BYLAWS OF THE

Lubbock Area Republican Women

ARTICLE I — NAME

The name of this Club shall be the Lubbock Area Republican Women, hereinafter referred to as *LARW* or "*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 Club shall be to:

A. Increase the effectiveness of women in the cause of good government;
B. Promote public understanding that Republican policies advance the flourishing of women in American society;
C. Disseminate information to all members;
D. Inform the public through political education and activity;
E. Foster loyalty to the Republican Party at all levels of government;
F. Promote the principles of the Republican Party;
G. Work for Republican candidates in all elections within PAC guidelines;
H. Support the objectives and policies of the Republican Party; and
I. Perform any lawful activity not inconsistent with the foregoing.

ARTICLE III — MEMBERSHIP

Section 1. PRIMARY MEMBERSHIP

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. Should be a registered Republican 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 2 months and must have attended 2 meetings prior to the privilege of voting.

Section 2. ASSOCIATE MEMBERSHIP

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

Section 3. ELIGIBILITY DOES NOT ASSUME MEMBERSHIP CONFERRED

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

ARTICLE IV— ENDORSEMENT 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.)*

ARTICLE V – DUES AND FISCAL YEAR

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

Section 2. MEMBERSHIP DUES. Membership dues for the upcoming year shall be payable no later than December 31 of the current year and shall be delinquent on March 1. Dues collected in November and December may be applied to the following year's membership.

Section 3. SERVICE CHARGES. Clubs shall pay Texas Federation of Republican Women dues and NFRW per capita dues, and the annual service charges on behalf of each of the Club members, with the first payment of the year to be made no later than December 31 of the previous year.

ARTICLE VI — OFFICERS AND DUTIES

Section 1. ELECTED OFFICERS. The elected officers of this club shall be a President, Vice President, Secretary, Treasurer, Ways and Means, Membership, and Campaign Activities.

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 December meeting and shall serve a term of two years, or until their successors are elected.

Section 4. 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 5. REMOVAL FROM OFFICE OR MEMBERSHIP.

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
H. A member who has been removed from membership may request readmission to the same body which voted on the removal

Section 6. APPOINTED OFFICERS. The President may appoint, with the approval of the Executive Committee, a Corresponding Secretary, an Historian, and a Parliamentarian.

Section 7. DUTIES OF THE OFFICERS.

A. The President shall:
    1. Call and preside over all meetings of the Club and the Executive Committee;
    2. Represent the organization at all times or designate someone as representative/proxy in her absence or inability to do so;
    3. 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;
    4. 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;
    5. 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;
    6. Be an ex officio member of all committees except the Financial Review and Nominating Committees;
    7. Co-sign checks as one of two authorized signatures, namely the President and Treasurer;
    8. Represent the Club in all Republican Party activities;
    9. 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.
    10. Accept resignation by written letter or email of any member wanting to resign from a position, chairmanship, or the Club; and

11. 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 Vice President shall:
    1. Perform the duties of the President in her absence;
    2. Fill the unexpired term in the event of a vacancy in the office of President, until a new President is elected;
    3. Act as Program Chair; and
    4. Perform such other duties as are assigned by the President, the Executive Committee, or the Club.

C. The Recording Secretary shall:
    1. Keep the minutes of all meetings of the Club and Executive Committee;
    2. Maintain a current Club membership roster;
    3. Keep a current inventory of Club property;
    4. Maintain all Club records and historical items; and
    5. Perform such other duties as may be assigned by the President, the Executive Committee, or the Club**.**

D. The Treasurer shall:
    1. Serve as custodian of all Club funds and deposit them in a bank(s) approved by the Executive Committee;
    2. Co-sign checks as one of two authorized signatures, namely the President and Treasurer;
    3. Disburse funds as directed by the Executive Committee or the membership;
    4. Bring written financial report(s) to regular Club and Executive Committee meetings;
    5. Submit dues, annual service fees, and reports to the Texas Federation of Republican Women as required;
    6. 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.
    7. Comply with all IRS and State election reporting requirements
    8. Perform other duties as assigned by the President, the Executive Committee, or the Club.

