

BYLAWS OF THE Harford County Republican Women

ARTICLE I – NAME

The name of this club shall be Harford County Republican Women, hereinafter referred to as “Club”. This Club is affiliated with Maryland Federation of Republican Women (MFRW) and with the National Federation of Republican Women (NFRW).

ARTICLE II – OBJECTIVES

The Objectives of this Club shall be to:

- A. Increase the effectiveness of women in the cause of good government.
- B. Disseminate information to all members.
- C. Inform the public, and our members, through political education and activity
- D. Foster loyalty to the Republican party at all levels of government.
- E. Promote the principles of the Republican party.
- F. Work for Republican candidates in all elections, including non-partisan elections.
- G. Unite Republican women in to an effective and active part of the Republican Party.
- H. Support the objectives and policies of the MFRW and the NFRW.
- I. Perform any lawful activity not inconsistent with the foregoing.

ARTICLE III – POLICIES

Section 1. ENDORSEMENT POLICY

The Club as a whole and its President and Campaign Activities Chair shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the Club or Federation.

An officer of the organization 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 organization or by utilizing the logo or stationery of the NFRW, the MFRW or the Club.

Section 2. SPLIT TICKET. Neither the Club nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the NFRW or State Federation policies and bylaws.

Section 3. OTHER ORGANIZATIONS. The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the MFRW, the NFRW and the Republican National Committee.

ARTICLE IV – MEMBERSHIP

Section 1. PRIMARY MEMBERSHIP

- A. Any registered Republican woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization shall be eligible for membership. Harford County Republican Women’s Club membership includes membership in the MFRW and the NFRW.
- B. Membership shall be extended to registered Republican Women who are residents of the State of Maryland.
- C. A member in good standing is one whose current dues are paid to the HCRW and who support Article II of these bylaws and all HCRW and MFRW policies. The dues amount for primary members will be stated in the Club's standing rules and amended as required.
- D. No Club member or officer shall utilize or share club member contact information without the approval of the Executive Committee.

Section 2. ASSOCIATE MEMBERSHIP

- A. Any registered Republican woman who is a primary member of another Federated Women’s club who supports the objectives and policies of this club shall be eligible to become an associate member upon payment of required annual dues. The dues amount for associate members shall be stated in the Club's standing rules and amended as required.
- B. Associate members cannot hold office, vote, or be counted in determining the number of delegates to NFRW or the MFRW meetings or conventions.
- C. Republican men may be associate members but cannot make motions, hold office, have a voice, vote, or be counted in determining the number of primary members. They may be members of a committee.
- D. Associate dues remain with the club. Associate members are not reported to the State Federation or NFRW.

Section 3. HONORARY MEMBERSHIP

An honorary member may be chosen by the general membership to reward outstanding accomplishments and/or service to the Republican Party. An honorary member is not required to pay dues.

Section 4. REMOVAL FROM MEMBERSHIP. 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, after the individual has received written notice of the reason(s) in writing and the action to be taken, and efforts have been exhausted to repair the infringement:

- A. Advocating for an opposition party candidate;
- B. Supporting an opposition party ticket; or
- C. Failure to uphold the policies, objectives and bylaws of this Club or of the MFRW, or any act or omission intended to cause or having the effect of causing damage to the Club or its reputation or financial stability.
- D. Written notification must be given to the individual at least 30 days prior to the removal consideration date.
- E. If the action is approved, removal will be effective immediately but may be appealed at the next Board of Director's meeting.
- F. The HCRW shall be entitled to recover from such member, officer, or appointee its legal fees and other costs and expenses relating to any such litigation or proceeding if the HCRW shall substantially prevail therein.

ARTICLE V – DUES

Section 1. FISCAL YEAR. The fiscal year shall be from January 1 through December 31.

Section 2. MEMBERSHIP DUES. Membership dues shall be payable no later than December 31 and shall be delinquent March 1. Dues collected in November and December may be applied to the following year's membership.

