

BYLAWS OF
ADAMS COUNTY COUNCIL OF REPUBLICAN WOMEN (ACCRW)
August 2024 (amended)

ARTICLE I NAME

The name of this organization shall be “The Adams County Council of Republican Women”.

ARTICLE II OBJECTIVE

The objective of the Council shall be to promote the purposes and interests of “The Pennsylvania Federation of Republican Women”, and to advance political activity and political knowledge among the residents of Adams County.

ARTICLE III MEMBERSHIP

SECTION 1 – REGULAR MEMBER –

- (a) A woman who is a resident of Adams County and is a registered Republican shall be eligible for membership.
- (b) A member with full voting rights and who is counted toward determining the quorum must attend four meetings annually as well as volunteer at one organization event annually. Any member not meeting these requirements will be considered an associate member.
- (c) A member shall be eligible to hold office and have full voting powers if this person meets the qualification of this section (b) and must have been a member for two years.
- (d) All members (new and existing) must comply with the standards set forth by the National Federation of Republican Women (NFRW) By-Laws (Article II).

To become a member of this organization, the NEW member should be sponsored by an existing member. The ACCRW Board will give final approval or disapproval of all NEW member(s) as described in Sections 1 and 2.

SECTION 2 – ASSOCIATE MEMBER –A registered Republican who does not qualify for Section 1 (a) and (b) shall be eligible for associate membership without powers. An associate member shall not have voting rights, shall not be eligible to hold office and shall not be eligible to chair a committee. All associate members (new and existing) must comply with the standards set forth by the National Federation of Republican Women (NFRW) By-Laws (Article II).

ARTICLE IV OFFICERS

SECTION 1(a) All officers shall be elected from the “regular membership” every two years. The elected officers of the Council shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian and Chaplain. These officers shall perform the duties prescribed by these By-Laws and by the Parliamentary authority adopted by the Council.

SECTION 1(b) There shall also be appointed by the President a Parliamentarian. The duties of this officer shall be defined by the Council to correspond as much as possible with those of the State Council.

SECTION 2 The officers shall be elected by October in even years for a term of two years with the term year from January 1st odd years through December 31st even years, installed no later than December even years, and take office in January of odd years beginning with the term year 2019 with officers elected for that term to serve until December 31, 2020. In case there is more than one nominee for an office, the election shall be by ballot, with a majority vote of those present needed to win.

SECTION 3 A vacancy occurring in an elected office shall be filled for the unexpired term by the Executive Board. A vacancy occurring in an appointed office shall be filled for the unexpired term by the President.

ARTICLE V NOMINATING COMMITTEE

A nominating committee consisting of three members not interested in holding an elective office shall be named no later than July of even years. The Chairman shall be appointed by the President, one member elected by the Executive Board, and one member elected at the general meeting. It shall be the duty of this committee to nominate a candidate for each office and to submit this report at the September general meeting of even years. Nominations may be made from the floor at the September meeting of even years, provided consent of the nominee has been secured.

ARTICLE VI MEETINGS OF THE COUNCIL

SECTION 1 Meetings of the Council shall be held at least six times a year. Additional meetings may be called by the President with the approval of the Executive Board.

SECTION 2 The Annual Meeting for the purpose of installing officers, receiving written reports of officers and committees and for any other business that may arise, shall be held in the month of December.

SECTION 3 The special meeting may be called by the President or Executive Board, and shall be called upon the written request of five members of the Council.

SECTION 4 One-third of the members shall constitute a quorum of the Council.

ARTICLE VII EXECUTIVE BOARD

SECTION 1 The elected and appointed officers of the Council, as provided for in these By-Laws, the Chairman of each of the Standing Committees and the immediate Past President shall constitute the Executive Board.

SECTION 2 The Executive Board shall have general supervision of the affairs of the Council during the interim between its meetings and perform such other duties as are specified in the By-Laws. The Executive Board shall be subject to the orders of the Council and none of the acts of the Board shall conflict with action taken by the Council.

SECTION 3(a) The Executive Board shall meet a minimum of four times a year, with additional meetings as deemed necessary by the President and/or the Executive Board.

SECTION 3(b) A majority of executive board members shall constitute a quorum.

SECTION 4 The Executive Board shall make a complete report of its actions at each of the six general meetings of the Council.

ARTICLE VIII FISCAL YEAR

The fiscal year shall be from January 1 through December 31

ARTICLE IX AUDITING

The Treasurer's records shall be audited annually by an outside auditor not affiliated with the council.

ARTICLE X DUES

The annual dues which shall include per capita dues to the State Council shall be set for each year by the Executive Board no later than October 1st of the preceding year.

