

**Republican Women of Okaloosa Federated By-Laws,  
Standing Rules 2020**

**ARTICLE I—Name**

The name of this organization shall be: The Republican Women of Okaloosa Federated, to be hereafter referred to as the Club. The Club, as an affiliate of the National Federation of Republican Women and Florida Federation of Republican Women, has been classified by the IRS as a 527 Political Organization. The Club is not a 501C (3) not for profit organization.

**ARTICLE II—Objectives**

The objectives of the organization shall be to:

- A. Promote an informed electorate through political education.
- B. Increase the effectiveness of women in the cause of good government through active participation.
- C. Facilitate cooperation among Republican Women’s Clubs.
- D. Foster loyalty to the Republican Party at all levels of government.
- E. Work for Republican candidates in all elections, including non-partisan elections.

**ARTICLE III—Membership**

SECTION 1. Any registered Republican believing in the principles of the Republican party and intending to support its candidates is eligible for membership.

Membership in this club shall consist of the following categories:

Active Members shall be a registered Republican woman with dues current. She shall have the privilege of voting, participating in debate, serving on committees, holding office, and serving as a delegate to the national and/or state meetings or conventions.

1. Associate Members:

a. Republican women who are active members of another federated club may join as associate members.

b. Republican men are eligible for associate membership, as are non-citizens who espouse Republican ideals and are actively pursuing citizenship.

c. Associate members shall not: be counted for the purpose of determining the number of delegates to the state or national conventions; serve as a delegate or alternate; make a motion; have a voice or vote; be a committee chairman; be a member of the nominating committee or hold any office.

SECTION 2. This organization shall be a member of the Florida Federation of Republican Women (FFRW) and of the National Federation of Republican Women (NFRW).

SECTION 3. Only Active Members in good standing shall be eligible to hold office in the club, serve as chairman of standing committees, or as member of the Nominating Committee. Only Active Members, in good standing, shall be eligible to vote in any election of the Club or on business of the Club.

SECTION 4. Members shall be removed from membership for supporting candidates who are not Republican or for working against the objectives of the Florida and National Federations.

**ARTICLE IV—Officers and Their Duties**

SECTION 1. The elected officers of the Club shall be: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

**SECTION 2. Duties of Officers**

A) The duties of the president shall be to:

- 1 Preside at all meetings of the Club, Board of Directors and Executive Committee.
- 2 Have general supervision of the work of the Club.
- 3 Appoint all standing and special Committee Chairmen, except the Nominating Committee.

- 4 May appoint an assistant to help the Treasurer who will be authorized to sign checks in the absence of the President and the Treasurer.
- 5 Be an ex-officio member of all committees, except the Nominating Committee.
- 6 Sign checks in the absence or inability of the Treasurer.
- 7 Represent the organization at all times or may designate someone as a representative in her absence or inability to do so.
- 8 Serve as coordinator between the FFRW and the NFRW.
- 9 Appoint all standing and special Committee Chairmen, to include Review Committees, Parliamentarian, Historian, and Chaplain. Except for the Nominating.
- 10 Appoint two members in good standing who are knowledgeable of accounting procedures to review/audit books

The duties of the Vice Presidents shall be:

- To perform the duties of the President in her absence or inability to serve, and shall fill a vacancy in the office of the President in their order.
- To perform the duties as may be assigned by the President.

B) The duties of the Recording Secretary shall be:

- To record and keep accurate minutes of all meetings of the Club and its Executive Board.
- To be the custodian of all minutes of the Club and its Executive Board.
- To perform other such duties as may be assigned by the President.
- In the event there is business which is of concern to the membership, at a regular monthly meeting, the Secretary shall read the recommendation(s) from the Board of Directors and move for the adoption of such recommendation(s).

C) The duties of the Corresponding Secretary shall be:

- To execute the correspondence of the Club as directed by the President.
- To keep and read the minutes of the Club and its Executive Board in the absence of the Recording Secretary.
- To perform other such duties as may be assigned by the President.

D) The duties of the Treasurer shall be:

- To be a check signer on all bank accounts
- To receive and be the custodian of all funds of the club and pay all bills authorized by the Club.
- To keep an account of all moneys received and disbursed and to report in full at all regular meetings of the Club and its Executive Board.
- To send notices to members for dues payment and service charges owed
- To prepare and submit the annual membership report as required by the FFRW and NFRW.
- To serve on the Budget Committee.
- To perform other such duties as may be assigned by the President.

SECTION 3. All officers and Chairmen will deliver all records, files and properties of the Club to their successors within 30 days after the successors' election or appointment.

#### **ARTICLE V—Board of Directors and Executive Committee**

SECTION 1. The Executive Committee will consist of the elected Officers, and the Immediate Past President.

SECTION 2. The Executive Board will consist of the elected officers, appointed Chairmen of the Standing Committees, and the Immediate Past President. These are voting members of the Board.

