



PENNINGTON COUNTY REPUBLICAN WOMEN

Bylaws

Revised August 8, 2024

**PENNINGTON COUNTY REPUBLICAN WOMEN
BYLAWS**

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ARTICLE I- NAME

The name of this organization shall be the PENNINGTON COUNTY REPUBLICAN WOMEN (PCRW).

ARTICLE II – OBJECTIVES

The objectives of PCRW are as follows:

1. To promote an informed public through political education and activity.
2. To increase the effectiveness of Republican women in the cause of good government.
3. To facilitate cooperation between the National (NFRW) and State Federation of Republican Women (SDFRW) and other Federated Republican women's clubs.
4. To foster loyalty to the Republican Party and to promote its principles.
5. To support the objectives and policies of the Republican National Committee.
6. To work for the election of the Republican Party nominees.

ARTICLE III - MEMBERSHIP

Membership in this organization is open to all Republican women who support the objectives of the Republican Party and comply with the bylaws of both the South Dakota and National Federations of Republican Women.

In accordance with NFRW bylaws, a member shall be counted from one club only for the purpose of delegate representation to a State or National Federation meeting or convention. NFRW bylaws do not permit continued membership of a club that is on record as having advocated a split party ticket or having sponsored a candidate running on an opposition ticket.

Section 1. ELIGIBILITY

A. Individual Membership

1. An individual active member in good standing is one whose current dues are paid with this club and the State and National Federations.
2. Only individual active members, whose dues are current may serve in a position of leadership.
3. Only individuals registered with the Republican Party may be active members in good standing.

B. Associate Membership

1. A Republican woman who is a regular member of an affiliated local club and who wishes to support another local club may be eligible for Associate Membership upon payment of required dues to said local club. She cannot hold office, vote, or be counted for the purpose of determining the number of delegates to National or State Federation meetings or conventions. As an Associate Member, she does not have duplicate membership in the State or National Federation.
2. Any Republican man may join as an Associate Member upon payment of the required dues to the local club. He may attend meetings, however, he may not hold office, have a voice, vote, or be counted for the purpose of determining the number of delegates to National or State conventions. Men who are associate members in local clubs do not have membership in the National or State Federations.

C. Honorary Membership

1. Honorary members shall have all privileges of membership, except when they are an active member of another local Republican women's club. Honorary members shall pay no dues, and the local club shall pay their per capita dues to the National and State Federations, unless they are active members of another local Republican women's club.
2. Honorary members become such at the discretion of the local club.

Section 2. QUALIFICATIONS WITH NFRW AND SDFRW BY-LAWS

1. PCRW is a club, which may utilize technology to meet virtually, and shall consist of ten or more Republican women who organize; adopt bylaws that are in harmony with State and National bylaws and objectives; is not a political action committee; pays annual dues and the service charge; and meets at least five times in a twelve-month period.
2. The word "Republican" shall be included in the name of our unit club.
3. The word "Federation" shall not be used in the name of our unit club.
4. Bylaws must be sent to the President of the State Federation for final approval.
5. Membership dues and the service charge must be sent to the State Treasurer with a list of each member's name, address, phone number/fax number, e-mail address, address, and zip code.
6. Clubs shall not affiliate with any political organization which is not officially recognized as working in concert with the NFRW and the Republican National Committee. This applies to clubs as entities and not to individual members.

ARTICLE IV- OFFICERS AND THEIR DUTIES

Section 1. ELIGIBILITY

Each elected or appointed officer and members of the standing and special committees shall be active members in good standing in this club.

Section 2. OFFICERS

Elected officers of Pennington County Republican Women shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, and a Treasurer.

Section 3. TERM

The officers shall be elected at the November meeting of even numbered years for a term of two years. No officer shall serve more than one consecutive term in the same office. The terms of office shall be from January 1, of odd numbered years through December 31 of even numbered years, regardless of when installation takes place. The officers shall serve until their successors take office. A candidate may not simultaneously run for more than one office.

