



BYLAWS OF THE
CODINGTON COUNTY
REPUBLICAN
WOMEN

Revised November 15, 2024

**Article I
NAME**

- A. The name of this organization shall be Codington County Republican Women, hereinafter referred to as CCRW. The word "federation" shall not be used in the name of this club.
- B. This organization is affiliated with the South Dakota Federation of Republican Women (SDFRW) and the National Federation of Republican Women (NFRW).

**Article II
OBJECTIVES**

The objectives of Codington County Republican Women are:

- A. To promote an informed public through political education and activity;
- B. To increase the effectiveness of women in the cause of good government;
- C. To facilitate cooperation between the National Federation of Republican Women and South Dakota Federation of Republican Women;
- D. To foster loyalty to the Republican Party and to promote its principles;
- E. To work for election of Republican Party nominees.

**Article III
POLICIES**

Section 1. Endorsement Policy

CCRW as a whole and its individual officers and chairwomen 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 organization or affiliated federations.

Section 2. Split Ticket

Neither CCRW as a whole nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against NFRW or SDFRW policies and bylaws.

Section 3. Other Organizations

CCRW shall not affiliate with any political organization which is not officially recognized as working in concert with SDFRW, NFRW, and the Republican National Committee.

**Article IV
MEMBERSHIP**

Section 1. Membership

- A. Primary membership is open to all Republican women who support the Republican Party and who comply with the bylaws of SDFRW and NFRW, and who live in Codington, Day, Hamlin, Grant, Deuel, or Clark counties.
- B. Associate membership is open to all Republican women living outside of Codington County and its immediate surrounding counties (as listed above), and to all Republican men.

Associate members are not entitled to a vote, cannot hold office, and cannot be counted in determining the number of delegates to SDFRW or NFRW conventions.

- C. An individual active member in good standing is one whose current calendar year dues are paid.

Section 2. Qualifications

- A. CCRW shall consist of ten or more Republican women who organize, adopt bylaws that are in harmony with SDFRW and NFRW bylaws and objectives, and pay annual dues and the NFRW service charge.
- B. The club shall hold regular meetings on the third Friday of each month, unless otherwise ordered by the club president.

Section 3. Membership Dues

- A. Annual dues for primary members are \$40.
- B. Annual dues for associate members are \$10.
- C. Membership dues (made payable to CCRW) shall be collected by the club treasurer.
- D. Dues collected in November and December may be applied to the following year's membership.
- E. A minimum of ten memberships will be sent to the SDFRW treasurer by March 1 of each year, along with the appropriate portion of the primary members' dues and NFRW service charge fee.
- F. Associate members' dues stay in the organization.

ARTICLE V OFFICERS AND THEIR DUTIES

Section 1. Eligibility

Each elected officer and member of the standing committees shall be a primary member in good standing with the club.

Section 2. Officers

- A. Elected officers of CCRW shall include a president, first vice president, second vice president, secretary, and treasurer.
- B. A vacancy in the office of president shall be filled by the first vice president. All other vacancies in elected offices shall be filled by vote of the executive committee at the first meeting following creation of the vacancy.
- C. Officers or members of the club may be removed by two-thirds vote of the membership for any of the following reasons after investigation by the executive committee:
 - a) Nonpayment of dues.
 - b) Advocating for an opposition party candidate or supporting an opposition party ticket.
 - c) Failure to uphold the policies and objectives of this club as stated in these bylaws.

Section 3. Term

- A. The officers shall serve a term of two years, beginning in odd-numbered years, with a limit of two full consecutive terms. Exceptions may be made by a majority vote of members present and voting.

- B. No officer may simultaneously hold more than one office. Exceptions may be made by a majority vote of members present and voting.

Section 4. Duties of the President

- A. Appoint chairwomen of the club's standing committees and any special committee except the nominating committee.
- B. Call regular meetings of the executive committee and regular meetings of the members, prepare the meeting agendas, and preside at all meetings of the club.
- C. Represent the club at all times or designate someone as the representative, providing the vice presidents, in their order, are unable to do so. In the absence of the president, the first vice president may represent the club at the biennial NFRW convention.
- D. Serve as the ex-officio member of all committees except the nomination committee.
- E. Approve the club's annual budget as submitted by the club treasurer, and present the budget to the club members.
- F. Appoint a committee of three primary members to audit the treasurer's books annually, prior to turning the books over to the new treasurer, or at the request of the president.
- G. Review all printed materials before release to the public by any committee or officer.
- H. Accept the written resignation of any member wanting to resign a club position.
- I. Be one of two authorized check-signers (treasurer and president).

Section 5. Duties of the Vice Presidents

- A. The vice presidents, in their order, shall perform the duties of the president in her absence. The first vice president shall fill the unexpired term of the president in the event of a vacancy in that office.
- B. Both first and second vice presidents shall perform other duties requested by the club president.

Section 6. Duties of the Secretary

- A. Keep minutes of all meetings of the club and executive committee.
- B. Perform other duties as requested by the club president.

