

BY-LAWS
and
STANDING RULES
for
THE HUNTER MILL REPUBLICAN WOMEN'S CLUB

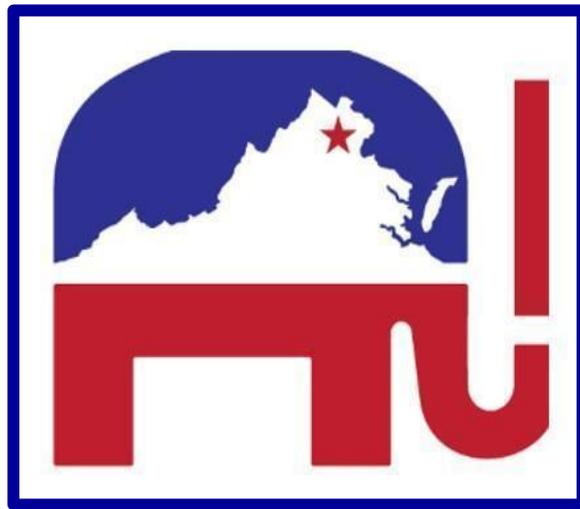


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Standing Rules

**BY-LAWS OF THE
HUNTER MILL REPUBLICAN WOMEN'S CLUB**

***ARTICLE I
Name***

The name of this Club shall be **The Hunter Mill Republican Women's Club**, hereinafter referred to as "Club." This Club is affiliated with the Virginia Federation of Republican Women (VFRW) 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. Strive to recruit, and support Republican Women for elected office at all levels of government;
- C. Disseminate information to all members;
- D. Inform the public through political education and activity;
- E. Foster loyalty to the Republican Party at all levels of government;
- F. Promote the principles of the Republican Party;
- G. Support Republican candidates in all elections;
- H. Support the objectives and policies of the Republican National Committee;
- 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, special elections, and/or non-partisan elections when more than one Republican is in the race. No woman may use a VFRW or Club title (former or current) to endorse a candidate prior to the selection of a nominee. It is incumbent upon the member to advise campaigns that the member's title may not be used in any format. VFRW members who are running for office are not prohibited from using their title or membership in VFRW.

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.

Section 2. SPLIT TICKET

Neither the Club nor an individual member shall advocate for a split ticket, support an opposition party candidate, or act against the NFRW or State Federation policies and By-Laws.

Section 3. OTHER ORGANIZATIONS

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

Section 4. CLUB STATIONERY

Club stationery will be used by the officers and members of the Board for the conduct of official business only.

ARTICLE IV
Membership

Section 1. ELIGIBILITY FOR MEMBERSHIP

- A. Any Republican woman who is a resident of the Commonwealth of Virginia, has attained eighteen (18) years of age, believes in the philosophy of the Republican Party, advocates support for Republican candidates, 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 will be stated in the Club's standing rules and amended as required.

Section 2. PRIMARY MEMBERSHIP (VOTING)

Primary Members are entitled to full benefits of Club membership. They shall receive all correspondence from their Club, the VFRW, and the NFRW, and may vote, hold office, and chair committees. They are counted toward delegate strength and may represent the Club as delegates to State or National Conventions. They are invited to all Club activities and receive all Club communications.

Section 3. ASSOCIATE MEMBERSHIP (NON-VOTING)

- A. Any 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 VFRW 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. As Associate Members, men do not become members of the Virginia or National Federations of Republican Women.
- D. Associate dues remain with the Club. Associate members are not reported to the State Federation or NFRW.

Section 4. STUDENT MEMBERSHIP (NON-VOTING)

Non-Voting Student membership is available to students between the ages of thirteen (13) and eighteen (18). Student Members do not vote, are not eligible to hold office or chair committees, do not count toward Club representation, and are not eligible to be delegates, but may, at the discretion of the presiding officer, participate in discussions

Section 5. HONORARY MEMBERSHIP

- A. The VFRW District Representative will be an Associate/Honorary member of the Clubs she represents since her primary dues have been paid to her club.
- B. Honorary membership may be extended to any person selected by two-thirds of the Club's Board of Directors present and voting at a properly called meeting. Any fees due for honorary members will be paid by the Club.
- C. Honorary members may vote, are eligible to hold office or chair committees, counted toward Club representation and are eligible to be delegates at State or National Conventions.

Section 6. MEMBERSHIP IN AFFILIATED ORGANIZATIONS

Primary membership includes membership in the Virginia Federation of Republican Women (VFRW) and the National Federation of Republican Women (NFRW).

