

December 1, 2024



BYLAWS OF THE

Galveston Republican Women-PAC

ARTICLE I — NAME

The name of this Club shall be the Galveston Republican Women-PAC, hereinafter referred to as “GRW “or “the Club.” GRW is affiliated with the Texas Federation of Republican Women (TFRW) 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 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 within PAC guidelines;
- G. Support the objectives and policies of the Republican Party and Republican National Committee;
- H. Perform any lawful activity not inconsistent with the foregoing; and
- I. To facilitate cooperation among women’s Republican organizations and support the Galveston County Republican Party.

ARTICLE III — MEMBERSHIP

Section 1. PRIMARY MEMBERSHIP (formerly called Regular Membership)

- A. A 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.
- B. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for Primary members shall be stated in the Club's Standing Rules and amended as required.
- C. Primary members in good standing automatically become members of their State Federation and of the National Federation of Republican Women.
- D. A new member is eligible to vote when dues have been paid for 1 month and must have attended 1 meeting prior to the privilege of voting.

Section 2. ASSOCIATE AND YOUNG AFFILIATE MEMBERSHIP

- A. A Republican woman who is a Primary member of another Federated Women's Club and 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. Republican men who support the objectives and policies of the Club may be eligible to be Associate members.
- C. A Young Affiliate is a young woman or young man, ages thirteen through seventeen, who wishes to be affiliated with a local Republican Women's PAC by paying the required dues.
- D. Associate members and Young Affiliates, men and women, shall not:
 - i. have a voice and cannot make motions;
 - ii. hold office;
 - iii. be counted in totaling the club's members;
 - iv. be counted in determining the number of delegates to be allotted to the Club for attendance at the State Federation Convention or the NFRW Biennial Convention or TFRW meetings or events; and
 - v. Associate and Young Affiliate dues remain with the Club. Associate And Young Affiliate members are not reported to the State Federation or NFRW.

Section 3. ELIGIBILITY DOES NOT ASSUME MEMBERSHIP CONFERRED

Eligibility for membership does not guarantee, and one cannot assume, automatic grant of membership.

ARTICLE IV— ENDORSEMENT POLICY

Section 1. ENDORSEMENT POLICY.

- A. No one may endorse in the name of the NFRW, a State Federation or a local Club or in their official capacity thereof.
- B. No endorsement or evidence of support by any member shall be issued using the NFRW affiliation, logo, or stationery without the approval of the NFRW.
- C. NFRW Bylaws provide for the removal from membership of any member, local Club or State Federation who/which advocates a split party ticket or supports a candidate who is running on an opposition ticket.
- D. In the case of contested Republican races, information and campaign announcements may be distributed on all candidates – such as at events or fundraisers – provided they are fairly and evenly distributed and, in order to prevent anyone from interpreting such communications as endorsements, each such communication shall be accompanied by the disclaimer: *“This appears here for informational purposes only and does not represent or constitute an endorsement by this Club.”*

Section 2. SPLIT TICKET. Neither the Club nor an individual member shall advocate a split ticket, support an opposition party candidate, or act in violation of the NFRW or TFRW or the Club policies or bylaws.

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

Section 4. MEMBER CANDIDATES. An officer of the GRW who is a candidate or whose spouse or family member is a candidate, shall be exempt from this rule Article IV, Section D, however, they may not campaign or identify themselves in the name of the Club, the State Federation, or the NFRW or by utilizing the logo or stationery of the Club, the State Federation or the NFRW.

Section 5. CANDIDATE FAIRNESS: After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election. (This rule includes candidate fairness during primaries, run offs and special elections. It applies to candidates at all levels. Federated clubs are state and not Federal PACs. *Please see the TFRW Federal Candidate Policy for rules pertaining to working with federal candidates. There are limitations regarding what is permissible.*)

Section 6. GRW, its President and its Campaign Activities Chairman shall not endorse any candidate for public office in contested Republican primaries, runoff elections or special elections.

