



CRYSTAL COAST REPUBLICAN WOMEN

BYLAWS

JANUARY 20, 2023

AS APPROVED BY THE MEMBERSHIP OF CCRW

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CRYSTAL COAST REPUBLICAN WOMEN

A member of the National Federation of Republican Women since 1984

BYLAWS

Based on the Revised, Amended and Approved NCFRW Bylaws on November 13, 2021 at the NCFRW Fall Quarterly Meeting in Raleigh, NC.

ARTICLE I – NAME

The name of this organization shall be the Crystal Coast Republican Women, hereafter referred to as the CCRW or the Club. This Club is affiliated with the North Carolina Federation of Republican Women and with the National Federation of Republican Women, hereafter referred to as NCFRW and NFRW respectively.

ARTICLE II – OBJECTIVES

- A. The Bylaws and objectives of CCRW shall be consistent with those of the NCFRW and NFRW.
- B. The objectives of this organization shall be:
 - 1. To promote an informed public through political education and activity.
 - 2. To increase the effectiveness of women in the cause of good government through active political participation.
 - 3. To facilitate cooperation among the NFRW, the NCFRW, and the CCRW.
 - 4. To support the objectives and policies of the Republican National Committee (RNC) and the North Carolina Republican Party (NCGOP).
 - 5. To support the election of Republican Party nominees and support the election of Republican Women.
 - 6. To encourage loyalty to the Republican Party and to promote its principles and candidates in all elections, including non-partisan elections.
 - 7. To promote the principles of freedom, equality, and justice upon which the government of this country is founded.

ARTICLE III – MEMBERSHIP AND DUES

SECTION 1: ELIGIBILITY

A. Primary Membership

1. Any woman¹ who is registered Republican in the state of North Carolina who believes in the philosophy of the Republican Party and who supports the objectives and policies of this organization may be eligible for membership, upon the approval of the CCRW Executive Board.
2. A member in good standing shall be a member who has paid the required dues for the current calendar year.
3. Members of the CCRW are members of NCFRW and NFRW.

B. Associate Membership

1. Any woman who is a primary member of another Federated Women's Local Club who supports the objectives and policies of that Local Club shall be eligible to become an associate member upon payment of the required annual dues. The dues amount shall be stated in the CCRW's Standing Rules, and amended as required.
2. Associate members have a voice, but cannot hold office, vote, or be counted in determining the number of delegates to NFRW or NCFRW meetings or conventions, or quorums.
3. Republican men may be associate members but have no voice and cannot hold office.
4. Associate member dues remain with CCRW. The number of associate members is reported to the NCFRW and NFRW.
5. Young adults not yet 18 may be eligible for associate membership in the CCRW. Such members may attend meetings, but cannot propose motions, have no voice or vote, cannot be on a committee, hold office, nor be counted for the purpose of determining the number of delegates to State or National meetings or conventions.

C. Honorary Life Membership

1. Any CCRW member in good standing may nominate for NCFRW Honorary Life Membership a member who meets the qualifications established by the Honorary Life Membership Committee. Such member is exempt from regular annual NCFRW dues, but is entitled to no additional privileges, and shall continue to pay annual NFRW dues.
2. CCRW shall send the required fee, to be determined by the NCFRW Board of Directors, with a copy of the application to the NCFRW President.
3. CCRW shall pay the annual NFRW dues, as required by the NFRW, for CCRW sponsored Honorary Life Members.

SECTION 2: CLUB DUES

- A. Yearly dues shall be in the amount stated in CCRW's Standing Rules, and may be amended as required. Dues shall be due and payable beginning September 1st for the ensuing calendar year and

¹woman/women: defined as a human being born with a vagina.

will be delinquent after March 1st. CCRW shall pay NCFRW per capita dues and the annual service charges on half of its members.

- B. Dues paid by any member joining CCRW for the first time after September 1st shall include membership for the next calendar year.

SECTION 3: FEDERATION DUES

- A. CCRW shall pay an annual service charge, as required by the NCFRW Standing Rules, remitted to the NCFRW Treasurer by January 31st to maintain NFRW membership.
- B. Member's dues will be apportioned to the NFRW and NCFRW as established by the NFRW Board of Directors.

