

BYLAWS OF BURNET COUNTY REPUBLICAN WOMEN

ARTICLE I – NAME

The name of this Club shall be the Burnet County Republican Women PAC, hereinafter referred to as “The Club.” This Club is affiliated with the Texas Federation of Republican Women (TFRW) and with the National Federation of Republican Women (NFRW).

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- Increase the effectiveness of women in the cause of good government;
- Disseminate information to all members;
- Inform the public through political education and activity;
- Foster loyalty to the Republican Party at all levels of government;
- Promote the principles of the Republican Party;
- Work for Republican candidates in all elections within PAC guidelines;
- Support the objectives and policies of the Republican Party and Republican National Committee; and
- Perform any lawful activity not inconsistent with the foregoing.

ARTICLE III – POLICY

Section 1. Endorsement Policy.

- A. No one may endorse in the name of the NFRW, a State Federation or a local Club or in their official capacity thereof.
- B. No endorsement or evidence of support by any member shall be issued using the NFRW affiliation, logo, or stationery without the approval of the NFRW.
- C. NFRW Bylaws provide for the removal from membership of any member, local Club or State Federation who/which advocates a split party ticket or supports a candidate who is running on an opposition ticket.
- D. In the case of contested Republican races, information and campaign announcements may be distributed on all candidates – such as at events or fundraisers – provided they are fairly and evenly distributed and, in order to prevent anyone from interpreting such communications as endorsements, each such communication shall be accompanied by the disclaimer: *“This appears here for informational purposes only and does not represent or constitute an endorsement by this Club.”*

Section 2. Split Ticket. Neither the Club nor an individual member shall advocate a split ticket, support an opposition party candidate, or act in violation of the NFRW or Texas Federation of Republican Women or the Club policies or bylaws.

Section 3. Affiliation With Other Organizations. The Club shall not affiliate with any political organization which is not officially recognized as working in concert with the Texas Federation of Republican Women, the NFRW, and the Republican National Committee.

Section 4. Member Candidates. An officer of the Club who is a candidate or whose spouse or family member is a candidate, shall be exempt from this rule, however, they may not campaign or identify themselves in the name of the Club, the State Federation, or the NFRW or by utilizing the logo or stationery of the Club, the State Federation or the NFRW.

Section 5. Candidate Fairness: 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 TFRW that all Republican candidates for that office shall be treated fairly and equitably. When one Republican candidate for an office is invited to speak at a Federation or local club meeting, then all Republican candidates for that office shall be offered equal presentation time at the same meeting or another meeting before the election. (This rule includes candidate fairness during primaries, run offs and special elections. It applies to candidates at all levels. Federated clubs are state and not Federal PACs. Please see the TFRW Federal Candidate Policy for rules pertaining to working with federal candidates. There are limitations regarding what is permissible.)

Section 6. Controversial Issues: 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 7. Delivery of Records: All officers and all committee chairmen shall deliver all records, files, passwords, social media administrative rights, and properties of the Club to their successors within 15 days of their last day in office, unless directed otherwise by the President or the Executive Committee. (An inventory of records is recommended as a checklist.)

Section 8. Lobbying: There shall be no lobbying with Legislators using the name of the Texas Federation of Republican Women by any federated local club or any individual member without the express permission of the Board of Directors of the Texas Federation of Republican Women.

Section 9. Fiscal Year: The fiscal year of this club shall be from January 1 through December 31.

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility:

- A. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for primary members will be stated in the Club's standing rules and amended as required.

Section 2. Classification of Membership:

A. Primary

- a. A Republican woman who believes in the philosophy of the Republican Party and supports the objectives and policies of this organization shall be eligible for membership.
- b. A member in good standing shall be a member who has paid the required dues for the current calendar year. The dues amount for Primary members shall be stated in the Club's standing rules and amended as required.
- c. She shall be a registered voter.
- d. Primary members in good standing automatically become members of their State Federation and of the National Federation of Republican Women.
- e. A new member is eligible to vote when dues have been paid for 1 month and must have attended 1 meeting prior to the privilege of voting.

B. **Associate** – A Republican woman who is a Primary member of another Federated Women's Club and who supports the objectives and policies of this Club shall be eligible to become an Associate member upon payment of required annual dues. The dues amount for Associate members shall be stated in the Club's standing rules and amended as required.