ARTICLE V – DUES AND FISCAL YEAR

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

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

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

ARTICLE VI – OFFICERS AND DUTIES

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

Section 2. ELIGIBILITY. Each elected officer shall be a Primary member in good standing of the Club.

Section 3. ELECTION. The elected officers shall be elected at the November meeting and shall serve a term of two years or until their successors are elected.

Section 4. VACANCY. Vacancies in elected offices shall be filled by election by a majority of the Executive Committee (formerly called the Executive Board) members present and voting at the first meeting of the Executive Committee following the creation of the vacancy. An announcement must be sent to all Primary Club members stating the existence of the vacancy. In addition, the process by which eligible Primary members in good standing may submit their name to the Executive Committee must be explained. These names must be submitted to the Executive Committee before the Executive Committee meets to fill the vacancy.

Section 5. REMOVAL FROM OFFICE OR MEMBERSHIP.

Pursuant to the NFRW Bylaws, NFRW requires following the current edition of *Robert's Rules of Order, Newly Revised*, for the removal of an officer from office or a member from membership. Cause for such removal shall include, with limitation,

- A. Non-payment of dues
- B. The failure or refusal to support the policies and objectives of the NFRW, the TFRW or the Club as stated in their bylaws.

- C. Any act or omission intended to cause or having the effect of causing damage to the NFRW, the TFRW or the Club or their reputation or financial stability.
- D. Failure to support the Republican Party ticket, advocating a split ticket, supporting a candidate on an opposition ticket.
- E. Actions which are in conflict with the NFRW Bylaws, the TFRW Bylaws or the Club Bylaws.
- F. Failure to comply with the NFRW, the TFRW or the Club membership rules.
- G. Without limiting the generality of the foregoing, the initiation of litigation or any other adversary proceeding against the NFRW, the TFRW or the Club or in which the NFRW, the TFRW or the Club is a named defendant or respondent.
- H. A member who has been removed from membership may request readmission to the same body which voted on the removal.

Section 6. APPOINTED STANDING COMMITTEE (FORMERLY ADVISORY BOARD) MEMBERS. The President may appoint non-voting Standing Committee Members, including a Corresponding Secretary, a Historian, a Parliamentarian, a Campaign Activities Chair, Bylaws Chair, Fundraising Chair, Membership Chair, Achievement Awards Chair, Calling Committee Chair, Newsletter Chair, Website Chair, Facebook Chair, Hospitality Chair, Outreach Chair, Chaplain and Chairs of any Special Committees.

Section 7. DUTIES OF THE OFFICERS.

A. The President shall:

- 1. Call and preside over all meetings of the Club and the Executive Committee (formerly called the Executive Board).
- 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, i.e. Nominating Committee.
- 4. Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation to and approval by the Executive Board at its first meeting of the term of office.
- 5. Be an ex-officio member of all committees except the Financial Review and Nominating Committees.
- 6. Sign checks as one of two authorized signatures, namely President or Treasurer.
- 7. Represent the Club in all Republican Party activities.
- 8. Appoint the Financial Review Committee or Auditor in November of the first year in office, with the exception of a change of treasurer before the end of the official term of office at which time the Financial Review Committee will be appointed and a complete financial review will be done.

9. Accept resignation by written letter or email of any member wanting to resign from a position, chairmanship, or the Club.
10. Call meetings of the Executive Committee and Standing Committees; and shall call a Special Meeting of the Executive Committee upon receipt of the written request of three members of the Executive Committee.
11. Attend the scheduled meetings of the Greater Houston Council of Federated Republican Women.

B. The First Vice President shall:

1. Perform the duties of the President in her absence.
2. Fill the unexpired term in the event of a vacancy in the office of President, until a new President is elected.
3. Act as Program Chair which will include purchasing gifts and sending thank you notes to Speakers.
4. Perform such other duties as are assigned by the President, the Executive Committee or the Club.

C. The Second Vice President shall:

1. Inform the Club of pending legislation, legislative acts and any legislation affecting the interest of the Club, NFRW and TFRW.
2. Perform such other duties as are assigned by the President, the Executive Committee or the Club.