Section 7. RESIGNATIONS AND REMOVAL

The Board of Directors shall have complete jurisdiction over the removal of members from membership in the Club. A two-thirds vote of those present and voting at a meeting for which proper notice has been given is required for removal. A member may be removed for any of the following reasons:

- Non-payment of dues;
 - Advocating for an opposition party candidate;
 - Supporting an opposition party ticket; or
 - Failure to uphold the policies and objectives of this Club as stated in the By-Laws.
 - Failure to remain an "Active Member in Good Standing" (as set forth in By-Laws and/or Standing Rules)
- A. A member whose dues are delinquent shall so be advised in writing before removal for non-payment of dues.
 - B. To remove a member for cause other than non-payment of dues, charges in writing, signed by not less than one-third of the members of the Club's Board of Directors, shall be sent to the member. Said member shall be given twenty (20) calendar days within which to appear before the Board and defend herself.
 - C. Voluntary Resignation: A member who chooses to run for office outside the Republican Party shall resign from her Club or be removed by her membership.

Section 8. RESPONSIBILITIES OF LOCAL CLUBS

- A. A local Club whose members reside in more than one (1) Congressional District shall be counted as a local Club in the district where the greatest number of its primary members reside.

- B. Local Clubs shall elect officers by December 31 each year. Their term of office shall begin January 1, regardless of when or if formal installation takes place. They shall serve until their respective successors take office. Local Club presidents shall furnish the names, addresses, zip codes-plus four, phone numbers, and email addresses of the elected officers to the President, Corresponding Secretary, and Treasurer of the VFRW no later than January 15 each year.
- C. Local Club treasurers shall remit dues *per capita* and the local Club service charge to the VFRW Treasurer, beginning January 1 and no later than thirty (30) days prior to the VFRW Convention. A list, in duplicate, of the names, addresses, zip codes-plus four, phone numbers, and, when authorized, email addresses of the primary members shall accompany the dues.
- D. By-Laws and all proposed amendments thereto of all local Clubs shall be sent electronically to the VFRW By-Laws Chairman for timely review, but no less frequently than every two (2) years. Local Clubs may be requested by that chairman to amend Club By-Laws to conform with VFRW and/or NFRW By-Laws. Review of the By-Laws and all amendments will be accomplished within ninety (90) calendar days after receipt. Any recommendations of the VFRW By-Laws Chairman shall be acted on at the first meeting of the local Club, providing notice of such action to the Club membership is in accordance with the By-Laws of the Club.
- E. Local Clubs will contribute funds to cover the administrative expenses of their District Representative for printing, postage, phoning, etc. The amount each local Club will contribute will be determined by the local Clubs within a district.
- F. Local Clubs will furnish copies of their newsletter and/or calendar of events to the District Representative.
- G. Local Clubs will furnish copies of their newsletter to the VFRW President and Corresponding Secretary.
- H. Each local Club shall designate at least two (2) officers with authority to sign checks and verify that the names are on file at the local bank where the Club account is housed. The Club President shall send the names of the officers with signing authority to the VFRW Treasurer. Each Club shall have its own federal ID#, and the Club bank account shall be in the Club's name.

ARTICLE V
Dues

Section 1. FISCAL YEAR

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

Section 2. MEMBERSHIP DUES

Membership expires on December 31 of each year. Dues shall be payable no later than January 1 and shall be delinquent February 1. Dues collected in November and December may be applied to the following year's membership.

Section 3. SERVICE CHARGES

Clubs shall pay VFRW dues and NFRW per capita dues, and the annual service charges on behalf of their members, with the first payment of the year to be made no later than January 15 of each year.

ARTICLE VI ***Elected Officers and Duties***

Section 1. ELECTED OFFICERS

The elected officers of this Club shall be a President, 1st Vice-President, 2nd Vice President, Secretary, and Treasurer.

Section 2. ELIGIBILITY

Each elected officer shall be a primary member in good standing of the Club.

Section 3. VACANCY

A vacancy in the office of President shall be filled by the 1st Vice-President. All other vacancies in an elected office shall be filled by the Board of Directors 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:

- 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 By-Laws.

Section 5. ELECTION

The officers shall be elected at the General Meeting in December and shall serve a term of one year, or until their respective successors are elected. Officers may serve a second consecutive term.

