



Alabama Federation of Republican Women

Bylaws

30TH BIENNIAL CONVENTION
NOVEMBER 2021

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ARTICLE I – NAME

This Federation, approved by the National Federation of Republican Women, hereafter referred to as NFRW, shall be known as the Alabama Federation of Republican Women, hereafter referred to as AFRW.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- A. To promote an informed electorate through political education.
- B. To disseminate information to all local clubs.
- C. To increase the effectiveness of women in the cause of good government through active political participation.
- D. To foster loyalty to the Republican Party and to promote its principles and candidates in all elections including non-partisan elections.
- E. To work for the election of the Republican Party's nominees.
- F. To support objectives and policies of the Republican National Committee and the Alabama Republican Executive Committee.

ARTICLE III – POLICY

SECTION 1 ORGANIZATION MEMBERSHIP

- A. This organization and its members shall be members of the AFRW and the NFRW, shall support their objectives and policies, and all clubs shall pay all dues and the annual NFRW service charge to AFRW and must accompany the first dues payment in a fiscal year. These dues shall be sent to the AFRW Treasurer to be verified and forwarded to NFRW.

SECTION 2 CANDIDATE ENDORSEMENT

- A. This organization and Board of Directors shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Using the AFRW's name or the position which the individual holds is prohibited. Individual members of this organization, including the Board of Directors, may work for any

candidate of their choice in contested Republican primaries but not in the name of the organization.

1. An officer of the organization who is a candidate or whose spouse or family member is a candidate may endorse as an individual, however, they may not do so in the name of the organization or by utilizing the logo or stationery of the NFRW or the AFRW.
- B. No candidate shall use the AFRW logo in any political advertising without first obtaining a two-thirds (2/3) written vote of approval of the Board of Directors of the AFRW and a written letter of permission.

SECTION 3 PUBLIC COMMUNICATION

- A. The President is the official AFRW spokesperson with the approval of the Executive Committee.
- B. Any public written communication in the name of AFRW shall only be released by the president after being reviewed by the Executive Committee.
1. An exception shall be Letters to the Editor and Op-Ed pieces submitted and signed by individual members with no reference to AFRW.

SECTION 4 CONTROVERSIAL ISSUES

- A. This organization and its officers shall not issue statements or pass resolutions on controversial issues in the name of the organization without first polling its members and obtaining a two-thirds (2/3) written vote of approval of the total membership.

SECTION 5 LOBBYING

- A. There shall be no lobbying with Legislators using the name of the AFRW by any federated local club or any individual member without the express written permission of the Board of Directors of the AFRW.

SECTION 6 CANDIDATE FAIRNESS

- A. After the end of the candidate filing period for any office and ending the day after the final election for that office, it is the policy of AFRW that all Republican candidates for that office shall be treated fairly and equitably.

SECTION 7 STANDING RULES

- A. The AFRW shall have standing rules that are separate from the AFRW Bylaws.

- B. The Standing Rules may be amended by the Board of Directors by a majority vote provided notice has been given two (2) weeks prior to the meeting or two-thirds (2/3) vote of the members of the Board of Directors present if notice has not been given.

ARTICLE IV – MEMBERSHIP

SECTION 1 ELIGIBILITY

- A. Membership in the AFRW shall be open to any Republican women’s club in support of federation objectives, provided they meet the qualifications for a charter. Upon presentation by the District Director, and upon approval by the Executive Committee, the President shall present a charter issued by the NFRW.
- B. Requirements for charter:
 - 1. Consist of ten (10) or more members.
 - 2. Provide in their bylaws for a minimum of six (6) meetings per year.
 - 3. Pay annual NFRW service charge and per capita dues in accordance with AFRW and NFRW requirements.
 - 4. Enclose rosters of officers and members.
 - 5. Provide a copy of club bylaws that are not in conflict with AFRW and NFRW bylaws.
 - 6. Provide bylaws for the newly elected officers to assume the duties of their office on or before January 1 following the election.
 - 7. All clubs shall use the word “Republican” in the title of their club. The word “Federation” shall not be used in the title of the club, but “Federated” may be used.
- C. Loss of membership will be the result for any member who publicly supports a candidate of the opposition.
- D. Membership shall be voluntary without remuneration to any member.
- E. All members must be registered to vote in all elections held in the United States of America.