C. Republican men who support the objectives and policies of the Club may be eligible to be Associate members.

D. Associate members, men and women, shall not:

- i. have a voice and cannot make motions;

- ii. hold office;
 - iii. serve on committees;
 - iv. be counted in totaling the club's members;
 - v. be counted in determining the number of delegates to be allotted to the Club for attendance at the State Federation Convention or the NFRW Biennial Convention or TFRW meetings or events; and
 - vi. Associate dues remain with the Club. Associate members are not reported to the State Federation or NFRW.
- E. **Young Affiliate** – A Young Affiliate is a young teenage woman, age thirteen through seventeen, who wishes to be affiliated with a local Republican Women's club by paying the required annual dues. A Young Affiliate may not be listed on the roster to the Texas Federation of Republican Women, cannot be counted for purposes of determining the number of delegates to the Texas Federation of Republican Women or the National Federation of Republican Women meetings or conventions, and shall have no vote at local club meetings. Her name and dues will not be sent to the Texas Federation of Republican Women Headquarters.

Section 3. Eligibility Does Not Assume Membership Conferred

Eligibility for membership does not guarantee, and one cannot assume, automatic grant of membership.

Article V – Dues

Section 1. Annual Dues shall be set by the membership in the Standing Rules. This shall include dues to the State and National Federations.

Section 2. Dues shall be payable on December 31, which shall include Burnet County Republican Women PAC dues, state dues, and national dues. Dues collected in November and December may be applied to the following year's membership.

Section 3. Submission of Members to NFRW: Membership expires each year on December 31. Renewing members remain in good standing through the last day of February of the following year. NFRW must receive member dues by March 1 or member is dropped from membership and loses all member privileges.

Section 4. Burnet County Republican Women PAC shall pay the annual service charges required by the Texas Federation of Republican Women and the National Federation of Republican Women and submit names and addresses of club officers and members with payment.

Section 5. Burnet County Republican Women PAC shall pay the annual per capita dues for its Primary members and annual service charges to the TFRW and NFRW.

Section 6. Submission of Officers: BCRW PAC shall elect officers and send lists of their names, addresses, zip codes, telephone numbers and email addresses to the Texas Federation of Republican Women Headquarters by January 1 of each year, and to the District Director.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. Elected Officers: The officers of this organization shall be President, First Vice President, Second Vice President, Treasurer, Secretary, and PAC Treasurer.

Section 2. Eligibility. Each elected officer shall be a Primary member in good standing of the Club.

Section 3. Election. The elected officers shall be elected at the November meeting and shall serve a term of two years, or until their successors are elected.

Section 4. Duties of Officers:

- A. **The President shall:** Call and preside over all meetings of the Club and the Executive Committee; Represent the organization at all times or designate someone as representative/proxy in her absence or inability to do so; Make Committee appointments as necessary to conduct the business of the club, except the Nominating Committee, with Executive Committee approval of Standing Committee Chairmen and Vice-Chairmen; Prepare a program of action in consultation with the Chairmen of the Standing Committees for presentation to and approval by the Executive Committee at its first meeting of the term of office; Submit an annual budget for review by the Executive Committee and recommendation to the membership for adoption at the first membership meeting of the new term of office; Be an ex-officio member of all committees except the Financial Review and Nominating Committees; Co-sign checks as one of two authorized signatures, namely President and Treasurer; Represent the Club in all Republican Party activities; Appoint the Financial Review Committee in November of the first year in office, with the exception of a change of treasurer before the end of the official term of office at which time the Financial Review Committee will be appointed and a complete financial review will be done; Accept resignation by written letter or email of any member wanting to resign from a position, chairmanship, or the Club; and Call meetings of the Executive Committee; and shall call a Special Meeting of the Executive Committee upon receipt of the written request of three members of the Executive Committee.
- B. **The First Vice President shall:** Perform the duties of the President in her absence; Fill the unexpired term in the event of a vacancy in the office of President, until a new President is elected; Be responsible for monthly meeting hospitality and other social events; and Perform such other duties as are assigned by the President, the Executive Committee or the Club.
- C. **The Second Vice President shall:** Act as Program Chair; and Perform such other duties as are assigned by the President, the Executive Committee or the Club.
- D. **The Secretary shall:** Keep the minutes of all meetings of the Club and Executive Committee; Maintain a current Club membership roster; Keep a current inventory of Club property; Maintain all Club records and historical items; and Perform such other duties as may be assigned by the President, the Executive Committee or the Club.
- E. **The Treasurer shall:** Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee; Co-sign checks as one of two authorized signatures, namely President and Treasurer; Disburse funds as directed by the Executive Committee or the membership; Bring written financial report(s) to regular Club and Executive Committee meetings; Submit dues, annual service fees, and reports to Texas Federation of Republican Women as required; Submit all financial records to the Financial Review committee for an annual review to be completed by and reported at the first Executive Committee and membership meeting of the fiscal year; Comply with all IRS and State election reporting requirements; and Perform other duties as assigned by the President, the Executive Committee or the Club. All records of the Treasurer / PAC Treasurer must be submitted at the end of the year for review.
- F. **The PAC Treasurer shall:** be registered with the Texas Ethics Commission and shall submit all reports required by the TEC in a timely manner; and Perform other duties as assigned by the President, the Executive Committee or the Club. All records of the Treasurer / PAC Treasurer must be submitted at the end of the year for review.
- G. **The Corresponding Secretary shall:** Conduct the correspondence of the Club under the supervision of the President; Preserve in a permanent file all letters and papers of value to the

