

Brunswick County Republican Women
Standing Rules
Approved January 5, 2012
Amended September 5, 2013

Meeting Agenda

The agenda shall be developed and sent electronically to Club members prior to the meeting with a request and deadline for adding items to the agenda before it is finalized. After the agenda is finalized, items may only be added in unusual situations and with the approval of the Club president. A paper copy shall be available for members at the meeting.

Meeting Sign-In Sheet

All members and guests attending a meeting shall complete the sign-in form at the meeting.

Meeting Minutes

A copy of the minutes from the meeting shall be sent electronically to the members prior to the next meeting. Members should bring their printed copy of the minutes to the meeting. Members are encouraged to send any proposed corrections to the minutes to the secretary prior to the next meeting.

Members' Email Addresses

Members shall provide their personal emails for use in conducting club business. No business/employer email addresses shall be used.

Membership Directory

A membership directory shall be sent electronically to all members at least semi-annually. The directory shall contain a section for members and a section for associate members. The member's name, address, phone, and email shall be included unless a member opts out or requests that less information be included. The directory may also contain other club information such as officers, committee chairs, bylaws, and standing rules. The directory shall contain a use clause, "This directory is provided to the members of the Brunswick County Republican Women, the North Carolina Federation of Republican Women, and the National Federation of Republican Women for the sole purpose of conducting club activities. The contents may not be shared with those who are not members nor used for any business solicitation."

Membership Applications

All applications for membership shall be received and processed by the treasurer who will review the application for completeness and confirm that the applicant is a registered Republican in North Carolina. The application will be presented at the next Executive Board meeting for acceptance, after which the membership fee may be deposited in the Club's bank account. The applicant will be contacted by the Membership Chairman and introduced to the Club at the next membership meeting.

Membership Dues – Hardship Cases

The Club recognizes that there may be a time when an active member in good standing who has made significant contributions to the Club and/or the Brunswick County Republican Party has a financial hardship and cannot afford to pay her Club dues. In such a case, the Executive Committee shall rely on the good sound judgment of the elected officers to make the decision for the Club to exercise one of the following options: 1) if the member can afford the portion of dues that are sent to the state and national federation, the Club will waive the portion of the dues that remain with the Club; or 2) the Club will pay the portion of the dues that go to the state and national federations and waive the portion of the dues that remain with the Club. This does not apply to associate members.

Budget

The treasurer shall develop and present a budget to the Executive Board for approval and subsequently to the membership for approval, no later than the February meeting. The treasurer shall present a financial report to the membership periodically, no less than quarterly, reflecting receipts and disbursements to date. The Executive Board may approve an amount up to \$500 outside of the budget during the budget year, assuming that funds are available.

President's Expenses

When the Club has included the following expenses in its budget and has the funds to pay them, the Club shall pay for the registration for President or her designee at the following meetings:

- North Carolina Federation of Republican Women's board meetings and bi-annual convention.
- National Federation of Republican Women's board meetings and bi-annual convention.

Transportation and hotel costs related to National Federation of Republican Women meetings can be expensive and may require air fare based on their location. Considered judgment must be applied by the President and Club when deciding when to pay for travel and hotel expenses for the President or her designee. When the Club has included the following expenses in its budget and has the funds to pay them, the Club shall pay for transportation (cost of gas when driving) and hotel to the following meetings for the President or her designee:

- North Carolina Federation of Republican Women's board meetings and bi-annual convention.
- National Federation of Republican Women's annual board meetings and bi-annual convention.

The President shall be responsible for her own personal expenses and meals (those not included in the meeting registration).

Membership Dues

The Treasurer shall mail the statements for membership dues for the following year to all members in November, with the exception of members who paid their dues for the first time after September 1 of the current year since their membership includes the following year. The Bylaws state when dues are due and when members shall be dropped from membership for non-

payment of their dues. (As of 2010, dues are due January 1 and members shall be dropped from membership if dues are not paid by April 1).

Authorized Check Signatures

Per the Bylaws, the President and the Secretary, in addition to the Treasurer, shall be authorized to sign checks. No one authorized to sign checks shall sign a check made out to her except in the most unusual of circumstances. The President shall sign checks made out to the Treasurer (as in the case of a reimbursement to the Treasurer). The Secretary shall sign checks in the absence of both the President and Treasurer.

