

**Butte Republican Women Federated**  
**STANDING RULES**

(Approved by BOD on March 7, 2024)

The following Standing Rules are the guidelines for conducting the activities of Butte Republican Women Federated (BRWF).

The rules may be adopted by a majority vote of the primary members present at a regular meeting. At any future sessions, standing rules may be amended by a majority vote.

**Terminology:**

- Butte Republican Women Federated (**BRWF**)
- National Federated Republican Women (**NFRW**)
- California Federated Republican Women (**CFRW**)
- Elected Officers(**EO**) = President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, 3<sup>rd</sup> VP, 4<sup>th</sup> VP, Secretary, and Treasurer
- Appointed Officers (**AO**)= Chaplain, Financial Review Officer, and Parliamentarian
- Executive Committee(**EC**) = President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, 3<sup>rd</sup> VP, 4<sup>th</sup> VP, Secretary, Treasurer, Financial Review Officer, Chaplain, and Parliamentarian.
- Executive Officer/s (**EO**)
- Board of Directors (**BOD**) = Executive Committee, Standing Committee Chairs, and Immediate Past President.

**I. DUES**

- 1) Primary Annual Membership fee is \$50.00.
- 2) Associate Annual Membership fee is \$25.00.
- 3) Junior Annual Membership, must be 16-18 years old and have parental consent, is \$10.00.
- 4) A 10% discount is given to members who pay their dues between November 1 and January 31<sup>st</sup> of the following year.
- 5) Individuals who join in September or October will pay \$27 to cover CFRW and NFRW fees for the remainder of that Club year.

**II. BUDGET**

- 1) The Budget Committee is comprised of three members appointed by the President and ratified by a 2/3 majority of the BOD. The Treasurer serves as an Ex-Officio member.
- 2) The Budget Committee shall prepare and present a budget to the Board of Directors (BOD) no later than the February BOD's meeting.
- 3) The Budget, as reviewed and recommended by the BOD, shall be presented to the membership by the February General Membership meeting to be voted on for adoption.

**III. FINANCIAL REVIEW**

An annual financial review shall be conducted, and a report shall be made to the general membership, by the March meeting. Additional audits may be requested by the BOD.

- 1) The Financial Review Officer is appointed by the President and ratified by a 2/3 majority of the BOD.
- 2) The Financial Review Committee shall be three members in good standing and the past Treasurer as an Ex-Officio member.

#### **IV. MEETINGS**

- 1) Regular Meetings shall be held the 2<sup>nd</sup> Thursday of each month; except for January, July, August, and December.
- 2) An annual new member meeting shall be held each **January**, which is chaired by the 2<sup>nd</sup> Vice President.
- 3) An annual Christmas social meeting shall be held in **December** at the BOD's discretion.
- 4) Members shall abide by the BRWF meeting expectations.
- 5) Luncheon reservations must be paid for in full, either in advance or at the door, unless the reservation is cancelled before the RSVP deadline to the Lunch Reservations Chair. Member is responsible for the invited guest's lunch payment if the guest does not pay for her RSVP.
- 6) Members and guests that RSVP are expected to pay for their lunch whether they attend the meeting or not. Those members who made a reservation but did not attend shall be contacted by the Lunch Reservation Chair as a courtesy reminder that they will be billed by the Treasurer.
- 7) The Lunch Reservation Chair and Treasurer shall check everyone in to the meeting. The Membership Chair shall be available to handle any membership inquiries. The Lunch Reservation Chair, Membership Chair, and Treasurer shall all be on duty by 10:45 AM at each general meeting, as social networking begins at 11:00 AM, with the General Meetings beginning at 11:30 AM.
- 8) Speakers shall be approved by the BOD as presented by the 1<sup>st</sup> Vice President. Invited speakers must be registered Republicans.
- 9) BOD meetings shall be held the first Thursday of the month at a time and location determined by the BOD with the proceedings governed by the Club Bylaws.
- 10) A new officer orientation meeting for the incoming BOD shall be held on or before the January BOD meeting.
- 11) The 4<sup>th</sup> Vice President or her alternate shall represent BRWF at all Butte County Republican Central Committee meetings.
- 12) Media representatives covering our meetings and events may receive complimentary tickets if prior approval of the BOD has been given.