SECTION 2 MEMBERSHIP CLASSIFICATIONS

- A. Clubs
 - 1. Membership of the AFRW shall consist of Republican Women’s Clubs, which have been granted charters after having followed the prescribed procedure set forth in extension policy adopted by the Board of Directors.
 - 2. Primary membership shall be held in no more than one club. Only primary members of a club shall be counted for delegate representation for the district, state, and national conventions. Affiliate members and associate members shall have those privileges granted by the club; however, they shall not be counted in

that club's membership for determining delegate representation, and they shall not be counted in a quorum.

B. Membership-at-large

1. A member of a disbanded club or one who has moved into an area where there is no club may be granted membership-at-large. A member-at-large shall pay dues directly to the Treasurer of the State Federation, shall have no vote at the Convention, and shall not retain an elective office.

C. Associate Membership

1. Republican Women, who have primary membership in another federated club, or Republican men, are eligible for associate membership, upon payment of required annual dues. They may attend meetings, but cannot make motions, vote, hold office, or be counted to determine the number of delegates to National or State Federation meetings or conventions. As associate members, they do not become a member of the State or National Federation.

D. National Associate Membership

1. A person who contributes money directly to the National Federation is a national associate member, without a vote at any Federation meeting. The membership cannot be counted in a state's representation for a State or National Federation convention. The member will receive the official publications of the NFRW and other educational materials.

SECTION 3 MEMBER AND CLUB QUALIFICATIONS

- A. A club may be admitted to and continued in membership if its bylaws are not in conflict with its state bylaws and objectives. No club shall be admitted to, nor continued in membership that advocates a split ticket, or supports a candidate running on an opposition ticket.
- B. Anyone not assigned female at birth may become an associate member. Primary members must be female at birth.

SECTION 4 REMOVAL FROM MEMBERSHIP

- A. Clubs may be removed from membership by two-thirds (2/3) vote of the Executive Committee for the following reasons:
 1. Non-payment of dues and/or non-payment of service charges on or before the date on which they are payable.
 2. Public support of an opposition candidate.
 3. Supporting an opposition party ticket.
 4. Failure to uphold the policies and objectives of this federation as stated in the bylaws.

5. Upon dissolution or removal of a state club, all of its assets shall be transferred to the Alabama Federation. None of the assets shall be distributed to any individual officer or any member of the club.

SECTION 5 REINSTATE TO MEMBERSHIP

- A. A club dissolved or removed from membership for any cause may be reinstated by filing an application with the Executive Committee and by a two-thirds (2/3) vote of the committee along with all required dues and service charges. Otherwise, these members may choose to re-charter under a new name and payment of all current fees.

SECTION 6 MEMBERSHIP ROSTER

- A. The membership roster is solely for the use of members at the discretion of their local club and the AFRW Executive Committee.

ARTICLE V – OFFICERS AND THEIR DUTIES

SECTION 1 OFFICERS

- A. The elected officers of AFRW shall be:
 1. President.
 2. First Vice President.
 3. Second Vice President.
 4. Third Vice President.
 5. Fourth Vice President.
 6. Recording Secretary.
 7. Assistant Recording Secretary.
 8. Corresponding Secretary.
 9. Treasurer.
 10. Assistant Treasurer.

SECTION 2 OFFICER ELECTIONS

- A. The officers shall be elected at the Biennial Convention for a term of two years, or until their successors are elected, and no officer shall succeed herself more than once.

SECTION 3 DUTIES OF THE OFFICERS

- A. Duties of the President:
 1. To preside at all meetings of the organization, the Board of Directors, and the Executive Committee.

