, First Vice President, Second Vice President, Recording Secretary and Treasurer.

SECTION 2. All elected offices may be co-positions.

SECTION 3. The term of office shall be for two (2) years.

SECTION 4. An elected officer may serve for no more than two (2) consecutive terms in the same office.

SECTION 5. DUTIES OF THE PRESIDENT:

The president shall:

- A. Preside at all the regular and special meetings, Board of Director's meeting and social affairs of the Club.
- B. Have general supervision of all activities of the Club.
- C. Be an ex-officio member of all committees except the Nominating Committee.
- D. See that all officers and committee chairmen are faithful in performing their duties.
- E. Co-sign checks with treasurer or recording secretary.
- F. Appoint, with the approval of the Board of Directors, the chairmen of all committees, the Correspondence Secretary and Parliamentarian, with the exception of the Nominating Committee Chair.
- G. Be the Club's representative to the state board meetings and present any reports due. Appoint an elected officer to serve if absent.
- H. Be a delegate or appoint a representative to the state biennial conventions.

SECTION 6. DUTIES OF THE FIRST VICE PRESIDENT:

The first vice president shall:

- A. Perform the duties of the president in the absence of the president or the inability of the president to serve.
- B. Be chairman of the program committee and be responsible for all programs during the term including meeting locations, menus and other related duties.
- C. Perform such other duties as assigned by the president.

**SECTION 7. DUTIES OF THE SECOND VICE PRESIDENT:**

The second vice president shall:

- A. Perform the duties of the first vice president in the absence of the president and first vice president, with the exception of co-signing disbursement checks.
- B. Be chairman of the membership committee. Verify the Republican status of each member application and send membership renewal notices.
- C. Keep a current club membership list.
- D. Perform such other duties as assigned by the president.

**SECTION 8. DUTIES OF THE RECORDING SECRETARY:**

The recording secretary shall:

- A. Keep a proper record and permanent record of all business meetings of the Club and Board of Directors.
- B. Have available and/or read the minutes at the membership meetings.
- C. Give the president copies of all minutes before the next meeting.
- D. Upon the proper authorization co-sign the checks with the president in the absence of the treasurer, or with the treasurer in the absence of the president.
- E. Conduct all correspondence of the Club except otherwise provided.

**SECTION 9. DUTIES OF THE TREASURER:**

The treasurer shall:

- A. Receive and be custodian of all funds of the Club and deposit them in a bank approved by the Board of Directors.
- B. Co-sign checks with the president or recording secretary.
- C. Keep a record of all monies disbursed up-to-date at all times.
- D. Prepare a monthly report in triplicate, keep one in the treasurer's files and one for the president, and another for the recording secretary.

- E. Give an itemized report of all receipts and disbursements at each membership meeting and/or the Board of Directors' Meeting.
- F. Sign all membership cards.
- G. Be a member of any committee raising or disbursing funds.
- H. Submit the books for audit at the close of the term or at any other time when requested by the Board of Directors.

**SECTION 10. DUTIES OF THE BOARD OF DIRECTORS:**

- A. The Board of Directors shall consist of the elected officers, the appointed officers, the standing committee chairmen, and the immediate past president, who has completed her term. The immediate past president should attend for one year, following her term, for mentoring and continuity.
- B. The board shall have the authority to transact any necessary business between regular membership meetings. If necessary, the President may call for an 'Electronic Vote'. The vote may be made by e-mail, phone, mail or fax.
- C. The board shall make recommendations to the Club as to the activities of the Club.

**ARTICLE VII — NOMINATIONS AND ELECTIONS**

**SECTION 1.**

- A. In even numbered years at the Board of Directors' meeting preceding the June meeting, the board shall elect two (2) of its members to the Nominating Committee. At the June membership meeting the members shall elect three (3) non-board members to the Nominating Committee.
- B. The Nominating Committee shall elect its own chairman. The Chairman may represent ARW on the NvFRW nominating committee.
- C. The report of the Nominating Committee shall be presented at the membership meeting in October.
- D. No member shall be nominated or elected without her consent.
- E. At the November membership meeting nominations may be accepted from the membership. No member may run simultaneously for more than one office.