D. The Third Vice President shall:

1. Serves as the Public Relations Chair.
2. Perform such other duties as are assigned by the President, the Executive Committee or the Club

E. The Recording Secretary shall:

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

F. 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 one of two authorized signatures, namely President or Treasurer.
3. Disburse funds as directed by the Executive Committee or the Club.

4. Bring written financial report(s) to regular Club and Executive Committee meetings.
5. Submit dues, annual service fees and reports to TFRW as required.
6. Submit all financial records to the Financial Review Committee or Auditor for an annual review to be completed by and reported to the Executive Committee and membership meeting in the first quarter of the fiscal year.
7. Comply with all IRS and State election reporting requirements.
8. Perform other duties as assigned by the President, the Executive Committee or the Club.
9. Submit an Annual Budget to the President and with her approval of the Annual Budget to the Executive Board.
10. Provide the Chair of the Political Action Committee with the necessary records of donations and expenditures no later than the last calendar day of each month in order for all Texas Ethics Commission Reports to be filed on a timely basis.
11. Ensure that all membership data is submitted to the State and National Federations according to deadlines.
12. Perform such other duties as may be assigned by the President, the Executive Committee or the Club.

Section 8. RECORDS. All Officers shall deliver all records, files, passwords, social media administrative rights and properties of the Club to their successors within 15 days of their last day in office, unless directed otherwise by the President or the Executive Board. An inventory of records checklist should be maintained.

ARTICLE VII — EXECUTIVE COMMITTEE

Section 1. COMPOSITION.

- A. The voting body of the Executive Committee of this Club shall consist of:
 - 1. The elected officers; and
 - 2. The Immediate Past President.

- B. The non-voting members of the Standing Committees shall be the:
 - 1. Corresponding Secretary
 - 2. Historian
 - 3. Parliamentarian
 - 4. Campaign Activities Chair
 - 5. Bylaws Chair
 - 6. Fundraiser Chair
 - 7. Membership Chair
 - 8. Achievement Awards Chair
 - 9. Calling Committee Chair
 - 10. Newsletter Chair
 - 11. Website Chair
 - 12. Facebook Chair
 - 13. Hospitality Chair
 - 14. Outreach Chair
 - 15. Chaplain

Section 2. DUTIES. The Executive Committee shall:

- A. Transact necessary business between meetings of the Club.
- B. Direct the Treasurer's disbursement of funds.
- C. Approve appointed officer and committee appointments made by the President.
- D. Fill vacancies in office.
- E. Perform other duties as assigned by the Club.

Section 3. MEETINGS. The Executive Committee shall meet as decided by the President or the Executive Committee.

- A. Regular Meetings of the Executive Committee shall be held prior to the regular meeting.
- B. Special Meetings may be called by the President and shall be called by the President upon receipt of the written request of three members of the Executive Committee.
- C. At least a fourteen (14) day notice shall be given for Executive Committee meetings except that at least a five-day notice is required for Executive Committee Special

- meetings.
- D. Notice may be mailed or sent electronically.
 - E. In the event a properly called meeting has to be canceled due to circumstances beyond the control of the Club, it shall be acceptable to hold said meeting by an approved electronic means with seven days' notice being given to all the members of the Executive Committee. This section does not apply to a meeting required by these bylaws that has not already been called.

Section 4. QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE VIII — STANDING COMMITTEES

Section 1. STANDING BOARD COMMITTEES

- A. The Standing Committees of this Club shall be a Corresponding Secretary, Historian, Parliamentarian, Campaign Activities, Bylaws, Fundraising, Membership, Achievement Awards, Calling, Newsletter, Website, Facebook, Hospitality, Outreach and Chaplain.
- B. Standing Committee Chairs and committee members shall be appointed by the President and Standing Committee Chairs shall be approved by the Executive Committee.
- C. Officers may be appointed to chair Standing Committees.
- D. Standing Committee chairs shall be appointed for the same term as the President.
- E. Duties of Standing Committees:
 - 1. The Corresponding Secretary shall:
 - a) Conduct the correspondence of the Club under the supervision of the President.
 - b) Preserve in a permanent file all letters and papers of value to the Club.
 - c) Perform other duties as assigned by the President, the Executive Committee or the Club.
 - 2. The Historian shall:
 - a) Collect and keep all records and documents of significant Club events and all items of media coverage.
 - b) Perform other duties as assigned by the President, the Executive Committee or the Club.