SECTION 4: MEMBERSHIP LISTS AND ROSTERS

- A. NCFRW and CCRW membership lists are the proprietary and confidential information of the NCFRW and CCRW, and its publication/distribution is intended for NCFRW and CCRW use only.
- B. Any misuse of the NCFRW or the CCRW membership list by a member for financial gain or wrongful distribution shall constitute grounds for expulsion from the NCFRW at all levels.
- C. CCRW shall send a complete alphabetized roster of members in good standing by electronic means, including their addresses with zip code, telephone numbers, and e-mail addresses to the NCFRW Assistant Treasurer with the annual per member dues and service charge.

SECTION 5: FISCAL YEAR

- A. The fiscal year for CCRW shall be from January 1st to December 31st.

SECTION 6: REMOVAL FOR CAUSE

- A. Any member of the CCRW, to include officers, or any member of the CCRW Executive Board, may be removed for cause, at the sole discretion of the CCRW Executive Board by a two-thirds vote, after being furnished with a 2 weeks' notice of the charges against her, signed by no fewer than 4 members of the CCRW Executive Board.
- B. Cause for such removal shall include, with limitation: party disloyalty, misuse of CCRW funds, felony convictions, misuse of the NCFRW or CCRW rosters for financial gain or wrongful distribution, or any act or omission intended to cause or having the effect of causing damage to the CCRW or its reputation. A member shall be given an opportunity to present a defense.
- C. Without limiting the generality of the foregoing, the initiation of litigation or any other adversarial proceedings against the CCRW in which the CCRW is named defendant or respondent shall constitute grounds for removal and CCRW shall be entitled to recover from such member, officer or appointee its attorney's fees and other costs and expenses relating to any such litigations or proceedings if the CCRW shall substantially prevail therein.

ARTICLE IV – CLUB POLICIES

SECTION 1: ELIGIBILITY

A. CCRW

1. The Club shall be in good standing, current with dues and service charges paid to the NCFRW, have ten or more members, have elected officers, and holds at least five meetings either in person or electronically within a twelve-month period.
2. CCRW shall support the Bylaws and objectives of the NCFRW and pass CCRW Bylaws that do not conflict with the NCFRW Bylaws.
3. CCRW shall have Bylaws that provide for the election of a Nominating Committee by September 30th, presentation of a slate of officers by October 31st, election of officers by November 30th, with installation of officers by December 31st.
4. Every NCFRW Convention year, the CCRW President must submit their current Bylaws to the NCFRW Bylaws Committee by January 31st of that year to be eligible to participate in the NCFRW's Biennial Convention.
5. The word "Republican" shall be included in the title of CCRW. The word "Federation" shall not be used in the title of the Club.
6. The Club shall complete the NFRW Achievement Awards and turn the form into the NCFRW President on June 1st of every odd-numbered year. The Achievement Award program contains a blueprint of activities, that when completed, contributes to CCRW's success.

B. Satellite Club

1. A satellite club may be organized by the CCRW. It is accountable to the CCRW, pays dues to CCRW, and has the same membership requirements as CCRW.

SECTION 2: MEETINGS

A. Regular

1. There shall not be fewer than five regular meetings of the CCRW each year, at a time and place designated by the President, with the advice and consent of the CCRW Executive Board.
2. The CCRW Standing Rules will provide members with a regular meeting schedule. Members shall be notified of any change in the schedule by telephone or e-mail.

B. Special

1. Special meetings may be called by the Executive Board, or by twenty percent of the active members in good standing. The purpose of the meeting shall be stated in the call. No other business shall be transacted at the meeting. At least ten days' notice shall be given to all members for a special meeting. In an emergency or time-sensitive situation, this rule may be waived by a majority vote of the Executive Board.

C. Quorum

- A. Twenty percent of the active membership of the CCRW shall constitute a quorum for all regular and special meetings. There shall be no proxy voting.

SECTION 3: SPEAKERS

- A. Non-Republican political candidates, political office holders, party officials or their representatives shall not be allowed to address the group or distribute materials at CCRW meetings or events.

SECTION 4: ENDORSEMENTS

- A. CCRW, as a whole, and its President and Campaign Activities Chairman, shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, special elections, and/or nonpartisan elections when more than one Republican is in the race.
- B. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of CCRW or NCFRW.
- C. Should the President or Campaign Activities Chairman run for office, publicly endorse a candidate in a primary, or be employed by a candidate in a primary, they must step down from their position until the primary is over.
- D. Neither CCRW nor an individual member shall advocate a split ticket, support an opposition party candidate, or act against the NCFRW or NCFRW policies and Bylaws. Should a CCRW elected officer endorse or support a candidate on an opposition ticket, she must immediately resign her office.