#### **V. Meeting Expectations**

- 1) Be respectful of our Club leaders' and guest speakers' time.
- 2) Speakers MAY provide time for questions.
- 3) Please limit your questions to no more than a minute in length and keep your comments positive and respectful.
- 4) Thank you for being a proud Republican Woman.

## **VI. REIMBURSEMENT**

*The Club Treasurer shall be authorized to pay the following:*

- 1) All early bird registration expenses of the President, BOD, or their alternates to attend NFRW and CFRW workshops, conferences, and conventions subject to availability of funds and approved by the BOD.
- 2) If a member is unable to attend a registered event, notifies the Club after the cancellation deadline, and cannot find a substitute to attend in her place the registration fees shall not be re-imbursed.
- 3) Club reports by sponsored conference, convention, or workshop attendees are expected to be made to the General Membership at the next regular meeting following the event attended.
- 4) Items totaling \$50 or less, if budgeted, do not need BOD approval.
- 5) President and the Treasurer may use a BRWF debit card to pay for Board approved and monthly costs associated with Club maintenance.
- 6) Expenses for guest speakers are subject to BOD approval.
- 7) No reimbursements will be paid by the Club for any member who is not in good standing.
- 8) The Club will pay for a complimentary lunch for speakers invited by the 1<sup>st</sup> Vice President Program Chair.

## **VII. PRESENTING BILLS**

All receipts must be presented with a check reimbursement request with documentation and the expense paid during the year incurred or the Club shall not be responsible for payment. A 30-day grace period will be allowed for bills incurred during the month of December.

## **VIII. MEMBERSHIP LISTS**

- 1) The Club shall never permit the Club Membership Directory or Club Roster to be given to a non-Member or to any other organization. The Club Directory includes the name and full contact information for each Club member and the sanctity of that list should be protected. The Club Roster only includes the names of each Club member. The Club Roster may only be shared with Club members upon request. The Club Directory will only be available to the BOD. The only exception is the ability, with BOD approval, to give a specific member's information with the permission of that Member to another Club Member requesting it in order to fulfill a Club duty.
- 2) The Club membership list is to be used exclusively to conduct Club business.
- 3) The Club emails will be sent BCC (blind copy) or by Mailchimp.
- 4) The BOD names and email addresses shall be available to general membership.

## **VIII. ELECTIONS**

- 1) The proposed slate of nominees shall be emailed to the general membership prior to the September general meeting.
- 2) Elections will be held at the October general meeting.

**IX. INSTALLATION**

The installation ceremony will be held at the November meeting.

- 1) The incoming President shall select the installing officer.
- 2) The 1st Vice President shall coordinate installation and obtain the Past President's and incoming President's Pin from NFRW and a gift of appreciation for the outgoing President within the current budgeted installation ceremony amount.
- 3) The outgoing President shall present the gavel and the President's Pin to the incoming President.
- 4) The outgoing President will adjourn the meeting.

**X. COMMUNICATION**

- 1) President will send a monthly email with agenda, minutes, Treasurer's report and newsletter to the general membership. Input from the BOD can be utilized for guidance or corrections.
- 2) All information for distribution to the general membership shall be submitted to the Executive Committee for approval whether in writing or online.
- 3) Any member of the Executive Committee may send online motions when the matter is urgent and needs BOD approval before the next regularly scheduled BOD meeting.

**XI. Removal of Officers, Standing Committee Chair, or General Members 1)**

Following the newly adopted NFRW Removal Policy – Special Rules.

1. Failure to pay dues by March 1<sup>st</sup>
2. Endorsement or support of an opposition candidate or ticket.
3. Failure to uphold the policies and objectives of the Club, the Federation, or CFRW/NFRW as stated in the Bylaws, Standing Rules, Special Rules, or policies.
4. Failure to perform elected official duties as defined in the Bylaws in writing by the Executive Committee, or by the direction of the Club.

**Recommended by BRWF BOD:**                      March 7, 2024

**Adopted by members:**                      \_\_\_\_\_