

THE GREATER IRVING REPUBLICAN CLUB

CONSTITUTION

AND

BY-LAWS

MAY 1, 1973

AMENDED

AUGUST 15, 1978

FEBRUARY 16, 1982

NOVEMBER 18, 1988

MAY 21, 1991

MAY 18, 2004

OCTOBER 24, 2006

THE GREATER IRVING REPUBLICAN CLUB

CONSTITUTION AND BY-LAWS

CONSTITUTION

I. Name

The official name of this organization shall be “The Greater Irving Republican Club, hereinafter referred to as the “Club.”

II. Purpose

To support Republican candidates and the Republican Party, promote political awareness, encourage participation in political affairs, and work for responsible government.

III. Membership

- a. Membership is open to Republican voters.
- b. To be an active member, a person must be current on membership dues and fulfill such other requirements as may be provided by the Constitution and By-Laws.
- c. Dues shall be as follows:

Individual:	\$15.00
Family:	\$25.00
Sustaining:	\$35.00
Patron:	\$75.00
Student:	\$5.00
- d. Dues shall be payable on an annual basis and due on member’s anniversary date.

IV. Officers

- a. The officers of the organization shall be: President, Vice President, Secretary, and Treasurer.
- b. The duties and powers of the officers shall be as prescribed in the Constitution and By-Laws of this organization.
- c. The term of the office for officers of this organization shall be one (1) year, or until their successors have been duly elected and qualified.
- d. Officers shall be elected at the annual general meeting, which will be held in November of each year. Officers will assume their official duties after installation at the December meeting.
- e. Active members shall be notified of each year's November election at least thirty (30) days prior to the meeting as implemented by the By-Laws.
- f. Officers shall be elected in the manner prescribed for in the By-Laws of this organization.
- g. The President may not serve more than two (2) consecutive terms.
- h. To be qualified to serve, an officer must:
 - 1. Be an active member of the Club.
 - 2. Be a resident and registered voter of the City of Irving.

V. Duties and Powers of Officers

- a. President:

The President:

Shall be the official spokesperson for this organization.

Shall supervise all activities and programs of the Club.

Shall preside over all Club meetings and Executive Committee meetings.

Shall appoint the Chairpersons of all standing committees with the approval of a majority of the officers.

May dismiss any Chairperson of a standing committee with the approval of a majority of the officers.

Shall be an ex-officio member of all standing committees.

Shall not campaign in a Primary or local election, either verbally or with documentation.

Shall not campaign for any candidate in a Primary or local election, including himself/herself or anyone else, either verbally or with documentation, except the President may support a family member that is a candidate when he/she is not representing the Club.

b. Vice-President:

The Vice-President:

Shall, in temporary absence of the President, assume the duties of the President.

Shall, upon the resignation or removal of the President, succeed to the office of President.

Shall serve as Chairperson of the Program Committee and perform such other duties as may be assigned by the President.

c. Secretary:

The Secretary:

Shall record minutes of all meetings, record attendance, update and maintain custody of all records and documents, including the Club Constitution and By-Laws.

d. Treasurer:

The Treasurer:

Shall maintain custody of all Club funds and shall maintain the Club bank account.

Shall present an annual budget in January that has been drafted by the Executive Committee for approval by the membership.

Shall make all Club expenditures, provided that a majority of the Executive Committee approves any expenditure equal to or less than \$300.00 that is outside of the budget and Club members must pre-approve any expenditure over \$300.00 that is outside of the budget.

Shall collect all dues and send notices of unpaid dues.

Shall make written reports of Club finances monthly, said reports to be available to any member.

VI. Vacancies in Offices

- a. A vacancy caused by resignation, death, incapacitation, or removal of an officer shall be filled by the elected officers and ratified by the membership, except that a vacancy in the office of President shall be filled by the Vice-President.
- b. Elected officers may be removed by a two-thirds (2/3) vote of the active members present at a regular meeting. Any motion to remove an officer must first be delivered in writing to at least two (2) officers at least thirty (30) days prior to the meeting at which the motion is made. Any officer receiving such notice should notify other members of the Executive Committee as feasible. Notice shall be given to the general meeting preceding the meeting at which the motion is made.