E. The Corresponding Secretary shall:
    1. Conduct the correspondence of the Club under the supervision of the President;
    2. Preserve in a permanent file all letters and papers of value to the Club; and

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

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

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

H. The Ways and Means Officer shall:
   1. Check requirements on local, state, and federal regulations and taxes before holding a fundraising event.
   2. Establish requirements for fundraising and draft a budget.
   3. Appoint a committee to come up with suggestions and your goal in dollars. (Include your President as a member or an ex officio member).
   4. Present committee recommendations to the club's board.
   5. Have the membership vote on all fundraising projects to ensure their participation.

I. The Membership Officer shall:
   1. Form a membership committee to recruit, encourage, and mentor new members.
   2. Encourage new members to participate in meetings and get involved.
   3. Be proactive about encouraging people to join the club.
   4. Ensure new members, and current members, feel welcome and utilized.
   5. Contact and encourage local elected officials, candidates, precinct chairmen, and spouses to join the club.
   6. Stay informed of TFRW membership incentives and programs through the TFRW Today Newsletter.
   7. Create a membership goal program that incorporates TFRW Membership programs and Local Club incentives.
   8. Develop and implement new programs and member incentives.
   9. Contact guests at meetings and encourage them to join.
   10. Provide membership applications at all club events. Make sure the applications include all membership categories, including Keep Texas Red, Individual, and Associate memberships.

11. Create "New Member Packets" which may include a welcome letter, membership directory, current Local Club Newsletter, membership applications for potential members, and any other pertinent information about the Club or area.
12. Provide reports at monthly General Meetings and a written report for the President at Board meetings.
13. Provide sign-in sheets and name tags at meetings for members, guests, candidates, and elected officials.
14. Introduce or appoint someone in the club to recognize guests, candidates, elected officials, and new members during the General Meeting.
15. Email TFRW membership submission forms to TFRW Headquarters. Work in conjunction with the Club Treasurer. Use all forms available on TFRW Website.
16. Maintain up-to-date membership records and notify TFRW Headquarters (tfrw@tfrw.org) of any changes or corrections as soon as possible. Notify TFRW immediately of a member's death.
17. Ensure committee chairs receive contact information for new members interested in volunteering in their area.
18. Develop a recruitment bi-fold or card, with the Club's logo and group identification.

J. The Campaign Activities Officer shall:
1. Coordinate the activities of the club to help elect Republicans.
2. Strive to increase volunteer hours from prior report periods and inspire club members to become actively involved in campaigns and county party efforts.
3. Recognize individuals in the club who excel in volunteering in campaign activities.
4. Develop a reporting plan and encourage members to report volunteer hours.
5. Make available in print the "Policy for Counting Campaign Hours" (from TFRW 2026-2027 Leadership Handbook, page 137) to each member in your directory for easy reference.
6. Suggest members keep a special calendar for ease in counting their hours.
7. Educate members on the importance of attending the Precinct Convention, the SD or County Convention, and, of course, the Texas Republican Convention.
8. Encourage members to be precinct chairwomen or chairmen.
9. Network with the precinct chairmen in the club's area and encourage members to volunteer to help in their precinct.
10. Keep an up-to-date list of all Republican candidates and campaign headquarters, including the address, phone number, and name of campaign coordinator and scheduler.
11. Organize email/call lists in advance to be able to schedule events and workers, on short notice, for a visiting candidate appearance or volunteer requests for mailings, phone banks, precinct walks, and other activities.
12. Write an article for each newsletter; sign up for RNC, RPT, NFRW, and other informative e-letters.
13. Share important emails with the Club's volunteers.
14. Attend any campaign activities, seminars, or Campaign Management Schools offered in the club's area, and encourage members to attend as well.

15. When information is sent out to candidates, include the Club's "Calendar of Events," and ALWAYS include a disclaimer: "Name of RW Club does not endorse candidates during the Primary Election Period. The following is for information purposes only."
16. Be aware of all PAC rules.

