

Republican Women of Southern Beaufort County
Bylaws

11-18-24 RWSBC Member Approved Bylaws

Approved at 2024 Annual Meeting unanimously by RWSBC members present. A quorum was in attendance.

ARTICLE I – NAME

The name of the organization shall be “Republican Women of Southern Beaufort County” (hereinafter the “Club”).

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- A. To provide the electorate with political education and training;
- B. To empower women in the cause of good government by encouraging more active political participation;
- C. To facilitate cooperation among the National and State Federations of Republican Women Clubs;
- D. To foster loyalty to the conservative views of the Republican Party and to promote its principles and ideals;
- E. To support the objectives and policies of NFRW, SCFRW, Republican National Committee (RNC) and work for the election of the Republican Party nominees; and
- F. To disseminate information to all members that may be of interest to the Club received from SCFRW, NFRW, RNC, and/or Republican candidates running for local, state, or national office.

ARTICLE III- MEMBERSHIP

Section 1. The Club is a private Association and membership shall be by invitation only.

Section 2. Full Membership. Any Republican woman who has primary residency in South Carolina and who is in harmony with the mission of this Club

Republican Women of Southern Beaufort County
Bylaws

and subscribes to these Bylaws may apply to become a full member of the Club. A member in good standing is one whose annual dues are paid and who is deemed to be in good standing by the RWSBC Board. Only members in good standing may vote.

This organization is a member of the South Carolina Federation of Republican Women and the National Federation of Republican Women.

For membership purposes, sex is revealed at birth. Primary membership is restricted to those humans whose sex is biologically female at birth.

Section 3. Associate Membership. The following individuals may apply to become associate members of the Club:

- a) Ladies who are members in good standing in another State Federation of Republican Women's Club,
- b) Individuals up to age 20,
- c) College students, and
- d) Partners or spouses of members who wish to become a member.

Associate members do not have voting rights in the Club. Because the Club will not have to pay SCFRW and NFRW dues for Associate Members, Associate Members pay lower dues than Full Members. Associate members may volunteer for different club activities but cannot serve members of the RWSBC Board.

Section 4. Application for Membership

An application for membership shall be filled out and submitted along with dues to the Treasurer. All processed applications are to be maintained by the Membership Chair and Treasurer.

ARTICLE IV – ELECTED OFFICERS & THEIR DUTIES

Section 1. Elected Officers. The elected officers shall be President, Vice-President, Secretary, and Treasurer. The term of office shall be January 1st through December 31st for one year or until a successor is appointed.

Section 2. Eligibility for Elected Officers. Candidates for elected officials must be an active dependable member with a good record of attendance at our meetings, and in good standing with the Club. Candidates must have served on the

Republican Women of Southern Beaufort County
Bylaws

Board of Directors for one year prior to being considered as an officer or have been approved unanimously by the Board.

Section 3. President. The President shall preside at meetings of the Executive Committee, Board of Directors, and General Membership. The President shall call regular or special meetings of the Board with 7 days written notice. The President shall appoint all committee chairs with the approval of the Board, with the exception that the Vice-President shall be chair of the Program Committee, the Treasurer shall be chair of the Finance Committee, and the Immediate Past President shall be chairman of the Bylaws Committee and the Nominating Committee. The President shall be authorized to sign checks in the inability of the Treasurer to do so. The President or her designee shall attend the meetings of the State Federation of Republican Women.

Section 4. Vice-President. The Vice-President shall act as Program Chair by arranging informative programs for General Meetings subject to the advice and approval of the Board; shall perform the duties of the President in any General Membership or Board Meeting in the absence of the President; shall assist the President to supervise the work of the appointed and standing committees; and shall fill the vacancy of the President if she is unable to serve her term.

Section 5. Secretary. The Secretary shall be responsible for all aspects of notification of General Membership Meetings, take minutes at Executive Committee or Board Meetings. The minutes shall be available to the Board for review within two (2) weeks of any meeting. Upon Completion of the meeting minutes the Secretary shall maintain records of all approved minutes. The Secretary shall also be custodian of all Club records.

