



PALO VERDE REPUBLICAN WOMEN
(Based on the new AzFRW BYLAWS TEMPLATE)

ARTICLE I – NAME

Section 1.

The name of this club shall be known as the Palo Verde Republican Women, hereafter referred to as "PVRW."

The object of PVRW shall be to:

- A. Increase the effectiveness of Republican women in the cause of good government;
- B. Promote the principles of the Republican Party;
- C. Work for the election of Republican candidates in all elections;
- D. Foster loyalty to the Republican party at all levels of government;
- E. Inform the public through political education and activity;
- F. Support the objectives and policies of the Republican National Committee as sanctioned by the PVRW Board of Directors (BOD);
- G. Disseminate information to members.

ARTICLE II – MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP

- A. Any woman who is currently registered as a Republican in the State of Arizona shall be eligible for membership.
- B. Active membership may not be held in more than one Federation club.
- C. A member in good standing shall be one who has paid the required annual dues and has signed and completed a membership application.
- D. All membership applications are subject to the approval of the PVRW Board of Directors (BOD).
- E. Any action undermining the objectives of PVRW or the Republican Party shall be cause for termination of membership through action by the BOD.

Section 2. ASSOCIATE MEMBERSHIP

- A. Associate membership in PVRW is open to Republicans who hold Active membership in another Federated Women’s clubs or who are registered Republicans in another state.
- B. Associate members cannot hold office or vote. They may serve on committees but not as Chairs. They are not counted in determining the number of delegates to Arizona Federation of Republican Women (AzFRW) or National Federation of Republican Women (NFRW) meetings or conventions.
- C. Registered Republican men may be Associate members and Associate membership rules apply.
- D. Associate dues remain with the PVRW. Associate members are not reported to the AzFRW or NFRW.
- E. Honorary Associate memberships shall be extended to any registered Republican as approved by the PVRW Board of Directors. No dues shall be charged to Honorary Associate members.

ARTICLE III – DUES AND SERVICE CHARGES

Section 1. CLUB CALENDAR

The PVRW calendar year shall be from January 1 through December 31.

Section 2. CLUB DUES

- A. Active member and Associate member dues amounts shall be determined by the PVRW BOD. Members shall be notified of any changes, in writing, ninety (90) days prior to implementation.
- B. PVRW membership dues shall be due January 1 and shall be considered delinquent March 1.
- C. PVRW shall remit the NFRW and AzFRW annual per capita dues and service charge fees as required to AzFRW.

ARTICLE IV – OFFICERS AND DUTIES

Section 1. ELECTED OFFICERS

The elected officers of PVRW shall be a President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer.

Section 2. APPOINTED OFFICERS

The President shall appoint, with approval of the BOD, the Chaplain and Parliamentarian.

Section 3. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve on the Executive Committee as a mentor and/or advisor for a limit of two (2) two (2) year terms. The second term is required only if the President is elected to a second term.

Section 4. ELIGIBILITY

Each elected and appointed officer shall be an Active member of PVRW in good standing.

Section 5. VACANCY

A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by the BOD.

Section 6. TERM OF OFFICE

Officers shall serve a term of two years. Officers may run for a second two-year consecutive term of office one time only.

Section 7. DUTIES OF THE OFFICERS

A. The President shall:

1. Call and preside over all general membership meetings, the Board of Directors (BOD) and the Executive Committee (EC);
2. Represent the organization, or designate a representative in her absence to represent PVRW at all AzFRW State Meetings and Conventions;
3. Make appointments as necessary to conduct the business of PVRW, except the Nominating Committee, subject to the approval of the BOD;
4. Present to the BOD for approval at her first meeting of the term of her office her vision for the upcoming term, which will include expectations for standing/special committees;
5. Make available to the membership a copy of the annual budget;
6. Be an ex-officio member of all committees except the Nominating Committee;
7. Approve all materials prior to being printed or distributed in PVRW's name;
8. Be a signatory to all PVRW financial accounts;
9. Appoint the Budget Committee in November, except for when a change of Treasurer has occurred, at which time a complete review will be done;
10. Accept the written resignation of any member wanting to resign an elected or appointed position, chairmanship or PVRW membership.

B. The First Vice President shall:

1. Serve as Program Chair;
2. Perform the duties of the President in her absence;
3. Fill the unexpired term in the event of a vacancy in the Office of President;
4. Perform other duties as assigned by the President.

C. The Second Vice President shall:

1. Serve as Membership Chair;
2. Maintain a current roster of members of PVRW;
3. Perform the duties of the President in the absence of both the President and the First Vice President;
4. Perform other duties as assigned by the President.

