

1 **BYLAWS**

2  
3 **NEVADA FEDERATION OF REPUBLICAN WOMEN**

4  
5 **Revised October 21, 2023**

6  
7 **BYLAWS**  
8 **NEVADA FEDERATION OF REPUBLICAN WOMEN**

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10 **ARTICLE I – NAME**

11  
12 The name of this organization shall be the NEVADA FEDERATION OF REPUBLICAN WOMEN,  
13 hereinafter referred to as NvFRW.

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15 **ARTICLE II – OBJECTIVES**

16  
17 The objectives of this organization shall be:

- 18  
19  
20 1. To foster loyalty to the Republican Party and to promote its principles and candidates  
21 in all elections, including nonpartisan elections;  
22 2. To support the objectives and policies of the National Federation of Republican  
23 Women, hereinafter referred to as NFRW;  
24 3. To promote cooperation among Republican women’s clubs; and  
25 4. To develop an informed membership through political education and activity.  
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29 **ARTICLE III – MEMBERSHIP**

30 **Section 1. Clubs**

- 31 A. Eligibility. Membership in this organization shall be open to any Republican women’s  
32 club of ten (10) or more members.  
33 1. Their bylaws must provide for five (5) or more regular meetings per year, and  
34 payment of annual dues and service charge.  
35 2. A club’s bylaws shall not be in conflict with NvFRW or NFRW.  
36 3. The word “Republican” shall be included in the title of all clubs. The word  
37 “Federation” shall not be used in the title of any club.  
38 4. The name and address of club Presidents shall be sent to the NvFRW President  
39 and Recording Secretary within ten (10) days of their election.  
40 5. A member shall be counted from only one (1) club for the purpose of delegate  
41 representation to a state or national federation meeting or convention.  
42 B. Individual Membership. Any registered Republican woman is eligible for membership  
43 in a club.  
44 1. An individual may join only one (1) club as a full member.  
45 2. An individual may join any number of clubs as an associate member upon  
46 complying with number one (1) as listed above.  
47 C. Associate Membership. Registered Republicans shall be eligible for associate  
48 membership in a club upon payment of the required dues. Associate members shall  
49 not be entitled to:  
50 1. Become members of NvFRW or NFRW;  
51 2. Make motions or vote;

- 52 3. Hold any office; or  
53 4. Be counted in determining their club's number of delegates to any regional, state,  
54 or national meeting or convention.  
55 D. Nevada First Lady Membership. When the First Lady of Nevada is a Republican, she  
56 will automatically be an honorary member of all clubs with the same privileges as an  
57 associate member. She may choose one club in which to be a full member in order to  
58 have a vote. The NvFRW shall pay the dues for her full membership.  
59

## 60 **Section 2. Direct Membership.**

61 Direct membership in the NvFRW and NFRW shall be open to any individual Republican  
62 woman who resides in a community or area in which there is no existing club.

- 63 A. In the event ten (10) or more direct individual memberships occur within a twenty-  
64 five (25) mile radius, a club shall be organized during the next fiscal year. Direct  
65 memberships shall be transferred from the NvFRW to the newly formed club.  
66 B. Application for direct membership shall be in written form and shall be submitted to  
67 the NvFRW President for approval by the Executive Committee.  
68 C. Annual dues for direct members shall be the annual per capita amount as required by  
69 the NFRW as well as the amount of current NvFRW dues per member. Dues shall be  
70 sent to the NvFRW Treasurer.  
71 D. Direct members shall not be eligible to hold any NvFRW elected office, or serve as a  
72 delegate or alternate to any NvFRW or NFRW meeting or convention. They may serve  
73 on, but not chair any committee.  
74

## 75 **Section 3. Life Individual Membership.**

76 Clubs may have life members.

- 77 A. It is the responsibility of a club to determine how a lifetime member's dues are paid.  
78 B. Payment of dues to the NvFRW and NFRW is the responsibility of the club.  
79

## 80 **Section 4. Application for Membership of Clubs.**

- 81 A. Application for membership shall be sent to the NvFRW President accompanied by:  
82 1. A copy of the club's proposed bylaws; and  
83 2. A roster of club officers and members including addresses, telephone numbers  
84 and email according to individual club rules, dues and service charge.  
85 B. The Board of Directors shall have jurisdiction over applications. The NvFRW President  
86 shall distribute the new club's charter application and officer list for Board of Director  
87 review. Acceptance shall be by majority vote at a meeting, by mail or emailed ballot.  
88 C. The applicant club shall be notified of action taken within six (6) weeks of the NvFRW  
89 President's receipt of application.  
90 1. A club may meet on a temporary basis until all requirements are completed.  
91 2. A club whose application is not acceptable as originally submitted may reapply  
92 after fulfilling the necessary requirements.  
93 D. The club shall be notified as soon as the charter is received from NFRW.  
94

## 95 **Section 5. Removal of a Club from Membership**

- 96 A. Clubs may be removed from membership for the following reasons:  
97 1. Bylaws which are in conflict with NvFRW and/or NFRW Bylaws;  
98 2. Nonpayment of dues for the full membership and current service charge;  
99 3. Failure to maintain a minimum of ten (10) members and/or hold at least five (5)  
100 meetings within a fiscal year;  
101 4. Failure to support the GOP ticket, advocating a split party ticket, or supporting  
102 one Republican candidate to the exclusion of other Republican candidates in a  
103 primary election;  
104 5. For providing a forum for any non-Republican of high profile;

