

**Bylaws of the  
COOKE COUNTY  
REPUBLICAN WOMEN**

**A Local Club of the  
Texas Federation of Republican Women**

**ARTICLE I. Name and Address**

The name of this organization shall be:

**COOKE COUNTY REPUBLICAN WOMEN.**

The address of this organization shall be that of the Cooke County Republican Party.

**ARTICLE II. Objectives**

The objectives of this organization shall be to:

- To work for the election of the Republican Party's nominees;
- Promote an informed electorate through political education;
- Increase the effectiveness of women in the cause of good government through active political participation;
- Facilitate cooperation among Republican women's clubs;
- Foster loyalty to the Republican Party and promote its principles and candidates in all elections including non-partisan elections;
- Promote the recognition of Cooke County Republican Women and their conservative values and caring through community service.
- Assist the work of the County Republican organization.

**ARTICLE III. Policy**

Section 1: Organization Membership

Cooke County Republican Women and its members shall be members of the Texas Federation of Republican Women and the National Federation of Republican Women, shall support their objectives and policies, and shall pay per capita dues and the annual service charges to said organizations.

Section 2: Registered PAC

This organization shall be registered with the Texas Ethics Commission as a Political Action Committee.

### Section 3: Candidate Endorsement

The Club as a whole, Club President, and the Third Vice President of Campaign Activities shall not publicly endorse any candidate for public office in contested Republican Primaries, Runoff Elections, Special Elections and/or non-partisan elections when more than one Republican is in the race. The Club shall not publicly endorse or work for a known candidate of another party in a partisan or non-partisan race where a Republican is in the race.

### Section 4: Candidate Endorsement – Individual Members; Family Exemption

Individual members of this organization with the exception of the President and Third Vice President of Campaign Activities may work for any candidate of their choice in contested Republican primaries and/or special elections, but may not work in the name of the Club or Federation. This article pertains only to contests between Republican candidates for public office. If the President, Vice President of Campaign Activities, or a member of her family is a candidate, she shall be exempt from this rule, but may not endorse in the name of the Club.

### Section 5: Controversial Issues

This organization, its members and its officers shall not issue statements, pass resolutions, or distribute literature on controversial issues in the name of this Club without first polling the members and obtaining two-thirds written vote of approval of the total membership.

### Section 6: Lobbying

There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women, by any federated Local Club or any individual member without the express permission of the Executive Committee of the Texas Federation of Republican Women.

### Section 7: Delivery of Records

All officers and committee chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the Club to their successor before December 31 of the year in which she is retiring from office, or within 3 days of leaving the position if earlier than December 31, unless otherwise directed by the Club President or Executive Committee. Failure to meet the deadlines may result in the termination of her membership by the Club.

### Section 8: Fiscal Year

The fiscal year of this club shall be from January 1 through December 31.

### Section 9. 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.

### Section 10. 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.

## ARTICLE IV. Membership

### Section 1: Eligibility

- A. Membership in Cooke County Republican Women shall consist of ten or more members who pay the annual per capita dues and service charges to the Texas Federation of Republican Women and whose bylaws and objectives are not in conflict with the Texas Federation of Republican Women and the National Federation of Republican Women and who have filed as a Political Action Committee with the Texas Ethics Commission.
- B. Any woman believing in the philosophy of the Republican Party and the objectives of Cooke County Republican Women (Club) shall be eligible for membership and the Club shall not require that eligibility be based on sponsorship or election.
- C. A member shall be a citizen of the United States and a registered voter.
- D. 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 will be stated in the Club's standing rules and amended as required.
- E. Dues must be paid for at least one month and at least one CCRW meeting must be attended prior to having the privilege of voting on Club business.

### Section 2: Classifications of Membership

- A. Primary—Any woman who meets the eligibility requirements of this Club and pays the required annual dues is classified as a Primary Member. A Primary Member is counted only in this Club for the purpose of delegate representation at the Biennial Convention of the Texas Federation of Republican Women. This is the only Club in which she may hold office. Her dues and name shall be submitted to the Texas Federation of Republican Women from her primary local club only.
- B. Associate:
  - 1. A Republican woman who is a Primary member of another federated club and who wishes to support Cooke County Republican Women may be eligible for associate membership upon payment of the required dues.
  - 2. A Republican man is eligible for associate membership upon payment of the required annual dues to the Club.
  - 3. Associate members may attend meetings but cannot propose motions, have voice or vote, serve on a committee, or hold office. An Associate Member may not be listed on the roster submitted to the Texas Federation of Republican Women and cannot be counted for the purpose of determining the number of delegates to the state convention.
- C. Honorary—An honorary member shall have all privileges of membership except when a Primary member of another local Republican Women's club. Honorary members shall pay no dues and Cooke County Republican Women shall pay their per capita dues to the Texas Federation of Republican Women and to the National Federation of Republican Women, unless they are Primary members of another Republican Women's club.

