



**As of October 1, 2019 the Club's official name
shall be the**

Mat Su Republican Women's Club Est. 1947

BY-LAWS – NONPROFIT CORPORATION

ARTICLE I – NAME

The name of this organization shall be Mat Su Republican Women's Club Est. 1947 (MSRWC).

ARTICLE II – MISSION STATEMENT

Our mission is to promote an informed electorate, to recruit women for elective office (local, state, national), to promote loyalty to the Republican Party, and to work for the election of Republican candidates.

ARTICLE III – OBJECTIVES

The objectives of this organization

shall be:

- a. To promote an informed electorate through political participation, education, and activities.
- b. To increase the effectiveness of women in the cause of good government through active political participation.
- c. To recruit and promote women for all elective and appointed offices, local, state and national.
- d. To promote loyalty to the Republican Party and its ideals and principles.
- e. To support the objectives and policies of the Republican National Party and the Republican Party of Alaska, and to work for the election of Republican Party nominees.

ARTICLE IV – MEMBERSHIP

Section 1.

Members Classification

- a. Voting Membership: Any woman living in the Mat-Su Borough who is a registered Republican in good standing, paying current club dues, and supporting Republican Candidates may vote.
- b. Associate Membership: Any man, or woman, believing in the principles of the Republican Party, and intending to support its candidates, is eligible for Associate Membership upon payment of the required annual dues. An Associate Member may attend meetings, but cannot make motions, vote, be on a committee, or hold off

Section 2.

Removal From Membership

- a. Non-payment of dues.
- b. Failure to support the Republican Party.
- c. Failure to maintain Republican Registration.
- d. Working against the expressed mission and objectives of the organization.
- e. Failure to comply with the MSRWC

By-Laws.

Section 4.

Reinstatement of Membership

A person who has been removed from membership for any reason may be reinstated by a two-thirds vote of the Executive Committee upon evidence that the obstacle to membership has been removed.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1.

The Officers of this Organization Shall be:

- a. President
- b. Vice President of Membership
- c. Vice President of Programs
- d. Vice President of Fundraising
- e. Secretary
- f. Assistant Secretary
- g. Treasurer
- h. Assistant Treasurer

Section 2.

Terms

Election of Officers shall be at the October meeting held in odd-numbered years for a term of two years. Officers shall assume office at the time of installation in January.

Section 3.

Duties of Officers

- a. **President** – The duties of the President shall be:

1. Preside at all meetings of the organization and the Executive Committee.
2. Have general supervision of the work of the organization and to represent the organization at all times, or to designate someone as representative in her absence or inability to do so.
3. To appoint all committees except the Nominating Committee. All chairman of standing special committees are subject to approval by the Executive Committee.
5. Serve as ex-officio member of all committees except the Nominating Committee.
6. Appoint a Parliamentarian.
7. Arrange for an annual audit of the Treasurer's account.

b. **Vice-President(s)** – The duties of the (3) Vice-Presidents shall be: responsible for the work in their areas of activity: Membership, Programs, and Fundraising. In the absence or the disability of the President, the Vice-President(s), as deemed by the President, shall succeed to the Office of President.

1. **Membership** – The Vice President of Membership

- a. Attend all Executive Committee meetings.
- b. Send a reminder to renew membership in January of each year.
- c. Create events to increase membership in the club.
- d. Ensure all members complete a membership form when renewing or joining.
- e. Forward all membership money and members' names and addresses to the Treasurer for reporting to the Alaska Public Offices Commission (APOC).
- f. Forward all membership forms to the Secretary for updating email and address lists.
- g. Provide a membership report at Executive Committee and at general meetings (current membership numbers, including associate members, and information

about events to promote new membership).

h. Maintain the updated membership list.

i. Notify members of upcoming meetings.

2. Programs – The Vice President of Programs shall:

a. Attend all Executive Committee meetings.

b. Present ideas for speakers and special programs to the Executive Committee for approval.

c. Arrange for speakers for general meetings and special functions.

d. Seek program ideas from membership (directly or through the Secretary).

