

**BYLAWS  
OF  
CHERRY CREEK REPUBLICAN WOMEN  
Chartered 1954**



**ARTICLE 1 - NAME**

The name of this Club shall be the Cherry Creek Republican Women herein referred to as CCRW. This Club is affiliated with the Colorado Federation of Republican Women (CFRW) and with the National Federation of Republican Women (NFRW).

**ARTICLE II – OBJECTIVES**

The Objectives of this Club shall be:

- A. Promote an informed electorate through political education and discussion
- B. Foster loyalty to the Republican Party at all levels of government;
- C. Promote the principles of the Republican Party;
- D. Work for Republican candidates in all elections;

**ARTICLE III – POLICIES**

A. To the extent possible, the Club is to carry out the purposes of the Republican Party as set forth in the platform adopted by the Republican National Committee, the Republican State platform formulated in accordance with the election laws of the State of Colorado. The Club will also work in concert with the CFRW and NFRW conforming to their Bylaws.

B. The Club as a whole and any member of the Executive Committee 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. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the Club or Federation.

C. To refrain from any action that would be detrimental to an elected Republican official or certified Republican candidate.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. PRIMARY MEMBERSHIP**

- A. Any women who believe in the philosophy of the Republican Party and is a registered Republican who 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 will be stated in the Club's standing rules and amended as required.

### **Section 2. ASSOCIATE MEMBERSHIP**

- A. Any women who are a primary member of another Federated Women's club 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. An Associate member has no vote and cannot hold office.
- B. Republican men may be associate members by payment of required annual dues. An Associate member has no vote and cannot hold office.
- C. Lifetime Associate Membership are Associate members who may pay a one-time only fee of \$100 for lifetime associate membership in CCRW.
- D. Associate dues remain with the club. Associate members are not reported to CFRW or NFRW.

## **ARTICLE V – DUES**

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

**Section 2. MEMBERSHIP DUES.** Membership dues shall be payable no later than December 31 and shall be delinquent March 1 after which time the member's name shall be removed from the roster. Dues collected in November and December shall be applied to the following year's membership.

**Section 3. Service Charges.** Club shall pay CFRW dues and NFRW per capita dues, the annual service charges on behalf of its members, with the first payment of the year to be made no later than December 31 of each year.

## **ARTICLE VI – ELECTED OFFICERS AND DUTIES**

**Section 1. ELECTED OFFICERS.** The elected officers of this club shall be a President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.

**Section 2. ELIGIBILITY.** Each elected officer shall be a primary member in good standing of the club.

**Section 3. VACANCY.** A vacancy in the office of President shall be filled by the First Vice President. All other vacancies in elected office shall be filled by election by the Executive Committee at the first meeting following the creation of the vacancy.

**Section 4. 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:

- A. Non-payment of dues;
- B. Advocating for an opposition party candidate;
- C. Supporting an opposition party ticket; or
- D. Failure to uphold the policies and objectives of this club as stated in the bylaws.

**Section 5. ELECTION.** The offices shall be elected at the November meeting and shall serve a term of two years or until their successors are elected.

**Section 6. Duties of 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 Standing Committee appointments as necessary to conduct the business of the club, except the Nominating Committee, subject to the approval of the Executive Committee;
- 4. Prepare or request a program of action in consultation with the appropriate Standing Committee for presentation and approval by the Executive Committee;
- 5. Be an ex-officio member of all committees except the **Financial Review** and Nominating Committees;
- 6. Co-sign checks over \$500 as one of two authorized signatures, namely President and Treasurer of all bills approved by the Board;
- 7. Represent the Club in all Republican Party activities;
- 8. Appoint the Financial Review Committee/Auditor in December with the exception of a change of treasurer at which time a complete review will be done;
- 9. Call meetings of the Executive Committee or upon request of three members of the Executive Committee.

B. The First 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;
- 3. Serve as chair of the Membership Committee;
- 4. Be responsible for the publication of the annual Member Directory as directed by the Executive Committee;
- 5. Perform such other duties as are assigned by the President or the Executive Committee; and

C. The Second Vice President shall:

1. Perform the duties of the President in the absence of both the President and the First Vice President;
2. Perform other duties as assigned by the President or the Executive Committee; and
3. Serve as chair of Program Committee.

D. The Recording Secretary shall:

1. Keep the minutes of all meetings of the Club and Executive Committee;
2. Be custodian of Club's bylaws, records and historical items;
3. Perform such other duties as may be assigned by the President, the Executive Committee or the Club.

E. 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 (President and Treasurer) for checks \$500 and over;
3. Disburse funds as directed by the Executive Committee;
4. Bring written financial report(s) to regular Club and Executive Committee meetings;
5. Submit dues, annual service fees, and reports to CFRW and NFRW as required and maintain a list of members with addresses and emails;
6. Submit the financial reports to the Auditor for an annual review to be completed by February of each year;
7. May assist the Program Chair with check in for meeting attendees;
8. Prepare Annual Budget to be presented to members at the January General Meeting for approval by the membership;
9. Keeper of Petty Cash;
10. Perform other duties as assigned by the President, the Executive Committee; and
11. Comply with all state elections and financial reporting requirements.

**Section 7. RECORDS.** All officers and all committee chairmen shall deliver all records, files, and properties of the Club to their successors no later than January 1 following the election of officers.

**Section 8.** Newly elected officers will be installed at the December meeting in the year of the election. Any officer may be removed from office for cause or failure to attend two consecutive board meetings and two general meetings.

**ARTICLE VII – APPOINTED OFFICERS/STANDING COMMITTEE CHAIRS Section**

**1. APPOINTED OFFICERS/COMMITTEE CHAIRS:** The President shall appoint, with the approval of the Executive Committee, officers: Parliamentarian, Auditor, Correspondence Secretary; and Chairs for Special Events, Web site and Social Media, Legislative Liaison, Community Involvement, Hospitality Committees and **Bylaws**. Committees may change or be added as needed.