Section 6. DUTIES OF THE OFFICERS

A. The President shall:

1. Call and preside over all meetings of the Club, the Executive Committee, and the Board of Directors.
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 Chairs 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 needed as one of two authorized signatures, namely President and Treasurer;
8. Represent the Club in all Republican Party activities;

9. Appoint the Financial Review Committee in November to review the Treasurer's books and records at the end of the fiscal year.
10. Accept resignation by written letter or email of any member wanting to resign from a position, chairmanship, or the Club.
11. Call meetings of the Executive Committee and Board of Directors, or upon the request of three members of the Executive Committee and/or five members of the Board of Directors.
12. Represent the Club as a voting member of the VFRW Board of Directors and whenever such representation is requested or required. Should the President not be able to attend the VFRW Board Meeting, a member in good standing from her own Club may attend in her place bearing a proxy.

B. The 1st 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;
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 2nd Vice President shall:

1. Perform the duties of the President in the absence of both the President and the First Vice President;
2. Perform other duties as assigned by the President, the Executive Committee, or the Club;
3. Act as Membership Chair, and
4. Maintain a current roster of members of the Club.

D. The Secretary shall:

1. Keep the Minutes of all meetings of the Club, Executive Committee, and Board of Directors;
2. Keep a current inventory of Club property;
3. Perform such other duties as may be assigned by the President, the Executive Committee, or the Club; and
4. Maintain all Club records and historical items.
5. Conduct the correspondence of the Club under the supervision of the President;
6. Preserve in a permanent file all letters and papers of value to the Club; and
7. 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 the bank approved by the Executive Committee;
2. Sign checks as one of two authorized signatures, namely President and Treasurer;
3. Disburse funds as directed by the Executive Committee or the membership
4. Bring written financial report(s) to regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to VFRW, as required;
6. Submit the financial records to the Financial Review committee for an annual review to be completed by the first meeting of the fiscal year;

7. Perform other duties as assigned by the President, the Executive Committee, or the Club; and
8. Comply with all state elections and reporting requirements.

Section 7. RECORDS

All officers and all committee chairs shall deliver all records, files, and properties of the Club to their respective successors upon retiring from office unless otherwise directed by the President or the Executive Committee.

ARTICLE VII ***Appointed Officers***

Section 1. APPOINTED OFFICER(S)

The President shall appoint a Parliamentarian, who shall be approved by the Executive Committee.

Section 2. DUTIES OF THE PARLIAMENTARIAN

- A. Serve as counsel and give advice on parliamentary procedure;
- B. Be familiar with the By-Laws and Standing Rules of the Club, and
- C. Be entitled to the membership privilege of a ballot vote if a Club member.

ARTICLE VII ***Meetings***

Section 1. REGULAR MEETINGS

A minimum of five (5) regular meetings shall be held during the Club year. These meetings shall be held as decided by the Executive Committee. A quorum at Club meetings shall be 50% of primary members. 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 at her initiative, or upon the request of a majority of the members of the Executive Committee or by 30% of the primary 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. Meetings may be held electronically.

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

Section 4. VOTING

A vote of the Club, Executive Committee, or Board of Directors 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. Notice for all meetings may be mailed or sent electronically.

ARTICLE IX
Executive Committee

Section 1. EXECUTIVE COMMITTEE COMPOSITION.

The Executive Committee of this Club shall consist of:

- A. The elected officers;
- B. The immediate past President; and
- C. The Parliamentarian.

Section 2. DUTIES

The Executive Committee shall transact necessary business between 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 fourteen (14) day notice shall be given for meetings. Notice may be mailed or sent electronically.

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

ARTICLE X
Board of Directors

Section 1. BOARD OF DIRECTORS

The Voting Members of the Board of Directors shall be composed of the

- A. Members of the Executive Committee
- B. Chairs of the Standing Committees

Special Committee Chairs shall be invited to attend meetings of the Board of Directors, but do not have a vote.

Section 2. DUTIES OF THE BOARD

The Board shall:

- A. Meet a minimum of two (2) times each fiscal year at the Call of the President and/or the Executive Committee. Meetings may be held in person, by teleconference, or by electronic videoconference.
 - 1. These meetings will be open to all Active Members who may speak to an issue when granted permission by the presiding officer; however, they may not vote.