- 105 6. Working in opposition to the objectives of the NFRW; or  
106 7. Affiliation with any political organization not officially recognized as part of the  
107 NFRW and the Republican National Committee. (This does not apply to individual  
108 members).
- 109 B. The Board of Directors has jurisdiction over removal of a club from membership.  
110 1. A two-thirds (2/3) vote is required.  
111 2. If a club disbands or is removed from membership, it shall surrender its charter  
112 and all of its funds to the NvFRW.  
113 3. The funds shall be held in a separate accounting line for two (2) years, after which  
114 they shall revert to the general fund.  
115 4. The right to the use of the name of a dissolved club shall revert to the NvFRW.  
116

117 **Section 6. Reinstatement to Membership.**

118 A club that has been removed from membership may, having corrected the cause for its  
119 removal, file an application for reinstatement with the NvFRW President and pay all back  
120 dues to NvFRW and NFRW. A majority vote of the Board of Directors shall restore the club  
121 to membership.  
122

123 **ARTICLE IV – OFFICERS**

124 **Section 1. Qualifications.**

- 125 A. Each elected or appointed officer shall be an active member in good standing of a  
126 club. A member in good standing shall be one whose current dues have been paid in  
127 accordance with the provisions of these bylaws and those of their club and who is not  
128 under disciplinary action.  
129 B. To be eligible for the office of NvFRW President a person shall have served at least  
130 two (2) years as President of a Nevada Federated Club or two (2) terms (4 years) on  
131 the Board of Directors of the NvFRW.  
132 C. To be eligible for the office of Treasurer a person must have a minimal working  
133 knowledge of accounting and accounting software or a willingness and ability to learn  
134 how to use QuickBooks or similar software.  
135 D. All other elected officers shall have served at least one (1) year as an elected officer  
136 of a club.  
137  
138

139 **Section 2. Elected Officers.**

- 140 A. The elected officers of this organization shall be a President, First Vice President,  
141 Second Vice President, Recording Secretary, Treasurer, Chairman of the Nominating  
142 Committee, Northern District Director, and Southern District Director.  
143 B. Election. The officers shall be elected at the NvFRW Biennial Convention for a term of  
144 two (2) years or until their successors take office.  
145 1. No officer shall serve in the same position for more than two (2) consecutive  
146 terms.  
147 2. An officer serving fifteen (15) months or more of a term shall be considered to  
148 have served a term.  
149 3. An officer candidate may not simultaneously run for more than one NvFRW office.  
150 C. Vacancies. A vacancy in an elected office, except the office of President, shall be  
151 filled by election by the Board of Directors at the first meeting following the creation  
152 of the vacancy.  
153 1. Notice of the vacancy shall be given to the members of the Board of Directors  
154 with the Call for the meeting.  
155 2. In the interim between the creation of the vacancy and the election, if she deems  
156 it necessary to the operations of the NvFRW, the President shall have the

157 discretion to appoint a member in good standing, other than herself, to  
158 temporarily fill the position.  
159 D. Removal from Office. See Article V, Section 4 and Section 5. Removal of Members  
160 from the Board of Directors.  
161

162 **Section 3. Duties of Elected Officers.**

- 163 A. The President shall:  
164 1. Call and preside at all meetings of the NvFRW, the Board of Directors and the  
165 Executive Committee. The Call for all meetings of the NvFRW Board of Directors  
166 shall be issued at least thirty (30) days prior to the meeting date;  
167 2. Represent the NvFRW, or arrange for the First Vice President or Second Vice  
168 President to serve in her place. If neither Vice President is available, she shall  
169 designate a member of the Board of Directors;  
170 3. Represent the NvFRW at NFRW Board of Directors meetings as provided in the  
171 bylaws of the NFRW. Should she be unable to attend a meeting she shall appoint  
172 a member of the NvFRW Board of Directors (as outlined in Article IV, Section 3, A-  
173 2) to act as her proxy with full voting power. Blanks for proxies are furnished by  
174 NFRW;  
175 4. Appoint the Corresponding Secretary, Chaplain, Historian, Parliamentarian,  
176 Sergeant-at-Arms and General Counsel with the approval of the Board of  
177 Directors;  
178 5. Appoint all Standing and Special Committee Chairmen and Vice Chairmen with the  
179 approval of the Board of Directors;  
180 6. Be an ex-officio member of all committees except the Nominating Committee;  
181 7. Sign checks in the absence of the Treasurer;  
182 8. Be the only authorized person to sign contracts for the NvFRW;  
183 9. Issue the Call for NvFRW BOD meetings at least 30 days prior to the date of  
184 convening, to be sent to the Executive Committee, Presidents and Appointed  
185 Chairs;  
186 10. Issue the Call for the NvFRW Biennial Convention at least forty-five (45) days  
187 prior to its opening;  
188 11. Appoint all working committees for the convention at least forty-five days in  
189 advance;  
190 12. Appoint an Auditing Committee to do a financial review of the financial records at  
191 the end of the fiscal year or at any time there is a change of Treasurer; and  
192 13. At least ninety (90) days prior to the NFRW Biennial Convention submit, to the  
193 President of the NFRW, a list of all clubs with the name, address and email of each  
194 President. She shall indicate the number of current members in each club whose  
195 dues are paid and forward to the NFRW.  
196 B. The First Vice President shall:  
197 1. Perform the duties of the President in her absence;  
198 2. Fill a vacancy in the office of President;  
199 3. Be Program Chair; and  
200 4. Perform other duties assigned by the President.  
201 C. The Second Vice President shall:  
202 1. Perform the duties of the President in the absence of both the President and the  
203 First Vice President;  
204 2. Be Membership Chairman; and  
205 a. Implement the NvFRW's plans and programs for membership.  
206 b. Formulate a plan to assist and train club Membership Chairmen.  
207 3. Perform other duties assigned by the President.  
208 D. The Recording Secretary shall:

