

REPUBLICAN CLUB OF LAGUNA WOODS BY-LAWS

ARTICLE I

NAME

This nonprofit organization shall be known as REPUBLICAN CLUB OF LAGUNA WOODS, hereinafter referred to as the Club.

ARTICLE II

OBJECTIVES

The objectives of the Club shall be:

- A. To promote a wider knowledge of the principles and policies of the Republican Party and the Constitution of the United States of America.
- B. To encourage active participation by Club Members.
- C. To support and cooperate with other Republican organizations.
- D. To work for the election of Republican Party nominees—local, state, and national.

ARTICLE III

POLICIES

Sec. A. PROGRAMS

1. Invitations to speak at any meeting of the Club shall be extended by the Program Chairman with the approval of the President.
2. The Club shall not invite nor permit any person registered in any other than the Republican Party to speak at any of its meetings unless screened and approved by the President.

Sec. B. All meetings shall be opened with non-denominational invocation and followed by the Pledge of Allegiance to the Flag of the United States of America.

Sec. C. No material, including petitions, shall be distributed at the Club meetings or events without the President, presiding officer or prior approval of the Board of Directors.

Sec. D. There shall be no unauthorized use of the Club name. Resolutions of a national, state or local nature shall be reviewed and approved by the Board of Directors.

Sec. E. The Membership Roster shall be used for Club purposes only and is not to be given or sold to any organization or individual without Board approval.

Sec. F. No Club officer or member shall commit the Club to any action without Board approval.

Sec. G. Only members in good standing shall be allowed to speak or ask questions from the floor during Club meetings.

ARTICLE IV

ENDORSEMENTS AND SUPPORT OF CANDIDATES

When there are two or more Republican candidates for the same office, neither President nor the Club shall endorse or support any candidates before the Primary election. Neither shall they endorse or support any Presidential candidates prior to the Republican National Convention if there are two or more Republican candidates.

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ARTICLE V

MEMBERSHIP

Sec. A. Any registered Republican resident of Laguna Woods may become a member of the Club.

Sec. B. Any Club member moving from Laguna Woods is privileged to continue membership by payment of annual dues, providing they do not exceed 10% of the resident membership.

Sec. C. Members in good standing are those whose current dues are paid.

Sec. D. Only a member in good standing may vote on Club affairs or serve as a Club officer.

ARTICLE VI

DUES

Sec. A. The fiscal year shall be the calendar year from January 1 through December 31.

Sec. B. The types of membership are: Regular, Patron and Republican Stars.

Sec. C. Dues for both regular members and patrons shall be established by the Board of Directors.

Sec. D. Members paying dues on October 1 and thereafter shall be considered in good standing through December 31 of the following year.

Sec. E. Dues for the current year are due before March 1.

ARTICLE VII

NOMINATIONS AND ELECTIONS

Sec. A. The Nominating Committee of five (5) members shall consist of three (3) appointed by the President with Board approval, no later than the September Board meeting, and (2) selected from the membership at the September general meeting.

Sec. B. Nominating Committee Procedures.

1. The Committee shall prepare a slate of no more than one candidate for each office to be filled. Nominee's qualifications shall meet the requirement herein stated for each specific office, and the nominees shall have consented to serve if elected. The specific duties of each office shall have been outlined to the nominees by the Nominating Committee.
2. To be eligible for the office of President, a nominee shall have been an invested Club member in good standing for one year at the time of installation. He or she shall be a Laguna Woods Village homeowner or family owned, living on the premises and be a registered Republican in Laguna Woods Assembly District.
3. To be eligible for the other offices, a member shall be in good standing for six months.
4. The Nominating Committee shall present the slate of nominees at the regular November meeting.

Sec. C. Election of officers shall be a voice vote at the regular November meeting at which time nominations from the floor shall be in order, providing that such nominees meet the qualifications for the office and have given consent to serve if elected. A majority of members present, and voting shall elect.

Sec. D. All officers shall be elected for a term of one year.

Sec. E. Vacancies occurring shall be filled by presidential appointment with Board approval.

ARTICLE VIII

OFFICERS AND DUTIES

The elective officers shall be President, First Vice-President-Program Chairman-Legislative-Second Vice-President-Membership. Secretary, and Treasurer. No officer shall hold more than one office.

Sec. A. President

1. It shall be the duty of the President to preside at all general and special Club meetings and all meetings of the Board of Directors.
2. The incoming President shall furnish each new member of the Executive Committee with a current copy of the Club's By-Laws at the January Board meeting.
3. The President shall appoint chairmen of such standing committees and any special committees as deemed necessary,
4. The President shall be an ex-officio member of all standing and special committees, except the Nominating Committee.
5. In January the President shall appoint a Budget Committee, consisting of the President, Immediate Past President, Treasurer, and any other officers the President deems necessary.
6. The President shall appoint an Auditor no later than the January meeting.
7. The President shall appoint an assistant program person when the first Vice-President is busy with other matters.