- D. Young Affiliate—A Young Affiliate is a woman, age thirteen through seventeen (13-17), who wishes to be affiliated with the Club by paying the required annual dues. A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women from the Club, and cannot be counted for purposes of determining the number of delegates to the Texas Federation of Republican Women or the National Federation of Republican Women meetings or conventions. Her name and dues will not be sent to the Texas Federation of Republican Women by the Club. Young Affiliate members are given voice in meetings of Cooke County Republican Women.

## **ARTICLE V. Dues**

### Section 1: Annual Membership Dues

Annual dues shall be set by the membership in the Standing Rules.

### Section 2: Dues Collection

Dues for the upcoming year shall be payable by December 31. Dues collected in November and December may be applied to the following year's membership, as determined by the Standing Rules.

### Section 3: Texas and National Federations of Republican Women

This organization shall pay the per capita dues and annual service charges required by the Texas Federation of Republican Women and the National Federation of Republican Women, and shall submit names and required contact information of Officers and Primary Members to TFRW with payment of dues.

### Section 4: Submission of Members to NFRW

Membership expires each year on December 31. Renewing members remain in good standing through the last day of February of the following year. NFRW must receive member dues by March 1 or member is dropped from membership and loses all member privileges

## **ARTICLE VI. Officers**

### Section 1: Elected Officers

The officers of this Club shall be: President, First Vice President of Programs, Second Vice President of Membership, Third Vice President of Campaign Activities, Fourth Vice President of Fundraising, Secretary, Treasurer, and PAC Treasurer. The officers shall perform the duties outlined in these Bylaws and in the TFRW Handbook.

### Section 2: Members in Good Standing

Any officer or appointee to an office or committee assignment shall be a member in good standing of Cooke County Republican Women-and her local, state and national dues shall have been paid.

### Section 3: Succession

- A. In the event the President should be permanently disabled or resign, the First Vice-President shall succeed to that office for the un-expired portion of the term;
- B. In the event the First Vice-President cannot serve, the Executive Committee shall elect by a two-thirds (2/3) vote a President to serve for the un-expired portion of the term from one of its own members;
- C. In the event a vacancy occurs in an office other than President, the Executive Committee shall have the option of leaving the office vacant or calling for a special election at the next regular meeting. If a special election is called, the Executive Committee shall recommend a candidate for that office.

### Section 4: Duties of Officers

- A. President
  1. Preside at all meetings of the Club and Executive Committee;
  2. Represent the Club at all times or designate a representative in her absence;
  3. Have general supervision of the work of the organization
  4. Appoint chairmen of standing committees and special committees, with the exception of the finance and nominating committees;
  5. Appoint a Parliamentarian and a Chaplain;
  6. Serve as an ex-officio member, without vote, on all Committees except for the nominating committee.
- B. First Vice President of Programs
  1. Serve as presiding officer in the absence of the President;
  2. Procure speakers and plan meeting programs;
  3. Serve as Awards Chairman which includes preparing a program of action to meet the goals of the Club and the requirements of the TFRW and NFRW Club Achievement Awards and submitting award applications in a timely manner;
  4. Work with the President in carrying out the goals of the Club.
- C. Second Vice President of Membership
  1. Serve as Chairman of Membership Committee;
  2. Distribute, collect, and file membership forms;
  3. Maintain up-to-date membership records and notify TFRW of any changes or corrections as soon as possible.
  4. Notify TFRW immediately of a Primary Member's death;
  5. Produce and distribute an annual Membership Directory & Yearbook.
- D. Third Vice President of Campaign Activities
  1. Serve as Campaign Activities Chairman;
  2. Prepare the reports of volunteer hours and submit to TFRW on a quarterly basis or as required by TFRW;

E. Fourth Vice President of Fundraising

1. Organize fundraising events to meet the needs of the Club's activities and programs.
2. Serve on the Finance Committee for preparation of annual budgets.
3. Coordinate all fundraising activities with the PAC Treasurer to insure strict compliance to all pertinent statutes pertaining to fundraising and reporting.

F. Secretary

1. Shall keep a factual and unbiased record of the proceedings of all meetings of the Club and the Executive Committee;
2. Act as custodian of all records, papers and correspondence of the Club;
3. Provide the President with a report of the minutes as soon as possible after each meeting. Minutes should be read or circulated prior to each meeting and approved or corrected by members at the meeting.
4. Assist with Club correspondence, if requested by the President.