D. The Third Vice President shall:

1. Serve as Community Service Chair;
2. Perform the duties of the President in the absence of the President, the First Vice President and Second Vice President;
3. Perform other duties as assigned by the President.

E. The Secretary shall:

1. Keep the minutes of all meetings of the PVRW, Board of Directors, and Executive Committee, and provide a copy of each record to the President not later than fifteen (15) days after each meeting;
2. Keep a current inventory of PVRW property;
3. Maintain all PVRW records;
4. Conduct all correspondence on behalf of the PVRW under the supervision of the President;
5. Perform other duties as assigned by the President.

F. The Treasurer shall:

1. Be custodian of all PVRW funds which includes collecting and depositing funds in a timely manner into a financial institution approved by the EC;
2. Be a signatory to all PVRW financial accounts;
3. Disburse funds as incorporated in the approved budget and as directed by the EC;
4. Submit unbudgeted expenditures to the BOD for approval;
5. Prepare and submit written financial report(s) at BOD meeting;
6. Submit per capita dues, annual NFRW and AzFRW service fees, and reports as required to the AzFRW in accordance with deadline dates set by the AzFRW and NFRW;
7. Submit complete financial records to the Budget Committee for the annual review;
8. Comply with all IRS and State reporting requirements;
9. Perform other duties as assigned by the President.

G. The Parliamentarian shall:

1. Advise the officers, committees and members on matters of parliamentary procedure;
2. Assist with questions in interpreting the PVRW bylaws and rules;
3. Advise the Bylaws, Elections, Nominating and Program Committees if requested;
4. Advise if an Active PVRW member in good standing is entitled to exercise the membership privilege of a ballot vote.

H. The Chaplain shall:

1. Offer invocations, blessings, prayers and benedictions when called upon to do so;
2. Perform other duties as assigned by the President.

Section 7. RECORDS

Officers and Committee Chairmen shall deliver records, files, and properties of PVRW to their successors upon retiring from office, unless otherwise directed by the President or BOD.

ARTICLE V – MEETINGS

Section 1. PVRW MEETINGS

A. REGULAR MEETINGS

General meetings shall be held monthly, July and August excepted, unless otherwise ordered by the President. Notice of a regular PVRW meeting shall be sent to all Active PVRW members in good standing at least fourteen (14) days prior to the meeting. PVRW shall meet no less than six (6) times per annual year.

B. SPECIAL MEETINGS

Special meetings of the PVRW shall be called by the President or upon the written request of three (3) members of the EC or BOD or by 25 percent of the voting members of the PVRW. The purpose of the meeting shall be stated in the call, with no other business to be transacted at the meeting. Notice of a Special PVRW Meeting shall be sent to all Active PVRW members in good standing at least seven (7) days prior to the meeting.

C. ANNUAL MEETING

The November Meeting of the PVRW will be designated as the Annual Meeting at which time elections will be held as well as reports received from officers. Other business may be conducted as necessary.

D. QUORUM

A quorum for a regular or special PVRW meeting shall be 25 percent of the Active members.

Section 2. EC AND BOD MEETINGS.

A. REGULAR MEETING

Regular Meetings of the BOD shall be held monthly excepting July and August. Notice of a regular BOD meeting shall be sent (mailed or sent electronically) to all members at least seven (7) days prior to the meeting.

B. SPECIAL MEETING

Special meetings of the EC shall be called by the President, or upon receipt of the written request of three (3) members of the EC. Notice shall be distributed to all members of the EC stating the purpose of the special meeting at least five (5) days prior to the meeting. No other business shall be conducted at that meeting.

C. QUORUM

A quorum of any BOD meeting shall be a majority of the voting members.

D. MEETING METHODS

A meeting of the EC or BOD may be conducted in person, by telephone or other electronic means. If conducted by telephone or electronically, any business conducted must be ratified (voted upon and approved) and entered into the Minutes at the body's next regular meeting.

Section 3. VOTING

1. A vote of the EC or BOD may be conducted by mail or telephone conference call or electronic means between meetings provided there is a quorum participating. The vote shall be ratified and entered into the minutes at the body's next BOD meeting.
2. For all meetings, only Active members of PVRW in good standing shall have a voice and a vote.

Section 4. MEETING RECORDINGS

Unless permitted by the EC or BOD, recording of any portion of any meeting is prohibited, with the exception that the Secretary of the Club shall be allowed to electronically record the proceedings of any meeting with the approval of the EC.

