



SUFFOLK COUNTY REPUBLICAN WOMEN

CONSTITUTION & BYLAWS

Amended: December 2, 2004
Amended: December 8, 2011
Amended: November 30, 2017
Amended: December 5, 2019

These by-laws shall amend and in every case supersede any and all previously adopted by-laws

SUFFOLK COUNTY REPUBLICAN WOMEN

ARTICLE I. NAME

The name of this organization shall be the **SUFFOLK COUNTY REPUBLICAN WOMEN**, herein referred to as “the organization”.

ARTICLE II. PURPOSE

The purpose of the organization shall be to promote and support the endeavors of Republican women; to foster loyalty to the Republican Party by actively participating in their election, with priority given to Republican women; to inform and educate the public through political activities; to provide a form which will enable Republican women to network, educate, and primate political professionalism among its member women.

ARTICLE III. MEMBERSHIP

- 1) All persons who endorse and promote the principles of the Republican Party and the purpose of the organization as set forth in Article II are eligible for membership. There shall be two categories, as defined below:
 - a) Individual Membership: All women residing in Suffolk County who are registered in the Republican Party may be members.
 - b) Associate Member: All other persons endorsing and promoting the principles of the Republican Party and the objectives as set forth in Article II may be Associate Members.
- 2) Members shall be subject to review and approval of their application by the Membership Chairperson.
- 3) Any member not meeting the requirements for membership shall forfeit their membership.
- 4) An individual shall be considered a member in good standing when all dues have been paid by September 30th of any year and is not in violation of any provision of these by-laws.

ARTICLE IV. REVOCATION OF MEMBERSHIP

Membership shall be revoked upon change or discontinuation of enrollment or any conflict with the principles of the organization as outlined in Article II and these by-laws.

ARTICLE V. VOTING PRIVILEGES

Voting privileges shall be limited to individual members in good standing as defined in Article III, Section 4.

ARTICLE VI. EXECUTIVE COMMITTEE

- 1) There shall be an Executive Committee which shall be the governing body for the organization.

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- 2) The Executive Committee shall consist of the following officers: President; 1st Vice President; 2nd Vice President; 3rd Vice President; Recording Secretary; Corresponding Secretary; Treasurer; PAC Treasurer; Sergeant at Arms, and Immediate Past President and two remaining Trustees.
- 3) All members of the Executive Committee shall be members in good standing of the organization.
- 4) All members of the Executive Committee must reside in Suffolk County.

ARTICLE VII. OFFICERS

- 1) The elected officers of the organization shall be President, 1st Vice President, 2nd Vice President, and 3rd Vice President, Recording Secretary, Corresponding Secretary.
- 2) The term of officers shall commence at the January meeting in each even year, following their election and be for two years.
- 3) No more than two concurrent terms in the same office shall be allowed.

Should a vacancy occur in the office of President, 1st Vice President or 2nd Vice President, the next officer in order of succession shall fill the vacancy until the next regularly scheduled election. In instances of other executive committee vacancies, the President shall put forth a recommendation to the Executive Committee, by a majority vote, shall approve. This person shall serve until the next regular election.

ARTICLE VIII. ELIGIBILITY OF OFFICERS

To be eligible to serve as an Officer, the member shall be a member in good standing as set forth in Article III.

ARTICLE IX. DUTIES OF OFFICERS

- 1) The President shall be the chief executive of the organization. She shall preside at all meetings of the organization, enforce the by-laws of same and appoint a parliamentarian. The President shall be a member ex-officio of all standing committees with the exception of the nominating committee. She shall be the liaison between the organization and the Suffolk County Republican Committee.
- 2) The 1st Vice President shall perform the duties of the President in the President's absence. She shall serve as Chair of the Standing Committee on Programs.
- 3) The 2nd Vice President shall perform the duties of the President in the absence of the President and the 1st Vice President. She shall serve as the Chair of the Standing Committee on Membership. She shall be the custodian of the membership records and shall keep an accurate attendance record of the Executive Committee members and the individual members at all meetings. She shall be responsible for verifying the enrollment of all prospective members and shall submit such information to the Executive Committee. She shall report to the Executive committee the standing and eligibility of all members and nominees.

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- 4) The 3rd Vice President shall assume the duties of the President in the absence of the President, and the 1st and 2nd Vice Presidents. She shall be the chair of the standing committee on Ways and Means.
- 5) The Recording Secretary shall keep a correct record of all meetings and shall prepare and distribute the minutes of past meetings for review and acceptance. At the conclusion of her term, the corresponding secretary shall provide all documentation to the incoming Recording Secretary. Official documents and previous records shall be maintained by the current Recording Secretary.
- 6) The Corresponding Secretary shall prepare the general correspondence of the organization and shall send notices of general meetings to all members of the organization.
- 7) The Treasurer shall be appointed by the President. She is the custodian of all the funds and monies received and disbursed. She shall keep an accurate account thereof and prepare, distribute, and deliver a report of the same for the Executive Committee at each meeting. All shall require the signature of the Treasurer or the President. An Auditing Committee appointed by the President and approved by the Executive Committee may audit the Treasurer's records each year. Treasurer may be bonded by a licensed surety agency. The cost of the policy to be paid by the organization.
- 8) Political Action Committee (PAC) Treasurer shall be appointed by the President. She shall keep an accurate account of all funds and monies received and disbursed thereof and prepare, distribute, and deliver a report of the same for the Executive Committee at each meeting. All checks shall require the signature of the PAC Treasurer or the President/President Designee. The PAC Treasurer will also prepare the necessary reports for the State and County Board of Elections as required. An Audit Committee appointed by the President may audit the PAC Treasurer's records each year. The PAC Treasurer may be bonded by a licensed surety agency. The cost of the policy is to be paid by the organization.
- 9) Upon the expiration of her term of office, each officer shall surrender and deliver to her successor within one week from the conclusion of her term in office, all such books, correspondence and records as belonging to the organization.
- 10) Any officer or member of the Executive Committee shall be removed from office upon missing three consecutive meetings without giving good and valid reason with sufficient notice to the President or the Membership prior to the meeting. Such officer is to be notified in writing after the second absence. The Corresponding Secretary shall send such notice.
- 11) In the event any Officer who is required to make a report at a meeting is unable to do so, she must give her report to a member of the Executive Committee prior to the commencement of the meeting. She must notify the President of such substitution prior to the meeting.