SECTION 5: DONATIONS TO CANDIDATES

- A. Donations for candidates will only be given after a Primary Election has been held and upon the approval of the body.

SECTION 6: DISSOLUTION OF CCRW

A. Dissolution

1. If CCRW is considering disbanding, the NCFRW President must be notified of its intention so the NCFRW can advise on how to proceed. The NCFRW President shall notify the NCFRW Treasurer, Assistant Treasurer, and Regional Vice President.
2. CCRW may be dissolved by a two-thirds vote at any regular or special meetings of the CCRW, provided that notice of the dissolution has been submitted in writing at least thirty days prior and has been sent to all members of the CCRW. In the event of dissolution, the Executive Committee shall, after payment of all liabilities of the CCRW, distribute any remaining assets to the NCFRW. No funds shall be distributed to any member or officer of the CCRW. The right to use the name of a dissolved CCRW shall revert to the NCFRW.
3. In the event of a dissolution the minutes of the meeting shall be sent to the NCFRW President. The State Board of Elections and Ethics Enforcement, hereafter referred to as NCBOE, must be notified and Form CRO 3400 must be completed and sent to the NCBOE. All bank accounts must be closed once the final checks have cleared. The final check shall be made payable to the NCFRW in the amount of the final bank account balance. Once the check has cleared, the NCFRW will notice CCRW, and the Treasurer shall close the account.

B. Removal from NCFRW Membership

1. CCRW may be removed from membership in the NCFRW by a two-thirds vote of the NCFRW Executive Committee for the following reasons:
 - a. Non-payment of dues and service charges.
 - b. Failure to maintain the membership requirements and qualifications.
 - c. Affiliation with any political organization which is not officially recognized as part of the NFRW, the NCFRW, and the RNC. This applies to CCRW as an entity and not to individual members.

SECTION 7: REINSTATEMENT OF CLUB MEMBERSHIP TO NCFRW

- A. If CCRW was dissolved or removed from membership the Club may apply to be reinstated to the NCFRW Executive Committee. The NCFRW Executive Committee shall determine the criteria for reinstatement. A two-thirds vote of the NCFRW Executive Committee is required for reinstatement.

ARTICLE V – OFFICERS AND THEIR DUTIES

SECTION 1: ELIGIBILITY

- A. All elected Officers and members of Standing and Special Committees shall be active members in good standing of CCRW.

SECTION 2: OFFICERS

- A. Elected Officers of the CCRW shall be a President, a 1st Vice President, a 2nd Vice President, a Secretary, an Assistant Secretary, a Treasurer, and an Assistant Treasurer.
- B. The Immediate Past President shall be an officer of the CCRW for one term following her retirement as President.

SECTION 3: TERMS OF OFFICE

- A. All officers shall be elected for terms of two years, and no officer shall serve more than two consecutive terms in the same office.
- B. Officers shall be installed at the December meeting and shall take office immediately upon installation.

SECTION 4: DUTIES OF THE OFFICERS

A. The President

1. Shall preside at all meetings of the CCRW Board and the CCRW General Membership and ensure that the organization functions in accordance with parliamentary procedures, Bylaws and Standing Rules.

2. Shall appoint all Standing Chairmen, with the exception of the Nominating Committee, with the approval of the Executive Board.
3. Shall appoint a Parliamentarian, Chaplain, Auditing Committee, and a Historian, who shall be non-voting members of the Executive Board.
4. Shall appoint Chairmen of Special Committees as may be deemed advisable to carry out the programs of the CCRW.
5. Shall serve as ex-officio member of all committees, except the Nominating Committee, retaining all the rights and privileges, but does not count in quorum.
6. Shall represent the CCRW on the NCFRW Board of Directors as specified in the NCFRW Bylaws.
7. Shall formulate an annual program of action.
8. Along with the Treasurer and Assistant Treasurer, shall prepare an annual budget, which shall be presented to the Executive Board for approval, and to the membership for adoption.
9. Shall send the names, addresses, telephone numbers, and email addresses of the CCRW Delegates-At-Large and Alternates-At-Large to the NCFRW President on credentials forms provided by the NCFRW for the NCFRW Biennial Convention, no later than the date provided by the NCFRW President.
10. Shall maintain the files of the CCRW and deliver them to her successor immediately upon retirement from office.
11. Shall maintain complete membership lists for the CCRW and place such lists under irrevocable trust for the exclusive use of the NCFRW and CCRW, as authorized by the Executive Board for the Club and NCFRW communications only.
12. Shall represent the CCRW at all times or designate a member of the CCRW Executive Board as a representative in her absence or inability to do so. She may appoint a CCRW club member as a representative in the absence of an Executive Board attendee.
13. Shall sign checks, in an emergency and by vote of a majority of the Executive Board, in the inability of the Treasurer or Assistant Treasurer to do so.