G. Treasurer

1. Receive and keep records of all monies accrued by the Club;
2. Deposit funds in the Cooke County Republican Women's bank account;
3. Disburse funds as budgeted or as directed by the President or the Executive Committee upon approval by the membership;
4. Present a current financial report at each meeting;
5. Disburse required per capita dues and annual service charges to the state and national federations for Primary Members.
6. Serve as Chairman of the Finance Committee;
7. Submit financial records to the Internal Review Committee for a year-end Review.

H. PAC Treasurer

1. Serve as Chairman of Political Action Committee.
2. Receive and be custodian of all PAC funds, assuring strict adherence to all pertinent statutes concerning their collection and disbursement;
3. Prepare and submit all required State or Federal reports prior to any deadlines;
4. Present the PAC reports at each meeting;
5. Be registered with the Texas Ethics Commission;
6. Shall abide by Texas Election Laws and the opinions issued by the Texas Ethics Commission.

Section 5: Removal from Office or Membership

Members of the Executive Committee or 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:

- A. Non-payment of dues;
- B. Advocating for an opposition party candidate;
- C. Supporting an opposition party ticket; or
- D. Failure to uphold the policies and objectives of this Club as stated in the bylaws.

## **ARTICLE VII. Executive Committee**

### Section 1: Members

The Executive Committee shall consist of the elected Officers, Chairmen of Standing Committees, the immediate Past President, and the Chaplain and Parliamentarian.

### Section 2: Duties

- A. Make recommendations and advise the President on club policies;
- B. Transact any necessary business between meetings;
- C. Report to the First Vice President, who is Awards Chairman, their committees' progress in meeting the achievements awards requirements;
- D. Exercise the provisions of Article VI, Section 3, when a vacancy occurs in an elective office.

## **ARTICLE VIII. Committees**

### Section 1: Standing Committees

The standing committees of this club shall be:

- Americanism
- Bylaws
- Campaign Activities
- Caring for America
- Communications/Social Media
- Historian
- Hospitality
- Legislative
- Literacy
- Newsletter
- Political Action Committee
- Public Relations

### Section 2: Standing Committee Responsibilities

Standing Committees shall be responsible for programs of action in their respective fields, subject to the approval of the Executive Committee.

### Section 3: Special Committees

The Special Committees are: Finance (prepares the budget), Internal Review, and Nominating. Other Special Committees may be appointed by the President and/or Executive Committee as deemed advisable. The Special Committees shall outline programs in their respective fields for consideration and adoption by the Executive Committee. These committees shall be formed only for the duration of their service. Their chairmen will not have a voice or voting rights on the Executive Committee by virtue of the chairmanship.

A. Finance Committee

The Finance Committee shall include a Finance Chairman (the current Treasurer), President, Fourth Vice President of Fundraising, PAC Treasurer, and Secretary, and other members appointed by the President. The Finance Committee shall prepare a projected budget for each fiscal year and submit it to the membership for approval.

B. Internal Review Committee

The Internal Review Committee shall review the books following the end of each fiscal year and shall submit a report to the Executive Committee. The Treasurer and the PAC Treasurer shall be present at the review.

C. Nominating Committee

See Article X. Nominations and Elections.

Section 4: Committee Reports

All committees shall report to the Club at the Executive Committee meetings and/or regular meetings or as requested by the President.

## **ARTICLE IX. Meetings and Quorum**

Section 1: Annual Meeting

The annual meeting shall be held in November at which time officers shall be elected.

Section 2: Regular Meetings

This Club will meet the National Federation requirement of holding at least five meetings per year. Regular meetings shall be held at 7:00 p.m. on the first Thursday of the month, unless otherwise ordered by the Executive Committee, giving no less than seven (7) days' notice of change to the membership.

Section 3: Special Meetings

Special meetings may be called with ten (10) days notice by the President, or by the First Vice President in the absence of the President, or by thirty percent (30%) of the voting members, for the purpose stated in the call; no other business shall be considered.

Section 4: Quorum

Twenty percent (20%) of the membership, of which three are officers, shall constitute a quorum for all meetings of the general membership.

Section 5: Executive Committee Meetings

The Executive Committee shall meet as deemed necessary by the President. Forty percent (40%) of the Executive Committee, of which three are officers, shall constitute a quorum for all meetings of the Executive Committee.



Section 6: Electronic Meetings

- A. Meetings of any type as described above may be conducted electronically.
  