ARTICLE X. ELECTION OF OFFICERS

- 1) There shall be a Nominating Committee which consists of three (3) members. Two (2) members shall be appointed by the President and one (1) member shall be elected by the Executive Committee. Committee members shall come from varied geographic areas of the county. The members of the Nominating Committee shall be members in good standing. Members appointed by the President may be members of the Board of Directors. The member not appointed by the President may not be a member of the Executive Committee. The members of the Nominating

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Committee shall elect a chair from their committee. If requested, the Membership Chair shall supply the members of the Nominating Committee a roster of all members in good standing.

- 2) The Nominating Committee shall report the proposed slate of officers prior to or at the September General Membership Meeting.
- 3) The slate of proposed officers submitted by the Nominating Committee shall be voted on at the Annual Meeting in December. Nominations may be proposed from the floor. At the close of nominations, no further nominations shall be accepted. A majority of all votes shall constitute an election, the President may appoint three (3) tellers and a three (3) member credential committee at the Annual Election Meeting to facilitate the election.
- 4) The officers shall be installed at the December General Membership Meeting.

ARTICLE XI. BOARD OF DIRECTORS

The Board of Directors shall be composed of a maximum of three persons from each township in Suffolk County recommended by the Executive Committee. Directors shall be members in good standing.

ARTICLE XII. DUTIES OF BOARD OF DIRECTORS

The role of the Directors shall be to promote the purpose of the organization. They shall serve as liaisons to their respective towns, recruit new members into the organization and when an event is held Directors shall assist with the event. The active involvement of a director shall be taken into consideration when future vacancies occur on the Executive Committee.

ARTICLE XIII. MEETINGS

- 1) There shall be at least six Executive Committee meetings each year. They shall be held in a central location or at alternative geographic locations within Suffolk County.
- 2) Special meetings shall be held on the call of the President at any time or upon the written requests of twenty-five (25) members in good standing. The purpose of such meeting shall be stated in the call of the meeting and no other business shall be transacted.

ARTICLE XIV. QUORUM

- 1) A quorum shall be required for the transaction of business of the organization.
- 2) A quorum of the Executive Committee shall consist of a majority of the Committee Members. In the absence of a quorum, the President and the majority of the committee members present shall have the power to conduct such business of the organization which shall be deemed urgent and time sensitive.

ARTICLE XV. STANDING COMMITTEES

- 1) The Standing Committees of the organization shall be Program, Membership, By-Laws, PAC Auditing and Auditing.

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- 2) There may be special committees appointed by the President with the approval of the Executive Committee as shall be deemed necessary to conduct the business or activities of the organization.

ARTICLE XVI. DUES

The annual dues for each membership category shall be established by the Executive Committee. Members will also have the option to join the State and National Federation by remitting the required dues at the time of joining or renewing membership of Suffolk County Republican Women.

ARTICLE XVII. STATUS OF FUNDS

All monies raised by the organization shall be held in the name of the organization and deposited into the regular account of the Suffolk County Republican Women. Any and all expenditures of the organizations shall be approved by a majority vote of the Executive Committee subject to the quorum clause of these by-laws. The President shall have discretionary power to spend up to \$500.00. Any expenditure in excess of \$500.00 shall require the approval of the Executive Committee.

ARTICLE XVIII. ANNUAL AWARD

- 1) There shall be an Annual Award given by the organization. The recipient must have shown qualities which include leadership, experience, participation, and advocacy on behalf of the organization. Letters of recommendation shall be accepted prior to October 30th, at which time nominations will be closed and a recipient shall be selected.
- 2) The recipient of the Annual Award shall be decided by a majority vote of the Executive Committee. The recipient will be announced at the December meeting.

ARTICLE XIX. ORDER OF BUSINESS

General meetings of the organization shall follow the following format:

- Pledge of Allegiance
- Prayer
- Reading of the Call of the Meeting
- Quorum declared by the Chair of the Membership Committee
- Reading of the Minutes or waiver and acceptance thereof
- Reading of the Treasurer's Report
- Reading of the PAC Treasurer's Report
- Reading of the Report of the Corresponding Secretary
- Reading of the Report of the Standing Committees
- Outstanding Business
- New Business

ARTICLE XX. ENDORSEMENTS

The organization or any officer of shall not go on record endorsing any candidate for public office that conflicts with the formal nominee of the Suffolk County Republican Committee.

ARTICLE XXI. AMENDMENT CLAUSE

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- 1) The By-laws may be amended at any regular meeting of the general membership or a special meeting called for that purpose by a two-thirds vote of such members. A written copy of the proposed amendments shall be sent to each individual member at least 30 days prior to the meeting to amend the By-Laws.
- 2) Any member may propose changes to these by-laws by submitting same in writing to the Chair of the Standing Committee on By-Laws.