Section 4. DUTIES OF THE PRESIDENT

The duties of the President include the following:

1. To preside at all meetings of the club, the Executive Committee, all membership meetings, and the Board of Directors.
2. To represent the club at all times, or to designate someone as a representative in her absence or unavailability to do so, providing a Vice President, in their order, is unable to act. Only a Vice President, however, may represent the President at the Biennial NFRW Convention.
3. To appoint Chairs of all standing and special committees, except the Nominating Committee. The appointment of the Chairs shall be subject to approval by the Executive Committee.
4. To appoint a Parliamentarian, Historian, Budget Chair and Chaplain, as well as Chairs for all other Standing and Special Committees.
5. To appoint three members-at-large.
6. To prepare a program of action after consultation with the Chairs of the Standing and Special committees for presentation to the Executive Committee and to the Board of Directors for approval.
7. To be an ex-officio member of all committees, except the Nominating Committee.
8. To prepare an annual budget and present it to the Executive Committee for approval and recommendation to the Board of Directors.
9. To sign checks in an emergency and by vote of the Executive Committee in the event of unavailability of the Treasurer to do so.

Section 5. DUTIES OF THE VICE PRESIDENTS

The duties of the Vice Presidents shall be as follows:

1. In their order, they shall perform the duties of the President, in her absence or on request.
2. They shall perform such other duties as are assigned by the President.
3. The 1st Vice President shall be the Chair of the Program Committee.
4. The 2nd Vice President shall be the Chair of the Membership Committee.

Section 6. DUTIES OF THE RECORDING SECRETARY

The duties of the Recording Secretary are as follows:

1. To keep the minutes of all meetings of the club: the Board of Directors, all club membership meetings, and the Executive Committee.
2. To be the custodian of all records pertaining to her office.
3. To conduct the correspondence of this Club as directed by the President.
4. To perform such other duties as may be assigned by the President.

Section 7. DUTIES OF THE TREASURER

The duties of the Treasurer are as follows:

1. To be custodian of all funds of this Club.
2. To collect all funds and to deposit them in the specified bank.
3. To disburse funds upon authorization of the membership.
4. To keep an accurate account of all receipts and disbursements.
5. To be an ex-Officio member of the Finance/Budget Committee.
6. To forward the list of all members to the State Treasurer, including each member's name, address, phone number/fax number, e-mail address, address, and zip code.

The Treasurer's books shall be audited annually by the Auditing Committee, at the end of each fiscal year and before the books are submitted to the newly elected Treasurer.

Section 8. DUTIES OF THE MEMBERS-AT-LARGE

The duties of the members-at-large include the following:

1. Members-at-large shall perform such duties as may be assigned to them by the President.

Section 9. OFFICIAL RECORDS

All officers and committee chairs shall deliver all records, files and properties of this Club to the newly elected officers and appointed chairs immediately upon retiring from office, unless otherwise directed by the President or Executive Committee.

Section 10. MEMBERSHIP MEETINGS

The Pennington County Republican Women shall hold membership meetings open to all members each month as determined by the club unless otherwise ordered by the club or the Executive Committee.

1. Before the next membership meeting is held, minutes from the previous membership meeting may be approved by electronic voting, by club members only. Otherwise, membership meeting minutes may be approved, by club members only, at the next in-person membership meeting.
2. Any membership meeting business may be conducted electronically or in person as determined by the executive board. If membership meeting business is conducted electronically upon which a vote is taken, a member must cast her vote within five days.

Section 11. QUORUM

A quorum of a regular membership monthly in-person meeting shall consist of twenty members. For membership business conducted electronically, a minimum of 10 membership votes must be cast.

Section 12. CANDIDACY FOR PUBLIC OFFICE

1. It is a club policy that Pennington County Republican Women as an organization shall not take sides in a Republican contest for public office, whether the position is at the local, county, legislative, state or federal level, prior to the primary election or State Republican Convention.
2. To maintain a position of objectivity, should a member in a leadership position choose to run for office at a local, county, legislative, state or federal level, said member shall be relieved of her duties as an officer from petition due date until the primary election or State Republican Convention has been completed.
3. Should a member choose to run for office on any level as a candidate other than a Republican, said member shall forfeit her membership, as she is no longer a member of the Republican Party. This applies to primary, and general elections

ARTICLE V- BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. BOARD OF DIRECTORS

The voting body of the Pennington County Republican Women Board of Directors shall be all the elected officers, the immediate past president, the chairs of all the standing committees, the members-at-large, the State Central Committeewoman and the County Chair or Vice Chair, whom ever is female. The non-voting members shall be the Parliamentarian, Chaplain and Historian. All members of the Board of Directors must be members in good standing of the Pennington County Republican Women.