- 209 1. Record and present the minutes of all meetings of the Board of Directors, the  
210 Executive Committee and the Biennial Convention. Send a copy to all Board  
211 members within thirty (30) days;
- 212 2. Be custodian of all records and papers of the NvFRW and maintain a current roster  
213 of clubs;
- 214 3. Sign checks in the absence of the Treasurer and the President; and
- 215 4. Perform other duties assigned by the President.
- 216 E. The Treasurer shall:
- 217 1. Be custodian of all NvFRW funds and deposit them in a bank(s) approved by the  
218 Executive Committee;
- 219 2. Sign the checks of the NvFRW. In the absence of the Treasurer the President shall  
220 sign or, in the absence of both the Treasurer and the President, the Recording  
221 Secretary shall sign the checks. Each check shall require only one (1) signature;
- 222 3. Disburse funds and process and pay for expenditures that are included in the  
223 Budget without additional approvals required. A \$500 contingency fund shall be  
224 placed in each annual Budget from which the Executive Committee may approve  
225 expenditures not included elsewhere in the Budget. The Executive Committee  
226 shall inform the Board of any use of the contingency fund at the Board meeting  
227 following the expenditure.
- 228 4. Bring written financial reports to all meetings of the NvFRW Board of Directors and  
229 Executive Committee, with copies for all Board members;
- 230 5. Send copies of the quarterly reports to the Executive Committee and Budget  
231 Chairman;
- 232 6. Be an ex-officio member of the Budget, Fund Raising, and Credentials  
233 Committees, and of any other committees disbursing funds;
- 234 7. Send notice of unpaid NFRW one-time annual service charge, NFRW unpaid dues,  
235 and unpaid NvFRW dues to clubs on a monthly basis;
- 236 8. Submit to the NFRW the NFRW one-time annual service charge, NFRW and NvFRW  
237 dues, and a roster of each club (including addresses) as specified by the NFRW,  
238 assuring there is no duplication of members;
- 239 9. Submit to the NvFRW President and the Executive Committee at least 100 days  
240 prior to an NFRW Convention the names of all clubs whose dues are paid in full,  
241 and the number of members in each club; and
- 242 10. Submit the books to an Auditing Committee to do a complete audit of the financial  
243 records at the end of the fiscal year or at any time there is a change of Treasurer;
- 244 11. The Treasurer shall be bonded and the NvFRW shall pay necessary fees.
- 245 12. Perform other duties as assigned by the President.
- 246 F. The Chairman of the Nominating Committee shall:
- 247 Direct the nominating committee in the performance of its duties (as outlined in  
248 Article VII, Section 1-A & B.).
- 249 G. The Northern and Southern Directors shall:
- 250 1. Act as district leaders and aides to the state President in carrying out the  
251 programs and policies of the NvFRW;
- 252 2. Arrange for NvFRW Board of Director's meetings (after consultation with the  
253 NvFRW President) and instruct the hostess club(s) in assisting with the  
254 arrangements;
- 255 3. Visit each club in their district at least once a year during their term;
- 256 4. Lend help in the formation of new clubs; and
- 257 5. Perform other duties assigned by the President.

259 **Section 4. Duties of Appointed Chairmen.**

- 260 A. The Corresponding Secretary shall:
- 261 1. Assist the President with the correspondence; and

- 262 2. Prepare and distribute a master calendar of club and NvFRW activities.  
263 B. The Chaplain shall:  
264 Offer appropriate prayers for meetings and other events, as directed by the President.  
265 C. The Historian shall:  
266 Compile an official historical record of the NvFRW's activities, which shall be stored in  
267 a permanent records division of the library at the University of Nevada, Reno.  
268 D. The Parliamentarian shall:  
269 1. Be thoroughly familiar with the bylaws of the NvFRW and the NFRW in order to  
270 interpret and inform;  
271 2. Be familiar with the current edition of Robert's Rules of Order Newly Revised;  
272 3. Serve as the interpreter of correct parliamentary procedure for all meetings of the  
273 NvFRW and give information when requested; and  
274 4. Serve as a member of the Board of Directors without a vote except in the case of  
275 a written ballot.  
276 E. The General Counsel shall:  
277 1. Serve as an advisor to the NvFRW, its Executive Committee and Board of  
278 Directors; and  
279 2. Advise on legal matters such as financial contributions, FEC regulation, etc.  
280 F. Sergeant at Arms shall:  
281 Keep order and perform other duties as assigned by the President.  
282

### 283 **Section 5. Records.**

284 All records of outgoing officers and committee chairmen shall be turned over to their  
285 successors within thirty (30) days prior to the end of term.  
286