ARTICLE VI – EC and BOD

Section 1. COMPOSITION OF EC

- A. The voting members of the EC are:
 1. The Elected Officers; and
 2. The Immediate Past President.
- B. The non-voting member of the Executive Committee is the Parliamentarian.

Section 2. DUTIES OF THE EC/BOD

- A. The EC:
 1. Approves disbursement of funds;
 2. Approves the annual budget prior to the first general membership meeting of the term of office and forwards it to the BOD for adoption;
 3. Approves financial institutions in which PVRW funds are held;
 4. Set the date for Financial Review Committee's financial review of the PVRW accounts or upon any change of the Treasurer;
- B. The BOD:
 1. Transacts any necessary business between meetings of the PVRW;
 2. Approves of President's appointment of Officers and Committee Chairs and members;
 3. Adopts the Standing Rules;
 4. Reviews and approves all proposed bylaw amendments recommended by the Bylaws Committee;
 5. Removes for cause any member of the EC or BOD, by a 2/3 vote.

ARTICLE VII – COMMITTEES

Section 1. COMMITTEE MEMBER ELIGIBILITY/FORMATION

- A. All committee Chairmen shall be Active PVRW members in good standing. Other than the Nominating Committee and Bylaws Committee, Associate members may serve on any committees.
- B. Standing Committee Chairmen and members shall be appointed by the President with the Approval of the EC for a term to coincide with that of those same elected officers.
- C. Special Committee Chairmen and members shall be appointed by the President with the approval by the EC.

Section 2. COMMITTEE DISTRIBUTION OF INFORMATION

The President shall grant prior approval before any committee materials are printed and/or distributed.

Section 3. THE STANDING COMMITTEES shall be:

- Communications
- Membership
- Programs

Section 4. DUTIES OF STANDING COMMITTEES

Standing committees deemed necessary by the EC or BOD shall be appointed by the President subject to approval of the EC or BOD. Standing Committees may include those listed below, or more, as deemed necessary:

A. Communications:

- 1. Assist the President with newsletter and other member communications;
- 2. Assist the President with obtaining media coverage for PVRW events.

B. Membership:

- 1. Maintain a complete, up to date, membership roster;
- 2. Assist at meetings by greeting, welcoming and recruiting new members;
- 3. Prepare new member welcome packets;
- 4. Reach out to former members who have not renewed their dues.

C. Programs:

- 1. Schedule programs of political interest that will attract members;
- 2. Coordinate the programs in conjunction with AzFRW and NFRW award forms to maximize success for PVRW.

Section 5. DUTIES OF SPECIAL COMMITTEES

Special committees deemed necessary by the EC or BOD shall be appointed by the President subject to approval of the EC or BOD. Special Committees may include those listed below, or more, as deemed necessary:

- Americanism
- Awards
- Budgets
- Bylaws
- Campaigns
- Caring for America
- Education/Literacy
- Financial Review
- Nominating
- Political Education/Legislation
- Ways & Means

A. Americanism

1. Ensure the American flag is properly presented at all PVRW meetings;
2. Present and encourage patriotism via presentations, special events or newsletter articles.

B. Awards

1. Coordinate with AzFRW Awards Chair and PVRW President to schedule PVRW events and programs to garner maximum awards points towards PVRW recognition for the AzFRW and NFRW Achievement Awards;
2. Assist the President as needed to timely submit AzFRW/NFRW PVRW Achievement Awards forms.

C. Budget

1. Working in conjunction with the President, Treasurer and Standing Committee Chairs, generate a budget of the term of office;
2. Make available to the membership for adoption at the first general membership meeting of the term of office an annual/biennial budget;
3. Monitor income and expenses during the year for compliance, make recommendations for future budget planning.

D. Bylaws

1. Conduct a biennial review of the PVRW bylaws;
2. Request and receive proposed amendments to the bylaws from Active PVRW members;
3. Submit proposed amendments to the bylaws to the Executive Committee with recommendations for or against adoption;
4. Submit to the AzFRW Bylaws Committee a complete set of PVRW bylaws for review and approval with later amended or revised bylaws transmitted to the AzFRW Bylaws Committee before the end of the term.

E. Campaigns

1. Encourage members to track their volunteer hours and collect same for timely submission of PVRW Campaign Activities Award form.

F. Caring for America

1. Encourage PVRW members to engage in charitable giving activities in the community and organize periodic PVRW projects as directed by the BOD;
2. Coordinate with and assist the President with timely submission of the PVRW Caring for America Awards form.

G. Education/Literacy

1. Support the state/local Teenage Republicans (TARS);
2. Support ASU's Program in Political History and Leadership by awarding two (2) scholarships per semester in perpetuity;
3. Promote reading and distribution of books per the NFRW Mamie Eisenhower Learning Program MELP.