2. To appoint all committees except the Nominating Committee, with the appointment of chairmen of standing and special committees to be approved by the Executive Committee.
3. To appoint District Directors to be approved by the Executive Committee.
4. To be an ex-officio member of all committees except the Nominating Committee.
5. To prepare a program of action after consultation with the chairmen of standing committees, for presentation to the Board of Directors.
6. To appoint a Parliamentarian, Chaplain, Historian, and Sergeant-at-arms.
7. To issue the call for the board meetings at least thirty (30) days prior to the meeting date.
8. To issue the call for the Biennial Convention at least thirty (30) days prior to the convention.
9. To co-sign all checks with the treasurer.
10. To represent the organization at all times or to designate someone as a representative in her absence.
11. To attend the national board meetings or send a representative.
12. To act as the liaison between the organization and the Alabama Republican Executive Committee.
13. To designate the headquarters address of the Federation.
14. To obtain complete membership lists from all clubs and to place such list under irrevocable trust for the exclusive use of Republicans.

B. Duties of the First Vice President:

1. Shall be the Campaign Activities chairman.
2. Shall serve as chair of the PAC Committee.
3. Shall coordinate with clubs on election activities such as poll watchers, poll workers, and voter registration.
4. Shall perform the duties of the President in her absence.
5. Shall perform such other duties as may be designated by the President or Board of Directors.

C. Duties of the Second Vice President:

1. Shall be responsible for membership and new club development.
2. Supply District Directors with application forms and Standard club bylaws to be used in areas where clubs apply for charters.
3. Receive new club applications from District Directors once a club has met all requirements and submit them to the executive committee for approval.
4. Shall perform such other duties as may be designated by the President or Board of Directors.

D. Duties of the Third Vice President:

1. Shall be the resource development chairman responsible for raising funds to meet the annual budget.
2. Shall submit all fundraising plans to the Executive Committee for approval

3. Shall perform such other duties as may be designated by the President or Board of Directors.
- E. Duties of the Fourth Vice President:
1. Shall be the program chairman for all AFRW activities.
 2. Shall assist unit clubs in locating speaker contact information.
 3. Shall perform such other duties as may be designated by the President or Board of Directors.
- F. Duties of the Recording Secretary:
1. Keep, create, and circulate the minutes of all meetings of the Federation, the Board of Directors, and the Executive Committee in a timely manner.
 2. Shall be the custodian of all records and papers of the Federation, except those that pertain to another office or committee.
 3. Shall provide proxy forms upon request.
 4. Shall perform such other duties as may be designated by the President or Board of Directors.
- G. Duties of the Assistant Recording Secretary:
1. Shall perform the duties of the Recording Secretary in the absence or disability of the Recording Secretary.
 2. Shall perform such other duties as may be designated by the President or Board of Directors.
- H. Duties of the Corresponding Secretary:
1. Shall write and mail out the newsletter, THE RED WAVE.
 2. Shall perform such other duties as may be designated by the President or Board of Directors.
- I. Duties of the Treasurer:
1. To collect all funds and deposit them in a bank approved by the Executive Committee.
 2. To collect membership dues and club service charges on behalf of the state and to promptly remit membership dues and club service charge to NFRW.
 3. To send notices of unpaid dues to member clubs.
 4. To co-sign all checks with the president.
 5. To disburse funds as directed by the Executive Committee and/or Board of Directors.
 6. To be an ex-officio member of the Finance Committee and the Credentials Committee.
 7. To make written reports of receipts and disbursements for all meetings as directed by the president.

8. To maintain for the state and to provide to NFRW a current roster of club officers and names, addresses, phone numbers, and emails of members. This includes maintaining an updated list on NFRW's database.
 9. To serve as the custodian of all AFRW accounts with the exception of the PAC account.
 10. To prepare and recommend the annual budget, with assistance from the Executive Committee, to be presented to the Board of the Directors for approval.
 11. The Treasurer's books will be reviewed by a qualified accountant immediately following the Biennial Convention and a report of the qualified accountant and a full report of the two preceding years will be given by the Treasurer at the next business meeting of the Federation.
 12. Shall perform such other duties as may be designated by the President or Board of Directors.
- J. Duties of the Assistant Treasurer:
1. Shall assist the Treasurer and perform the duties of the Treasurer in the absence or disability of the Treasurer.
 2. Shall be the PAC Treasurer and custodian of the PAC account.
 3. Shall be responsible for submitting all PAC reports.
 4. Shall perform such other duties as may be designated by the President or Board of Directors.
- K. Duties of the District Directors:
1. Shall be members of the Executive Committee and shall perform such other duties as assigned by the Executive Committee.
 2. Shall perform such other duties as may be designated by the President or Board of Directors.
- L. Duties of the Immediate Past President:
1. Shall serve as a member of the Executive Committee until a new President is elected.
 2. Shall be a consultant of all committees.
 3. Shall perform such other duties as may be designated by the President or Board of Directors.