SECTION 3. The Board of Directors will meet once a month, prior to the general meeting, for the purpose of transacting necessary business of the Club.

SECTION 4. A special meeting of the Executive Committee shall meet at the call of the President or upon written request of four members of the Executive Board.

SECTION 5. Special Committee Chairmen shall be ex-officio members without a vote.

SECTION 6. The Executive Committee will consist of the elected officers, the Immediate Past President and non-voting parliamentarian. They shall execute the following:

- Appoint a replacement upon the resignation of an elected officer for the time remaining between the resignation and the next scheduled election.
- Appoint delegates and alternates to conferences and conventions when vacancies occur.
- Have complete jurisdiction over removal and reinstatement of Club membership.
- Conduct the business of the Club or Federation between meetings.
- Adopt an annual budget, to be presented to the membership for approval.

SECTION 7. Vote of the Executive Board may be either in meetings, or by phone, by mail or electronically.

SECTION 8. The Executive Board shall meet at the call of the President or upon written request of five members of the Executive Board.

SECTION 9. A Board of Directors meeting of newly elected officers, appointed committee chairmen, and their predecessors will be in the month of November in order to accomplish an expedient transition.

## **ARTICLE VI—NOMINATIONS AND ELECTIONS**

SECTION 1. Nominations:

- A Nominating Committee of three members and one alternate, all to be

elected through nominations from the floor, shall be determined at the June membership meeting in uneven numbered years. Must be members in good standing.

- The Nominating Committee shall choose its own chairman. The slate of nominees will be announced at the October membership meeting.
- The Nominating Committee shall submit one (1) nominee for each office.
- Nominations for the elected offices may be made from the floor in the month of the election.
- Members may not be nominated for a position without their consent.
- Eligibility for nomination or election as an officer will be confined to women who have been active members in good standing for a minimum of one year.
- Members may not be on the Nominating Committee for more than two consecutive terms, nor be considered for office while serving on same.

## SECTION 2. Elections

- All offices will be elected in an uneven numbered year by the majority of the quorum at the November membership meeting for a term of two (2) years and will take office in January of the following year.
- Election will be by ballot, except when there is but one candidate for office, in which, the election may be by voice. A majority shall elect.

## **ARTICLE VII—Dues**

SECTION 1. Dues will be payable upon application and thereafter annually on or before January 1.

SECTION 2. New Members joining after September 1 shall be paid through the following year.

SECTION 3. The fiscal year of the Club will be January 1 through December 31.

SECTION 4. Membership dues become delinquent Dec. 31, except those new members who paid dues after Sept. 1.

SECTION 5. The amount of membership dues shall not be changed without 30 days written notice to the full membership and approval of the majority of the members present at a regularly scheduled monthly meeting.

#### **ARTICLE VIII— Meetings**

SECTION 1. The annual meeting of the Club will be held in January and will be for the purpose of installing officers and receiving reports of standing committees. Voting on the proposed budget will take place no later than the February meeting.

SECTION 2. Regular meetings will generally be held on the first Wednesday of each month with the exception of July and August in odd numbered years.

#### **ARTICLE IX—COMMITTEES**

SECTION 1. The Standing Committees of the Club shall be, Bylaws, Fundraising, Legislative, Membership, Programs and Publicity.

SECTION 2. The duties of the Standing Committees will be those set forth by the State and National Federation and additional duties as designated by the Executive Committee.

SECTION 3. The President, subject to the approval of the Executive Committee, may appoint Standing Committee Chairmen. Special Committee Chairmen will be appointed by the President, when needed.

SECTION 4. The duties of Special Committees will be those prescribed by the President and the Executive Committee. Chairmen of Special Committees are encouraged to attend board meetings without a vote. Chairmen of Special Committees will not be members of the Executive Committee by virtue of their appointment.

#### **ARTICLE X - QUORUM**

SECTION 1. The members in good standing who are attending a general membership meeting will constitute a quorum.

## **ARTICLE XI – DELEGATES**

SECTION 1. Delegates and Alternates to all State and National Federation Conventions and Conferences will consist of the President and as many others as are provided for in the Bylaws of the State and National Federations.

SECTION 2. Delegates and Alternates will be elected at a regular monthly meeting of the Club.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

SECTION 1. Robert's Rules of Order will govern all proceedings except where they are inconsistent with the By-Laws of the Club.

SECTION 2. These By-Laws may be amended by a two-thirds vote at any regular meeting of the Club or at a special meeting called for the purpose, provided notice of the proposed amendment has been given in writing to all members.

## **ARTICLE XIII – POLICY**

SECTION 1. ENDORSEMENT POLICY The Federation President, Elected Officers, Standing Committee Chairmen, Club Presidents, and individual Club members may support Federated Women members who are candidates in a primary.