3. Fundraising – The Vice President of Fundraising shall:

a. Attend all Executive Committee meetings.

b. Create ways to raise money for the club and chair fundraising events.

c. Organize volunteers for fundraising events.

d. Request a budget from the Executive Committee for each event and take charge of purchasing necessary items for each event.

e. Track ongoing fundraisers and report progress to the Executive Committee.

f. Take charge of tickets sales for fundraisers or raffles.

4. Secretary – The duties of the Secretary shall be:

1. Keep and read the minutes of the meetings of the organization and/or the Executive Committee.
2. Conduct the correspondence of the organization
3. Be custodian of all records and papers of the organization.
4. Attend all Executive Committee meetings.

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5. Assistant Secretary – The Assistant Secretary shall act in place of the Secretary, in the absence of the Secretary and as need requires.

6. Treasurer – The duties of the Treasurer shall be:

1. Collect all funds of the organization and deposit them in the a bank, which is a member of the
Federal Deposit Insurance Corporation approved by the Executive Committee.
2. Be custodian of all records relating to the finances of the organization.
3. Disburse funds as directed by the organization or by the Executive Committee.
4. Present a full report of receipts and disbursements at the Annual Meeting.
5. Comply with the reporting requirements of the Alaska Public Offices Commission (APOC).
6. Comply with State Department of Revenue Gaming Requirements.
 - a. Renew and pay the annual fee for our Gaming account.
 - b. File the end-of-year Gaming Report by December 31 before the new officers take office.
7. Give Secure bonding if required by the Executive Committee. Such bond is to be paid

for by the
organizational
n.

8. Remind the President of the Annual Audit.

9. Participate with the Annual Audit.

10. Attend all Executive Committee meetings.

7. Assistant Treasurer – The Assistant Treasurer shall act in the place of the Treasurer, in the absence of the Treasurer and as need requires.

ARTICLE VI – COMMITTEES AND THEIR DUTIES

Section 1.

Committees

The committees, as deemed by the President, shall be appointed by the President subject to the approval of the Executive Committee.

Section 2. Executive Committee

The Executive Committee shall consist of the current elected officers and the immediate past President. **The current President shall preside over the Executive Committee.** The Executive Committee shall:

a. The current President shall preside over the Executive Committee.

b. Transact the business of the organization between meetings.

c. Consider the appointment of Chairmen of the Standing Special Committees as recommended by the President.

d. Act on recommendation for activities as submitted by the Vice-Presidents in charge of said activities.

e. Act on the removal of members.

f. Act on reinstatement of members.

g. Fill vacancies in elected offices that occur between election years.

h. Determine the feasibility of bonding the Treasurer.

Section 3.

Standing Committees

a. The following Standing Committees are recommended:

Campaign Community Service Legislative
Publicity/Communication Historian Local Elected
Government

b. The duties of the Standing Committees shall be to:

1. Outline programs of action in their respective fields for adoption by the organization.
2. Carry out such other duties as may be prescribed by the organization.
3. Make reports on their activities at the Annual Meeting and at other meetings as requested by the President.
4. The past President shall perform the duties of the Historian, unless otherwise assigned.

c. Terms: The terms of a Standing Committee shall be for two years.

Section 34.

Special Committees

a. Special Committees shall be appointed by the President without approval of the Executive Committee.

b. These Committees are active for a duration as needed.

c. Special Committees shall report their activities to the membership at scheduled monthly meetings.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1.

Nominations

- a. A Nominating Committee consisting of three members shall be appointed in July by the Executive Committee in odd-numbered years. The Committee shall elect its own Chairman from among its members.
- b. The Nominating Committee shall submit at least one nominee for each office.
- c. The nominees shall be voting members in good standing who are in accord with the Mission and Objectives, By-Laws, and Policies of the organization.
- d. No name shall be considered for nomination without the consent of the nominee.
- e. Nominations may also be made from the floor with the consent of the person being nominated.