SECTION 4 OFFICER RECORDS

- A. All officers and committee chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the AFRW to their successor by December 31 unless the incoming president schedules a transition session for retiring and incoming executive committee members.
- B. For an officer vacating her position prior to the end of her term, all records shall be transferred to the President or the officer's successor within one (1) month of the vacancy.

ARTICLE VI – EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

SECTION 1 EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of:
 - 1. The elected officers of the AFRW, with a vote.
 - 2. All District Directors, with a vote.
 - 3. The immediate Past President of the AFRW, with a vote.
 - 4. The chairmen of the standing committees, with voice but without a vote.
 - 5. The parliamentarian and chaplain, with voice but without a vote.

SECTION 2 DUTIES OF THE EXECUTIVE COMMITTEE

- A. Approve clubs applying for charter.
- B. Establish policy with the approval of the Board of Directors.
- C. Approve the appointments of the President.
- D. Recommend the annual budget to the Board of Directors.
- E. Direct disbursements of funds.
- F. Approve the bank or banks where funds are to be deposited.
- G. Remove from office or duties, by a two-thirds (2/3) vote of the AFRW Executive Committee, any officer, committee chairman, elected or appointed, who does not support the state federation, its policies, and objectives.

SECTION 3 MEETINGS OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall meet at such time and place as prescribed by the President.
- B. Additional meetings may be called by the President, or upon written request of five (5) members of the Executive Committee.
- C. At least thirty (30) day notice shall be given for Executive Committee meetings.
- D. A vote on items of immediate urgency may be conducted via US mail, phone, fax or e-mail between meetings and ratified at the next regular meeting of the AFRW Executive Committee.

SECTION 4 QUORUM FOR THE EXECUTIVE COMMITTEE

- A. A majority of members of the Executive Committee shall constitute a quorum for all meetings of the Executive Committee.

SECTION 5 BOARD OF DIRECTORS

- A. The voting body of the Board of Directors shall consist of:
 - 1. The Executive Committee of the AFRW.
 - 2. Every club president.
 - 3. All chairmen of the standing and special committees.
 - 4. Chaplain.
 - 5. Historian.
 - 6. Sergeant-at-arms
- B. The parliamentarian serves without a vote.
- C. Proxy Voting
 - 1. The president of a club may appoint a member of her club as her proxy, in the event she is unable to attend a scheduled meeting. Proxy forms shall be provided by the Secretary upon request.
 - 2. In the absence of a standing or special committee chairman, the vice-chairman of the committee shall have her vote.

SECTION 6 DUTIES OF THE BOARD OF DIRECTORS

- A. Shall be the governing body of this organization between biennial conventions.
- B. Fill vacancies in elective offices that occur between conventions except for the office of the President. Should a vacancy in the office of the President occur, the First Vice-President automatically becomes President for the unexpired term, and a new First Vice-President shall be elected.
- C. Approve the program of action presented by the President.
- D. Consider and recommend action by the Bylaws Committee concerning all proposed amendments to the bylaws, for presentation to the convention.
- E. Adopt the annual budget.

SECTION 7 MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall meet at least two (2) times a year, at such time and place as shall be determined by the AFRW Executive Committee.