**SECTION 2.**

- A. Elections shall be held at the November membership meeting.
- B. Elections shall be by ballot if there is more than one candidate for an office. A majority of those present shall constitute a quorum for an election.
- C. When there is but one candidate for any office the ballot may be dispensed with a voice vote taken.
- D. There shall be no voting by proxy.
- E. Election of officers shall be conducted under order of new business during the membership meeting in November and installation of officers shall be held at the December membership meeting. To allow for a smooth transition, outgoing and incoming boards will meet jointly at the board meeting after the November membership meeting.
- F. The Club shall be entitled to one (1) delegate and one (1) alternate at the National Biennial Conventions. They shall be elected no later than fifty (50) days prior to the biennial convention.
- G. The Club shall elect a member and a first and second alternate to the State Nominating Committee no later than fifty (50) days prior to the Biennial Convention and shall send the names and addresses to the nominating chairman and the state president.
- H. Vacancies occurring among the alternates shall be filled by the president.
- I. One (1) delegate and one (1) alternate for each ten (10) members shall be elected to the State Biennial Convention.

## **ARTICLE VIII — VACANCIES IN ELECTIVE OFFICES**

### **SECTION 1.**

- A. A vacancy in an elected office, with the exception of the president, shall be filled by the board of directors at the meeting following the vacancy.
- B. Officers shall attend board meetings and other meetings as required. Three unexcused consecutive absences from required meetings may constitute a vacancy in the office.

## **ARTICLE IX — COMMITTEES**

SECTION 1.

- A. All committee chairmen shall be appointed by the president, with the approval of the Board of Directors.
- B. The standing committees of the Club shall include: Americanism, Budget and Finance, Bylaws, Campaign Activities, Club Bulletin, Public Relations, Hospitality, Legislative and Fundraising.

SECTION 2. DUTIES OF THE STANDING COMMITTEES:

The duties of the standing committees shall be prescribed by the board and shall follow those outlined by State and National Federation of Republican Women.

SECTION 3. SPECIAL COMMITTEES

- A. Special committees shall include Nominating and Auditing Committees, and others as they are needed.
- B. Nominating Committee — (see Article VII, Section 1-A)
- C. The Auditing Committee shall consist of three (3) members, appointed by the President at the November membership meeting at the end of her term. The first named shall be chairman.
- D. The books shall be audited without delay, certified by all members of the committee and returned in time for use at the next meeting.
- E. An Auditing Committee shall be appointed at any time deemed advisable by the Executive Committee. The books shall be audited before a new treasurer assumes office.

**ARTICLE X — POLICIES**

SECTION 1.

- A. Only registered Republicans shall be permitted to speak at any political program of the Club.
- B. No material, including petitions shall be distributed at Club meetings or events without the approval of the president. Unit Club decisions shall conform with State and National directives.

- C. Neither a Club president nor a member shall commit the Club to any action without the consent of the Club subject to prior recommendation of the board.
- D. Resolutions shall be approved by the board before presentation to the general membership.
- E. Any member who advocated splitting the party ticket or supporting an opposition candidate shall be suspended from membership in the Active Republican Women's Club of Las Vegas.

#### **ARTICLE XI — PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised, shall govern all proceedings not set forth in these bylaws, NvFRW or NFRW bylaws.

#### **ARTICLE XII — AMENDMENTS**

These bylaws may be amended at any regular membership meeting by a two-thirds vote of those present, provided that the proposed amendment(s) have been made available to each member in writing and have been read at the previous meeting.

#### **ARTICLE XIII — DISSOLUTION CLAUSE**

In the event of the dissolution of this organization, all of its assets remaining after payment of costs and expenses of such dissolution shall be distributed to the Nevada Federation of Republican Women. None of these assets will be distributed to any member or officer of this organization (ARW).

#### **STANDING RULES**



SECTION 1. CHAIRMAN OF FUNDRAISING PROJECTS

Immediately following the completion of any fundraising project, the chairman of that project shall turn over to the treasurer all monies received and a written report.

SECTION 2. RECORDS

Immediately following an election all outgoing officers and committee chairmen shall transfer to their successors all records and materials pertaining to their office.

SECTION 3. PRESIDENT'S TRAVEL

If funds are available, the president shall be given travel expenses plus a reasonable sum to cover registration fees, convention functions and housing to State and National Conventions and State Board Meetings of the Federation of Republican Women. She may also be allowed \$200 to purchase boutique items at the National Convention.

SECTION 4. ENDORSEMENTS

A. A member, with the exception of the president, may work for a Republican candidate of her choice in a contested Primary Election. The name of the Club shall not be used in connection with her name in an endorsement.

SECTION 5. MISCELLANEOUS

A. Members are expected to promote Republican candidates with constructive remarks and to remember that derogatory statements about any Republican office holder or candidate tends to weaken the Party.

B. The Club membership list shall NEVER be given to any other organization or non-member, including printers or publishers of the Club's bulletin.

C. Membership dues shall be thirty dollars (\$30) per year and Associate dues shall be fifteen dollars (\$15).

Amended March 21, 2016  
Amended October 13, 2013