

WYOMING FEDERATION OF REPUBLICAN WOMEN BYLAWS

ARTICLE I NAME

The name of this organization shall be Wyoming Federation of Republican Women hereinafter known in this document as (WFRW). The Wyoming Federation of Republican Women (WFRW) shall be affiliated with the National Federation of Republican Women (NFRW) and shall comply with the bylaws of that organization. The word "Republican" shall be included in the title of all clubs which are members of the WFRW. The word "Federation" shall not be used in the title of the Club.

ARTICLE II OBJECTIVES

The objectives of WFRW shall be:

- A. To promote an informed public through political education and activity.
- B. To increase the effectiveness of women in the cause of good government.
- C. To facilitate cooperation among the Republican Women's Clubs in Wyoming.
- D. To foster loyalty to the Republican Party and to promote its principles and ideals.

ARTICLE III ENDORSEMENT POLICY

Section 1. The president and campaign activities chair of WFRW or any local club shall not publicly endorse any candidate for public office in any primary, runoff, special or non-partisan race where two or more known Republicans are in the race. No endorsement or evidence of support by any member shall be issued using the NFRW affiliation, logo, or stationery without the approval of NFRW.

Section 2. An officer of WFRW or of a local club who is a candidate or whose spouse or family member is a candidate shall be exempt from this rule, however, they may not do so in the name of the organization or by utilizing the logo or stationery of the NFRW, the state federation or the local club.

Section 3. WFRW, a local club, or an individual member shall not advocate a split ticket, support an opposition party candidate or act against the NFRW or WFRW policies and bylaws.

Section 4. WFRW or any local club shall not affiliate with any political organization which is not officially recognized as working in concert with the NFRW and/or the Republican National Committee.

ARTICLE IV **MEMBERSHIP**

Section 1 Eligibility

- A. Membership in WFRW shall be open to any Republican Women's Club complying with the provisions of the bylaws of WFRW.
- B. Clubs shall consist of at least ten (10) Republican Women who have formed a permanent organization, elected officers, adopted bylaws, provided for annual dues and who hold at least five (5) meetings per year.
- C. Application for formation of a club or for membership in the Wyoming Federation of Republican Women shall be made to the Executive Committee of WFRW. A list of officers, names of members, per capita dues and service charge and a copy of that club's bylaws must be sent with the application.
- D. Acceptance shall be by two-thirds (2/3) vote of the Executive Committee after approval of the club's bylaws.
- E. No club or an individual member shall be admitted to or continued in membership that advocates a split-party ticket or supports a candidate running on an opposition ticket.
- F. An individual member in good standing is one whose current dues are paid in a WFRW local club and who supports Article II of these bylaws. A local club is one in good standing whose current dues and service charges are paid to the NFRW.
- G. A woman is defined at birth having two "X" chromosomes.

Section 2 Categories of Membership

- A. Primary Member - an individual member in good standing is one whose current dues are paid in a WFRW local club and who supports Article II of these bylaws.
- B. Local Clubs - Local clubs become members in the WFRW and NFRW only through membership in the state federation.
- C. Local Club Associate Members:

Republican women who have primary membership in a federated local club are eligible for associate membership in local clubs upon payment of the required annual dues. Associate

members cannot hold office, vote, or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions.

Republican men are eligible for associate membership upon payment of the required annual dues to the local club. They cannot hold office, have a voice or vote or be counted for the purpose of determining the number of delegates to national or state federation meetings or conventions. Republican men who are associate members in local clubs do not become members of the state federation or the NFRW.

Section 3 Removal from Membership

A. Any WFRW officer, committee chairman, or other Appointee, who works against the WFRW, its policies or objectives may be removed from office by a two-thirds (2/3) vote of the WFRW Executive Committee.

B. Clubs may be removed from membership in the WFRW by two-thirds (2/3) vote of the WFRW Executive Committee for the following reasons:

Bylaws which are in conflict with NFRW and WFRW bylaws.

Nonpayment of dues for the full membership and current service charge.

Advocating a split party ticket or supporting an opposition candidate.

Section 1 Members

The Board of Directors shall be the elected officers, the president of each club or her appointed proxy carrying one voting privilege for the local club, the immediate past president of WFRW, the chairman of each standing committee. The parliamentarian shall be a non-voting member of the Board of Directors.