3. The Parliamentarian shall:
 - a) Advise the Club Officers, Committee Chairs and the Club members on parliamentary procedure;
 - b) Be familiar with the Club Bylaws, Special Rules of Order, Standing Rules and Policies and Procedures;
 - c) Attend Membership meetings, Executive Committee meetings, Bylaws Committee meetings and Nominating Committee meetings as necessary or as requested.
4. The Campaign Activities Committee shall:
 - a) Organize events promoting Republican Candidates in city, county and state elections.
 - b) Organize events which give city, county and state officials the opportunity to meet with their constituents to educate them about pending legislation and to make them aware of issues that will directly or indirectly affect them.
5. The Bylaws Committee shall:
 - a) Conduct a biennial review of the Club's bylaws:
 - b) Request and receive proposed amendments to the bylaws and:
 - i. Review proposed amendments;
 - ii. Edit or combine or reject them and;
 - iii. Submit them to the Executive Board for review, edit or rejection then to make recommendations to the general membership for final vote; and
 - c) Furnish the TFRW Bylaws Committee with a complete set of the Club's bylaws for review and approval. Any subsequent Club revision of Bylaws shall be sent to the TFRW Bylaws Committee for Approval.
6. The Fundraising Committee shall:
 - a) Prepare and implement a plan which the Executive Committee shall approve for raising funds in order to meet the Club's revenue needs.
 - b) Notify the Treasurer of all fundraising committee meetings. The Treasurer may attend each one of these meetings.
7. The Membership Committee shall:
 - a) Coordinate and oversee all membership renewal and new member efforts.
 - b) Compile and maintain complete Club membership lists.
 - c) Ensure that all membership information is shared with the Treasurer, the Executive Committee and others as deemed necessary.
8. The Achievement Awards Committee shall:
 - a) Compile and file data necessary to meet the award standards of the TFRW.

9. The Calling Committee shall:
 - a) Make calls to a designated list of Members who have not responded on their attendance at the upcoming Member Meeting or Fundraiser event.
 - b) Perform such other duties as are assigned by the President, the Executive Committee or the Club.

10. The Newsletter Committee shall:
 - a) Publish a monthly Newsletter of the Clubs activities

11. The Website Committee shall:
 - a) Maintain a current Club website

12. The Facebook Committee shall:
 - a) Maintain a current Club Facebook page

13. The Hospitality Committee shall:
 - a) Set themes and decorate the tables for the Club meetings and any special Club events

14. The Outreach Committee
 - a) Responsible for establishing and maintaining connections with the community aiming to promote awareness of the organization's mission, programs and services.
 - b) Facilitating communication and coordinating outreach initiatives to engage a wider range of people within the community.
 - c) Identify relevant community groups, individuals and organizations to build relationships with and planning outreach activities to foster understanding and support.

15. The Chaplain shall:
 - a) Lead the Club in prayer at meetings and special events of the Club.

Section 2. SPECIAL COMMITTEES

- A. The President may create Special Committees subject to the approval of the Executive Committee at any time as it may become necessary.
- B. The President may appoint the chair and members of Special Committees without the approval of the Executive Committee.
- C. Special Committees may be appointed as needed.
- D. The members of the Nominating Committee shall:
 1. Determine the eligibility of each current Officer to serve in their capacity for the coming year
 2. Fill any vacancies for expired and unexpired terms of office.
- E. The Financial Review Committee or Auditor 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 a meeting in the first quarter of the new term of office.