H. Financial Review

1. A Committee of three (3) Active members shall be appointed by the President in November of each year whose duty shall be to review the PVRW accounts at the close of the fiscal year and shall report to the EC;
2. Neither the President or the Treasurer may serve on the Financial Review Committee.

I. Nominating (see Article VIII, Nominations & Elections)

J. Political Education/Legislation

1. Coordinate with candidates to determine volunteer needs and make said needs known to PVRW members;
2. Keep members up to date on local, state and national initiatives, candidates and other important information as necessary.

K. Ways & Means (Fundraising)

1. Participate in the annual budget process to prepare and implement a plan for raising funds in order to meet the PVRW budget;
2. Notify and invite Treasurer to all fundraising committee meetings;
3. Plan and carry out PVRW events to raise PVRW revenue.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE

- A. A Nominating Committee of not less than five (5) Active PVRW members shall be appointed by the BOD no later than April of PVRW’s election year. Immediately upon appointment, the Committee shall elect a chairman.
- B. The Nominating Committee Chair shall submit a slate of one candidate for each of the following offices to Membership via the PVRW Newsletter prior to the luncheon meeting held in November of the election year:
 - 1. President
 - 2. First Vice President
 - 3. Second Vice President
 - 4. Third Vice President
 - 5. Secretary
 - 6. Treasurer

Section 2. ELECTIONS

- A. All nominees for elected office shall be Active members of PVRW in good standing.
- B. Nominations from the floor shall be allowed following the report of the Nominating Committee.
- C. Candidates wishing to be nominated from the floor shall submit to the President her written consent to service prior to the opening of the meeting.
- D. If there is but one nominee for any office, the election for that office may take place by voice vote.
- E. No officer may simultaneously run for more than one office;
- F. Installation of officers shall take place at the December meeting and new officer terms shall begin on January 1st of the following year.

ARTICLE IX – AzFRW AND NFRW CONVENTION DELEGATES

Section 1. AzFRW BIENNIAL STATE CONVENTION

A. PVRW DELEGATES

AzFRW Biennial State Convention voting body shall include the President of PVRW or her accredited alternate and possible additional qualified delegates from each PVRW as per the AzFRW Bylaws.

B. DELEGATES & ALTERNATES

PVRW delegates and alternates to the AzFRW Biennial State Convention shall be chosen at the May PVRW meeting before the convention to meet the requirements of AzFRW.

C. CREDENTIALS AND ALTERNATES

At the time of registration, a member shall, if requested by the Credentials Committee, present photo identification. If needed, an alternate who is replacing a delegate shall be verified by the PVRW's President. Only a prepaid alternate is eligible to be elevated from alternate to delegate status.

D. PROXIES

There shall be no proxy voting at the AzFRW Biennial Convention and each delegate shall be entitled to only one (1) vote on each question or election.

Section 2. NFRW BIENNIAL CONVENTION

A. CONVENTION DELEGATES, DELEGATES-AT-LARGE & ALTERNATES-AT-LARGE

1. PVRW shall be entitled to one delegate and one alternate provided that the club has been in good standing for at least six (6) months prior to the NFRW national convention.
2. AzFRW elects NFRW Delegates-at-Large at the last State Meeting preceding the ninety (90) day deadline before the National Federation of Republican Women Convention. See AzFRW and NFRW Bylaws for more information.

ARTICLE X – PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order, shall govern all proceedings.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the ballots cast by Active PVRW members in good standing who are present and voting at any meeting of the PVRW, provided that notice of the proposed amendment(s) shall have been approved by the EC/BOD and distributed to each member thirty days prior to the date of the meeting.

ARTICLE XII – DISSOLUTION

This PVRW may be dissolved by a two-thirds vote of members present and voting at any meeting of the PVRW, provided that notice of the dissolution has been submitted in writing or electronically at least thirty (30) days prior and has been sent to all members of the PVRW. In the event of dissolution, the EC/BOD shall, after payment of all liabilities of the PVRW, distribute any remaining assets to the Arizona Federation of Republican Women. No funds shall be distributed to any member or officer of the PVRW. The right to use the name of a dissolved PVRW shall revert to the AzFRW.

These bylaws approved and adopted by Palo Verde Republican Women on this date.

PALO VERDE REPUBLICAN WOMEN’S CLUB PRESIDENT

DATE

STANDING RULES

1. ROSTER

The Club Membership Roster is the sole property of PVRW and may not be used for any other purpose. The Roster will be distributed to PVRW members no later than the April luncheon.

