



# **BYLAWS**

## **ALLEN COUNTY REPUBLICAN WOMEN'S GROUP**

**Adopted: January 2026**

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## PREAMBLE

We, the members of the Allen County Republican Women’s Group, unite to promote the principles of the Republican Party, foster community engagement, encourage women’s leadership, and strengthen civic participation in Allen County. Through service, education, and collaboration, we strive to empower Republican women and contribute positively to our community.

## MISSION STATEMENT

The mission of the Allen County Republican Women’s Group is to support Republican values, encourage informed civic engagement, promote leadership among women, and assist in the election of Republican candidates at all levels of government.

## ARTICLE I – NAME

The name of this organization shall be the Allen County Republican Women’s Group (“the Organization”).

## ARTICLE II – PURPOSE

The purpose of the Organization shall be to:

- Promote the principles and values of the Republican Party.
- Encourage and support Republican women in civic engagement and leadership roles.
- Provide educational programs, events, and networking opportunities.
- Support Republican candidates and initiatives.
- Foster community involvement and voter engagement in Allen County.

## ARTICLE III – MEMBERSHIP

- A. **Eligibility** – Membership is open to individuals who support the Republican Party and who reside, work, or are active in Allen County.
- B. **Dues** – The annual membership dues shall be \$25, payable upon joining and renewed by January 31 of each year.
- C. **Voting Rights** – Only members in good standing shall be eligible to vote on organizational business, including elections.
- D. **Member in Good Standing** – Member’s current dues are paid and member is in agreement of purpose and mission statement of the organization.

## ARTICLE IV – OFFICERS

- A. **Officers and Advisory Position** – Elected officers shall include President, Vice President, Secretary, and Treasurer. The Immediate Past President shall serve as a non-voting advisory member of the Executive leadership to provide continuity and guidance.
- B. **Duties of Officers**
  - 1. **President** – Presides over all meetings, provides overall leadership, oversees committees, and serves as the primary spokesperson for the organization.
  - 2. **Vice President** – Assists the President in all duties, oversees committee coordination, and presides over meetings when the President is unavailable.
  - 3. **Secretary** – Maintains accurate minutes of meetings and preserves all official organizational records.
  - 4. **Treasurer** – Oversees all financial matters, including the collection of dues, management of funds, and preparation of financial reports.
  - 5. **Immediate Past President (Non-Voting Advisory Member)** – Serves in an advisory capacity to the President and officers, provides institutional knowledge and continuity, and supports leadership transition without voting authority.
- C. **Terms of Office**
  - 1. Officers shall serve a term of two (2) years or until their successors are duly elected.
  - 2. The President, Vice President, and Secretary may each serve one additional consecutive two (2) year term.

3. The Treasurer shall not be subject to any term limits.
- D. **End of Terms** – Within fifteen (15) days following the expiration of their term, each outgoing officer shall transfer all records, files, and organizational property to their duly elected successor.
- E. **Vacancies**
  1. A vacancy in any elected office shall occur upon resignation, removal, incapacity, or death of an officer.
  2. Upon the declaration of a vacancy, the Nominating Committee shall notify the membership and open nominations within fifteen (15) days.
  3. Nominees must be members in good standing for a minimum of one (1) year and meet all eligibility requirements for the office.
  4. A special election shall be held within forty-five (45) days of the vacancy. Voting shall be conducted by ballot, and a simple majority of votes cast shall be required for election.
  5. The individual elected through a special election shall serve for the remainder of the unexpired term.
  6. **If a vacancy occurs within six (6) months of the end of the term, the Executive Committee shall have the option, by majority vote, to appoint a qualified member in good standing to fill the vacancy for the remainder of the term in lieu of holding a special election.**
  7. If the vacancy occurs in the office of President, the Vice President shall assume the duties of President until the vacancy is filled by special election or Executive Committee appointment as outlined above.

## ARTICLE V – EXECUTIVE COMMITTEE

- A. **Composition** – The Executive Committee shall be composed of all elected officers and one representative from Allen County GOP Leadership. The Immediate Past President shall serve as a non-voting advisory member. The Chair of the Governance Committee and the Chair of the Membership and Events Committee shall serve in advisory, non-voting capacities and shall not be counted toward quorum.
- B. **Responsibilities** – Directs administrative affairs, approves budgets, and sets meeting agendas.
- C. **Quorum** – Three (3) members shall constitute quorums for all meetings of the Executive Committee.