Section 3. COMMITTEE MEMBERS. All committee members must be members in good standing in the Club. All Committee Chairs must be Primary or Associate women.

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

Section 5. All Committee Chairs shall deliver all records, files, passwords, social media administrative rights and properties of the Club to their successors within 15 days of their last day in office, unless directed otherwise by the President or the Executive Committee. An inventory of records checklist should be maintained.

ARTICLE IX – MEETINGS

Section 1. REGULAR MEETINGS. A minimum of five (5) regular meetings shall be held during the Club year if unusual circumstances prohibit more frequent meetings.

A. These meetings shall be held as decided by the Executive Committee.

B. A quorum at Club meetings shall be 25 % of the total number of Primary members in good standing.

C. At least fourteen (14) days' notice shall be given to all members for regular meetings.

Section 2. SPECIAL MEETINGS. Special meetings may be called by the President and shall be called by the President upon receipt of the written request of three members of the Executive Committee or by 10% of the Primary Members of the Club.

A. The purpose of the Special Meeting shall be stated in the call, with no other business to be transacted at the meeting.

B. At least a five-day notice shall be given to all members for any Special Meeting.

Section 3. The Anniversary Meeting of the Club will be held in May of each year. The Club was federated on May 18, 1955.

Section 4. ANNUAL MEETING. The December meeting will be designated as the Annual Meeting.

Section 5. ELECTRONIC VOTING BETWEEN MEETINGS. A vote of the Club membership or the Executive Committee may be conducted by mail, telephone, fax, email or other approved electronic means between meetings, provided there is participation by a quorum of the body. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

Section 6. NOTICE. Notice for all meetings may be mailed or sent electronically.

ARTICLE X — NOMINATIONS AND ELECTIONS

Section 1. NOMINATIONS.

- A. A Nominating Committee of not less than 3 and not more than 5 Primary members in good standing, shall be appointed by the President no later than September of each election year. The Committee shall elect its own chairman.
The Parliamentarian will instruct the Committee as to proper procedure and will be available for further counsel if required.
- B. The Nominating Committee shall report a slate of one candidate for each office at the general meeting in October. All nominees shall be Primary members in good standing in the Club. Nominations from the floor shall be in order following the report of the Nominating Committee.

Section 2. ELECTION OF OFFICERS.

- A. The slate of Officers shall be presented and the Elections shall take place at the regular meeting in November. However, if there is but one nominee for any office, the election for that office may be by unanimous consent (or acclamation), where the President announces, the single nominee is elected to the office. However, if there is more than one nominee for any office, a plurality vote shall determine the candidate that secures the position.
- B. No officer may simultaneously run for more than one office.
- C. Officers may run for a second consecutive term. *A “second consecutive term” allows the officer to remain in the office for a total of three terms: the first term when she is elected; the first consecutive term when she runs for re-election and wins; the second consecutive term when she runs for re-election the second time and wins.)*
- D. *Exception: The position of Treasurer has no term limits*

ARTICLE XI— STATE FEDERATION CONVENTION DELEGATES

Section 1. For the TFRW biennial convention, the Club shall elect representation to the convention in the method set forth in the TFRW Bylaws.

Section 2. Election of delegates and alternates shall take place at a general meeting before convention to conform to the date of the TFRW certification deadline.

ARTICLE XII — PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised*, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Rules of Order the Club, the TFRW or the NFRW may adopt.

ARTICLE XIII — AMENDMENTS

These Bylaws may be amended at any regular (general) meeting or Special Meeting of the Club by a two-thirds vote of the Primary Members, provided that notice of the proposed amendment(s) shall have been sent to each Primary Member in no less than thirty (30) days prior to the date of the general or Special Meeting.

ARTICLE XIV — DISSOLUTION

This Club may be dissolved by a two-thirds vote at any regular or Special Meeting of the Club, if 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 to the TFRW. 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 TFRW.

These Bylaws approved and adopted by Galveston Republican Women-PAC on this date
May 18, 1955

Further Amended On:
October, 2015