Option: Any member may also join the National Federation of Republican Women upon payment of the required dues to the Membership Chairman. The final yearly membership dues will be sent to PFRW by March 31 of each year.

ACCRW will comply with the NFRW By-Laws for Local Club membership as stated in the NFRW By-Laws ARTICLE III, Section 3.

ARTICLE XI STANDING COMMITTEES

The following Standing Committees may be appointed at the discretion of the President: Finance, Membership, Publicity, Political Activities, Schedule of Events, By-Laws, Congressional/Legislative, Community Projects, and Fundraising.

Additional standing committees may be named if deemed necessary by the Executive Board.

The President shall be an ex-officio member of all committees except for the Nominating Committee.

ARTICLE XII DUTIES

SECTION 1 Duties of officers shall correspond with Robert's Rules of Order and the State Council.

Each officer shall submit a written annual report at the December meeting. She shall forward all records, books, etc. to the successor as soon as possible but no later than January 1st.

SECTION 2 Duties of the Officers shall include the following:

- (a) **PRESIDENT:** The President shall be the chief executive officer and official representative of the Council. She shall appoint all Standing and Special Chairs and the Committees after consultation with their respective Chairs, and be an ex-officio member of all Committees except the Nominating Committee. The President shall preside at all meetings of the Council and the Executive Board.
- (b) **FIRST VICE-PRESIDENT:** The First Vice-President shall assist the President and assume the duties of the President in her absence. If the President is unable to complete her term, the First Vice-President shall complete her term.
- (c) **SECOND VICE-PRESIDENT:** The Second Vice-President shall be assigned such responsibilities and assignments by the President as needed.
- (d) **RECORDING SECRETARY:** The Recording Secretary shall keep the minutes of the Council Meeting and the Executive Board Meetings. Minutes shall be in typewritten form.
- (e) **CORRESPONDING SECRETARY:** The Corresponding Secretary shall be responsible for a correct, classified list of the names and addresses of all members, and a file of the essential membership records of the Council. She shall execute such correspondence as requested by the President.
- (f) **TREASURER:** The Treasurer shall be the custodian of all the funds of the Council. The Treasurer shall collect all dues, assessments and receipts and deposit same in a depository approved by the Executive Board. All accounts shall be kept in accordance with sound accounting practices. The Treasurer shall submit a report at each meeting of the Board and each meeting of the Council and pay all bills authorized by the Executive Board. The accounts of the Treasurer

shall be audited annually and reports provided to the County Election Board and the State Election Board.

- (g) **CHAPLAIN:** The Chaplain shall be prepared to open meetings and events, when called upon, with an appropriate opening, invocation or prayer. The Chaplain shall maintain a resource book for the Council containing appropriate material read for use.
- (h) **HISTORIAN:** The Historian shall annually create and maintain a Scrapbook for the Council and submit same to the Council at the end of each year. Appropriate items to be collected and stored in said scrapbook would be photographs, newspaper clippings, souvenirs of events, newsletters, and correspondence of the Council, etc. Said scrapbook may be entered in the PFRW contest each September at the discretion of the Board.

SECTION 3 Duties of the Standing Committees shall include the following:

Each Chairman shall submit a written annual report in December. Records of all activity shall be forwarded to the successor as soon as possible, but no later than January 1st.

- (a) **FINANCE COMMITTEE:** The Finance Committee shall prepare a Budget shall be subject to approval by the Board at a fall meeting prior to the beginning of the fiscal year. Any expenses not included in the Budget (as approved) must be approved by a two-thirds majority vote of the Board or of the Council with the exception that expenses incurred on any project which creates income may be authorized by the Project Committee with approval by the President.
- (b) **MEMBERSHIP COMMITTEE:** The Membership Committee shall help to develop the membership of the Council by recruitment of new members. They shall be responsible for the collection of dues and forwarding same to the Treasurer, and for maintaining an accurate, up-to-date list of names and addresses of all members: regular, associate and National. The Committee shall provide these lists to the Board with regularity.
- (c) **SCHEDULE OF EVENTS COMMITTEE:** The Schedule of Events Committee shall be responsible for setting up the tentative schedule of annual events and meetings for Board approval prior to the beginning of the calendar year.
- (d) **POLITICAL ACTIVITIES COMMITTEE:** The Political Activities Committee shall be responsible for increasing the number of registered Republicans.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XIV AMENDMENTS

These By-Laws may be amended by a 2/3 vote of those members present at any meeting of the Council, provided at least ten days written notice of the amendment has been given to all members.

ADOPTED: December 2, 1958

AMENDED: November 29, 1969; December 3, 1969; August 1974; May 5, 1976; December 7, 1977; July 12, 1978; November 10, 1987; October 15, 1996; April 11, 2019; July 2019 and August 2024.