Section 7. Duties of the Treasurer

- A. Prepare, in consultation with the president, an annual budget for the club.
- B. Collect all membership dues and give proper receipts to club members.
- C. Be custodian of all funds of the club, deposit them in the club's bank account, and report receipts and expenditures at all membership meetings.
- D. Disburse funds upon authorization by the executive committee or the primary members.
- E. Keep an itemized account of all receipts and disbursements.
- F. Keep a list of names, phone numbers, email addresses, and physical addresses of all members, and send a copy of the membership list to the SDFRW treasurer.
- G. Send one check to the SDFRW treasurer, made payable to SDFRW, for state and national federation dues by March 1 of each year.
- H. In a timely manner, prepare all reports and forms as required for the reporting period during the treasurer's tenure.
- I. **Keep a current inventory of all club property valued over \$100 (assets such as office supplies should be bundled together to reach the required value).**
- J. Perform other duties as requested by the club president.

Section 8. Official Records

Upon retiring from office, outgoing officers and committee chairwomen shall deliver all records, files, and properties of the club to the newly elected and appointed officers, unless otherwise directed by the president or the executive committee.

ARTICLE VI EXECUTIVE COMMITTEE

The executive committee shall consist of the elected officers, the immediate past president (if available), and the standing committee chairwomen.

Section 1. Duties of the Executive Committee

- A. Supervise affairs of the club and transact necessary business between membership meetings.
- B. Make recommendations to the club regarding proposed amendments to the bylaws.
- C. Approve committee appointments made by the club president.

Section 2. Meetings of the Executive Committee

The executive committee shall meet at such time and place as determined by the president or at the request of three committee members.

Section 3. Quorum

A quorum shall be a majority of the members of the executive committee.

ARTICLE VII STANDING AND SPECIAL COMMITTEES

The club may have standing committees for programs, membership, and campaigns. Other special committees may be formed as needed. All committee members must be primary members in good standing. Committee chairwomen shall be appointed by the president and approved by the executive committee. Officers may chair committees. Committee chairwomen shall be appointed for the same term as the club president.

- A. The **program committee** shall be responsible for programs, fundraising, achievement awards, and legislative updates.
- B. The **membership committee** shall be responsible for member recruiting and public relations.
- C. The **campaign committee** shall keep the club informed on local, state, and national races and ballot issues.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Section 1. Nominations

- A. A nominating committee of at least three primary members shall be elected by club members at the **October** meeting. They shall name one member to act as the chairwoman.
- B. The nominating committee shall submit at least one nominee for each club office to club members at the biennial CCRW December meeting.

- C. Nominations may be made from the floor provided the nominee has given her consent to serve if elected.

Section 2. Elections

- A. Elections shall be by ballot, and a majority of all votes cast shall constitute an election. Where there is only one candidate for an office, election may be by voice vote.
- B. Election of club officers shall be held at the biennial CCRW meeting in December.
- C. Installation shall be held at the December meeting.
- D. The newly elected officers shall begin serving on January 1 of odd-numbered years.

**ARTICLE IX
DUES, SERVICE CHARGE, AND FISCAL YEAR**

Section 1. Membership Dues

Only those clubs whose dues are paid thirty days prior to the SDFRW biennial convention shall be entitled to representation at the convention.

Section 2. Service Charge

CCRW shall pay the NFRW service charge of \$15 by the end of February each year. This entitles the club to all mailings and other services of NFRW.

Section 3. Fiscal Year

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

**ARTICLE X
STATE BIENNIAL CONVENTION**

Section 1. Eligibility

A club must be in good standing to be eligible for representation at a state biennial convention. For purpose of clarification, "good standing" shall mean that the club paid its previous year's dues and service charge and maintained its current dues and service charge.

Section 2. Representation

The club is entitled to the following representation at the SDFRW biennial convention:

- A. The club president;
- B. Three delegates at large;
- C. One additional delegate at large for each twenty members or major fraction thereof.

Section 3. Alternates

The club is entitled to an alternate for each elected delegate. The first vice president shall serve as the club president's alternate if the president is unable to attend.

Section 4. Selection Date

The delegates and alternates shall be selected no less than two weeks prior to the SDFRW convention.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern in all instances where they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XII
AMENDMENTS**

- A. All proposed amendments shall be presented to the executive committee and approved by a two-thirds vote prior to presentation to the club.
- B. The club's bylaws may be amended by a two-thirds vote of the club membership present and voting, provided the proposed amendments have been discussed at a prior meeting or were submitted in writing to club members at least thirty days prior to the vote.
- C. When SDFRW or NFRW amends their bylaws, and which amendments affect our club bylaws, our club shall automatically amend its bylaws to conform.
- D. Club bylaw changes must be sent to the SDFRW president for approval.

**ARTICLE XIII
DISSOLUTION**

- A. CCRW may be dissolved by a two-thirds vote at any regular or special meeting of the club, provided that notice of the dissolution has been submitted in writing at least thirty days prior to all members of the club.
- B. In the event of dissolution, the executive committee shall, after payment of all liabilities of the club, distribute any remaining assets to SDFRW. No funds shall be distributed to any member or officer of the club.
- C. The right to use the name of a dissolved club shall revert to SDFRW.

These bylaws approved and adopted by Codington County Republican Women on this date:

November 15, 2024