2. Voting Members of the Board shall give notice to the Executive Committee if unable to attend a Board of Directors' Meeting.
3. A Voting Member unable to attend a Board of Directors' Meeting may give her proxy to a Non-Voting Member.
 - a. A Voting Member intending to give her proxy to a Non-Voting Member shall advise the Executive Committee of her intent to give said proxy, and the name of the Non-Voting Member to whom the proxy will be given.
- B. Develop and recommend an Annual Budget to the General Membership for review. The Annual Budget must be approved by those members eligible to vote.
- C. Transact any necessary business between meetings of the Club, make recommendations concerning policies of the Club and advise the President.
- D. Fill Vacancies. See Article VI, Section 3.
- E. Removal from Membership. See Article IV, Section 4.

ARTICLE XI ***Committees***

Section 1. STANDING COMMITTEES

Officers may be appointed to chair standing committees, and no other standing committee chairmen may be named without an amendment of these By-Laws.

A. Duties of Standing Committees

1. By-Laws Committee

- a. Conduct a biennial review of the Club By-Laws, or more frequently, if desired.
- b. Request and receive proposed amendments to the By-Laws, submit them to the Executive Committee for action, or initiate changes requested by the Club;
- c. General membership shall have the final vote of amendments; and
- d. Furnish VFRW By-Laws Committee with a complete set of Club By-Laws for review and approval. Any subsequent revision of By-Laws shall be sent to the VFRW By-Laws Committee for approval.

2. Campaign Activities

- a. Shall coordinate all activities of the Club's campaign program and be responsible for the collection and reporting of campaign hours.

3. Finance/Fundraising

- a. Shall prepare and implement a plan for raising funds in order to meet the Club's budget; and
- b. Shall notify the Treasurer of all Fundraising Committee meetings, which she may attend.

4. Legislative

- a. Shall identify legislative concerns important to the Club; and
- b. Shall inform the Club and Executive Committee of any legislation affecting the interests of NFRW and VFRW.

5. Membership

- a. Shall be Chaired by the 2nd Vice President.
- b. Shall coordinate all membership renewal and new member efforts.
- c. Shall compile and maintain complete membership lists.

- d. Shall ensure that all membership information is shared with the Treasurer and others as deemed necessary and is submitted to the state and national federations according to deadlines.

6. Programs

- a. Shall be Chaired by the 1st Vice President.
- b. Shall be responsible for arranging for a venue for Club meetings.
- c. Shall be responsible for planning programs/speakers at meetings;
- d. Shall consult with the President and the Chair of Achievement Awards in program planning.

7. Public Relations

- a. Shall create opportunities to inform the public of Club activities and upcoming events.
- b. Shall furnish appropriate material to the news media.

Section 2. SPECIAL COMMITTEES

- A. The President may appoint chairs of special committees, subject to the approval of the Executive Committee, at any time as it may become necessary. Special Committee Chairmen do not have a vote on the Executive Committee. Special Committees may include:

- 1. Communications
- 2. Caring for America (Community Service)
- 3. Literacy
- 4. Historian
- 5. Other Special Committees may be appointed as needed

- B. **Financial Review Committee**

A committee of 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. The Financial Review Committee shall report to the Executive Committee and to the membership at the first meeting of the following fiscal year.

- C. **Nominating Committee:** See Article XII, Section 1.

Section 3. COMMITTEE MEMBERS.

All committee members must be primary members in good standing in the Club.

Section 4. REPORTS AND RECORDS

- A. Chairs of Standing Committees shall furnish the President annual written reports.
- B. Special Committee Chairmen shall furnish the President annual written reports, as requested.
- C. All records, files, and properties of this organization shall be delivered by all committee chairmen to their successors at the VFRW Convention in even-numbered years and/or not later than five (5) working days following the new appointments.

Section 5. 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 XII
Nominations and Elections

Section 1. NOMINATIONS

- A. A Nominating Committee of three (3) primary members and one alternate, shall be elected by the Club no later than September of each year. The Committee shall elect its own Chair.
- B. The Parliamentarian will instruct the Committee as to proper procedure and will be available for further counsel if required.
- C. The Nominating Committee shall report a slate of one candidate for each office at the general meeting in November of each year, at least thirty (30) days prior to the election at the general meeting in December.
- D. All nominees shall be primary members in good standing in the Club and shall give written consent to serve if elected.
- E. Nominations from the floor shall be in order following the report of the Nominating Committee and just before the election; and
- F. Nominating Committee members may serve no more than two consecutive years.

Section 2. ELECTION OF OFFICERS

- A. Elections shall be by ballot at the annual meeting in December. However, if there is only 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.
- C. Officers may run for a second consecutive term. Officers wishing to run for additional terms must submit a request to be considered by the Nominating Committee to the Board of Directors for approval.