SECTION 2. The Club shall be removed from membership in the Florida Federation of Republican Women and National Federation of Republican Women for supporting opposition candidates to Republican candidates, or for working against the objectives of the Florida and National Federation. Upon dissolution of the unit club, the assets shall be distributed to the State Federation Treasurer and the Charter returned to the President of the Federation. None of the assets shall be distributed to any member or officer of the organization.

SECTION 3. Member Action:

- (a) Any member using Federation stationery or reproduction of same for the promotion of any candidate or cause in the Primary, General, or Republican Party elections, or participating in any dispute or contest, automatically



forfeits her membership and shall be publicly censured.

- (b) Members may act in the name of the Republican Women of Okaloosa Federated only when authorized to do so by the Executive Board.

**SECTION 4. Video Taping Policy:**

All Republican candidates are welcome to attend general meetings and distribute literature. RWOFF does not endorse candidates prior to the primary. Exceptions may be made for Republican Women members running for office. RWOFF takes no responsibility for any videos that are made and should not be quoted as supporting any individual candidate. To respect the privacy of our members, taping will not occur of the members or business portion of the meeting. RWOFF does not authorize the distribution of any photographs and/or videos without written approval of the RWOFF Board of Directors.

We the undersigned, hereby certify that the foregoing is a true and current copy of the BYLAWS OF THE REPUBLICAN WOMEN OF OKALOOSA FEDERATED as adopted. These By-Laws were reviewed February, 2020.

Maddie McNeal, PRESIDENT-  
Kathy Foster, BY LAWS CHAIR  
Maryl Bednar  
Linda Flowers  
THE EXECUTIVE BOARD

Amended	4-2007
Amended	3-2009 (removed FNFRW references)
Amended	4-2009
Amended	4-2010 (Video Policy added)
Amended	4-2014 (General Clarifications)
Amended	10-2014 (Clarified Committees)
Amended	2-2018 (compliance with NFRW, FFRW)
Amended	2-2020 (compliance with NFRW, FFRW, (contribution policy added)

**REPUBLICAN WOMEN OF OKALOOSA FEDERATED  
STANDING RULES —2020**

1. The address of the Republican Women of Okaloosa Federated shall be: PO Box 1202, Shalimar, FL 32579

2. Keys to the Post Office Box shall be assigned to the President and the Treasurer, whose names and signatures shall appear on the Post Office file card. The third key is retained by the Post Office. It is illegal to duplicate keys. Lost keys should be reported to the Post Office.
3. One fourth of the profits collected through fund raising projects shall be retained in the treasury for Convention and Conference expenses of the President or Alternate, including registration, transportation and ½ hotel. Registration fees only, for the Conventions and Conferences, may also be paid from this account for Delegates and/or Attendees.
4. The retiring 1<sup>st</sup> Vice-President shall be responsible for the purchase of a gift (not to exceed \$50.00) for the retiring President.
5. A book will be presented annually to a library in memoriam for deceased members.
6. An officer or committee chairman of FFRW shall be extended an invitation for the January meeting of the Club.
7. The Executive Committee meeting of the Club shall be two weeks prior to the general membership meeting of the Club.
8. The regular membership meeting date may be changed with notice, at the discretion of the Executive Committee, should there be any conflicting special events.
9. Expenditures approved by the President shall not exceed \$50.00.
10. The retiring President shall be obligated to yield the updated Club History and her copies of all recorded minutes to the new President. The retiring Secretary and Treasurer shall also be obligated to yield all updated records to their successors.
11. Each year's pertinent historical records, Treasurer's Reports and two copies of the Minutes shall be passed on to the incoming administration.
12. No member's personal information shall be given to any organization without that member's express permission.
13. Dues are \$40.00. Amounts in excess of \$40 are considered donations. \$100.00 (Saints),

\$75.00 (Angels), and \$50.00 (Patrons).

14. Associate Membership dues shall be \$15.00 annually.
15. Voting privileges shall be afforded to all officers and committee chairwomen at board meetings.
16. If campaign funds are available, and with board approval, contributions will be confined to candidates who have been active RWOFF members in good standing for a minimum of one year.

### **RWOFF Past Presidents**

2018-20	Maddie McNeal
2015-17	Marijo Strauss
2013-15	Sheila Vaughen
2012-13	Patricia Perri
2010-11	Hulda Mahlum
2008-09	Marijo Strauss
2006-07	Barbara Wall
2004-05	Donna Pattison
2002-03	Gayle Jacobson
2000-01	Madalyn Boekenoogen
1998-99	Deronda Redden
1996-97	Lois Hoyt
1994-95	Marge Tucker
1992-93	Eleanor Farrell
1990-91	Henrie Banjavich
1989-90	Redith Fischer
1987-88	Pat Hollarn
1985-86	Margot Stevens
1983-84	Peggy Taylor
1981-82	Randee Horvath Schatz
1979-80	Janice Yatsko