Section 3. SERVICE CHARGES. The Club shall pay MFRW dues and NFRW per capita dues, and the annual service charges on behalf of its members, with the first payment of the year to be made no later than December 31 of each year.

Section 4. Dues for membership shall be determined by the members and be in keeping with the requirements of the State and National Federation. Changes can be voted on at a regular meeting of the Club, provided a Thirty (30) Day Notice has been given to all members in good standing and a quorum is present.

Section 5. Any member whose dues have not been paid by 1 March shall not be entitled to vote at any further meeting of the club until dues have been paid.

ARTICLE VI – ELECTED OFFICERS AND DUTIES

Section 1. ELECTED OFFICERS. The elected officers of this club shall be a President, a Treasurer, Vice President, Recording Secretary, and Corresponding Secretary.

Section 2. ELIGIBILITY. Each elected officer shall be a primary member in good standing of the club and must reside in Harford County.

Section 3. VACANCY. A vacancy in the office of President shall be filled by the 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 4. REMOVAL FROM OFFICE. Members of the Executive Committee may be removed by two-thirds (2/3) vote of the membership for any of the following reasons after investigation by the Executive Committee, after the individual has received written notice of the reason(s) in writing and the action to be taken, and efforts have been exhausted to repair the infringement:

- A. Failure to attend three (3) consecutive meetings during the calendar year, without a legitimate reason;
- B. Non-payment of dues;
- C. Advocating for an opposition party candidate;
- D. Supporting an opposition party ticket; or
- E. Failure to uphold the policies, objectives and bylaws of this Club or of the MFRW, or any act or omission intended to cause or having the effect of causing damage to the Club or its reputation or financial stability.
- F. Written notification must be given to the individual at least 30 days prior to the removal consideration date.
- G. If the action is approved, removal will be effective immediately but may be appealed at the next Board of Director's meeting.
- H. The HCRW shall be entitled to recover from such member, officer, or appointee its legal fees and other costs and expenses relating to any such litigation or proceeding if the HCRW shall substantially prevail therein.

Section 5. ELECTION. The officers shall be elected at the November meeting and shall serve term of two years, or until their successors are elected.

Section 6. TERM OF OFFICE. Officers shall hold office for one (1) two (2) year term. The President may not serve in the same office for more than two (2) consecutive terms.

Section 6. DUTES OF THE OFFICERS.

- A. The President shall:

1. Call and preside over all meetings of the Club and the Executive Committee and general membership;
2. Represent the organization at all times or designate someone as representative/proxy in her absence or inability to do so;
3. Make Committee appointments as necessary to conduct the business of the club, except the Nominating Committee, subject to the approval of the Executive Committee;
4. Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation and approval by the Executive Committee;
5. Submit an annual budget for approval by the membership;
6. Be an ex-officio member of all committees except the Financial Review and Nominating Committees;
7. Sign checks as President or Treasurer.
8. Represent the Club in all local and state Republican Party activities or arrange for a proxy.
9. Appoint the Financial Review Committee in November, with the exception of a change of treasurer at which time a complete review will be done;
10. Accept resignation by written letter or e-mail of any member wanting to resign from a position, chairmanship, or the Club; and
11. Call meetings of the Executive Committee; or upon the request of three members of the Executive Committee and/or five members of the Board of Directors.
12. Prepare award documentation for MFRW and NFRW according to required procedures.

B. The Vice President shall:

1. Perform the duties of the President in her absence, including obligations to local and state events and conventions.
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 or the Club; and
4. Act as Program Chair.

C. The Recording Secretary shall:

1. Keep the minutes of all meetings of the Club and Executive Committee;
2. Keep a current inventory of Club property;
3. Prepare Club correspondence in coordination with President;
4. Perform such other duties as may be assigned by the President, the Executive Committee or the Club; and
5. Maintain all Club records.

6. Prepare and submit articles for publication to local newspapers, MFRW Trumpeter and NFRW website as approved by President unless Public Relations Chair is appointed.
7. Write necessary correspondence as requested by Club President and/or Executive Board.