ARTICLE XIII
State Federation Convention Delegates

Section 1. VFRW BIENNIAL MEETING

Prior to the VFRW biennial convention, the Club shall elect representation to the Convention in the method set forth in the VFRW By-Laws.

Section 2. ELECTION OF DELEGATES

Election of Delegates and alternates shall take place at a general meeting before Convention to conform to VFRW certification requirement.

ARTICLE XIV
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 By-Laws, NFRW and VFRW By-Laws and any special rules of order.

***ARTICLE XV
Amendments***

Section 1. VOTE TO AMEND

These By-Laws may be amended by a two-thirds vote at any regular (general) 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 general meeting.

Section 2. REVIEW OF BY-LAWS

By-Laws and all proposed amendments thereto of all Clubs shall be sent to the VFRW By-Laws Chairman for timely review, but no less frequently than every two years. Clubs may be requested by that Chairman to amend Club By-Laws to conform to VFRW and/or NFRW By-Laws. Review of By-Laws and all amendments will be accomplished within 90 calendar days after receipt. Any recommendations of the VFRW By-Laws Chairman shall be acted on at the first meeting of the Club, providing notice of such action to the Club membership is in accordance with the By-Laws of the Club.

Section 3. AUTOMATIC AMENDMENT. If any amendment to the VFRW or NFRW By-Laws makes a corresponding amendment to these By-Laws necessary or causes them to be in conflict with the NFRW or NFRW By-Laws, these By-Laws shall be amended automatically according to amendments adopted by vote of the national and state bodies.

***ARTICLE XVI
Dissolution***

This Club may be dissolved by a two-thirds vote at any regular or special Club meeting, 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, and provided the Club follows the procedure outlined in the VFRW Standing Rules. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the Club, distribute any remaining assets to the VFRW. 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 VFR

By-Laws Approval

These By-Laws approved and adopted by The Hunter Mill Republican Women’s Club on May 13, 2022.

INITIAL APPROVAL:

Approved by Club Membership	May 13, 2022
Submitted to VFRW By-Laws Chair	May 13, 2022
Approved by VFRW By-Laws Committee	June 27, 2022
Name and Email of VFRW By-Laws Chair	

Elizabeth L. Jenny Mundy

Eljmundy@aol.com

(Printed Name)

(EMAIL)

(Signature)

AMENDMENTS

Amended on _____(date) Approved by VFRW on _____ (date) by _____

Amended on _____(date) Approved by VFRW on _____ (date) by _____

Amended on _____(date) Approved by VFRW on _____ (date) by _____

**STANDING RULES
FOR THE HUNTER MILL REPUBLICAN WOMEN'S CLUB**

A. DUES AND FEES

1. ANNUAL DUES

Annual Dues shall be \$50.00 for Active Members, \$100.00 for Sustaining Members, \$25.00 for Associate Members, and \$15.00 for Student Members.

2. DEADLINE FOR PAYING DUES

Dues are payable upon joining, and on January 1 of subsequent years. Members not paying by February 1 shall be informed, in writing, prior to being considered for removal from membership for non-payment of dues.

3. FEDERATION DUES

The annual Federation (VFRW) fee for each (Primary) Active and Sustaining member is \$24, which includes the \$20.00 NFRW fee and the \$4.00 VFRW fee. An additional fee of \$2.00 per Active or Sustaining Member is suggested as a voluntary annual contribution to the VFRW Women's Candidate Fund.

4. FEDERATION SERVICE CHARGE

The service charge is an annual fee of \$30 per Club, payable prior to February 1 each year.

B. DEFINITION OF MEMBERSHIPS. See Article IV of the By-Laws.

Primary Members unable to participate fully in Club activities, but who wish to support the Club may pay a Sustaining Membership. Sustaining Members are not expected to hold office, or be committee chairmen, but may represent the Club as delegates to conventions. They shall receive all correspondence from their Club, VFRW, and NFRW. They may vote and shall be counted toward Club representation. They are invited to all Club activities and receive all Club communications. All references to Primary members include Sustaining Members. The Club pays NFRW/VFRW fees for all Sustaining members.

C. MEETINGS/MEMBERSHIP INFORMATION

1. MEETING SCHEDULE. The Club will meet a minimum of five (5) times a year.

2. PERSONAL INFORMATION

Unauthorized use of Membership Lists and/or information will result in removal from membership by the Board of Directors.

D. TREASURER

1. BUDGET APPROVAL

Budgets must receive the approval of the Board of Directors and the Club membership before adoption.