## 287 **ARTICLE V - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

### 288 **Section 1. Board of Directors.**

- 289 A. The voting body of the Board of Directors shall consist of:  
290 1. The elected officers;  
291 2. The Chaplain, Corresponding Secretary, and Historian;  
292 3. The Immediate Past President who shall have completed her term in office; (see  
293 Article IV, Section 2, B-2);  
294 4. Chairmen of Standing Committees or in their absence, the Vice Chairmen;  
295 5. Presidents of all clubs, or their representatives; and  
296 6. The Nevada Republican National Committeewoman provided that she is a full  
297 member in good standing of a club.  
298  
299

### 300 **Section 2. Duties of the Board of Directors.**

- 301 A. The Board of Directors shall:  
302 1. Be the governing body of the NvFRW between Biennial Conventions;  
303 2. Fill vacancies in elected offices that occur between Biennial Conventions except in  
304 the office of President;  
305 3. Select the time and place of the NvFRW Biennial Convention;  
306 4. Vote by method implemented by presiding President, which shall have the force  
307 and effect of a vote taken at a meeting; and  
308 5. Approve direct membership applications and vote on revocation of direct  
309 membership.  
310

### 311 **Section 3. Meetings of the Board of Directors.**

- 312 A. The Board of Directors shall hold at least two (2) regular meetings in the year.

- 313 B. The Call for regular meetings of the Board of Directors shall be issued to club  
314 Presidents, Executive Committee and Appointed Chairs at least thirty (30) days prior  
315 to the meeting.  
316 C. Special meetings of the Board of Directors shall be called by the President, or at the  
317 written request of a majority of the members, at least ten (10) days prior to the  
318 meeting.  
319 D. A quorum shall consist of one-third (1/3) of the Board of Directors.  
320

#### 321 **Section 4. Removal of Members from the Board of Directors.**

322 A member of the Board of Directors may be removed by two-thirds (2/3) vote of the Board  
323 of Directors for any of the following reasons after investigation by the Executive Committee:

- 324 1. Using her elected officer status at a club or state level or her affiliation with her club  
325 to officially endorse a split party ticket;
  - 326 2. Using her elected officer status at a club or state level or her affiliation with her club  
327 to officially endorse an opposition party ticket;
  - 328 3. Providing a forum for non-Republicans of high profile; or
  - 329 4. Undermining the stated objectives of the NvFRW or NFRW.
- 330

#### 331 **Section 5. Removal of Elected Officers and Club Presidents.**

332 NvFRW elected officers and club Presidents may be removed by a two thirds (2/3) vote of  
333 the Board of Directors for using her elected officer status at a club or state level to officially  
334 endorse one Republican candidate to the exclusion of other Republican candidates in a  
335 Primary Election or in a General Election where multiple candidates are Republicans.  
336

#### 337 **Section 6. Executive Committee.**

- 338 A. The Executive Committee shall consist of the elected officers and the Immediate Past  
339 President.
- 340 1. A quorum shall consist of a majority of the members.
- 341 B. Duties. The Executive Committee shall:
- 342 1. Conduct urgent business that may arise between meetings of the Board of  
343 Directors;
  - 344 2. Report to the Board of Directors on all business that has been transacted;
  - 345 3. Approve the bank(s) in which funds are to be deposited; and
  - 346 4. Vote by method implemented by President, which shall have the force and effect  
347 of a vote taken at a meeting.
  - 348 5. Special meetings of the NvFRW Executive Committee may be called by the  
349 President or upon written request of a simple majority of members of the NvFRW  
350 Executive Committee. At least 21 days notice shall be required for all special  
351 meetings.  
352

### 353 **ARTICLE VI – COMMITTEES**

#### 354 **Section 1. Standing Committees**

- 355 A. Standing Committees will be established/ eliminated by a majority vote of the NvFRW  
356 Board of Directors. Proposals to establish/eliminate a Standing Committee must be  
357 included with the Call to Meeting of the meeting at which it is to be considered.  
358 B. The Standing Committees shall include but not be limited to:
- 359 1. Achievement Awards
  - 360 2. Americanism
  - 361 3. Boutique
  - 362 4. Budget & Finance
  - 363 5. Bylaws
  - 364 6. Campaign
  - 365

- 366 7. Candidate Recruitment
- 367 8. Caring for America
- 368 9. E-Communications
- 369 10. Fundraising
- 370 11. Leadership
- 371 12. Legislative
- 372 13. Literacy & Education
- 373 14. Newsletter
- 374 15. Political Education Memorial Fund (PEM)
- 375 16. Public Relations
- 376 17. Regents
- 377 C. The President, with the approval of the Board of Directors, shall appoint the Chairmen
- 378 and Vice Chairmen of these committees.
- 379