Section 6. Treasurer. The Treasurer shall be the chair of the Finance Committee responsible for preparing a budget with advice of the Board. The Treasurer shall receive and disburse funds on behalf of the Club, ensure that all transactions are documented appropriately, and prepare a financial report consisting of the total money received, total money disbursed, and final balance for each Club account. This financial report shall be in writing and will be presented at the Board Meetings and General Membership Meetings. Expenses of more than \$100 must have prior Executive Committee approval. The Treasurer shall prepare a year-end accounting for approval by the Executive Committee. The Treasurer, with the assistance of the Finance Committee, shall prepare an annual budget for

Republican Women of Southern Beaufort County
Bylaws

the Club for a vote at the January Board Meeting. The Treasurer shall also complete all reports and submit the proper dues to the SCFRW as required.

Section 7. Executive Committee. The President, Vice-President, Secretary, Treasurer, and Immediate Past-President shall serve as the Executive Committee. Special meetings of the Executive Committee may be called by the President or upon written request of two members of the Executive Committee to the President. Special meetings must be held in person. At least a five-day advance notice shall be required for a meeting. Between meetings the Committee shall be empowered to conduct necessary business that does not conflict with Club policy.

Section 8. Vacancies. Any vacancies in elective office, which occur on or after May 1, shall be appointed by the Executive Committee for the remainder of the term. An election by the membership shall be held to fill any vacancies in elected office that occurs before May 1.

ARTICLE V- BOARD OF DIRECTORS

Section 1. Composition. The Board shall consist of the elected officers, the chairs of all standing committees, and the Immediate Past President.

Section 2. Role. The Board shall act as a steering committee, set policy, plan strategies to achieve the goals of the Club, solicit opinions and support from its members, approve the annual budget, authorize payment of expenses not covered by annual budget, and employ help as it deems necessary for the achievement of its goals. Board members are encouraged to attend meetings of South Carolina Federation of Republican Women.

Section 3. Meetings. Board meetings shall be held each month in advance of the General Membership Meeting. Members may attend any Board Meeting. Members who wish to place an item on the meeting agenda should notify the President in advance of the Board Meeting.

Section 4. Quorum. A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. The Immediate Past President shall be a non-voting member of the Board except where a vote by members result in a tie.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees

- a. Program Committee. The Program Committee shall be chaired by the Vice-President and is responsible for planning programs for the general membership.
- b. Finance Committee. The Finance Committee shall be chaired by the Treasurer and is responsible for preparing a yearly budget to be presented at the January Membership Meeting.
- c. Membership Committee. The Membership Committee is responsible for keeping membership lists and increasing membership. The duties of the Membership Committee include but not limited to: preparing, sending out, collecting and recording membership forms; maintaining the Club's mailing/email list; and keeping a database of member's availability for volunteer activities.
- d. Public Relations. The Public Relations Committee shall be responsible for publicizing special programs and Club events to non-members.
- e. Bylaws. The Bylaws Committee shall review the Club Bylaws every two years, or upon the request of the President, and monitor changes made in South Carolina or the National Federation of Republican Women Bylaws, and amend the Club's Bylaws to conform when necessary.
- f. Campaign. The Campaign Committee is responsible for providing information to the Club members about local, state and national campaigns of interest to the club. The Committee will act as the Club's liaison with campaign managers and will organize the Club's liaison with campaign managers and will organize the Club's campaign assistance efforts.
- g. Legislative. The Legislative Committee is responsible for monitoring local, state and national legislation of interest to the Club membership and shall act as the Club's liaison with elected officials.

Section 2. Other Committees.

Ad hoc Committees or Task Forces

May be appointed by the President with the advice of the Board, as necessary to fulfill organizational goals. Including but not limited to Fundraising, Awards and Special Events Committees.

ARTICLE VII - NOMINATING COMMITTEE & ELECTIONS

Section 1. Nominating Committee. In May of each year, a Nominating Committee shall be formed. The Immediate Past-President shall appoint the members of the Committee.

The Committee shall consist of at least four (4) and not more than six (6) members; two (2) members residing in the Hilton Head area, two (2) members residing in the Bluffton or Okatie area, and at the Nominating Committee Chair's discretion, up to two (2) other Club members. No member may serve on consecutive Nominating Committees.