2. EXPENSES AND REIMBURSEMENTS

a. The Treasurer shall require an expense report with all receipts before any

reimbursement can be issued. The President shall approve expense reports before reimbursement may be issued.

- b. Two members of the Board of Directors shall approve the Club President's Expense Report.
- c. All reimbursements shall be completed within 90 days of the expense date and within the same calendar year.
- d. The Executive Committee may authorize disbursements of funds up to \$100.00 without a vote of approval from members.
- e. Annual total of such disbursements shall not exceed more than one half (1/2) of the total treasury without approval of the membership.
- f. Any expense of \$100.00 or more shall have the approval of the Club's Board of Directors.

3. DISCRETIONARY FUNDS

A President's Discretionary Fund in the amount of \$50.00 shall be included in the annual budget and a \$100.00 discretionary fund for the Board of Directors.

4. RETURNED CHECKS

If a member's check is returned unpaid by the bank or financial institution, a fee shall be assessed to the member in the amount charged by the bank.

5. REMEMBRANCES

The Club shall send flowers upon the death of a member or a member's immediate family member. Otherwise, a card will be sent. Flowers may also be sent upon the death of a parent or other close relative at the discretion of the Executive Committee. (Clubs may choose other specifications but Standing Rules should include a predetermined policy.)

6. NAME TAGS (if used)

Name tags may be presented to each member upon payment of initial dues payment. The cost of replacement or duplicate name tags will be paid by the requesting member.

7. DELEGATE FEES

When choosing delegates to represent the Club at the VFRW Convention, preference shall be given to Officers who wish to attend. All members attending the VFRW Convention are responsible for making their own hotel reservations and for the payment for the room. Additionally, delegates must pay their own Convention registration fee, but delegates who attend the Convention in full shall be reimbursed the majority of the cost for their registration if they present a receipt to the Treasurer after the event. (The amount budgeted, divided by the number of delegates = the amount reimbursed). Alternates, non-delegates, and any delegate who leaves the Convention before adjournment shall not be reimbursed for registration fees or other expenses. All members are responsible for their travel costs to and from the Convention.

E. CLUB VOLUNTARY RESIGNATION FROM THE FEDERATION AND/OR MERGER OF CLUBS

SECTION 1. PROCEDURES

In the event that a Club decides to dissolve, resign their membership in VFRW, merge with another Club and/or resign their membership in the VFRW, the Club shall follow all the procedures as contained in

the VFRW Standing Rules. The right to use of the name of a dissolved local Club shall revert to the VFRW.

SECTION 2. ASSETS

1. Upon voluntary resignation or dissolution of a local Club, its assets shall be distributed to the VFRW within thirty (30) calendar days. None of the Club assets shall be distributed to any member or officer of the organization.
2. In the event that two or more Clubs merge, all assets will also merge in accordance with the procedures outlined in the VFRW Standing Rules.

F. VFRW PROXY FORM

1. No individual may cast more than one (1) vote total (*NOT her own vote plus one for her proxy*)
2. A proxy shall be in writing or by electronic transmission signed by the maker of the proxy.
3. A proxy may only be given to a member in good standing of her own Club.
4. The proxy shall be substantially in the following form:

PROXY

I, _____,
 a member of _____ RWC, holding the office of _____,
 _____, do hereby constitute and appoint _____,
 _____, a
 member of _____ RWC, holding the office of _____
 _____ as my proxy at the Board of Directors
 Meeting to be held at _____, on
 _____, 20 _____, or at any adjourned meeting thereof.

Signed _____

Printed Name _____

Date _____

G. AMENDMENTS

These Standing Rules may be amended by a two-thirds (2/3) vote if no notice is given, or a majority vote if notice is given of the proposed changes.



**APPROVAL OF STANDING RULES OF
THE HUNTER MILL REPUBLICAN WOMEN'S CLUB**

INITIAL APPROVAL

Approved by Club Membership	13 May 2022
Submitted to VFRW By-Laws Chair	13 May 2022
Approved by VFRW By-Laws Committee	_____ (date)
Name and Email of VFRW By-Laws Chair	
Elizabeth L Jenny Mundy	eljmundy@aol.com

(Printed Name)	(EMAIL)
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(Signature)

AMENDMENTS

Amended on _____ (date) Approved by VFRW on _____ (date) by _____

Amended on _____ (date) Approved by VFRW on _____ (date) by _____

Amended on _____ (date) Approved by VFRW on _____ (date) by _____