VII. Meetings

- a. The Club shall have at least ten (10) general meetings each year. General meetings shall include all regular or called meetings to which all active members are invited to attend.
- b. All members must be notified of a general meeting.
- c. Votes at general meetings shall be determined by a majority of the active members present.
- d. The President or a majority of the elected officers may call a meeting. Notice of a called meeting must be sent to all active members.
- e. The membership shall receive at least one (1) week prior notification of each general meeting.

VIII. Parliamentary Rules

Meetings will be governed by the most recent edition of Robert's Rules of Order Newly Revised except where inconsistent with the Constitution and or By-Laws.

IX. Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the active members present at any general meeting. A proposed amendment must be presented to the elected officers at least thirty (30) days prior to a general meeting, and after presentation to the Club members, will be voted on at the following general meeting. Notice shall be given to the membership as a whole between the two meetings by printed or electronic form. The elected officers will present the proposed amendment to the membership.

By-Laws

I. Executive Committee

The Executive Committee shall be composed of the elected officials, the immediate past President, and the appointed chairs of the standing committees. The appointed chairs and past President shall be advisory members, and after 2004, the past President shall be a non-voting member.

II. Standing Committees

The Standing Committees are:

- a. Program: The Program Committee shall plan and secure programs for the Club.
- b. Membership: The Membership Committee shall work to increase and maintain Club membership.
- c. Public Relations: The Public Relations Committee shall prepare news releases to media.
- d. Publications: The Publications Committee will publish and distribute the Club Newsletter and any other correspondence or communication directed by the elected officers.
- e. Legislative, Research, and Education:
The Legislative, Research, and Education Committee will collect and present to the Club information regarding current events and political activities.
- f. Hospitality: The Hospitality Committee shall make arrangements for all general meetings, events, and social functions
- g. Telephone: The Telephone Committee shall notify and remind members of coming events.
- h. Federal and State Reporting and Compliance:
The Federal and State Reporting and Compliance Committee shall determine, if needed, and file, if any, all State and Federal reporting requirements.
- i. Finance: The Finance Committee shall work to raise, solicit, and obtain funds for the Club and its activities.
- j. A committee chairperson must be an active member and a registered voter.
- k. Designated Committees:
The president may designate additional committees as needed with the majority approval of the executive committee.

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III. Meetings of Executive Committee

- a. The Executive Committee shall meet monthly and at such other times as may be called by the President or three (3) members of the Executive Committee. In order to transact business, an Executive Committee meeting must be attended by at least three (3) of the elected officers. In case of a tie vote among the four elected officers, the vote dies.

IV. Elections

- a. Election of officers will be at the Club's general meeting in November of each year.
- b. At the August general meeting prior to the November election, a five (5) member Nominating Committee will be appointed. The President will appoint one (1) member, The Executive Committee will appoint two (2) members, and the membership will select two (2) members. All appointees must be active members. The date, time, and place of the November election will be specified. The slate of officers presented by the Nominating Committee shall be available by September 30 for printing in the October newsletter.
- c. In addition to the August meeting, one other form of notification of the date, time, and place of the November election shall be made to the members either in print or electronic form.
- d. The Nominating Committee will meet and recommend officers for the upcoming year. The Nominating Committee shall make a written report, which must be published in the club Newsletter advertising the October meeting.
- e. After the Nominating Committee's report has been presented at the October meeting, nominations may be made from the floor at that time. The report of the Nominating Committee shall constitute a nomination of the persons therein recommended. Nominations for the November election are closed when the October meeting is adjourned.
- f. Election of officers shall be held by position. A majority of the active members voting at the meeting shall be sufficient for election to office.
- g. The President or his designee will conduct the election in November.

V. Amendments

These By-Laws may be amended by a two-thirds (2/3) vote of the active members present at any general meeting. A proposed By-law amendment must be presented to the elected officers at least thirty (30) days prior to a general meeting, and after presentation to the Club members, will be voted on at the following general meeting. Notice shall be given to the membership as a whole between the two meetings by printed or electronic form. The elected officers will present the proposed By-Laws to the membership at the first meeting following the thirty (30) days notice.

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