**Section 2. DUTIES OF APPOINTED OFFICERS/STANDING COMMITTEE CHAIRS:**

A. The Parliamentarian shall:

1. Serve as counsel and give advice on parliamentary procedures;
  2. Be familiar with the bylaws and standing rules of the Club;
  3. Meet with the Executive Board at least once a year for the purpose of reviewing the bylaws for necessary updating.
- B. The Auditor with assistance from the Financial Review Committee shall complete an audit by February of each year and present it to the Executive Committee and membership at their respective meetings in February.
  - C. Correspondence Secretary shall: prepare Club correspondence in coordination with President including notes of appreciation to speakers at Club events.
  - D. Special Events Committee is responsible for organizing candidate or other sponsored events hosted by the Club.
  - E. Web and Social Media Committee is responsible for reviewing and updating Club web site and making suggestions for improvements along with managing a Face Book Club sponsored page (if approved by Executive Committee) to the Executive Committee; provide budgetary estimates to the Treasurer in preparation of annual budget.
  - F. Legislative Liaison is responsible to report to the Executive Committee any proposed legislation that is contrary to Republican values.
  - G. Community Involvement is responsible to inform the Executive Committee and membership regarding activities sponsored by a municipal council that has community consequences for membership.
  - H. Hospitality Chair is to work in coordination with Treasurer in checking in meeting attendees and to follow up for any “no-shows” for a General Meeting.

## **ARTICLE VIII - MEETINGS**

**Section 1. REGULAR MEETINGS.** A minimum of five (5) regular meetings shall be held during the Club year. These meetings shall be held as decided by the Executive Committee. A quorum at Club meetings shall be 25% of membership. At least 10 days’ notice shall be given to all members for regular meetings.

**Section 2. SPECIAL MEETINGS.** Special meetings may be called by the President upon the request of three members of the Executive Committee or by 10% of the members of the Club. The purpose of the meetings shall be stated in the call, with no other business to be transacted at the meeting. At least a five-day notice shall be given to all members for any special meeting. Meetings may be held electronically.

**Section 3. ANNUAL MEETING.** The December meeting will be designated as the Annual Meeting.

**Section 4. VOTING.** A vote of the Club of Executive Committee may be conducted by mail, telephone, email, or other approved electronic means between meetings, provided there is participation by a 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 5. NOTICE.** Notice for all meetings may be mailed or sent electronically.

## **ARTICLE IX – EXECUTIVE COMMITTEE**

**Section 1. COMPOSITION.** The Executive Committee of this club shall consist of:

- A. The elected officers;
- B. The immediate Past President
- C. Appointed officers: Parliamentarian, Auditor and Correspondence Secretary. Appointed officers have no vote.
- D. CFRW Liaison. The Liaison has no vote.
- E. Bylaws shall conduct a biennial review of club bylaws; request and receive proposed amendments to the bylaws, submit to the Executive Committee for action or initiate changes requested. General membership shall have final vote of amendments; and furnish CFRW Bylaws Committee with a complete set of Club bylaws for review and approval. And any subsequent revision of bylaws shall be sent to the CFRW Bylaws Committee for approval.

**Section 2. DUTIES.** The Executive Committee shall transact necessary business between meetings of the Club, approve committee appointments made by the President, and 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. Special meetings may be called by the President or upon the request of a majority of the Committee. At least a ten (10) day notice shall be given for meetings. Notice may be mailed or sent electronically.

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

## **ARTICLE X – COMMITTEES**

**EX-OFFICIO MEMBERS.** The President shall be an ex-officio member of all committees except the Nominating and Financial Review Committees. The President shall have final authority over all printed materials. All committee members must be primary members in good standing of the club.

## **ARTICLE XI – NOMINATIONS AND ELECTIONS**

**Section 1. NOMINATIONS**

- A. Nominating Committee of 3 primary members and one alternate, shall be elected by the Club no later than September of each year. The Committee shall elect its own chairman. The Parliamentarian will instruct the Committee as to proper procedures 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 year of election of officers, at least 20 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 and just before the election; and  
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 voice vote;
- B. No officer may simultaneously run for more than one office; and
- C. Officers may run for a second consecutive term.

**ARTICLE XII – COLORADO STATE FEDERATION CONVENTION  
DELEGATES**

**Section 1. ANNUAL MEETING.** At the CFRW biennial convention, the club shall elect representation to the convention in the method set forth in the CFRW bylaws.

**Section 2.** Election of delegates and alternates shall take place at the general meeting before convention to conform to the CFRW certification requirements.

**ARTICLE XIII– PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, Newly Revised shall govern the club in all instances where they are applicable and in which they are not inconsistent with these bylaws, NFRW and CFRW bylaws.

**ARTICLE XIV – AMENDMENTS**

These bylaws may be amended by a two-thirds vote at any regular (general) meeting of the club, in odd-numbered years provided that notice of the proposed amendment(s) shall have been sent to each member twenty (20) days prior to the date of the general meeting.

**ARTICLE XV – DISSOLUTION**

This club may be dissolved by a two-thirds vote at any regular or special meeting of the club, provided that 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 CFRW. No funds shall be distributed or inured to the benefit of any officer or member. In the event of dissolution of CCRW, all assets shall be assigned in accordance with IRS 527. The right to use the name of a dissolved club shall revert to the CFRW.

These bylaws approved and adopted by Cherry Creek Republican Women (CCRW) on the date March 9, 2021.

These bylaws approved by CCRW Board on the date of January 26, 2021 and March 26, 2021.