B. The 1st Vice President

1. Shall perform the duties of the President in the absence of the President.
2. Shall serve as the CCRW Program Chairman, and arrange for all speakers for all regular meetings with the approval and consent of the Executive Board.
3. Shall perform such other duties as may be assigned by the President.

C. The 2nd Vice President

1. Shall serve as the Membership Chairman, keep a current record of the CCRW membership roster and any changes, and give a report to the Executive Board monthly regarding new members. The records maintained by the 2nd Vice President are the official membership records of CCRW.

2. Shall send notices of unpaid dues to members and contact former members encouraging them to rejoin the CCRW.
3. Shall provide the Treasurer with members' payments.
4. Shall provide a membership roster, containing the name, addresses, phone numbers, and e-mail addresses of members in good standing to members of CCRW.
5. Shall perform such other duties as may be assigned by the President.

D. The Secretary

1. Shall record the minutes of all meetings of the CCRW Executive Board and CCRW General Membership.
2. Shall furnish copies of CCRW meeting minutes to its members no less than 10 days prior to the next meeting.
3. Shall keep an accurate roll of members of the CCRW, a copy of the Bylaws, Rules, Resolutions, and all filed reports.
4. Shall keep a record of attendance of all meetings.
5. Shall perform such other duties as may be assigned by the President.

E. The Assistant Secretary

1. Shall assume the duties of the Secretary whenever necessary.
2. Shall be informed and fully prepared so that assumption of duties of the Secretary could be immediate.
3. Shall perform such other duties as may be assigned by the President.

F. The Treasurer

1. Shall be the custodian of all funds of the CCRW.
2. Shall deposit the money when received, disburse it with approval and keep a record of all transactions.
3. Shall reconcile all bank statements upon receipt to ensure all the financial records are accurate and complete.
4. Shall present a written report of all receipts and disbursements at all CCRW Executive Board and General Meetings, which will be filed for audit.
5. Shall ensure that the books and records of the Treasurer are audited annually by the Auditing Committee.
6. Shall assist the President in preparation of the annual budget.
7. Shall complete Treasurer Certification by the NCBOE per North Carolina Campaign Finance Law.
8. Shall complete all reports required by the NCGOE and NCFRW deadlines.

9. Shall be responsible for payment of CCRW club dues from the CCRW club funds to the NCFRW, as stipulated in the NCFRW Bylaws and Standing Rules.
10. Shall provide for an annual audit by an independent outside auditor with the approval of the CCRW Executive Board.
11. Shall perform such other duties as may be assigned by the President.

G. The Assistant Treasurer

1. Shall assume the duties of the Treasurer whenever necessary.
2. Shall collect all membership information and CCRW dues.
3. Shall complete Treasurer Certification by NCBOE per North Carolina Campaign Finance Law.
4. Shall perform such other duties as may be assigned by the President.

SECTION 5: RESIGNATION FROM OFFICE

- A. Should a CCRW Officer file for election to public office, she must immediately resign from Club office.
- B. Should a CCRW Officer publicly endorse a candidate during a primary election when more than one Republican candidate is running for the same office, she must immediately resign from office.
- C. Should a CCRW Officer endorse or support a candidate in an opposition ticket, she must immediately resign her office.
- D. Vacancies due to resignation shall be filled as specified in these Bylaws.

SECTION 6: REMOVAL FROM OFFICE

- A. Any officer of the CCRW may be removed by a two-thirds vote of the Executive Board after being furnished with notice of the charges against her, signed by no fewer than 4 members of the Executive Board, provided that she has been furnished with 2 weeks' notice of such charges and is given an opportunity to present a defense with counsel.
- B. Reasons for removal shall be limited to party disloyalty, misuse of CCRW funds, felony convictions, or failure to fulfill her duties as designed by the Bylaws. Anyone removed from office is ineligible to serve on the CCRW Executive Board.