2. DUES

- A. Annual dues are set by the BOD and shall be due and payable on or before January 1st of the PVRW calendar year. Members who have not paid their dues by March 1st will not be included in the Club Membership Roster.
- B. Regular membership dues shall be fifty (\$50.00) dollars annually. Associate membership dues shall be twenty-five (\$25.00) dollars annually.
- C. New members paying for the first time after September 1st of any year shall pay a pro-rated membership fee of twenty-five (\$25.00) for that calendar year.
- D. All paid dues are non-refundable.

3. MEETINGS

- A. General meetings shall be held on the third Wednesday of each month, except July and August. The social period shall be at 11:00AM and the meeting shall begin at 11:30AM.
- B. EC/BOD meetings shall be held each month, except July and August, as scheduled by the President.

4. MEETING EXPENSES

- A. The President or authorized member attending the AzFRW quarterly and/or NFRW regional meetings not held in conjunction with the Biennial Convention shall be reimbursed (if requested) for lodging, meals and transportation. No reimbursement shall be made for optional AzFRW fundraising events.
- B. The policy for reservations for luncheons at the Regular PVRW meeting shall be:
 1. Reservations are required for luncheon meetings. The cost of the luncheon is thirty-five (\$35.00) dollars per person.
 2. The deadline for reservations and/or cancellations is 10AM on the Friday morning *prior* to the Wednesday luncheon meeting. ***"A reservation made is a reservation paid!"***
 3. Reservations made and not cancelled by the reservation deadline will be due and owing.
 4. PVRW encourages members to invite guests. The member inviting guest(s) shall be responsible for her guest's lunch costs unless the guest makes her own reservation with the Reservation Chair.
 5. Members are responsible for making guests aware of the luncheon reservation and cost policies.
 6. Making a reservation by email is preferred. Each emailed reservation received shall receive an emailed confirmation which shall serve as proof of reservation.

7. If a member or guest is unable to email his or her reservation, he or she may call the Reservation Chair to make his or her reservation, provide his or her contact information and obtain a verbal luncheon confirmation.
8. PVRW may set aside payment for one lunch per meeting that can be used for the Keynote Speaker's lunch. It is PVRW's general policy not to pay for the guest of a Keynote Speaker. PVRW does not pay for any candidate's lunch when speaking to PVRW as a candidate (rather than as an office holder).

5. DEATH OF AN ACTIVE MEMBER

In the case of an active member's death, the club may make an appropriate contribution to a charity in remembrance of the member.

6. REVIEW OF TREASURER'S RECORDS

- A. Upon receipt of bank statement at end of calendar year, the Treasurer shall finalize the year end financial report and submit it and all records to the Financial Review Committee for its review, on or before December 31st.
- B. The Financial Review Committee shall report its findings to the EC/BOD at the BOD meeting.

7. INSTALLATION OF OFFICERS

The outgoing President shall be, or may appoint, the installing officer to administer the oath of office at the December General Meeting.

8. SUPPORT OF REPUBLICAN CANDIDATES

- A. No material or petitions, except for Party and Candidate literature shall be distributed at a general meeting without the *prior* approval of the Board of Directors.
- B. PVRW shall not conduct fundraising events for any candidates; however, individual members may participate *as individuals* as they see fit.

9. ANNOUNCEMENTS

Any person wishing to address the membership during a general meeting shall submit their request to the President for consideration and placement on the agenda.

10. COMMUNICATIONS POLICY

- A. Information received by the President to be disbursed to the membership, once approved, shall be sent via telephone, postal service, private message carrier or electronically, and may include but not be limited to:
 - 1. Information about any GOP candidates, policies or initiatives.
 - 2. AzFRW and NFRW announcements
 - 3. Notices of PVRW meetings, events and/or other club issues.
 - 4. Alerts about the hospitalization, serious illness or death of a member, associate member or a member's spouse.
 - 5. All other information deemed relevant by the President to members.
- B. The policy for the distribution of any information to the membership shall be:
 - 1. No member may solicit the membership or any subgroup of members for any reason not directly pertaining to PVRW business.
 - 2. No member shall broadcast an email message to the membership without submitting it in writing and receiving the approval of PVRW President. Once approved, the President will make every effort to disburse the information in a timely manner.
 - 3. The President shall determine the appropriate method for disbursement.

11. AMENDING STANDING RULES

Standing Rules may be changed by a majority vote of those attending an Executive Committee/Board of Directors meeting. No Standing Rules shall be adopted that are in conflict with the PVRW bylaws.

Amended 02/2019