Section 2 Duties

Duties of the Board of Directors shall be to:

A. Act as the governing body of the WFRW between Biennial Conventions.

B. Consider for approval the program of action as presented by the WFRW President.

C. Select the site for the WFRW Biennial Convention from recommendations presented by the WFRW Executive Committee.

D. Approve the official program and order of business of all official meetings of the Biennial Convention.

E. Approve all WFRW policies and procedures as recommended by the NFRW Executive Committee.

F. Adopt the WFRW annual budget.

G. Elect a nominating committee of seven members and two alternates from its own membership at the first WFRW Board meeting held in the calendar year in which the Biennial Convention is held.

Section 3 Meetings

Meetings of the Board of Directors shall be held at the call of the President or upon written request of five (5) members of the Board of Directors. There will be a minimum of two (2) meetings per year.

Section 4 Notice

Written notice of the time, via regular mail or electronically, of the date, time and place of meetings to each member shall be received by board members no less than ten (10) days before.

Section 5 Quorum

Five (5) members of the board shall constitute a quorum.

Section 6 Vote

A vote may be conducted by mail, phone, or electronically between meetings and ratified at the next meeting of the WFRW Board of Directors.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1 Members

There shall be an Executive Committee composed of the elected officers of WFRW and the immediate past president. The parliamentarian shall be a non-voting member of the executive committee.

Section 2 Meetings

The Executive Committee shall meet on the call of the WFRW President. Meetings may be called by the President or at the written request of twelve voting members of the WFRW Board of Directors. Fourteen (14) days notice shall be given for regular meetings of the WFRW Board of Directors, except special or emergency meetings for which seven days' notice shall be given. The Executive Committee shall hold at least two (2) regular meetings per fiscal year. A quorum for the meeting of the Executive Committee shall be a majority of the Committee.

Section 3 Duties

The duties of the Executive Committee shall be:

- A. Transact any business of the WFRW in the intervals between meetings of the Board of Directors.
- B. Confirm appointments of chairmen of all committees.
- C. Determine other committees necessary for the work of WFRW.
- D. Exercise complete jurisdiction over membership applications and removals or reinstatement of membership.
- E. Remove from office by a two-thirds (2/3) vote any officer, committee chairman or appointee who works against WFRW, its policies or objectives.
- F. Set the date of all Biennial Conventions and recommend a site for the Biennial Conventions to the WFRW Board of Directors.

Section 4 Records

All outgoing officers and chairmen shall transfer records, books and files to their successors no later than thirty (30) days following the change of officers or committees.

Section 5 Vote

A vote may be conducted by mail, phone-or electronically between meetings and ratified at the next meeting of the WFRW Executive Committee.

ARTICLE VII ELECTED OFFICERS AND DUTIES

Section 1. Officers and Terms

- A. The elected officers shall be a president, first vice president, second vice president, third vice president, secretary, and treasurer.
- B. The WFRW officers shall be elected at the Biennial Convention held in odd-numbered years for a term of two (2) years. The term of office shall be from January 1 following election, through December 31 two (2) years hence, regardless of when installation takes place. They shall serve until their successors take office. No officer shall serve more than two (2) consecutive terms in the same elective office. One full year or more served in an unexpired term shall constitute a full term.

Section 2 Duties of the President

- A. Preside at all meetings of the WFRW, WFRW Board of Directors and of the Executive Committee.
- B. Perform all other duties usually pertaining to the office of the President.
- C. Represent WFRW at all times as a member of boards or designate a member to serve as representative in her absence or inability to serve.
- D. Represent WFRW as a member of the NFRW Board of Directors.
- E. Appoint, with the confirmation of the Executive Committee, Chairs of Standing Committees and any other committees deemed necessary to carry out the programs of WFRW.
- F. Serve as an ex-officio member of all WFRW Committees except nominating committee.
- G. Appoint an Auditor for a biennial audit.
- H. Appoint a Budget Committee.
- I. Give direction to the WFRW Treasurer for disbursement of WFRW funds and co-sign signature cards with the Treasurer at financial institutions holding and WFRW funds.
- J. Refrain from publicly endorsing any candidate in a contested race within the Republican Party prior to the primary election, or, in the case of President of the United States, prior to the Republican National Convention.

Section 3 Duties of the Vice-Presidents

- A. The Vice-Presidents in their order shall perform the duties of the President in her absence, and they shall perform other duties as may be assigned to them.
- B. The First Vice-President shall be a member of the Membership Committee and shall assist the Chairman in outlining and implementing the program.
- C. The Second Vice-President shall be a member of the Campaign Committee and shall assist the Chairman in planning and implementing the program of this committee.
- D. The Third Vice-President shall be a member of the Program Planning Committee and shall assist the Chairman in outlining the program for the WFRW clubs.