D. 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 or the Club.

E. The Treasurer shall:

1. Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee;
2. Sign checks as Treasurer or on behalf of the President;
3. Disburse funds as directed by the President, Executive Committee or the membership with disbursements requiring prior vote and approval.
4. Bring written financial reports to regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to MFRW with copies of reports to the President.
6. Pay all bills authorized by the board of directors and provide Treasurer Reports at board and general meetings. These reports shall be submitted for review
7. Submit the financial records to the Financial Review committee for an annual review to be completed by the first meeting of the fiscal year;
8. Perform other duties as assigned by the President, the Executive Committee or the Club; and
9. Comply with all state elections and reporting requirements.

Section 7. 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 or the Executive Committee.

ARTICLE VII – APPOINTED OFFICERS

Section 1. APPOINTED OFFICERS. The President may appoint, as necessary and with the approval of the Executive Committee, a Parliamentarian.

Section 2. DUTIES OF APPOINTED OFFICERS.

A. The Parliamentarian shall:

1. Serve as counsel and give advice on parliamentary procedure;
2. Be familiar with the bylaws and standing rules of the Club; and
3. Be entitled to the membership privilege of a ballot vote if a full Club member.

ARTICLE VIII – MEETINGS

Section 1. REGULAR MEETINGS. A minimum of five (5) regular meetings shall be held during the Club year. Business meetings shall be held once a month except during the month of July. These meetings shall be held as decided by the Executive Committee. At least fourteen (14) days' notice shall be given to all members for regular meetings. Notification by announcement at the previous regular meeting or recorded on agenda is acceptable.

Section 2. A quorum at Club meetings shall be 20% of primary members..

Section 2. SPECIAL MEETINGS. Special meetings may be called by the President upon the request of five members of the Executive Committee or by 20% of the members of the Club. The purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least a five-day notice shall be given to all members for any special meeting.

Section 3. ANNUAL MEETING. The November meeting will be designated as the Annual Meeting.

Section 4. VOTING. A vote of the Club or Executive Committee may be conducted by mail, telephone, fax, email, or other approved electronic means 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 5. NOTICE. All members shall be notified of the time and place of all meetings. Notification may be mailed or sent electronically by newsletter, post card, telephone call website, and/ or e-mail, provided every member is notified

Section 6. It shall be acceptable to hold any regular or special meeting by conference call, in person or by approved electronic means.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1. COMPOSITION. The Executive Committee of this club shall consist of:

- A. The elected officers;
- B. The Immediate Past President;
- C. The Standing Committee Chairs;
- D. The Parliamentarian; and
- E. The Special Committee Chairmen.

Section 2. DUTIES. The Executive Committee shall transact necessary business between regular meetings of the Club, approve committee appointments made by the President, and perform other duties as assigned by the Club.

Section 3. MEETINGS. The Executive Committee shall meet as decided by the President or the Committee. Special meetings may be called by the President or upon the request of a majority of the Committee. At least a seven (7) day notice shall be given for meetings. Notice may be mailed or sent electronically.

Section 4. It shall be acceptable to hold any regular or special Executive Committee meeting by conference call, in person or by approved electronic means.

Section 5. QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE X – COMMITTEES

Section 1. STANDING COMMITTEES

- A. The standing committee chairmen of this club shall be appointed by the President, and approved by the Executive Committee, to include: Bylaws, Communications, Fundraising, Legislative, Membership, Political Activities and Program.
- B. Officers may be appointed to chair standing committees, and no other standing committee chairmen may be named without an amendment of these bylaws.
- C. Standing committee chairmen shall be appointed for the same term as the President and shall be voting members of the Executive Committee.
- D. Duties of Standing Committees
 - 1. Legislative
 - i. Shall implement legislative concerns important to the Club; and
 - ii. Shall inform the Club and Executive Committee of any legislation affecting the interests of NFRW and MFRW.
 - 2. Bylaws
 - i. Conduct a biennial review of the Club bylaws;