SECTION 7: VACANCIES

- A. A vacancy in an elective office shall be filled by election by the CCRW membership at the meeting following the vacancy. Notice of such vacancy shall be given to the members of the CCRW Executive Board with the notice of the meeting.
- B. A special meeting may be called with the appropriate notice given (see Article IV, Section 2.B.1) to fill the vacancy, and this meeting may be held electronically.
- C. An officer elected to fill an unexpired term of one year or less is eligible to succeed herself for two full two-year terms. In case of an untimely vacancy the CCRW Executive Board shall appoint pro-tem until an election can be held.

SECTION 8: OFFICERS' RECORDS

- A. All Officers shall deliver all records, files, and properties, including all social media and website passwords/logins to their successors, or to an officer designated by the President or CCRW Executive Board, immediately upon retiring from office.

ARTICLE VI – EXECUTIVE BOARD

SECTION 1: MEETINGS

- A. The CCRW Executive Board shall meet monthly at the call of the President, or at least 4 members of the CCRW Executive Board.
- B. Meetings may be in person or by electronic means, during which times all votes and all business may be conducted and considered ratified.

SECTION 2: EXECUTIVE BOARD

A. Membership

1. Members of the Executive Board are the President, 1st Vice President, 2nd Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chairmen of all Standing and Special Committees, and the Immediate Past President for one term following her term of office.
2. The Parliamentarian, Auditing Committee Chairman, Historian, and Chaplain shall be non-voting members of the Executive Board. If an appointee holding a non-voting position of the Board concurrently holds a voting membership, she shall be entitled to a vote. The Parliamentarian is entitled to the membership privilege of a ballot vote of a Club Member.

B. Duties

1. Approve Standing and Special Committee Chairmen.
2. Recommend to the CCRW Membership the annual budget and program of action for adoption.
3. In case of an untimely vacancy of an elected Officer, the CCRW Executive Board shall appoint a temporary replacement until an election can be held.
4. Adopt Standing Rules necessary to continue the work of CCRW.

C. Quorum

- A. Four members shall constitute quorum for all meetings of the CCRW Executive Board.

ARTICLE VII – STANDING AND SPECIAL COMMITTEES

SECTION 1: STANDING COMMITTEES

- A. The Chairmen of the Standing Committees shall be appointed by the President, with the approval of the Executive Board. The Chairmen of the Standing Committees shall serve a term of two years, and

may serve an additional consecutive term of two years at the discretion of the President and the Executive Board.

- B. Standing Committees shall prepare programs of action for consideration by the Executive Board at the first CCRW Executive Board meeting following their appointment.
- C. Each Standing Committee Chairman may appoint members to assist in carrying out duties of the committee. The Standing Committees of CCRW shall be those called for by the NFRW and NCFRW, and they shall be: Bylaws, Campaign, Fundraising, Legislation and Research, Membership, Program, and Public Relations.

SECTION 2: SPECIAL COMMITTEES

- A. The CCRW President may appoint Special Committees and their Chairmen to carry out the plan of action approved by the CCRW Executive Board.
- B. The Chairmen of Special Committees shall serve at the pleasure of the appointing President, provided such time is limited to the term of the appointing President.

SECTION 3: RECORDS

- A. All Standing and Special Committee Chairmen shall furnish a list of all committee members to the CCRW Executive Board and update regularly with any changes.
- B. All Committee Chairmen shall deliver all records, files and properties including all social media and website passwords/logins of the CCRW to their successors or to an officer designated by the President or the CCRW Executive Board immediately upon retiring from office.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

SECTION 1: NOMINATIONS

- A. A Nominating Committee of three members shall be elected by the CCRW General Membership at least sixty days prior to the November meeting. The Chairman of the Committee shall be elected by the committee members at the first meeting of the Nominating Committee.
- B. The Nominating Committee shall submit one nominee for each office in a report to the CCRW membership at the October meeting.
- C. Nominees shall be members in good standing of the CCRW.
- D. Nominations may be made from the floor following the report of the Nominating Committee. No one shall be nominated who has not previously consented to serve if elected.
- E. Nominees cannot be a member of the Nominating Committee presenting the nominations.

SECTION 2: ELECTIONS

- A. The election of officers shall be held at the regular November general meeting.

- B. Elections shall be by ballot and a majority of all votes cast shall constitute an election. When there is only one candidate for an office the election may be by voice vote.
- C. The President shall appoint no less than three Tellers to count ballots.