Club Debit Card

The Club authorizes the President and the Treasurer to obtain and use a bank debit card in lieu of a check when making authorized Club expenditures. Such expenditures are subject to the same approval and documentation requirements as any other form of payment. The debit card shall remain in the physical possession of the President and Treasurer and shall not under any circumstances be used for anything other than authorized Club business.

Club Address

Club shall maintain a United States Post Office box as the official club address. The President and Treasurer shall be responsible for checking this box at least weekly and forwarding the mail to the appropriate person.

Bank Statements

The North Carolina Federation of Republican Women recommends that the bank statements be mailed to the President for a review and the President shall then mail or deliver the bank statement to the Treasurer in a timely manner.

Treasurer's Monthly Report

At each monthly meeting, the treasurer shall read and submit a written report with the following information for the prior month: beginning monthly balance, monthly receipts, monthly disbursements, ending monthly balance. After any discussion the President shall direct that the report be filed for audit (there shall be no motion to accept the Treasurer's report.). Prior to each monthly meeting the secretary shall send this report electronically to the membership who should bring their printed copy to the meeting.

Finances

Club expenditures shall be made in accordance with the approved budget. Committee chairs may make expenditures for reimbursement for specific approved budget line items for which they are responsible. For example, the Literacy Committee may spend up to the approved budget amount for dictionaries through The Dictionary Project. Otherwise, no member shall commit the Club to expenditures and expect reimbursement without the prior consent of the Executive Committee. The President, however, shall have the authority to make emergency expenditures with the consent of the majority of the elected officers.

Request for Reimbursement

All requests for reimbursement must be submitted within 30 days via a memo with receipts to the President for approval. The memo shall state the purpose, date, description, and amount, of the expenditure. After approval by the President, she shall send the material to the Treasurer for payment.

In Kind Contributions

When a member makes an in kind contribution to the Club, not for reimbursement, she shall submit information to the Treasurer in a timely manner to document with the purpose, date, description, and fair market value, along with receipts when available.

Fundraising

The goal of each fundraising activity shall be to at least double the Club's investment. Expenses (such as printing/postage, decorations, food, etc) associated with fundraising events shall be tightly controlled.

Program Speakers and Candidate Forums

All speakers invited to address the Club who hold or who held elected office must be registered Republicans, regardless of whether they were elected in a partisan or non-partisan election. All candidates invited to participate in a forum sponsored or cosponsored by the Club prior to an election shall consist only of registered Republicans, regardless of whether they are a candidate in a partisan or non-partisan election. All speakers at Club events shall be approved in advance by the Executive Board.

Political Contributions

Should the Club decide to make monetary contributions directly to a candidate, a formal competitive process shall be developed and approved by the Executive Board and then the full membership.

Good and Welfare Contributions

In the event of the death of a past president of the Club, *current Club officer*, Brunswick County GOP chairman, or a person with long standing close ties to the Club, an expense not to exceed **\$100**, either in a donation to a charity or floral tribute/fruit basket, etc may be incurred. Additionally, members may also respond as they choose.

The Club shall send an appropriate card when a member is ill or has a death in their immediate family.

News Media

The President is the only person who shall speak with the news media concerning Club activities. The President shall approve press releases submitted by the chair of the Public Relations Committee. All press releases requested by a member must go through the appropriate committee chair who shall submit them to the Public Relations Committee Chair.

Protocol

To the extent practical, the National Federation of Republican Women's "Protocol in Politics" shall be followed.

Bylaws

For situations not covered in the Club’s Bylaws, reference shall be made to the Bylaws of the North Carolina Federation of Republican Women and then the National Federation of Republican Women, and then to Robert’s Rules of Order Newly Revised, Current Edition.

Amendments to the Standing Rules

In accordance with Robert’s Rules of Order Newly Revised, Current Edition, these Standing Rules may be amended by a majority vote at any meeting of the membership, without previous notice. Such amendments must be approved by the Executive Board prior to being submitted to the membership for approval.

Approved by the Executive Board of the Brunswick County Republican Women on:

/s/ Kathryn Lawler

12/22/2011

President

Date

Approved by the membership of the Brunswick County Republican Women on:

/s/ Kathryn Lawler

1/5/2012

President

Date

Revision approved by the Executive Board of the Brunswick County Republican Women on:

/s/ Kathryn Lawler

8/6/2013

President

Date

Revision approved by the membership of the Brunswick County Republican Women on:

/s/ Kathryn Lawler

9/5/2013

President

Date