- ii. Request and receive proposed amendments to the bylaws, submit them to the Executive Committee for action, or initiate changes requested by the Club;
 - iii. General membership shall have final vote of amendments; and
 - iv. Furnish MFRW Bylaws Committee with a complete set of Club bylaws for review and approval. Any subsequent revision of bylaws shall be sent to the MFRW Bylaws Committee for approval.
3. Political Activities
- i. Shall coordinate all activities of the Club's political activities program and be responsible for the collection and reporting of political activity hours to the President. The President is required to take the role of Political Activities Chair if needed.
4. Fundraising
- i. Shall prepare and implement a plan for raising funds in order to meet the Club's budget; and
 - ii. Shall notify the treasurer of all fundraising committee meetings to allow her the opportunity to attend.
5. Membership (Assistant Treasurer)
- i. Shall coordinate all membership renewal and new member efforts;
 - ii. Shall compile and maintain complete membership lists; and
 - iii. Shall ensure that all membership information is shared with the President, Treasurer and others as deemed necessary and is submitted to the state and national federations according to deadlines.

Section 2. SPECIAL COMMITTEES

- A. The President may appoint chairmen of special committees, subject to the approval of the Executive Committee, at any time as it may become necessary. Special Committees should include: Caring for America, Literacy, and Scholarship. Other Special Committees may be appointed as needed.
- B. Financial Review Committee. A committee of two or three primary members shall be appointed by the President in November of each year whose duty it shall be to review the treasurer's accounts at the close of the fiscal year and shall report to the Executive Committee and to the membership at the first meeting of the following fiscal year.

Section 3. COMMITTEE MEMBERS. All committee members must be primary members in good standing in the Club.

Section 4. EX-OFFICIO MEMBERS. The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees. The President shall have final authority over all printed materials.

ARTICLE XI – NOMINATIONS AND ELECTIONS

Section 1. NOMINATIONS.

- A. A Nominating Committee of at least three primary members shall be appointed by the Executive Committee no later than September of an election year. The Executive Committee will endeavor to ensure membership of the committee is representative from each area of the county. The Committee shall elect its own chairman. The Parliamentarian (if appointed) or President will instruct the Committee as to proper procedure and will be available for further counsel if required;
- B. A member wishing to be considered for election shall not be appointed to the Nominating Committee; If a member is appointed to the Nominating Committee and then decides to seek office, she is immediately and automatically removed from the Nominating Committee and replaced with another Club member in good standing;
- C. The Nominating Committee shall report a slate of one candidate for each office first to the President and then at the general meeting in November of the election year. All nominees shall be primary members in good standing in the club, live in Harford County, and shall give consent to serve, if elected. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election; and
- D. Nominating Committee members shall not serve more than two consecutive terms.

Section 2. ELECTION OF OFFICERS.

- A. Elections shall be by ballot at the regular meeting in November. However, if there is but one nominee for any office, the election for that office may be by voice vote;
- B. No officer may simultaneously run for more than one office; and
- C. Officers may run for a second consecutive term.

ARTICLE XII – STATE FEDERATION CONVENTION DELEGATES

Section 1. ANNUAL MEETING. For the MFRW biennial convention, after determining the number to attend, the club shall elect representation to the convention in the method set forth in the MFRW bylaws. The President shall be one of the Club's delegates.

Section 2. Election of delegates and alternates shall take place at a regular meeting before convention to conform to MFRW certification requirement.

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, NFRW and MFRW bylaws and any special rules of order.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended by a two-thirds vote at any regular meeting of the Club, provided that notice of the proposed amendment(s) shall have been sent to each member thirty days prior to the date of the regular meeting. The proposed change(s) will be presented and voted on by all members in good standing and a quorum is in attendance at the regular Club meeting, so designated in the Thirty (30) day notice.

ARTICLE XV – DISSOLUTION

This club may be dissolved by a two-thirds 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, records and charter to the MFRW. The assets are to be held by the Maryland Federation of Republican Women in escrow for three (3) years

No funds shall be distributed to any member or officer of the club. The right to use the name of a dissolved club shall revert to the MFRW.

These bylaws are updated, approved and adopted by the Harford County Republican Women on February 18, 2023.