**Section 2. Duties of Standing Committees:**

- 381 A. Achievement Awards:
- 382 1. Shall inform clubs of requirements and deadlines relating to the NFRW
- 383 achievement awards program;
- 384 2. Assist and train club Achievement Awards Chairmen; and
- 385 3. Assist in any additional achievement award activities at the request of the
- 386 President.
- 387 B. Americanism:
- 388 1. Shall lead the membership in the Pledge of Allegiance at all Board of Directors
- 389 meetings;
- 390 2. Present a short program on Americanism at all Board of Directors meetings; and
- 391 3. Assist and train club Americanism Chairmen.
- 392 C. Boutique:
- 393 1. Shall maintain inventory of boutique merchandise.
- 394 2. Shall manage the boutique at all NvFRW Board of Directors' meetings, Biennial
- 395 Conventions and any other meeting as directed by the President.
- 396 3. Shall provide a report of all monies collected from boutique to the Board of
- 397 Directors before the meeting adjourns.
- 398 4. Shall turn over all monies collected to the Treasurer as soon as possible.
- 399 D. Budget and Finance:
- 400 1. Shall prepare a biennial budget for approval by the Board of Directors;
- 401 2. Prepare a semi-annual budget review and comparative statement for the Board of
- 402 Directors; and
- 403 3. Membership of this committee shall include, but not be limited to, the Treasurer
- 404 and the Fundraising Chairman, who shall be notified of all meetings.
- 405 E. Bylaws:
- 406 1. Each Club may have one representative on the Bylaws Committee, to be selected
- 407 in a manner determined by each individual Club President;
- 408 2. Shall conduct a biennial review of these bylaws;
- 409 3. Shall request and receive proposed amendments to the bylaws of the NvFRW and
- 410 shall submit them to the Bylaws Committee for action, and;
- 411 4. Shall submit bylaw amendments as approved by the Bylaws Committee to the
- 412 Board of Directors and/or Membership for action, and;
- 413 5. Shall at the biennium request each Club to furnish the Bylaws Chair with a
- 414 complete set of its bylaws for review and approval as to compliance with the
- 415 NvFRW and NFRW bylaws. Any subsequent revision of a Club's bylaws shall be
- 416 sent to the bylaw chair for similar review and approval.
- 417 F. Campaign:
- 418 1. Shall coordinate all activities of the NvFRW and NFRW campaign programs, and;



- 419 2. Assist and train club Campaign Chairmen.  
420 G. Candidate Recruitment:  
421 1. Shall prepare and implement a plan to recruit Republican women candidates.  
422 2. Shall prepare and implement a plan for Republican women to attend candidate  
423 training seminars.
- 424 H. Caring for America:  
425 1. Shall encourage clubs to expand volunteer community service activities in their  
426 communities;  
427 2. Shall encourage clubs to honor and aid our current and veteran soldiers and their  
428 families; and  
429 3. Shall assist and train club Caring for America Chairmen.
- 430 I. E-Communications:  
431 1. Shall administer and keep current all NvFRW electronic communications contracts  
432 and capabilities. These may include but are not limited to: NvFRW website,  
433 NvFRW email distribution system, and NvFRW social media.  
434 2. Shall encourage Clubs to expand their e-communications presence.  
435 3. Shall assist and train Club E-Communications Chairmen.
- 436 J. Fundraising:  
437 1. Shall prepare and implement a plan for raising funds in order to meet the NvFRW  
438 budget;  
439 2. Assist and train Club Fundraising Chairmen; and  
440 3. Shall notify the Treasurer of all meetings.
- 441 K. Leadership:  
442 1. Shall conduct a Leadership Development seminar during annual NvFRW  
443 Leadership Training in both the north and south.  
444 2. Shall assist and train Club Leadership Development Chairmen.
- 445 L. Legislative  
446 1. Shall communicate the NFRW's current directives on a statewide basis;  
447 2. Inform the Board of Directors and the clubs of any state legislation affecting the  
448 interest of the Federation; and  
449 3. Assist and train club Legislative Chairmen.
- 450 M. Literacy & Education:  
451 1. Shall download the MELP book list of suggested titles from the NFRW website and  
452 distribute it to Club Literacy Chairmen.  
453 2. Shall assist and train Club Literacy and Education Chairmen.  
454 3. Shall assist in developing NvFRW literacy project.  
455 4. Shall administer the Jo Marshall Memorial Scholarship.  
456 a. Shall recruit at least two (2) NvFRW members in good standing to serve on  
457 the committee. Committee should consist of members from northern and  
458 southern clubs.  
459 b. Shall develop scholarship application and criteria and distribute to all Club  
460 presidents.  
461 c. Shall review scholarship applications and select the best possible candidate(s).  
462 One candidate from the north and one candidate from the south shall be  
463 selected, if qualified. If there are no qualified scholarship candidates, no  
464 scholarship shall be awarded.  
465 d. Shall report the names of the winner(s) of the scholarship at the first Board of  
466 Directors' meeting after notifying the candidate(s).  
467 e. Shall include the winner(s)' names, short biography, and picture (if provided)  
468 to the Newsletter Chairman to be included in the next newsletter following the  
469 selection of the winner(s).
- 470 N. Newsletter:  
471 1. Shall publish and distribute a minimum of three (3) newsletters per year; and

- 472 2. Assist and train club Newsletter Chairmen.  
473 O. Political Education Memorial Fund (PEM):  
474 1. Shall organize and manage PEM fundraising at the NvFRW Board of Directors'  
475 meetings, Biennial Convention and other meetings as authorized by the Board of  
476 Directors.  
477 2. Shall develop guidelines for disbursement of grants for attendance at NvFRW  
478 meetings, conventions, training classes and campaign schools.  
479 3. Shall provide an updated financial report of P.E.M. funds and dispersals, including  
480 monies collected at the current meeting, to attendees at every  
481 meeting/convention prior to adjournment.  
482 4. Shall turn over all monies collected to the Treasurer as soon as possible.  
483 P. Public Relations:  
484 1. Shall solicit maximum publicity for all activities of the NvFRW;  
485 2. Send a copy of all releases for the media to the NvFRW President;  
486 3. Maintain a good working relationship with the media to enhance the public image  
487 of the Federation; and  
488 4. Assist and train club PR chairmen.  
489 Q. Regents:  
490 1. Shall recruit members for the NFRW Regents program;  
491 2. Shall maintain a current roster of the NFRW Regents from Nevada;  
492 3. Shall maintain an NvFRW Regents program and actively recruit members;  
493 4. Shall plan and execute any special functions for Regents (NFRW and/or NvFRW) at  
494 NvFRW Board of Directors' meetings and Conventions; and  
495 5. Maintain and abide by the Regent's Standing Rules.  
496