Section 2. DUTIES OF THE BOARD OF DIRECTORS

The duties of the Board of Directors are as follows:

1. To supervise the business of the Pennington County Republican Women.
2. To fill vacancies in elected offices that occur between elections.
3. To recommend the annual budget to the club for approval.
4. To approve the program of action, as presented by the President.
5. To recommend proposed amendments and bylaw changes to the club for approval.

Section 3. MEETINGS OF THE BOARD OF DIRECTORS

1. The Board of Directors shall meet at such time and place, including electronically, as determined by the Club President.
2. Special meetings of the Board of Directors shall be called, at the written request of three members of the Board of Directors.
3. At least one week's notice shall be given to each member of the Board before the meeting.

Section 4. QUORUM OF THE BOARD OF DIRECTORS

A quorum for the transaction of business at any meeting of the Board of Directors shall consist of five directors eligible to vote, as defined in Section 1 of Article V of these Bylaws. If less than a quorum is present at a meeting, a majority of the directors present may adjourn the meeting without further notice.

Section 5. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers, the members-at-large, the immediate Past President, and the Parliamentarian of the Pennington County Republican Women. The Parliamentarian will be a non-voting member.

Section 6. DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee are as follows:

1. To approve the President's appointments of the Chairs of all the Standing and Special Committees.
2. To recommend the annual budget to the Board of Directors.
3. To direct the disbursement of all funds outside the budget.
4. To approve the bank where funds are to be deposited.
5. To meet on the call of the President or on written request of two members.
6. To authorize the President to sign checks in an emergency or in the unavailability of the Treasurer to do so.

7. To have jurisdiction over membership applications, removal from, and reinstatement to membership.
8. To remove from office or duties, by a two-thirds vote of the Executive Committee, any officer, Standing or Special Committee Chair who does not support the Pennington County Republican Women, State, or National Federations or their policies, objectives, and bylaws.
9. To consider special matters between regular meetings of the club.

Section 7. MEETINGS OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet, in person or electronically, at least one week prior to the scheduled monthly membership meeting at such time and place as shall be determined by the President.
2. At least one week's advance notice shall be given to each member of the Executive Committee.

Section 8. QUORUM OF EXECUTIVE COMMITTEE

Three members shall constitute a quorum of the Executive Committee.

ARTICLE VI - COMMITTEES

Section 1. STANDING COMMITTEES

The chair of each standing committee shall be appointed by the President subject to approval of the Executive Committee. There shall be the following standing committees:

1. BYLAWS
2. CAMPAIGN ACTIVITIES
3. FINANCE (includes Budget & Ways & Means)
4. LEGISLATIVE & RESOLUTIONS
5. MEMBERSHIP
6. PUBLIC RELATIONS
7. PROGRAM

Section 2 GENERAL DUTIES OF THE STANDING COMMITTEES

The Standing Committees shall prepare programs of action in their respective fields for consideration by the President and Executive Committee. The Chair of each Standing Committee shall be a voting member of the Board of Directors.

1. BYLAWS COMMITTEE - It shall be the duty of the Bylaws committee to receive proposed amendments and prepare them for presentation to the Board of Directors and the Club for approval.

2. CAMPAIGN ACTIVITIES COMMITTEE - It shall be the duty of the Campaign Activities Committee to develop and coordinate campaign activities with the local, state and national campaign programs and policies.
3. MEMBERSHIP COMMITTEE - It shall be the duty of the Membership committee to promote, expand, stabilize and orient the membership. The Membership Committee shall also maintain a list of the names and addresses of members and forward it to the Treasurer monthly.
4. PUBLIC RELATIONS COMMITTEE - It shall be the duty of the Public Relations Committee to present National, State and local programs and activities through available news media.
5. FINANCE COMMITTEE - It shall be the duty of the Finance Committee to prepare the annual budget for the club, to have general supervision of all expenditures, and to assist the club in developing a sound financial policy. The club Treasurer shall be an ex-officio member of the Finance Committee. The Chair of the Finance Committee shall be a member ex-officio, without vote, of all committees that disburse money. This committee also includes Budget and Ways & Means as subcommittees.
6. PROGRAM COMMITTEE - It shall be the duty of the Program Committee to plan and implement a well-coordinated annual program based on Federation objectives. The committee shall develop a club program as suggested by State and National Federation guidelines which will involve all areas of club activities. The Program Committee Chair may present the annual program to the Executive Committee for approval. The Vice President shall chair the Program committee.
7. LEGISLATIVE COMMITTEE - It shall be the duty of the Legislative Committee to carry out the legislative programs adopted by the State and National Federation. The committee shall study local legislative needs in order to make recommendations to the Club.