Sec. B First Vice-President-Program-Legislative Liaison

1. The First Vice-President shall be responsible for inviting and presenting speakers for all regular and special Club meetings. This officer shall make all necessary arrangements for such speaker. (See Art. III, Sec. A. Programs)
2. The out-going First Vice-President shall be responsible for securing the January speaker for The coming year.
3. The First Vice-President shall perform the duties of the President in the absence of the President.

Sec. C. Second Vice-President – Membership Chairman.

1. The Second Vice-President shall have the responsibility of membership renewal and any Membership drive.
2. Upon receipt of membership dues, this officer shall issue membership cards, if requested and keep all records pertaining to this office including email addresses.
If pertinent information is required to be sent out by President, notification by email will be done by Web-Master.
3. The Second Vice-President shall perform the duties of the President in the absence of both the President and First Vice-President.

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Sec. D. Secretary

1. The Secretary shall record the proceedings of Board meetings and shall be the Custodian of all official Club records pertaining to the office.
2. The Secretary shall submit to the President a copy of the minutes of all Board meetings within one week after the meeting. When approved, sent to Board members.
3. When meeting in board room, submit to Clubhouse the Attendance form after Board meeting.

Sec. E. Treasurer

1. The Treasurer shall receive and deposit all Club monies in a bank approved by the Board.
2. The Treasurer shall keep complete records and present a monthly report at each Board meeting and an annual report at the end of the year.
3. The Treasurer shall submit all records and accounts to the appointed auditor as of the close of the fiscal year. The Auditor shall examine the books, records and other accounts and submit a written report to the Treasurer within 30 days.
4. The Treasurer shall prepare all state and federal reports as required.
5. Disbursements over \$100 must be approved by Board with the exception of normal expenses.
6. With approval of the Board, the President may appoint an Assistant Treasurer in the absence of the Treasurer. The Assistant Treasurer shall have the same rights and authority to perform the duties of this office.
7. The Treasurer shall see that no monies are spent without Board approval and shall be responsible for budget adherence.

ARTICLE IX

GOVERNING BODIES

Sec. A. Governing Bodies. This body shall consist of the elected officers, immediate Past President. And Standing Committee Chairmen.

It shall have the following powers and duties:

1. Serve as the governing board of the Club
2. Ratify the appointments of the President
3. Perform all other duties consistent with the objectives and policies of the Club

Sec. B. Executive Committee. This body shall consist of the five (5) elected officers and the immediate President. It shall have the authority to act for the Board between Board meetings.

Sec. C. Standing Committee These consist of: Chaplain, Reservations, Voter Registration, Email notification, Website, Phone Message, Election Coordinator, Decorations, Greeters, Operation Interdependence, Sunshine Chairman, 50/50 Chairman, Historian, Essay Contest

Sec. D. Voting. The Executive Committee members and the Standing Committee Chairman shall have voting privileges at Board meeting.

Sec. E. A majority of the members at a Board meeting and at an Executive Committee meeting shall constitute A quorum

ARTICLE X

COMMITTEES AND THEIR DUTIES

Sec. A. Appointment and Term of Office

1. Chairman of all standing committees shall be appointed by the President and ratified by the Board.

Sec. B. Special Events Committee

1. This committee shall be responsible for the planning and presentation of the annual Installation Dinner and for any other special events during the year.
2. The Program and Publicity shall be responsible for their respective functions in connection with Special events.

Sec. C. Budget Committee

1. This committee shall convene in January and prepare a one-year budget which will be submitted to the Board for approval at its February meeting.
2. The Budget Committee shall review the budget in July.

ARTICLE XI

RULES OF PROCEDURE

Sec. A. Retiring Procedure All retiring officers and committee chairman shall transfer all Club records to their successors prior to the Board meeting in January.

Sec. B. Absentees A Board member absent from three (3) consecutive Board meetings without valid reason and without notification to the President shall automatically be terminated.

Sec. C. Robert's Rules of Order, newly revised, shall be the governing authority of all questions insofar as they are not covered by these Bylaws or any standing rules of the Club.

Sec. D. No form of communication may be used such as correspondence, TV, radio, news releases, etc., using the Club's name without being authorized by the President. The President shall receive a copy of any correspondence sent out by anyone.

ARTICLE XII

AMENDMENTS

Sec. A. These Bylaws may be amended at any Board meeting of the Club by a majority vote by the Board members present.

ARTICLE XIII

DISSOLUTION

In the event of the dissolution of this Club, after all accounts have been satisfied, the remaining monies shall be sent to the Republican Central Committee of Orange County.

THESE BYLAWS WERE APPROVED BY THE BOARD ON _____