### 497 **Section 3. Special Committees.**

498 Special committees may be appointed by the President with the approval of the Board of  
499 Directors.  
500

## 501 **ARTICLE VII – NOMINATIONS AND ELECTIONS**

502

### 503 **Section 1. Nominations.**

- 504 A. Composition of the Nominating Committee.  
505 1. The Chairman shall be elected at the NvFRW Biennial Convention.  
506 2. Each club shall elect a member and a first and second alternate to the Nominating  
507 Committee. In the case of a vacancy, the club President and/or the club's  
508 Executive Committee shall appoint a replacement.  
509 a. The term shall be two (2) years commencing February 1st following the  
510 Biennial Convention year.  
511 b. Their names and addresses shall be sent to the Chairman of the Nominating  
512 Committee and the NvFRW President no later than January 15th following the  
513 Biennial Convention.  
514 3. A quorum shall consist of a majority of the members.  
515 B. Duties. The Nominating Committee shall:  
516 1. Send a candidate data form to each club at least 120 days prior to the NvFRW  
517 Biennial Convention. This form shall specify the date for its return to the  
518 Nominating Committee Chairman;  
519 2. Meet in conjunction with or within 48 hours of the NvFRW Spring Board Meeting;  
520 3. Submit at least one (1) qualified nominee for each office, having secured the  
521 consent of the nominee to serve; and  
522 4. Submit a slate of candidates to the NvFRW President at least sixty days prior to  
523 the Biennial Convention.

524 5. The Chairman shall present the report of the Nominating Committee to the  
525 Convention body. Additional nominations from the floor shall be permitted if  
526 accompanied by the nominee's biographical data and written consent to serve.  
527

528 **Section 2. Elections.**

- 529 A. The election of officers shall be by ballot at the NvFRW Biennial Convention.  
530 1. If there is only one (1) nominee for an office, election may be by voice vote. A  
531 majority vote shall elect.  
532 B. The term of office shall begin January 1st following the Convention at which the  
533 officer is elected.  
534 C. Officers shall serve for a term of two (2) years or until their successors are elected.  
535 D. No officer shall serve more than two (2) consecutive terms in the same office. See  
536 ARTICLE IV, Section 2, subsection B.  
537 E. Each outgoing officer shall submit a written report to the President and the  
538 Recording Secretary at the NvFRW Biennial Convention.  
539 F. All outgoing officers shall release all records of their office to their successors by  
540 December 31.  
541 G. An Elections Committee of at least three (3) members shall be appointed by the  
542 President prior to the Convention.  
543 1. At the Convention the Committee shall provide all election materials and act as  
544 tellers for the election.  
545 2. The Elections Committee Chairman shall present the final tally to the state  
546 President.  
547

548 **Section 3. Vacancies.**

549 A vacancy in an elected office, except the office of President, shall be filled by an election at  
550 the first Board of Directors meeting following the creation of the vacancy. Notice of the  
551 vacancy shall be included with the Call for the Board of Directors meeting.  
552

553 **ARTICLE VIII – DUES**

554  
555 **Section 1.** The fiscal year of the NvFRW shall be January 1 through December 31.  
556

557 **Section 2.** Each club shall pay annual dues equal to the annual NFRW dues for that year as  
558 well as the required NvFRW dues set by the Board of Directors.  
559

560 **Section 3.** Each club shall pay to NFRW an annual service charge in the amount set forth by  
561 the NFRW. It shall accompany the first quarter report.  
562

563 **Section 4.** Payment of dues to the NvFRW Treasurer must be accompanied by a current  
564 club roster, including: address, telephone number and email address (if the member has  
565 one) of each member. A copy of the Treasurer's Quarterly Report shall be sent to the  
566 NvFRW President and the NvFRW 2<sup>nd</sup> Vice President (Membership).  
567

568 **Section 5.** There will be no refund of dues.  
569

570 **ARTICLE IX – MEETINGS AND REPRESENTATION**

571  
572 **Section 1. NvFRW Biennial Convention.**

573 The NvFRW Biennial Convention shall be held prior to the first day of December in odd-  
574 numbered years, at a time and place determined by the Board of Directors. The Call to  
575 Convention shall be sent to all clubs at least forty-five (45) days prior to the Convention.  
576 Federation members not serving as delegates or alternates are invited to attend as guests.  
577