Club; and Perform other duties as assigned by the President, the Executive Committee, or the Club.

H. The Historian shall: Collect and keep all records and documents of significant Club events and all items of media coverage; and Perform other duties as assigned by the President, the Executive Committee, or the Club.

I. The Parliamentarian shall: Advise Club officers, committee chairs and Club members on parliamentary procedure; Be familiar with the Club Bylaws, Special Rules of Order, Standing Rules and Policies and Procedures; and Attend membership meetings, Executive Committee meetings, Bylaws Committee meetings and Nominating Committee meetings as necessary or as requested.

Section 5. Term of Office: The term of office for officers and chairs shall be for two (2) years or until their successor is elected, from January 1 through December 31 following their election or appointment. No officer or chair may serve in the same position for more than two consecutive terms, with the exception of the Treasurer and PAC Treasurer who may serve unlimited terms, but must be elected each term.

Section 6. Vacancy. Vacancies in elected office shall be filled by election by a majority of the Executive Committee members present and voting at the first meeting following the creation of the vacancy provided an announcement is sent to all Club members stating the existence of the vacancy and the process by which eligible Primary members in good standing may submit their name to the Executive Committee to be considered to fill the vacancy before the Executive Committee meets to fill the vacancy.

Section 7. Removal From Office or Membership. Members of the Executive Committee or members of the club may be removed by two-thirds (2/3) vote of the membership for any of the following reasons after investigation by the Executive Committee.

Pursuant to the NFRW Bylaws, NFRW requires following the current edition of *Robert's Rules of Order, Newly Revised*, for the removal of an officer from office or a member from membership. Cause for such removal shall include, with limitation,

- A. Non-payment of dues;
- B. The failure or refusal to support the policies and objectives of the NFRW, the Texas Federation of Republican Women or the Club as stated in their bylaws;
- C. Any act or omission intended to cause or having the effect of causing damage to the NFRW, the Texas Federation of Republican Women or the Club or their reputation or financial stability;
- D. Failure to support the Republican Party ticket, advocating a split ticket, supporting a candidate on an opposition ticket;
- E. Actions which are in conflict with the NFRW Bylaws, the Texas Federation of Republican Women Bylaws or the Club Bylaws;
- F. Failure to comply with the NFRW, the Texas Federation of Republican Women or the Club membership rules;
- G. Without limiting the generality of the foregoing, the initiation of litigation or any other adversary proceeding against the NFRW, the Texas Federation of Republican Women or the Club or in which the NFRW, the Texas Federation of Republican Women or the Club is a named defendant or respondent; and
- H. A member who has been removed from membership may request readmission to the same body which voted on the removal.

Section 8. Appointed Officers. The President may appoint, with the approval of the Executive Committee, a Corresponding Secretary, an Historian and a Parliamentarian.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. Composition.

- A. The voting body of the Executive Committee of this Club shall consist of:
 - 1. The elected officers; and
 - 2. The Immediate Past President.
- B. The non-voting members of the Executive Committee shall be
 - 1. The Parliamentarian; and
 - 2. Corresponding Secretary.

Section 2. Duties. The Executive Committee shall:

- A. Transact necessary business between meetings of the Club;
- B. Direct the Treasurer's disbursement of funds;
- C. Approve appointed officer and committee appointments made by the President;
- D. Fill vacancies in office; and
- E. Perform other duties as assigned by the Club.