- B. The call for the board meeting shall be sent to all members, in writing, by fax, or electronic communication at least thirty (30) days prior to the meeting.
- C. Additional meetings may be called by the President or at the written request of one-third (1/3) of the members in good standing.
- D. A vote on items of immediate urgency may be conducted via phone, US mail, fax, or electronic communication between meetings and ratified at the next meeting of the AFRW Board.

SECTION 8 QUORUM FOR THE BOARD OF DIRECTORS

- A. A majority of members of the Board of Directors shall constitute a quorum for all meetings of the Board of Directors.

ARTICLE VII – POLITICAL ACTION COMMITTEE (PAC) INFORMATION

SECTION 1 REGISTERED PAC

- A. This organization shall be registered with the Alabama Ethics Commission as a Political Action Committee.

SECTION 2 PAC COMMITTEE MEMBERS

- A. The PAC Committee shall consist at a minimum of President, First Vice-President, and Assistant Treasurer.

SECTION 3 PAC CHAIRMAN

- A. The First Vice-President shall be PAC chairman.

SECTION 4 PAC FILINGS

- A. The Assistant Treasurer shall be PAC Treasurer and be responsible for filing PAC reports as required by the Secretary of State. This includes keeping PAC papers up to date with the Secretary of State.

SECTION 5 PAC DISTRIBUTIONS

- A. All PAC distributions shall be approved by the Executive Committee and Board of Directors.

SECTION 6 LEGISLATIVE DAYS PROCEEDS

- A. Legislative Days proceeds shall be deposited in the PAC fund.

ARTICLE VIII – CONVENTIONS

SECTION 1 TIME AND PLACE

- A. A convention of the AFRW shall be held every two (2) years of the odd-numbered years at such time and place as shall be determined by the board of directors. The call for the convention shall be sent to all member clubs at least thirty (30) days prior to the convention.

SECTION 2 REPRESENTATION

- A. The voting body of a convention shall be:
 - 1. Every club president or her proxy, recognized by the AFRW.
 - 2. In addition to the club president, each club is entitled to two (2) delegates and two (2) alternates, who shall serve in the absence of the delegate.
 - a. For every fifty (50) members, each club shall be entitled to one (1) additional delegate and alternate.
 - 3. The elected officers of the AFRW.
 - 4. All District Directors.
 - 5. All chairmen of the standing and special committees.
 - 6. Chaplain.
 - 7. Historian.
 - 8. Sergeant-at-arms.
 - 9. All past presidents of the AFRW.
- B. The delegates and alternates shall be selected in such a manner as their respective clubs prescribe, but selection shall be made not less than two (2) weeks prior to a convention and the names shall be sent to Federation headquarters on forms provided for that purpose and as prescribed in the call for the convention.
- C. At least twenty-five (25) days preceding a biennial convention, the State Treasurer shall certify to the Credentials Committee, the names of clubs in good standing. Only such certified clubs shall be entitled to representation at the convention.
- D. Each delegate shall be entitled to only one vote.
- E. There shall be no proxy voting except for an absent club president. A certified Alternate from the same club may be elevated to Delegate status in the absence of the Delegate.

SECTION 3 QUORUM

- A. A majority of the delegates registered for a convention shall constitute a quorum for the convention.

SECTION 4 NFRW CONVENTIONS

- A. At the NFRW Biennial Conventions, an At-Large state Federation Delegate shall be replaced by the authority of the AFRW President by elevating an elected and certified state Alternate-At-Large.

ARTICLE IX – FINANCES AND DUES

SECTION 1 FINANCES

- A. The Fiscal Year of the AFRW shall be January 1 to December 31.
- B. Standard Accounting procedures shall be used in all financial matters of the AFRW.
- C. AFRW shall operate with an annual budget.
- D. The budget shall be prepared by the Executive Committee and presented by the Treasurer at the first meeting. The budget is to be approved by the Board of Directors.

SECTION 2 EXPENDITURES

- A. Expenditures for budget line items that exceed the budgeted amount must have Executive Committee approval prior to payment. This may be done by electronic vote.
- B. Expenditures of unbudgeted funds will require the approval of the Executive Committee and may be done by electronic vote. The vote must be ratified by the Board of Directors at the next regularly scheduled AFRW meeting.