## ARTICLE VI – STANDING COMMITTEES

- A. **Membership & Events Committee**
  1. The committee shall consist of a Chair and up to four (4) additional members, all of whom must be members in good standing of the organization.
  2. The committee shall be responsible for member recruitment, program planning, and the maintenance of membership records.
- B. **Governance Committee**
  1. The committee shall consist of a Chair and up to four (4) additional members, all of whom must be members in good standing of the organization.
  2. Reviews bylaws, ensure organizational compliance.
- C. **Nominating Committee**

1. The committee must be established at least ninety (90) days prior to the election.
2. The committee shall consist of a Chair and up to four (4) additional members, all of whom must be members in good standing of the organization.
3. The committee shall develop the nomination process and present a slate of candidates to the Executive Committee and the general membership.
4. Members of the nominating committee may not run for an elected position.

## **ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS**

**A. Frequency** – Elections shall be held biennially, during even-numbered years.

**B. Nominations**

1. The Nominating Committee shall notify the membership of the nomination process no fewer than sixty (60) days prior to the election.
2. A slate of nominees shall be presented to the membership at least fifteen (15) days prior to the election.
3. Nominees must be members in good standing for a minimum of one (1) year at the time of nomination.
4. Nominations from the floor shall be permitted at the time of the election, provided the nominee meets all eligibility requirements.
5. In the event that no nominee meets the minimum qualifications, the Executive Committee may approve a qualified candidate to stand for election.
6. The Executive Committee is authorized to shorten the nomination and election timelines for the initial election following adoption of these bylaws, provided reasonable notice is given to the membership.

**C. Voting** – Voting may be by ballot; simple majority required.

## **ARTICLE VIII – MEETINGS**

**A. Regular Meetings**

1. Held at intervals determined by the Executive Committee.
2. The schedule and agenda for regular meetings shall be communicated to all members in advance.

**B. Annual Meeting**

1. The Annual Meeting shall be held in January of each year.
2. The meeting shall include the presentation of annual reports, election results (if applicable), and the conduct of any other organizational business requiring member attention.
3. Members shall be notified of the Annual Meeting at least fifteen (15) days in advance.

**C. Special Meetings**

1. Special meetings may be called by the President or a majority of the Executive Committee with at least seven (7) days' notice.
2. Notice of a special meeting shall be sent to members via email and may also be posted on the organization's official website or social media platforms, including the Facebook page.

3. The notice shall specify the purpose of the special meeting, and only the business stated in the notice may be conducted.

## ARTICLE IX – FINANCES

### A. Fiscal Year

1. The fiscal year of the organization shall begin on January 1 and end on December 31 of each year.
2. All financial reporting, budgeting, and accounting shall align with the fiscal year.

### B. Financial Oversight

1. The Treasurer shall be responsible for maintaining accurate and complete financial records of the organization, including receipts, disbursements, and account balances.
2. An internal financial review shall be conducted at least annually by a committee or individual designated by the Executive Committee to ensure accuracy and transparency.
3. The results of the financial review shall be reported to the Executive Committee and made available to the membership upon request.

## ARTICLE X – AMENDMENTS

- A. These by-laws may be amended, revised, or repealed by a two-thirds (2/3) vote of the members present and voting at any duly called meeting.
- B. Written notice of the proposed amendment(s) must be provided to all members at least fourteen (14) days prior to the meeting.
- C. The notice shall include the exact wording of the proposed amendment(s) and any explanatory statements necessary for members to make an informed decision

## ARTICLE XI – DISSOLUTION

Upon dissolution of the organization, any remaining assets or funds shall be distributed to a charitable or educational organization with a Republican affiliation, as approved by a majority vote of the membership.

## Allen County Republican Women's Group Executive Committee Procedures

**Purpose:** The Executive Committee provides strategic leadership, oversight, and high-level decision-making for the Organization.

**Composition:**

- President (Chair)
- Vice President
- Secretary
- Treasurer
- Immediate Past President (Non-Voting Advisory Member)
- Chair of Governance Committee (Non-Voting Advisory Member)
- Chair of Membership and Events Committee (Non-Voting Advisory Member)

**Procedures:**

**A. Meetings**

1. The committee shall meet at least quarterly, or more frequently as necessary to conduct business.
2. Special meetings may be called by the President or upon the request of a majority of committee members.
3. A quorum for conducting official business shall consist of three (3) members.