Section 3. A quorum for a meeting of the Executive Committee shall be a majority of the Executive Committee.

Section 4. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Executive Committee. A decision can be rendered only after written documentation has been received from a majority of the Executive Committee.

ARTICLE VIII – MEETINGS

Section 1. Regular Meetings:

A minimum of five (5) regular meetings shall be held during the Club year if unusual circumstances prohibit more frequent meetings.

- A. These meetings shall be held as decided by the Executive Committee.
- B. A quorum at Club meetings shall be 50% of the total number of Primary members in good standing.
- C. At least seven (7) days' notice shall be given to all members for regular meetings.

Section 2. Special Meetings:

Special meetings may be called by the President and shall be called by the President upon receipt of the written request of three members of the Executive Committee or by 30% members of the Club.

- A. The purpose of the Special Meeting shall be stated in the call, with no other business to be transacted at the meeting.
- B. At least a five-day notice shall be given to all members for any Special Meeting.

Section 3. Regular Meetings Executive Committee: Regular meetings of the Executive Committee shall be held prior to the regular meeting of the membership at such time and place as may be determined by the President.

Section 4. Special Meetings Executive Committee: Special meetings of the Executive Committee may be called by the President or upon the request of a majority of the members of the Committee; the purpose of the meeting to be stated in the call and no other business shall be transacted, with at least seven (7) days' notice to the members.

Section 5. Electronic Meetings: A vote of the club or executive committee may be conducted by electronic means between meetings, provided there is participation by majority of the members of the body. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

Section 6. Meeting Minutes. The Secretary shall keep and circulate the minutes of all meetings of the club and the Executive Committee.

Section 7. Annual Meeting. The December meeting will be designated as the Annual Meeting.

Section 8. Notice. Notice for all meetings may be mailed or sent electronically.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees:

- A. The standing committees of this Club shall include: Campaign Activities, Political Action Committee (PAC), Membership, Bylaws, Fundraising, Legislation, Americanism, Awards, Caring for America, Chaplain, Literacy / Scholarship, Newsletter, Public Relations, Social Media, and Special Events. No additional Standing Committees may be created without an amendment to these bylaws.
- B. The committees shall outline programs for action in their respective fields for consideration and adoption by the Executive Committee and shall carry out such other duties as may be prescribed by the Executive Committee and/or President.
- C. Standing Committee Chairmen and committee members shall be appointed by the President and Standing Committee Chairmen shall be approved by the Executive Committee;
- D. Officers may be appointed to chair Standing Committees; and
- E. Standing Committee chairmen shall be appointed for the same term as the President.
- F. Duties of Standing Committees are listed below; all other Standing Committees shall use the TFRW Leadership Handbook as a guide:
 1. The Bylaws Committee shall:
 - a) Conduct a biennial review of the Club's bylaws;
 - b) Request and receive proposed amendments to the bylaws, and:
 - i. Review proposed amendments;
 - ii. Edit or combine, or reject them and
 - iii. Submit them to the Executive Committee for review, edit or rejection then to make recommendations to the general membership for final vote; and
 - c) Furnish the Texas Federation of Republican Women Bylaws Committee with a complete set of the Club's bylaws for review and approval. Any subsequent Club revision of Bylaws shall be sent to the Texas Federation of Republican Women Bylaws Committee for Approval.
 2. The Campaign Activities Committee shall:
Coordinate all activities of the Club's campaign program; Act as liaison between the Club and Candidates requesting volunteers; and Be responsible for the collection and reporting of campaign hours.
 3. The Fundraising Committee shall:
Prepare and implement a plan which the Executive Committee shall approve for raising funds in order to meet the Club's revenue needs; and Notify the Treasurer of all fundraising committee meetings and Treasurer may attend each one.

4. The Legislative Committee shall:

Inform the Club of pending legislation or legislative acts; Inform the Club and Executive Committee of any legislation affecting interest of NFRW, Texas Federation of Republican Women, or the Club; and Work with the Achievement Awards Committee so the Club earns the highest award.

5. The Membership Committee shall:

Coordinate and oversee all membership renewal and new member efforts; Compile and maintain complete Club membership lists; and Ensure that all membership information is shared with the Treasurer and others as deemed necessary and shall ensure all membership data is submitted to the State and National Federations according to deadlines.