Section 3. SPECIAL COMMITTEES

The Chair of each special committee appointed by the President subject to approval of the Executive Committee shall include, but not be limited to, the following:

1. AMERICANISM
2. AUDITING
3. AWARDS
4. CALLING
5. COMMUNITY SERVICE includes CARING FOR AMERICA & SENIOR CITIZENS
6. COURTESY
7. LITERACY (MELP)
8. NEWSLETTER

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. NOMINATIONS

1. A Nominating Committee of three members shall be elected from the Club's own membership by a majority vote at the October meeting in even numbered years. The elected Committee shall name one of the three as Chair.
2. The Nominating Committee shall submit at least one nominee for each office to the membership at the November meeting in even numbered years.
3. Nominees shall be members in good standing of the Pennington County Republican Women and shall be in accord with the objectives, bylaws and policies of this Organization, the Republican Party and its platform.
4. Nominations may be made from the floor provided the nominee has given her consent to serve, if elected.
5. No one shall serve on the Nominating Committee for more than two consecutive terms.

Section 2. ELECTIONS

1. Opposed elections shall be by ballot and a majority of all votes cast shall determine the winner. Where there is only one candidate for an office, election may be by voice vote.
2. Election of Club officers shall be held at the regular meeting in November of even numbered years.
3. Installation shall be held at the meeting in December of even numbered years, and the newly elected officers shall begin serving January 1.

Section 3. ELECTIONS COMMITTEE

1. An Elections Committee of not less than three members shall be appointed by the President prior to the November meeting of even numbered years.
2. This committee shall provide all election materials and shall act as conductors of the election.

Section 4. VACANCIES

1. In the event of death, resignation, or incapacity of the President, the First Vice President, shall become President for the unexpired portion of the term.
2. Vacancies in offices other than the President shall be filled for the unexpired term by the Executive Committee by the next meeting following the vacancy.

ARTICLE VIII - DUES, SERVICE CHARGE AND FISCAL YEAR

Section 1. PER CAPITA DUES

1. This club shall pay annual per capita dues as assessed by the State and National Federations.
2. State and National dues are payable January 1st of each year and must reach the State Treasurer by March 1st of each year or they are delinquent. Dues must be based on current membership and should reach the State Treasurer as collected or monthly.

3. Checks should be made payable to the South Dakota Federation of Republican Women and mailed to the State Federation Treasurer.
4. Only those clubs whose dues are paid thirty days prior to the State Biennial Convention shall be entitled to representation at the Convention.

Section 2. DUES

1. Members of the Pennington County Republican Women will pay club, state, and national federations dues as assessed. Members shall submit their dues payments to the PCRW Treasurer.
2. Dues are due by January 31 and are considered delinquent as of March 1.
3. Membership expires each year on December 31.

Section 3. SERVICE CHARGE

The Pennington County Republican Women shall pay a service charge by January 31 each year as assessed by the NFRW. This entitles the federated club to all mailings and other services of the State and National Federations.

Section 4. FISCAL YEAR

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

ARTICLE IX- STATE BIENNIAL CONVENTION

A convention shall be held biennially in even numbered years at such time and place as shall be determined by the SDFRW Board of Directors.

Section 1. REPRESENTATION

The Pennington County Republican Women's club is entitled to the following representation based on the current dues received by SDFRW postmarked no later than thirty days before the convention:

1. The Club President
2. Three Delegates-at-Large
3. One additional Delegate-at-Large for each twenty members or major portion thereof.

Section 2. ALTERNATES

The club is entitled to an alternate for each elected delegate. The Vice President's in their order, shall serve as the Club President's alternate if she is unable to attend.

Section 3. SELECTION DATES

The delegates and alternates shall be selected by a majority vote of the Club members at a meeting no later than the meeting preceding the convention and no later than two weeks prior to the convention. The

President has the authority to fill vacancies in the delegation, if necessary, due to a delegate's unavailability to attend.

ARTICLE X - AMENDMENTS

1. These bylaws may be amended by two-thirds vote of those members present at a membership meeting, provided that the proposed amendment or amendments shall have been discussed at a prior meeting of the club, Board of Directors or Executive Committee.
2. All proposed amendments shall be submitted, in writing, to the members at least one club meeting prior to being voted upon.
3. All proposed amendments shall be presented to the Board of Directors or the Executive Committee prior to presentation to the Club.
4. When the State and/or National Federations amend their Bylaws in a manner which affect club bylaws, the club shall automatically amend its bylaws to conform without need for a membership vote to become effective.