Section 4 Duties of the Secretary

- A. Keep the minutes of all meetings of the WFRW, of its Board of Directors and its Executive Committee.
- B. Retention of Records: The Secretary shall retain the records of the Federation. Included in those Records to be retained without expiration are:
 - Bylaws, originals with date and signatures;
 - Annual reports of the Audit Committee;
 - Minutes of General Meetings;
 - Minutes of Executive Board Meetings;
 - Any records for historical archives (photographs, newspaper items)
 - General Correspondence shall be retained for one (1) year.
- C. Perform such other duties as may be assigned to her.

Section 5 Duties of the Treasurer

- A. Be custodian of the funds of the Federation.
- B. Collect all funds and deposit them in financial institutions selected by the Executive Committee.
- C. Keep an accurate account of all monies received and disbursed.
- D. Disburse funds by check only upon the direction of the President.
- E. Send notices to club presidents at least sixty (60) days prior to the Biennial Convention stating the number of delegates and alternates to which the clubs are entitled in the voting body of the convention.

F. Submit all books and records to the Audit Committee within thirty days of the end of the Fiscal Year. The Treasurer shall present the report of the Audit Committee at the next regularly scheduled meeting of the membership for its adoption.

G. Serve as an ex-officio member of the Credentials Committee, the Finance Committee, and the Budget Committee.

H. Provide and maintain membership records and pay annual required monies to the National as set forth by the WFRW. Club fees to National must be paid by the end of the First Quarter of the Financial Year.

I. Maintain records on the following schedule:

Records to be retained on a five (5) year schedule include:

- a. Cancelled checks and bank statements
- b. Membership Records.

Records to be retained on a three (3) year schedule include:

- a. Budget and Financial reports
- b. Deposit Slips
- c. Bill Receipts
- d. Treasurer's Reports.

J. The Treasurer of WFRW shall be bonded or bondable.

ARTICLE VIII APPPOINTED OFFICERS AND DUTIES

Section 1. The President shall appoint, with the approval of the Executive Committee, a Corresponding Secretary and Parliamentarian.

Section 2. Duties:

A. The Corresponding Secretary shall:

Conduct the correspondence of the Club under the supervision of the President;

Preserve in a permanent file all letters and papers of value to the Club; and

Perform other duties as assigned by the President, the Executive Committee or the Club.

B. The Parliamentarian shall:

Serve as counsel and give advice on parliamentary procedure;

Be familiar with the by-laws and standing rules of the Club; and

Be entitled to the membership privilege of a ballot vote if a Club member.

ARTICLE IX COMMITTEES

Section 1 Standing Committees

Standing committees shall be:

A. Membership

B. Campaign

C. Program Planning

D. Finance/budget

E. Public Relations

F. Bylaws

G. Resolutions

H. Legislative

I. Patriots

Section 2 Special Committees

Appointed committees shall be:

A. Education

B. MELP*/BBL *Mamie Eisenhower Literacy Project

C. Newsletter

D. New Club Development

Other committees may be created by the Executive Committee for as long as they are deemed necessary.

Section 4 Chairmen of Standing Committees

Chairmen of standing committees shall be appointed by the President, with the approval of the Executive Committee and shall be voting members of the Board of Directors.

Section 5 Duties of Chairmen

The Chairmen of the committees shall outline programs for action in their respective fields and shall submit outlines to the Executive Committee before implementation.

Section 6 Vote

Discussions and/or voting may be conducted by mail, phone or electronically by any committee.

ARTICLE X STATE CONVENTIONS

Section 1 Date

A Biennial Convention shall be held in the fall of the odd-numbered years at a time determined by the WFRW Executive Committee and at a location selected by the WFRW Board of Directors.

Section 2 Notice

Written notice of the biennial convention shall be sent by the WFRW President to all clubs of the WFRW at least sixty (60) days before the meeting.

Section 3 Voting Body of the Biennial Convention

- A. The Executive Committee.
- B. The Chairmen of Standing Committees.
- C. Past President of WFRW who maintain membership in a WFRW club.
- D. The delegates and alternates, who shall vote only in the absence of their delegates, from member clubs which have paid their per capita dues by December 31 of the year prior to the convention or new clubs accepted for membership after December 31 of the year prior to the convention but at least sixty (60) days before the meeting.