All Committee members must be club members in Good Standing. The Immediate Past President shall chair the Nominating Committee.

Section 2. Slate of Officers. The Nominating Committee shall prepare a proposed slate of officers. The Chair of the Nominating Committee, or her designee, shall present the proposed slate of officers at the October General Membership Meeting. Any nominee listed on the proposed slate must have consented to the nomination prior to the October meeting.

Section 3. Nominations from the Floor. Nominations may be made from the floor at the November meeting, following the report of the Nominating Committee Chair, provided the nominee has given consent to serve if elected.

Section 4. Qualifications. Any person seeking an office must be a registered voter in Beaufort County and a member of the Club in good standing.

Section 5. The Election for Board . Election shall be by secret ballot at the November annual meeting. Candidates running from the floor must have given written notice to the President one week prior to the November meeting. A majority of all votes cast shall constitute an election. Members may vote by mail if unable to attend the meeting and if their signed and sealed ballot is received by the Club President or Nominating Committee Chair in advance of the November Membership Meeting. Where there is only one candidate for an office, election may be by voice vote.

Republican Women of Southern Beaufort County
Bylaws

ARTICLE VIII – MEETINGS

Section 1. General Membership Meetings. Meetings shall be held once each month during the months of January through May and September through November. The Board may also decide to hold additional membership meetings. Attendance at meetings is for members and their guests.

ARTICLE IX - PRIMARY POLICIES

Section 1. Endorsement Policy

A. The Club as a whole and its officers 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. 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, SCFRW, or NFRW.

B. The Club shall not advocate a split ticket, support a candidate on an opposition ticket or act against the SCFRW or NFRW policies.

C. The Club shall not affiliate with any political organization which is not officially recognized as working in concert with NFRW and the RNC.

ARTICLE X – DUES

The Finance Committee shall propose annual dues during the annual budget process. Annual dues include the per capita dues for the State and National Federations. Annual dues are not prorated and must be paid in full no matter when a member renews membership during a calendar year. However, a new member joining on or after October 1st by paying membership dues in full shall be entitled to full membership for the following calendar year at no additional cost. A new member is a member who has not been a member of the Club at any other time and does not include lapsed members who choose to reactivate membership. The active roster of the Club will include all those who have paid annual dues.

ARTICLE XI – FISCAL YEAR

The fiscal year of the Club shall be the calendar year running from January 1 through December 31.

Republican Women of Southern Beaufort County
Bylaws

ARTICLE XII – AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds vote of members present at any regular or special meeting of the Club. Notice shall be sent to all members Fifteen (15) days prior to the meeting.

ARTICLE XIII – DISSOLUTION

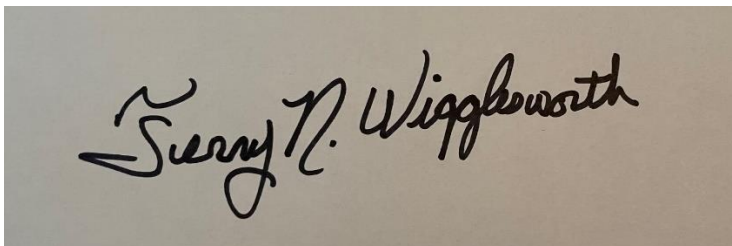
The Club may be dissolved by a two-thirds vote of the total active membership at any regular or special meeting of the Club. In the event the Club shall cease to function, all remaining funds shall be ceded to the South Caroling Federation of Republican Women. Ownership of, and right to use, the name of a dissolved Club shall revert to NFRW who chartered the Club and the name into existence.

ARTICLE XIV – RECORDS

All membership lists, financial records and minutes for the Club shall be maintained for seven (7) years. Records may be maintained electronically; however, hard copies of every record or report shall be kept by the Secretary.

After retiring from office, board members shall turn over club records to current president, or successor.

President, Republican Women of Southern Beaufort County (RWSBC)

A rectangular area containing a handwritten signature in black ink. The signature reads "Jerry R. Wigglesworth" in a cursive script.

Date 11-18-24