- 577 A. Representation at the NvFRW Convention. The voting body of the Convention shall be  
578 as follows:
- 579 1. Each club President (or her representative) shall be a delegate. In addition, there  
580 shall be one (1) delegate and one (1) alternate for each ten (10) members or  
581 major fraction thereof. This shall be based on the NvFRW Treasurer's records  
582 dated no later than fifteen (15) days prior to the Convention.
  - 583 2. Election of delegates and alternates shall take place no later than fifteen (15)  
584 days prior to the Convention. A list of delegates and alternates, including  
585 addresses and telephone numbers, shall be sent to the NvFRW President at least  
586 ten (10) days prior to the Convention.
  - 587 3. Only clubs in good standing shall be represented by delegates and alternates at  
588 the Convention.
  - 589 4. The voting members of the Board of Directors of the NvFRW shall be automatic  
590 delegates to the Convention. If the chairman of a Standing Committee is unable  
591 to attend, the Vice Chairman of that committee may serve in her place.
  - 592 5. A member may serve as a delegate or alternate from one (1) club only.
  - 593 6. Each delegate shall be entitled to one (1) vote.
  - 594 7. Alternates shall vote only in the absence of their delegate.
  - 595 8. There shall be no proxy voting.
  - 596 9. A quorum shall consist of a majority of the delegates.
- 597 B. A budget must be submitted by the Convention Committee at least twelve (12)  
598 months prior to the Convention for approval by the Board of Directors. A revised  
599 budget must be submitted for approval three (3) to six (6) months prior to the  
600 Convention. The Convention shall be self-sustaining.

## 601 **Section 2. NFRW Biennial Convention.**

602 Representation shall be as follows:

- 603 A. In order to have delegate representation at NFRW Biennial Conventions, clubs must  
604 have been chartered for at least six (6) months prior to the Call to Convention.
  - 605 B. Club Representation.
    - 606 1. There shall be one (1) delegate and one (1) alternate from each qualifying club.
    - 607 2. Delegates and alternates shall be elected according to club, NvFRW and NFRW  
608 bylaws.
    - 609 3. Club delegates shall be members in good standing.
    - 610 4. Clubs shall mail the names, addresses and telephone numbers of their delegates  
611 and alternates to the President of NFRW and NvFRW.
    - 612 5. Credential forms provided for this purpose shall be postmarked no later than  
613 thirty (30) days prior to the Convention.
  - 614 C. Delegates-at-large and Alternates.
    - 615 1. There shall be five (5) delegates-at-large and five (5) alternates. One additional  
616 delegate-at-large and one alternate shall be elected for each five-hundred (500)  
617 members, or major fraction thereof. This shall be based on payment to the NFRW  
618 of the current dues, postmarked ninety (90) days prior to the Biennial Convention.
    - 619 2. The delegates-at-large and alternates shall be elected at the Spring Board of  
620 Directors' meeting prior to the NvFRW Biennial Convention. Delegates and  
621 alternates must be members in good standing of a Nevada Federated Club.
    - 622 3. Nominations/requests to serve may be made from the floor if accompanied by a  
623 letter of request and resume from the nominee; or, by submitting a letter of  
624 request and resume to the Nominating Committee Chair prior to the meeting.
    - 625 4. The Nominating Committee Chair shall verify each candidate's eligibility.
    - 626 5. The Nominating Committee Chair shall provide the President with the names of  
627 the candidates, along with their credentials. The President shall designate an  
628 Elections Committee Chair to preside over the election.
- 629

- 630 6. NFRW delegates-at-large shall be those candidates receiving the most votes.  
631 Alternates shall be those candidates receiving the lesser number of votes.  
632 7. The delegates and alternates shall be listed in ranking order.  
633 8. Vacancies occurring among alternates shall be filled by appointment by the  
634 NvFRW President.
- 635 D. Names and addresses of all delegates-at-large and alternates shall be listed on NFRW  
636 credentials forms and sent to the NFRW President. The forms shall be postmarked no  
637 later than thirty (30) days prior to the NFRW Biennial Convention.  
638 E. Each delegate shall be entitled to one (1) vote. There shall be no proxy voting.  
639

## 640 **ARTICLE X – GENERAL PROVISIONS**

### 641 **Policies.**

- 642
- 643 1. Abiding by the objectives (ARTICLE II) of the NvFRW and those of the NFRW, the  
644 NvFRW shall not be a fund-raising organization for any political candidate.
  - 645 2. The NvFRW membership list (including the NvFRW Regents membership list) shall  
646 remain confidential unless two-thirds (2/3) of the executive committee approves.  
647 Clubs, by vote of their Executive Committee, may release their membership lists at  
648 their discretion and not be in conflict with NvFRW.
  - 649 3. Voting. A vote of the Executive Committee, Board of Directors or a Standing  
650 Committee membership may be conducted by USPS mail, telephone, email or online  
651 electronic meeting service, between meetings provided there is participation by a  
652 majority of the members of the body. The vote shall be ratified and entered into the  
653 minutes at the next regular meeting of the body.  
654

## 655 **ARTICLE XI – PARLIAMENTARY AUTHORITY**

656

657 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall  
658 govern the proceedings of NvFRW in all cases to which they are applicable and in which they  
659 are not inconsistent with these bylaws or any special rules of order that the NvFRW may  
660 adopt.  
661

## 662 **ARTICLE XII – AMENDMENTS**

663

664 **Section 1.** These bylaws may be amended at the NvFRW Biennial Convention by two-thirds  
665 (2/3) vote of the delegates attending the convention. Proposed amendments shall be sent  
666 to the NvFRW President by the Bylaw Chair at least sixty (60) days prior to the NvFRW  
667 Biennial Convention and shall be included in the Call to Convention.  
668

669 **Section 2.** Amendments to these bylaws proposed too late for the procedure outlined in  
670 Section 1 may be adopted at the NvFRW Biennial Convention by a unanimous vote. The  
671 proposed amendments shall have been submitted in writing and read to the Convention  
672 body at a session preceding that at which the vote was taken.  
673

674 **Section 3.** Providing that notice of the proposed amendment(s) has been sent to the Board  
675 of Directors and Membership, except for minor housekeeping issues (spelling, grammar,  
676 format), these bylaws shall be amended by a two-thirds (2/3) vote only at a Biennial  
677 Convention. A non-binding 'vote of recommendation' may be taken at any Board of  
678 Directors' meeting prior to the Biennial at which such revisions are to be presented. All  
679 proposed revisions shall follow the guidelines as set forth in Article XII Sections 1 and 2.  
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681 **Section 4.** If a revision has been authorized, notice that the revision committee will report  
682 at the next meeting shall be sufficient notice without reading the proposed revision.