REVISIONS / AMENDMENTS

These Bylaws Originally Written and Approved September 1962

Amended: May 1964	Amended: June 24, 2020
Amended: May 1967	Amended: August 8, 2024
Amended: February 1971	
Amended: 1975	
Amended: August 18, 1980	
Amended: July 21, 1986	
Amended: October 17, 1988	
Amended: October 16, 1989	
Amended: May 19, 1997	
Amended: November 1, 2002	
Amended: January 15, 2004	
Amended: March 20, 2007	
Amended: November 20, 2007	
Amended: December 11, 2007	
Amended: December 16, 2008	
Amended: July 19, 2012	
Amended: February 21, 2013	
Amended: February 19, 2015	
Amended: January 30, 2017	

Approved by: Catherine Barranco

President, South Dakota Federation of Republican Women

Date: August 8, 2024

STANDING RULES AND MOTIONS

1. Annually pay the following Service Club Fees to the NFRW:
 - a. National Pathfinder Scholarship Fund
Amended to pay \$15.00 per year
Approved May 19, 1997
Revised May 24, 2020
 - b. Dorothy Kabis Internship Fund
Amended to pay \$15.00 per year
Approved May 19, 1997
Revised May 24, 2020
 - c. Marion Martin Building Endowment Fund \$25.00 per year
Approved November 16, 2002
Revised May 24, 2020
 - d. NFRW-Federation Trust
Amended to pay \$15.00 per year
Approved July 16, 2016
Revised May 24, 2020
2. Annually participate in the Mamie Eisenhower Library Project by purchasing a book from the NFRW book list and donating it to a local library.
3. To pay the Presidents expenses, to include round trip airfare, registration fee, hotel accommodations and \$50 for miscellaneous expenses, to attend the Biennial NFRW Convention.
Approved August 17, 1983
4. Annually submit the President's name and fee to belong to the "Rushmore Regents."
Approved November 16, 2002
5. Conduct all meetings by "General Consent" method.
Approved: March 18, 1996
6. Sponsor one Teen Age Republican (TAR) camp Scholarship each year to be divided, as the local TAR organization deems appropriate.
Approved May 19, 1997

7. The club will limit the Caring for America community service projects to one (1) per year not to exceed \$300.00 in monetary contributions. Each year a committee will research and present up to three (3) projects from which the club will vote to select one.
Deadline for nominations to our Caring for America committee is one week prior to regular club meeting.
Approved January 15, 2004
Revised December 11, 2007
Revised July 19, 2012
8. Associate club membership dues will be \$30.00 annually.
Approved December 11, 2007
Revised May 24, 2020
9. To pay the President's expenses, to include travel expenses not to exceed \$50.00, registration fee, and reasonable room costs to attend the South Dakota Federation of Republican Women's biennial convention.
Approved December 16, 2008
10. Guidance in Distribution of Contributions to Republican Women Candidates and our Male and Female Associate Member Candidates.

1st They must be a current year member of PCRW, or current year member of their counties local Republican Women's Club, if they are new to our area in order to be considered to receive contributions. (1 point)

2nd Consecutive prior year membership as an Associate Member or NFRW Membership will earn them additional amounts than those that are first time members. (1 point)

3rd Candidates with consecutive multiple years of membership in NFRW will be considered for additional contributions when available. (1 point)

Calculation of the total number of points and dividing it into the total amount of budgeted contribution money, will determine the value of each point for the individual contributions to each candidate.
Approved May 19, 2016
11. When Club records are maintained electronically, the following will be followed:
 - a. More than one individual must have independent access to the records at all times;
 - b. There must be a second device in a different location on which a secure backup is kept; and
 - c. There must be a method in place by which the records are transferred when changes in officials occur (Flashdrive, CD, or current method to transport).
Approved May 24, 2020
Amended June 2020
12. Members and Club Disciplined per "NFRW Conduct & Discipline for Clubs, State Federations"
Approved May 24, 2020

National Federation of Republican Women

Conduct & Discipline for Clubs, State Federations

A club, a club committee, or a State Federation has the absolute right to expect orderly conduct and ethical behavior by its members or attendees. Unruly behavior may be anything from not adhering to the agenda, failing to observe proper procedure, or even an officer who oversteps or a member who disparages the club/Federation publicly. Members who cannot act in a respectful and responsible way often cause small disruptions at first, but they can escalate into destructive forces if not dealt with immediately. But what can you do if a member becomes unruly or refuses to act in a manner consistent with the Federation, club, or committee ethos?