**B. Preparation of Agenda**

1. The President shall prepare the agenda for each meeting.
2. Committee chairs may submit items for inclusion on the agenda at least seven (7) days prior to the meeting.

**C. Decision-Making**

1. Decisions shall be made by a simple majority vote of members present.
2. Electronic voting may be used when timely decisions are required, provided all members are given the opportunity to participate.

**D. Responsibilities**

1. Establish annual goals, priorities, and an event calendar for the organization.
2. Approve budgets and review financial reports.
3. Review updates from committees and provide guidance or recommendations as needed.

**E. Reporting**

1. Committee chairs shall submit brief written reports at each meeting summarizing activities and progress.
2. The Secretary shall distribute meeting minutes to all members within seven (7) days following the meeting.

## Allen County Republican Women's Group Membership & Events Committee Procedures

**Purpose:** To recruit, engage, and retain members while planning and executing high-quality programs and events.

**Composition:**

- Chair
- Up to four (4) additional committee members, all of whom must be members in good standing

**Procedures:**

**A. Meetings**

1. The committee shall meet monthly, or as needed, to plan and coordinate events and membership activities.

**B. Membership Recruitment**

1. Maintain an up-to-date electronic list of prospective members.
2. Conduct outreach through email, social media, and active community engagement.

**C. Membership Retention**

1. Send membership renewal reminders each year during December and January.
2. Welcome new members with a personalized email or informational packet.

**D. Event Planning**

1. Develop an annual calendar of events for approval by the Executive Committee.
2. Coordinate speakers, venues, logistics, and volunteer support for all events.

**E. Recordkeeping**

1. Maintain accurate records of attendance, expenses, and revenues for all events.
2. Submit event summaries to the Executive Committee following major programs.
3. Submit minutes of all committee meetings to the Secretary within seven (7) days of the meeting.



## Allen County Republican Women's Group Governance Committee Procedures

**Purpose:** To ensure proper organizational governance, maintain compliance with applicable rules, and oversee the upkeep of bylaws and organizational policies.

**Composition:**

- Chair
- Up to four (4) additional committee members, each of whom must be a member in good standing and possess knowledge or experience in governance, bylaws, or organizational compliance

**Procedures:**

**A. Meetings**

1. The committee shall meet at least twice annually, or more frequently as needed.

**B. Bylaws Review**

1. Conduct an annual review of the bylaws and recommend updates or revisions to the Executive Committee as necessary.

**C. Policy Oversight**

1. Maintain and regularly update all organizational policy documents to ensure consistency and compliance.

**D. Advisory Role**

1. Provide interpretation of the bylaws and policies when requested by the Executive Committee or other organizational members.

**E. Documentation**

1. Maintain historical versions of bylaws and organizational policies for reference and recordkeeping purposes.
2. Ensure that updated versions of bylaws and policies are distributed to the Executive Committee and made accessible to members.

## Allen County Republican Women's Group Nominating Committee Procedures

**Purpose:** To identify and present qualified candidates for election to the organization's leadership positions, ensuring a fair, transparent, and orderly nomination process.

**Composition:**

- Chair
- Up to four (4) additional committee members, all of whom must be members in good standing.

**Procedures:**

**A. Notification of Nomination Process**

1. The Nominating Committee shall notify all members of the nomination process no fewer than sixty (60) days prior to the election.
2. The notice shall include eligibility requirements, the positions open for election, and instructions for submitting nominations.

**B. Eligibility Requirements**

1. All nominees must be members in good standing for at least one (1) year at the time of nomination.
2. The committee shall verify the eligibility of all nominees before presenting the slate.

**C. Slate Presentation**

1. The Nominating Committee shall prepare a slate of nominees and present it to the membership at least fifteen (15) days prior to the election.

**D. Nominations from the Floor**

1. Additional nominations may be made from the floor at the time of the election, provided the nominee meets all eligibility requirements.

**E. Contingency for Lack of Qualified Nominees**

1. If no nominee meets the minimum qualifications for a position, the Executive Committee may approve a qualified candidate to stand for election.

**F. Reporting**

1. The Nominating Committee shall report on the final slate of candidates to the Executive Committee and the membership.
2. All communications regarding nominations shall be documented and maintained for organizational records.