6. Political Action Committee (PAC) shall:

The Political Action Committee shall be chaired by the PAC Treasurer. She shall abide by Texas Election Laws and the opinions issued by the Texas Ethics Commission. All decisions relative to the distribution of funds shall be approved by the Executive Committee.

Section 2. Special Committees:

- A. The President may create Special Committees subject to the approval of the Executive Committee at any time as it may become necessary; The President may appoint the chairmen and members of Special Committees without the approval of the Executive Committee; Special committees shall include: Internal Review, Nominations, and Finance, Other special committees may be appointed by the President and/or Executive Committee as deemed advisable.

1. Finance Committee: The members of this committee shall be the President, First Vice President, Secretary, Treasurer, PAC Treasurer and Chair of the Finance Committee. The Finance Committee shall create a budget for the fiscal year and submit it to the Executive Committee and membership for approval during or before the February meeting.

2. Internal Review Committee: shall consist of three Primary members in good standing appointed by the President in November of each year whose duty it shall be to review the Treasurer's accounts at the close of the fiscal year and shall report to the Executive Committee and to the membership at the first meetings of the new term of office. The Treasurer shall be present at the internal review of the books.

- B. The special committees shall outline programs in their respective fields for consideration and adoption by the Executive Committee. These committees shall be formed only for the duration of their service. Their chair will not have a voice or voting rights on the Committee.

Section 3. All Committees shall report to the Executive Committee and to the membership at the regular meeting or as ordered by the President.

Section 4. Committee Members. All committee members must be Primary members in good standing in the Club.

Section 5. Ex-Officio Members. The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees.

ARTICLE X - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee:

- A. A Nominating Committee of three (3) Primary members in good standing, and one alternate, shall be elected by the Club no later than September of each election year. The Committee shall elect its own chairman. The Parliamentarian will instruct the Committee as to proper procedure and will be available for further counsel if required.
- B. A plurality vote shall elect the members of the committee.
- C. The Nominating Committee shall report one nominee for each office at the October meeting at least 30 days ahead of the election.
- D. All nominees shall be Primary members in good standing in the Club and shall give written consent to serve, if elected. Nominations from the floor shall be in order following the report of the Nominating Committee.
- E. The Nominating Committee cannot succeed itself.

Section 2. Elections:

- A. Elections shall be held at the November meeting after the Nominating Committee has reported its nominees.
- B. Nominations from the floor shall be allowed, provided prior consent of each of the nominees shall be obtained.
- C. Where there is only one candidate for an office, election may be by voice vote. Where there is more than one candidate for an office, election shall be by ballot. A plurality vote shall elect.
- D. No officer may simultaneously run for more than one office.
- E. Officers **may** run for a second consecutive term.
- F. No absentee or proxy voting shall be allowed.

Section 3. Installation: Officers shall be installed at the December meeting.

ARTICLE XI – CONVENTIONS

Texas Federation of Republican Women Biennial Convention:

Section 1. For the Texas Federation of Republican Women biennial convention, the Club shall elect representation to the convention in the method set forth in the Texas Federation of Republican Women Bylaws.

Section 2. Election of delegates and alternates shall take place at a general meeting before convention to conform to the date of the Texas Federation of Republican Women certification deadline.

National Federation of Republican Women Biennial Convention:

Section 1. For the National Federation of Republican Women biennial convention, the Club shall elect representation to the convention in the method set forth in the Texas Federation of Republican Women Bylaws.

Section 2. Election of delegates and alternates shall take place at a general meeting before convention to conform to the date of the Texas Federation of Republican Women certification deadline.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order the Club, the Texas Federation of Republican Women or the NFRW may adopt.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended at any regular (general) meeting or Special Meeting of the Club by a two-thirds vote, provided that notice of the proposed amendment(s) shall have been sent to each member in no less than thirty (30) days prior to the date of the general or Special Meeting.

ARTICLE XIV – DISSOLUTION

This Club may be dissolved by a two-thirds vote at any regular or Special Meeting of the Club, if notice of the dissolution has been submitted in writing at least thirty (30) days prior and has been sent to all members of the Club. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the Club, distribute any remaining assets to the Texas Federation of Republican Women. No funds shall be distributed to any member or officer of the Club. The right to use the name of a dissolved Club shall revert to the Texas Federation of Republican Women.

Becke Freitas, BCRW PAC President

Gail Teegarden, BCRW PAC Bylaws Chair

Date Approved by TFRW:

Last revised: December 11, 2025

Revised and TFRW approved ____, 2026