Section 4 Delegates and Alternates

- A. Each club having a paid-up membership shall be entitled to two (2) delegates, one of whom is the President, or her alternate and the other selected by the club. Only an active,

voting member of a WFRW club is eligible to be a delegate or alternate to a state or national convention.

B. Clubs of more than twenty (20) paid-up members shall be entitled to one (1) additional delegate for each additional twenty (20) members or major fraction thereof. A member shall be counted from one club only for the purpose of delegate representation to a WFRW or NFRW meeting or convention. She may not serve as a delegate or alternate from any other club.

C. Sixty (60) days before the WFRW Biennial Convention the treasurer shall inform each club president of the number of delegates and alternates to which that club is entitled based on per capita dues paid by December 31 of the year prior to Convention. New clubs accepted for membership after December 31 of the year prior to the Convention but at least sixty (60) days before the meeting shall be entitled to representation based on per capita dues paid at the time of acceptance for membership.

D. A club shall choose an equal number of alternates and delegates. The President of the club shall appoint her alternate when she has need for one. The club president shall have the power of appointment to fill any vacancy in the club delegation. Each member of the voting body shall have one vote on any question.

E. There shall be no alternates for members of the Executive Committee or Past President of WFRW.

F. There shall be no proxy voting.

Section 5 Fees to Convention

A. Each club shall pay to the Host Club a registration fee of \$25 (twenty-five dollars) prior to the convention. These fees will be used for convention expenses.

B. The WFRW Treasurer will pay the Host Club a fee of \$25 (twenty-five dollars) prior to the convention for the Executive Board. These fees will be for convention expenses.

Section 6 Quorum

A majority of the members of the voting body attending a convention shall constitute a quorum.

Section 7 Budget

The convention shall adopt a budget for the ensuing two years.

Section 8 Parliamentarian

The President shall appoint a parliamentarian for the Biennial Convention of WFRW.

Section 9 Resolutions

A. A club resolution must be submitted in writing, must have been approved by a majority vote at a meeting of the sponsoring club, must be properly certified by its president and secretary and must be received in quintuplicate by the Resolutions Committee at least twenty (20) days prior to a Board meeting or the Biennial Convention.

B. A resolution to be presented at a convention not having been received by the Resolutions Committee twenty (20) days prior to the convening of the convention as required shall be permitted on the floor of the convention only after receiving two-thirds (2/3) majority vote of delegates registered. Copies of such resolutions shall be distributed to all registered participants.

C. Emergency resolutions, exclusive of courtesy resolutions, may be presented to the Board of Directors of the WFRW through the Resolution Committee at least 24 hours prior to convening of the convention. The resolution must then receive two-thirds (2/3) of the majority vote of delegates registered to be considered by the convention. Copies of such resolutions shall be distributed to all registered participants.

Section 1 Time of Election

The WFRW officers shall be elected at the WFRW Biennial Convention for a term of two (2) years.

Section 2 Nominating Committee

A. The Nominating Committee shall consist of five (5) members elected by the Board of Directors.

B. The Nominating Committee shall submit one nominee for each office in a report to be sent to all members of the Board of Directors and Clubs with the call for the Biennial Convention.

C. The Nominating Committee shall submit only nominees who shall have been endorsed by their respective local clubs.

Section 3 Nominations from the Floor

Nominations may also be made from the floor following the report of the Nominating Committee. An absent member who has been endorsed by her club may be nominated, provided she has consented in writing to serve.

Section 4 Mode of Election

Election shall be by ballot and a majority of all votes cast shall constitute an election. If only one candidate is nominated for an office, an election may be by voice vote.

Section 5 Election Committee

An Election Committee of no fewer than three (3) members shall be appointed by the President for the Biennial Convention. The committee shall provide election material and shall act as tellers for the election.

Section 6 Vacancies

The Board of Directors, except in the office of President, shall fill vacancies occurring in the elective offices between conventions, the First Vice-President shall succeed automatically to the office of President. If she is unable, the Second Vice-President or the Third Vice-President in that order shall fill the office of President.

ARTICLE XII DUES

Section 1 Fiscal Year

The fiscal year shall begin January 1 and end December 31.

Section 2 Dues and Service Charge

A. Clubs having membership in the WFRW shall pay to the WFRW Treasurer yearly dues as determined by the Board of Directors and specifically.

B. Each club shall pay an annual service charge on or before March 1, to the WFRW Treasurer, who shall forward the same to the NFRW for mailings and other services. The service charge amount is specifically outlined in the Standing Rules section of these bylaws.