There are several options open to our clubs and Federations, but the first step should always be to have an open and respectful conversation with the offender. Many times, people simply do not realize that their behavior is out of line and will correct the situation once they are made aware.

There are several options open to our clubs and Federations, but the first step should always be to have an open and respectful conversation with the offender. Many times, people simply do not realize that their behavior is out of line and will correct the situation once they are made aware.

But if you've talked and talked and talked, and the situation has gone from bad to worse, don't give up hope. There are things you can do.

The next step would be to review the Federation or club bylaws for any clause, which may be informative and give direction. Most bylaws are silent on the matter of discipline, and if yours are, then we look to Robert's Rules of Order Newly Revised (11th edition) – or RONR -- for guidance.

Generally, RONR breaks down discipline in three ways: unruly behavior by a member at a meeting, egregious behavior occurring outside of a meeting and injurious to the organization, and removal of elected officers.

For our purposes, "punishments" may be something as simple as changed behavior or an apology, but there are more drastic measures, which include censure, expulsion, suspension of the member's rights, and removal from membership of a committee or even the organization.

Unruly Behavior in Meetings

Keep in mind that all members of the club or committee have the right to be present at meetings except in cases where the bylaws may provide for automatic suspension for dues in arrears or where the group has, by motion and vote for a specific offense, forbidden attendance.

A club or Federation may choose to allow nonmembers to attend meetings in certain circumstances and have every right to expect nonmembers to behave appropriately. In the event that a nonmember fails to meet the expectations for behavior, his/her expulsion from the meeting may be effected by the chair, or by means of a motion and a vote.

A first or minor infraction of the rules should merely be called out and the chair should remind the offender to avoid such behavior.

If a member continually acts inappropriately at a meeting, the chair may call out the offender and request his/her behavior cease, and the secretary should be instructed to note the infraction(s) in the minutes. If the unwanted behavior continues, the chair has no authority to remove the offender, but the members of the committee or club are so empowered by means of a motion and a vote. The chair may, however, ask, "What penalty shall be enforced on the member?" and the members of the committee can offer a motion.

This motion can be anything from demanding an apology or behavior changes to censure to expulsion from the meeting (or even future meetings) to removal from the committee, or the club. Once a motion is made and adopted, the offender has no right to appeal the decision, but another member of the committee may do so on his/her behalf.

If a motion for discipline is made during a meeting, the offender has the right to be in the room during the discussion and present a defense. A motion may be made and adopted by a majority vote to have the offender leave the room during consideration of the penalty; however, she must be allowed to first present a defense. A motion for the offender to leave is NOT debatable or amendable.

Censure

A censure is merely a motion to warn a member that if certain behavior(s) continues, the next steps will be removal from the meeting, a temporary suspension of her rights, or removal from membership.

For infractions during meetings, censure motions may be moved when no other business is pending on the agenda, but must take place promptly after the breach of conduct. A member would rise, obtain the floor, and say, "Madam Chair, I move to censure Mrs. Smith."

Censure motions require a second, are amendable and debatable, require a majority vote and may be reconsidered. The member being censured can defend herself during debate but may not vote on the motion. If the members of the club or committee would like to vote by ballot, the chair may say, "Is there any objection to a ballot vote?" and then proceed. No one may be censured twice for the same offense.

Expulsion From Meeting, Suspending Member's Rights, or Removal From Membership

If a member continues to behave unacceptably, a motion may be made to expel her from the remainder of meeting, to suspend a member's rights for a specific period, or to remove her from membership. All are considered very serious penalties because they infringe on a member's rights.

Expulsion from the meeting would require a second, is debatable and amendable, and can be reconsidered. A majority vote is required, and this vote may be taken by ballot on demand of any one member, other than the named offender.

To make a motion to expel from the meeting, a member would rise, obtain the floor, and say, "Madam Chair, I move to expel Mrs. Smith from the remainder of this meeting."

As in the case of censure, the assembly may choose, via a motion, to deliberate without the offender in the room, and opportunity for the named offender to defend herself must first be provided.