- B. A vote of the Club or Executive Committee may be conducted by mail or electronic means between meetings. A decision can be rendered only after written documentation has been received by the President from a majority of the Executive Committee. The vote shall be ratified and entered into the minutes in the body's next regular meeting.

**ARTICLE X. Nominations and Elections**

Section 1: Nominating Committee

The Nominating Committee of three members, at least one (1) of whom shall not be a member of the Executive Committee, and with one alternate, shall be elected by the membership at no later than the September meeting. A plurality vote shall elect the members of the Committee. The Nominating Committee shall elect its Chairman from one of its own members. The Nominating Committee cannot succeed itself.

Section 2: Report of Nominating Committee

The Nominating Committee shall report one nominee, with her prior consent, for each office at the October and November meetings.

Section 3: Floor Nominations

Nominations may be made from the floor following a report of the Nominating Committee, provided that such nominees have given prior consent.

Section 4: Election and Installation

The officers shall be elected at the November meeting. No absentee or proxy voting shall be allowed. Officers shall be installed at the December meeting and shall assume their duties on January 1 of the following year. No officer shall hold the same office for more than two consecutive terms, with the exception of the PAC Treasurer and the Treasurer for whom term limits do not apply.

Section 5: Term of Office

Term of office is one calendar year. An officer who has served more than nine months is considered to have served a full term.

Section 6: Submission of Officers

Cooke County Republican Women shall send the names of newly elected officers and required contact information to the Texas Federation of Republican Women and to the District Director by January 1 of each year, or at such time as required by TFRW.

## **ARTICLE XI. Conventions**

### Section 1: Texas Federation of Republican Women

One delegate and one alternate for each ten members or major fraction thereof shall represent this organization; at the Biennial Convention of the Texas Federation of Republican Women. Delegates and alternates shall be elected by the membership at a regular meeting.

### Section 2: National Federation of Republican Women

One delegate and one alternate elected by the membership at a regular meeting shall represent this organization at the Biennial Convention of the National Federation of Republican Women.

## **ARTICLE XII. Parliamentary Authority**

Robert's Rules of Order, Newly Revised, or the latest edition thereof, shall govern all proceedings except where inconsistent with the bylaws and any special rules of the organization or those of the Texas Federation of Republican Women, or those of the National Federation of Republican Women.

## **ARTICLE XIII. Amendments**

### Section 1: Notice

These bylaws may be amended by a two-thirds vote of the Primary members present and voting at any regular or special meeting of the club, provided notice of the proposed Amendments shall have been given in writing, or by personal contact, to all members at least fifteen (15) days prior to the meeting.

### Section 2: Texas Federation Bylaws Amendments/Adoption by Cooke County Republican Women

When an amendment which affects club bylaws is adopted into the bylaws of the Texas Federation, the bylaws of Cooke County Republican Women shall be automatically amended to conform. The membership shall be notified of such mandatory amendments, but no further action will be required.

### Section 3: Bylaws sent to Texas Federation of Republican Women

Club Bylaws, when revised, shall be sent to the Texas Federation of Republican Women, if required by the Federation.

## **ARTICLE XIV. Dissolution**

This Club may be dissolved by a two-thirds vote at any meeting of the Club, provided that notice of the dissolution has been submitted in writing at the previous meeting and has been sent by mail to all members of the local Club. In the event of dissolution, the Club Executive Committee shall, after payment of all liabilities of the local club, distribute any remaining assets to the state federation, the Texas Federation of Republican Women. None of the assets shall be distributed to any member or officer of the organization. The right to use the name shall revert to the state federation, the Texas Federation of Republican Women.

*Bylaws adopted by Cooke County Republican Women, May 5, 2022.*

*Approved by Texas Federation of Republican Women, May 20, 2022.*

## **Cooke County Republican Women**

### Standing Rules

Section 1: Any woman joining prior to March 1, 1992, will be considered a Charter Member.

Section 2: The current Chair of the Cooke County Republican Party shall be offered an Honorary Associate Membership of this Club.

Section 3: Upon demise of a member or the spouse of a member, a \$25.00 donation will be made to a non-profit organization in the name of the deceased member or spouse.

### Section 4: Dues

#### A. Annual dues for Primary Members

1. \$35.00.
2. \$25.00 for New Members joining after August 1, which includes full dues to the State and National Federations.
3. \$35.00 for New Members joining in the last two months of the year, which includes full membership for the following year.

#### B. Annual dues for Young Affiliates and Associate Members: \$15.00

*Standing Rules adopted by Cooke County Republican Women, April 1, 2021.*