Section 8. 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.)*

ARTICLE VII — 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 30% of the total number of Primary members in good standing.
C. At least fourteen (14) 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. ANNUAL MEETING. The December meeting will be designated as the Annual Meeting.

Section 4. ELECTRONIC VOTING BETWEEN MEETINGS. A vote of the Club membership or the Executive Committee may be conducted by mail, telephone, fax, email, or other approved electronic means between meetings, provided there is participation by a quorum of the body. The vote shall be ratified and entered into the minutes at the body's next regular meeting.

Section 5. NOTICE. Notice for all meetings may be mailed or sent electronically.

ARTICLE VIII — 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;
3. The Corresponding Secretary;
4. The Standing Committee Chairs;
5. The Parliamentarian, without a vote.
6. The Special Committee Chairwomen, each without a vote.

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 offices; and
E. Perform other duties as assigned by the Club.

Section 3. MEETINGS. The Executive Committee shall meet as decided by the President or the Executive Committee.

A. 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 Committee.
B. At least a fourteen (14) day notice shall be given for Executive Committee meetings, except that at least a five-day notice is required for Executive Committee Special meetings;
C. Notice may be mailed or sent electronically; and
D. In the event a properly called meeting has to be canceled due to circumstances beyond the control of the Club, it shall be acceptable to hold said meeting by an approved electronic means, with seven (7) days' notice being given to all the members of the Executive Committee. This section does not apply to a meeting required by these bylaws that has not already been called.

Section 4. QUORUM. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE IX — COMMITTEES

Section 1. STANDING COMMITTEES

A. The Standing Committees of this club shall be Bylaws, Campaign Activities, Fundraising, Legislative, and Membership. No additional Standing Committees may be created without an amendment to these bylaws.
B. Standing Committee Chairmen and committee members shall be appointed by the President, and Standing Committee Chairmen shall be approved by the Executive Committee.
C. Officers may be appointed to chair Standing Committees; and
D. Standing Committee chairmen shall be appointed for the same term as the President.
E. Duties of Standing Committees:

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:
   a) Coordinate all activities of the Club's campaign program:
   b) Act as liaison between the Club and Candidates requesting volunteers;
   c) Be responsible for the collection and reporting of campaign hours.

3. The Fundraising Committee shall:
   a) Prepare and implement a plan which the Executive Committee shall approve for raising funds in order to meet the Club's revenue needs; and
   b) Notify the Treasurer of all fundraising committee meetings, and the Treasurer may attend each one.

4. The Legislative Committee shall:
   a) Inform the Club of pending legislation or legislative acts;
   b) Inform the Club and Executive Committee of any legislation affecting the interests of NFRW, Texas Federation of Republican Women, or the Club; and

c) Work with the Achievement Awards Committee so the Club earns the highest award.

5. The Membership Committee shall:
   a) Coordinate and oversee all membership renewal and new member efforts;
   b) Compile and maintain complete Club membership lists; and
   c) 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.

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.
B. The President may appoint the chairmen and members of Special Committees without the approval of the Executive Committee;
C. Special Committees may include: Public Relations/Communications, Caring for America, Financial Review and Literacy. Other Special Committees may be appointed as needed;
D. The Financial 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.

Section 3. COMMITTEE MEMBERS. All committee members must be Primary members in good standing in the Club.

Section 4. 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. NOMINATIONS.

A. A Nominating Committee of 5 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. The Nominating Committee shall report a slate of one candidate for each office at the general meeting in October of the second year of a two year term of office at least 30 days prior to the election meeting. 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.

C. Nominating Committee members shall not succeed themselves.

Section 2. ELECTION OF OFFICERS.

A. Elections shall be by ballot at the regular meeting in November. However, if there is but one nominee for any office, the election for that office may be by unanimous consent (or acclimation), where the President announces, the single nominee is elected to the office.
B. No officer may simultaneously run for more than one office.
C. Officers may run for a second consecutive term.

ARTICLE XI— STATE FEDERATION CONVENTION DELEGATES

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.

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 XIV — 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 XV — 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.

These bylaws were approved and adopted by Lubbock Area Republican Women on this date: September 17, 2026.