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**ARTICLE XIII – INDEMNIFICATION**

The Board of Directors of NvFRW shall maintain Directors and Officers Liability Insurance at all times and indemnify its members from liability for their actions while performing their duties as a member of the Board only to the extent of any such Directors and Officers Liability Insurance.

**ARTICLE XIV – DISSOLUTION**

In the event of dissolution of this organization, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the National Federation of Republican Women. None of the assets shall be distributed to any member or officer of the Federation.

**Revised October 21, 2023**  
**37th Biennial Convention**  
**Caroline Smith, NvFRW President**  
**Reno, NV**

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**It was voted at the 2009 Biennial to remove the Standing Rules from the bylaws; however, RROR states Standing Rules “may be printed under a separate heading in the booklet containing the bylaws...” The vote at the Biennial was not to eliminate the Standing Rules; consequently, they are included here for informational purposes.**

**NEVADA FEDERATION OF REPUBLICAN WOMEN  
STANDING RULES**

1.
  - a. For a vote of the Executive Committee, Board of Directors or a Standing Committee by USPS mail, telephone, fax and email the President/Standing Committee Chairman shall ensure that all individual members of the body:
    - i. Receive notification of the topic(s) and motion(s);
    - ii. Receive notification of the process to be followed for discussion and preliminary plan for timeframes and deadlines for comments and voting.
    - iii. Are assumed and counted as present for votes by USPS mail, fax and email. For votes by telephone, only those members on the phone call are counted as present.
    - iv. Are given a specific period with start and end time for discussion.
    - v. Are given the opportunity to participate in the discussion and make or second motions.
    - vi. Receive the comments from all members given during the discussion period.
    - vii. Are assumed and counted as present receive a copy of the ballot for votes by USPS mail, fax and email and the deadline by which the ballot must be returned to the President/Standing Committee Chairman.
  - b. The President/Standing Committee Chairman counts and reports the vote results to the entire body including the vote of each member by name; or she appoints a Teller’s Committee of three or more people to tally and report the vote results to the body and upon request provide to the entire body the vote of each member by name. For a vote by telephone a roll call vote shall be taken.
  - c. The vote is ratified and entered into the minutes at the next regular meeting of the body.

**NEVADA FEDERATION OF REPUBLICAN WOMEN  
STANDING RULES**

2. Reimbursement Policy

It is the policy of NvFRW to reimburse members for certain expenses incurred when conducting the business of the organization. As a political organization, members must be prudent in the use of the resources of the Federation. Where options are available, members should choose the most favorable for NvFRW so that resources can be maximized.

Expense line item categories for travel, mileage and other reimbursable expenses shall be budgeted for the President and Elected officers.

  - a. Reimbursable expenses for the Executive Committee shall be travel, accommodations, registration fees, printing, postage, office supplies, and telephone expenses. Reimbursement shall be limited to:

- 787           • ½ of room cost  
788           • Up to \$225 for air travel  
789           • Meeting registration fee  
790           Meals and local transportation expenses (for cabs or airport shuttles) are not  
791           reimbursable.  
792           b. Reimbursement for expenses incurred for NvFRW shall require a Request for  
793           Payment form (voucher) with appropriate documentation, receipts and must be  
794           signed by the appropriate committee chairman.  
795           c. Mileage Reimbursement shall be at the prevailing IRS business rate. If the prevailing  
796           airfare rate (booked at least 2 weeks in advance) is less than the calculated mileage  
797           rate, the reimbursement will be made at the airfare rate.  
798           d. For Executive Committee members, only travel expenses shall be reimbursed for  
799           participation in NvFRW State board meetings and biennial conventions. (Please see  
800           No. 1 for details)  
801           e. The NvFRW President expenses shall be budgeted to cover travel, accommodations  
802           and registration fees for NFRW and other required meetings in addition to the above-  
803           mentioned expenses. Airfare should be booked at least two weeks in advance at the  
804           coach rate.  
805           f. If the event registration package includes meals, no additional reimbursement shall  
806           be made for duplicate meals.  
807           g. No reimbursement shall be made for alcoholic beverages.  
808           h. Leadership Workshops: NvFRW Appointed Committee Chairman may be reimbursed  
809           up to \$100 for airfare to participate in annual Leadership Conferences. This  
810           reimbursement shall not exceed \$1000 annually and be considered as Leadership  
811           Travel from the Regents fund.  
812           i. The NvFRW will reimburse District Directors for expenses incurred to attend club  
813           meetings in their own district. Eligible expenses include cost of the event, plus  
814           mileage, in an amount not to exceed \$400.00 per year per Director.  
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**Revised October 2017  
34<sup>th</sup> Biennial Convention  
Las Vegas, NV**