SECTION 3 DUES

- A. Membership dues will be stated in the standing rules and amended as necessary.
- B. Annual dues will be the current amount set by AFRW to include the NFRW per capita dues. They shall be due the 1st reporting period of each fiscal year. A service charge will be dictated by NFRW guidelines and must be paid to AFRW (for NFRW) by March 1st of each year.
- C. Dues are due no later than the date determined by the AFRW Treasurer, based on due dates established by NFRW and reported to NFRW quarterly throughout the year.

SECTION 4 REPRESENTATION AT CONVENTION

- A. Only clubs whose dues are paid thirty (30) days prior to the Biennial Convention shall be entitled to representation in the convention.

ARTICLE X – NOMINATIONS AND ELECTION

SECTION 1 NOMINATION

- A. A Nominating Committee of five (5) members and one (1) alternate member shall be elected by the Board of Directors at the regular spring meeting of the Board of Directors held prior to the Biennial Convention. The committee shall elect its own chairman from one of its members. The Nominating Committee shall submit one (1) nominee for each office and present the slate at the board meeting prior to the convention. This slate shall be sent to all member clubs with the call for the Biennial Convention. Nominations may also be made from the floor of the convention following the report of the Nominating Committee. Nominees shall be members in good standing of the AFRW and shall be in accord with the objectives, bylaws, and policies of this organization, the Republican Party, and its platform.

SECTION 2 ELECTION

- A. The election shall be held at the Biennial Convention. Where there is only one candidate for an office, the election may be by voice vote. A majority vote shall elect. Newly elected officers will assume the duties of their office on the first day of the following January.
- B. Contested elections will be a ballot vote.

SECTION 3 ELECTION COMMITTEE

- A. An election committee of not less than three (3) members shall be appointed by the president at the Board of Directors meeting, prior to the convention. This committee shall provide all election materials and shall act as tellers for the election.

SECTION 4 NOMINATING COMMITTEE TERM LIMITS

- A. No one shall serve on the Nominating Committee for more than two (2) consecutive terms.

SECTION 5 VACANCIES

- A. A vacancy in an elective office shall be filled by an election by the Board of Directors at the next meeting following the vacancy. Notice of such vacancy shall be given to the Board of Directors with the call for the meeting.

ARTICLE XI – QUALIFICATIONS FOR OFFICE

- A. All Officers shall:
 - 1. Be active members of a federated club in good standing.
 - 2. Have held an elective office at the club level.

- B. The AFRW President shall:
 - 1. Have served as a club president.
 - 2. Have served at least one term on the AFRW Executive Committee.

ARTICLE XII – COMMITTEES

SECTION 1 STANDING COMMITTEES

The Standing Committees of this Federation shall include:

- 1. Public Relations chairman.
- 2. Bylaws chairman.
- 3. Legislative chairman.
- 4. Awards chairman.

SECTION 2 DUTIES OF COMMITTEE

The standing committees shall outline programs for action in their respective fields for consideration and adoption by the Board of Directors, and shall carry out such other duties as may be prescribed by the Board of Directors. Standing committee chairmen shall have a voice and vote on the AFRW Board of Directors.

SECTION 3 SPECIAL COMMITTEES

Special committees may be appointed by the president and approved by the AFRW Board of Directors. Special committee chairmen shall have a voice and a vote on the AFRW Board of Directors.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised (RONR), or the latest edition thereof, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the organization or those of the NFRW.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members registered at the Biennial Convention, provided that copies of the proposed Amendments shall have been submitted in writing to each member thirty (30) days prior to the convention. Between Biennial Conventions, the board of directors may make emergency changes, in the best interest of the organization, provided they are ratified by a two-thirds (2/3) mail vote of the member clubs.

ARTICLE XV – DISSOLUTION

In the event of dissolution of this corporation by a majority vote of the AFRW board of directors, all of its assets that remain after payment of all AFRW liabilities, cost, and expenses of such dissolution, shall be distributed to the NFRW. None of the assets shall be distributed to any member or officer of the AFRW.