Section 2.

Elections

- a. Elections of Officers shall be made in October in odd-numbered years for a term of two years, and Officers shall assume office in January.
- b. Elections shall be by secret ballot, with the exception if there is only one Candidate for an office, election may be by voice vote.
- c. Plurality vote shall elect.

Section 3.

Vacancies

- a. A vacancy in an elected office shall be said to exist when:
 1. The incumbent has resigned or become incapacitated.
 2. The incumbent has missed 3 consecutive meetings without a valid excuse.
 3. The incumbent has been removed from membership in the

organization.

b. A vacancy in an elected office shall be filled by election of the Executive Committee for the remainder of the expired term.

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ARTICLE VIII – DUES

Section 1.

Membership Dues

a. Individual membership dues for the coming year shall be assessed at the Annual Meeting in the amount to be determined by the membership.

b. Dues are payable at the Annual Meeting and are delinquent if not paid within sixty days of the date they become due.

c. Dues of new members are payable upon joining.

ARTICLE IX – MEETINGS AND CONVENTIONS

Section 1.

Membership Meetings

a. Annual meeting: An annual meeting of the membership shall be held in January of each year for the installation of Officers in even numbered years, presentation of records, the assessment of dues, and any other business that may be brought before it.

b. Regular meetings: Regular meetings of the membership shall be held monthly at a location to be decided upon by the organization or by the Executive Committee. In no event shall there be less than six meetings yearly.

c. Special meetings: Special meetings shall be held at the call of the President or upon the request of five members in good standing. The purpose of the meeting shall be stated in the call, and no other business may be transacted. Notice of the special meeting shall be given ten days in advance, but the ten- dayS notice may be waived in an emergency by majority vote of the membership.

Section 2.

Executive Committee Meetings

a. Regular meetings: Regular meetings of the Executive Committee shall be held at such time and place as shall be designated by the committee.

b. Special meetings: Special meetings of the Executive Committee shall be held at the call of the President, or upon request of three members of the Committee in good standing. Notice shall be given at least ten days in advance of the meeting, but the ten- days notice may be waived in an emergency by unanimous vote of the Committee. The purpose of the meeting shall be stated in the call, and no other business may be transacted.

Section 3.

Quorum

- a. A quorum for the transaction of business at a Membership Meeting of this organization shall be five members in good standing.
- b. A quorum for the transaction at an Executive Committee Meeting shall be five members in good standing.

Section 4.

Voting

- a. Only voting members in good standing shall be eligible to vote.
- b. Each member shall be entitled to only one vote.
- c. Voting may be done by electronic submission if unable to be present at the meeting.
- d. Only members whose dues have been paid at least thirty days shall be entitled to vote.

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ARTICLE X – GENERAL PROVISIONS

Section 1.

Fiscal Year

The fiscal year of this organization shall be from January 1st through December 31st.

Section 2.

Records and Property

Officers and Chairman of all committees shall deliver all papers, records, files, and property of the organization to their successors within three weeks after leaving office, unless otherwise directed by

the President.

All records of minutes, events, APOC reports & Membership shall be saved from each new executive committee & put into our storage unit at Alaska Mini Storage on Paulson/Wasilla Unit E32. Records are required to be saved for seven years.

Section 3.

Parliamentary Authority

Roberts Rules of Order Revised shall govern this organization in all matters of procedure not otherwise provided in these By-Laws.

ARTICLE XI – DISSOLUTION

In the event of the dissolution of this organization, all of its assets remaining after payment of all costs and expenses of such dissolution, shall be distributed to the Alaska Republican Party.

None of the assets will be distributed to any member or Officer of this organization.

ARTICLE XII – AMENDMENTS

These By-Laws may be amended by a two-thirds vote of members present and voting at any meeting of the membership, provided that notice of the amendment has been given in writing to all members present at least thirty days prior to the meeting.

Revised January 2013; February 2019; September 2019