C. WFRW and NFRW dues shall be sent by club treasurers to the WFRW Treasurer one month before NFRW deadlines.

D. The WFRW Treasurer shall send NFRW dues to the NFRW following the schedule prescribed by NFRW.

E. When mailing dues to the WFRW Treasurer, the membership list should include the following information for each member:

Last name

First name

Mailing address

Phone numbers

New OR Continuing member

E-Mail Address

ARTICLE XIII WFRW CLUBS

Section 1 Local clubs shall consist of ten or more women who form a permanent organization, adopt bylaws in compliance with WFRW and NFRW bylaws, pay WFRW and NFRW dues and service charges, and hold at least five meetings within a twelve-month period.

Section 2 Uniform Date for Elections

A. All clubs shall elect officers in the fall to enable the new officers to assume office in January.

B. Each club president shall send a list of all officers and chairmen (newly elected or continuing) to the WFRW president by November 1 each year. The WFRW president will submit this information to NFRW by the deadline prescribed by NFRW. The necessary information is as follows: Last Name, First Name, Mailing Address, Telephone Numbers, Email Address

Section 3. Bylaws

A. All clubs shall formulate bylaws that comply with those of the WFRW and the NFRW. A copy of each local club's current bylaws shall be forwarded to the WFRW President.

B. New local clubs shall be accepted into membership only after approval of their bylaws by the WFRW executive committee or board of directors and the NFRW.

C. Local clubs shall include the following in their bylaws:

Procedures for payment of dues and service charges in accordance with WFRW and NFRW deadlines;

Procedures for the election of a nominating committee;

Procedures and grounds for removal and reinstatement of membership, and;

Procedures for nominating and electing delegates and alternates-at-large to the WFRW convention.

Section 4 Ethics

A. Club officers and chairmen shall encourage club members to observe political ethics.

B. The club president shall refrain from publicly endorsing any candidate in a contested race within the Republican Party prior to the Primary election or, in the case of President of the United States, prior to the Republican National Convention.

ARTICLE XIV NATIONAL CONVENTION

Section 1 Time

A national convention will be held biennially in the fall of the odd-numbered years according to the NFRW bylaws.

Section 2 Representation

The voting body of the National Convention shall be:

A. The WFRW President, the WFRW president shall not have an alternate.

B. The president of each WFRW club or her representative and one alternate.

C. New clubs must be in good standing for at least six (6) months prior to the National Convention to be eligible for representation.

D. Delegates and alternates to the National Convention must be members in good standing of a club affiliated with WFRW.

E. Five (5) delegates-at-large from each State Federation and one additional delegate for each 500 members in the State Federation based on the payment to NFRW of the current

year's dues postmarked ninety (90) days before the National Convention and an equal number of alternates.

F. One of the five (5) delegates-at-large shall be the WFRW First Vice President, unless she already qualifies as a delegate from her local club.

ARTICLE XV PATRIOTS

Section 1 Purpose

The Patriots will provide WFRW with funds to assist WFRW members to attend educational seminars and the NFRW convention.

Section 2 Designation

The Patriot designation will be bestowed upon anyone contributing \$100 (one hundred dollars) annually to WFRW Patriots Program.

Section 3 Key Patriot

The Key Patriot designation will be bestowed on anyone contributing \$500 (five hundred dollars) annually to WFRW Patriots Program.

Section 4 Term

The year of membership will run from January 1 to December 31.

ARTICLE XVI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern WFRW in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules the WFRW Board of Directors or Biennial Convention Delegates may adopt.

ARTICLE XVII AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of delegates present and voting at the WFRW Biennial Convention, provided that notice of the proposed amendments has been given to each WFRW club at least thirty (30) days prior to the date of the meeting.

ARTICLE XVIII**DISSOLUTION****Section 1 Clubs**

In the event of dissolution of a local club affiliated with WFRW, by a majority vote of the members of the local club, all assets which remain after payment of all liabilities shall be distributed to the superior body. None of the assets shall be distributed to any member or officer of the dissolved local club.

Section 2 WFRW

In the event of dissolution of WFRW by a majority vote of the WFRW Board of Directors, all assets which remain after payment of all liabilities shall be distributed to the superior body. None of the assets shall be distributed to any member or officer of WFRW.

Approved: September 28, 2025, Sheridan, Wyoming

/s/ _____

President

/s/ _____

Secretary

Approved September 28, 2025, Sheridan, Wyoming