ARTICLE IX – NFRW AND NCFRW CONVENTIONS

SECTION 1: REGISTRATION FEES

- A. The registration fee for the State Convention of the NCFRW and the Biennial Convention of the NFRW shall be paid to the President or the appropriate Federation on behalf of the President or her representative to attend.
- B. In the event that the President is unable to attend she may appoint a member to attend as her representative. The registration fee will be paid to the appropriate Federation on her behalf.
- C. The President, or her representative, shall attend all business meetings and give a report on return.

SECTION 2: NCFRW BIENNIAL CONVENTION

A. Call to Convention

- 1. The Biennial Convention of the NCFRW shall be held in odd-numbered years in the period between March and June, at such a time and place as shall be selected by the NCFRW Executive Committee. The official call to the convention shall be postmarked at least forty-five days prior to the convention.

B. Representation

- 1. CCRW in good standing, having paid their annual service charge and dues for at least 10 members, shall be entitled to representation.
- 2. The voting body of the convention.
 - a. Delegates: each club with 10 to 25 members shall be entitled to three delegates; clubs with 26 or more members shall be entitled to additional delegates in accordance with the following table, which can be expanded for larger clubs:

MEMBERSHIP	DELEGATES
25	3
26-50	4
51-75	5
76-100	6
101-125	7
126-150	8

- b. Alternates: there shall be an equal number of alternates, who shall vote only in the absence of a delegate from the floor. A member shall be counted from CCRW only for delegate representation to the convention. She may not serve as a delegate or alternate from any other Local Club.

- c. Delegates-At-Large: all members of the NCFRW Board of Directors. There shall be no Delegate-At-Large Alternates. The President of CCRW and any member that has been appointed to the NCFRW Board of Directors is a Delegate-At-Large and will not count against the allocated delegates for the club.
- d. The delegates and alternates shall be active voting members of the CCRW and shall be selected in such a manner as the CCRW Bylaws prescribe.
- e. Each delegate shall be entitled to one vote. There shall be no proxy voting.

C. Quorum

1. A majority of the delegates attending and credentialed shall constitute a quorum for the convention.

D. Election of Delegates and Alternates

1. All delegates and alternates to the NCFRW and NFRW Conventions shall be active members in good standing in the calendar year in which such member is nominated.
2. All delegates and alternates to any convention shall be elected by the membership at the next regular meeting prior to the deadline for submissions set by the NCFRW President. The President shall notify the membership of the election of delegates and alternates prior to the meeting. Should the next regular meeting fall after the deadline for submission a special meeting may be called after appropriate notice has been given as provided in these Bylaws.
3. The election of Delegates shall be by ballot and a majority of all votes cast shall constitute an election. When the number of nominees is the same or less than the allocated delegate amount election may be by acclamation. After the election of delegates, the nominees with the next highest votes shall be elected as Alternates to fill those allocations.

SECTION 3: NFRW BIENNIAL CONVENTION

A. Call to Convention

1. The Biennial Convention of the NFRW shall be held the fall of odd-numbered years at such a time determined by the NFRW Executive Committee and at a location selected by the NFRW Board of Directors. The official call to convention shall be mailed or sent electronically to each Local Club President at least sixty days prior to the date of the convention.

B. Representation

1. There shall be one delegate and one alternate from CCRW. Delegates and Alternates shall be members in good standing.
2. CCRW shall have paid the previous year's dues and service charge and maintained the current dues and service charge.
3. New Local Clubs must be in good standing for at least six months prior to the NFRW Convention to be eligible for representation.
4. The President of CCRW shall send the names, addresses to include zip code, telephone numbers, and emails of the delegate and alternate to the NCFRW and NFRW on credential forms furnished by the NFRW, no later than thirty days before the Biennial Convention.

5. Any emergency change necessary after the filing date must be in writing to the NFRW President, with a copy to the NCFRW President, no later than 10 days prior to the Convention.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the CCRW in all cases where they are applicable and in which they are not inconsistent with these Bylaws and the Bylaws of the NFRW and NCFRW.

ARTICLE XI – AMENDMENTS

- A. These Bylaws may be amended by a two-thirds vote at any CCRW General Meeting. The CCRW Executive Board may propose an amendment to be presented to the CCRW General Membership for approval, provided notice of the proposed amendment(s) has been given to the membership at least thirty days prior to the meeting, and copies have been sent by mail or electronic means for presentation.
- B. In an emergency as determined by the CCRW Executive Board, revision may be accomplished by a two-thirds vote taken by email of the CCRW members.
- C. The Bylaws Committee has the authority to correct spelling and grammatical errors without approval from the CCRW Executive Board, so long as it does not change the substance.