The same process is used to suspend a member's rights for a specific period of time. To remove someone completely from membership for actions during a meeting is a total removal of a member's rights. A member would rise, obtain the floor, and say, "Madam Chair, I move to remove Mrs. Smith from membership." While the process is the same as for expulsion, a two-thirds (2/3s) vote is required to remove a member. This is an extreme measure that should be reserved for only the most egregious behavior from a member with no realistic hope for change.

Egregious Behavior Outside of Meetings

Sometimes members will, outside of your meetings, behave in ways that bring dishonor to your organization or its members and refuse to stop or even apologize. Clearly, such behavior cannot be allowed to continue, or go unanswered.

Unlike bad behavior at meetings, if improper behavior occurs outside of your meeting, most of your members will generally have no first-hand knowledge of the exact circumstances. This means that if disciplinary measures are to be taken, charges must be preferred, and a formal "trial" must be held. A small, special committee may be appointed to investigate the matter, but this committee has only the authority to report its findings and recommendations to the club or Federation.

It is critical to understand that any such charges, findings, or recommendations must remain confidential to all but those involved, including the alleged offender.

The steps to expel or remove a member happen like this:

1. Confidential investigation by a committee
2. Report of the committee and preferral of charges, if warranted
3. Formal notification of the accused
4. "Trial," usually held in executive session
5. The assembly's review/acceptance of the trial committee's findings

Quotation marks are used around the word "trial" because it is not a legal trial in the sense that it is impossible for a club or Federation to obtain legal proof of facts, and, in order to get at the truth, hearsay evidence has to be admissible, and judgements will have to be made based on it. Witnesses are not sworn. The named offender, however, must be given ample time to prepare and present her defense -- her due rights must be protected.

At the conclusion of the "trial," the committee will express its conclusion by way of a resolution with its finding of guilt or innocence and the recommended punishment which is voted on by the full body.

This is a drastic step and one that should be undertaken only under the most extreme circumstances with a great deal of consideration given to the ramifications. This kind of action can have wide-ranging consequences that are not pleasant. Please see RONR (11th ed.), pp. 654-669, for complete details.

Discipline of an Elected Officer:

Elected officers may be disciplined for failure to perform, overstepping or violating bylaws or organizational assignments, or fraud. The same process for censure is used for officers as described earlier.

Presiding officers (the chair) may be disciplined for things such as failure to perform, for not adhering to parliamentary procedure or the bylaws, denying members their rights, or fraud. Censuring a presiding officer is a little different and may be more difficult because she “has the gavel.” When censuring a presiding officer, a member rises and informs the president that he/she is going to offer a motion to censure the president. The member then turns to the Vice President (or Secretary if the VP is not there) and makes the motion in the form of an oral resolution, pointing out the unwanted behavior and the proposed “punishment” in the resolving clause. Just as with any other proposed censure, the presiding officer is not entitled to vote and may be excused from the room for deliberation (via vote) after presenting her defense.

If censuring an officer or presiding chair doesn’t resolve the issue(s), one must consider removing that officer from her position. Because an officer holds her position by way of action from the membership (an election), the process is a bit different.

First, look and see if your bylaws have a provision or process for removal of officers and follow those steps. If your bylaws are silent, then you must look at the provision for terms of office. If the term of office in your bylaws is “___ years or until their successors are elected,” that officer may be removed by means of a motion. The vote required for adoption is either a) a two-thirds vote, b) a majority vote when previous notice has been given, or c) a vote of the majority of the membership.

If your bylaws say the term of office is for “___ years” or it says “___ years and until their successors are elected,” a formal trial proceeding must be held as described earlier. As you can see, the word “or” has significant meaning in bylaws.

Again, removal from office is a drastic step that should only be undertaken in the most egregious of circumstances. It is an ugly process that has the real potential to split loyalties and cause a great deal of angst among the remaining members of your club or Federation. Bear in mind that such actions may also result in legal action, and if the National Federation of Republican Women (NFRW) is made a party to such a suit, the NFRW is entitled to, and will, recover from you and your club or Federation any legal expenses incurred. (See NFRW Bylaws, Article V, Section 6.H)

One does not have to be the club president to be a leader, and a good leader will always try and resolve any issues promptly and privately. A good leader may not be able to create resolution in every situation, but she will in most. Actions such as what has been described here should always be reserved for extreme situations and never undertaken lightly.

Prepared by Theresa Kosmoski, NFRW Parliamentarian, March 2019