

Duties of TFRW Executive Officers as stated in TFRW Bylaws

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. Elected Officers:

Elected officers of this organization shall be President, First Vice President, Vice President - Bylaws, Vice President - Political Activities, Vice President - Finance, Vice President - Legislation, Vice President - Membership, Vice President - Programs, Secretary, and Treasurer; all of whom shall be elected at the Biennial Convention.

Section 2. Members in Good Standing:

Any officer or appointee to an office or committee assignment shall be a member in good standing of a local Texas Federation of Republican Women's club and her local, state, and national dues shall have been paid, and she shall also be a registered voter.

Section 3. Succession:

- A. In the event the President should be permanently disabled or resign, the First Vice President shall succeed to that office for the unexpired portion of the term.
- B. In the event the First Vice President cannot serve, the Executive Committee shall elect by two thirds (2/3) vote a President to serve for the unexpired portion of the term from one of its own members.

Section 4. Duties of Officers:

- A. The Duties of the President Shall Be:
 - 1. To preside at all meetings of the organization, the Board of Directors, and Executive Committee.
 - 2. To appoint all committee chairmen, except the nominating committee, and except those Standing Committees of which the Vice Presidents are chairmen.
 - 3. To be an ex officio member of all committees except the Nominating Committee.
 - 4. To prepare a program of action, after consultation with the Vice Presidents and chairmen of the standing committees, for presentation to the Executive Committee and the Board of Directors.
 - 5. To appoint a Parliamentarian.
 - 6. To appoint, with the approval of a majority of the Executive Committee, Deputy Federation Presidents, whose regions shall be determined on a geographical basis as defined by the Executive Committee and approved by the Board of Directors, and whose responsibilities shall be assigned by the President. The Deputy Presidents shall be members in good standing of a federated local Republican Women's club. They shall serve as members of the Texas Federation of Republican Women Executive Committee and the Board of Directors, ex officio without vote.
 - 7. To appoint, with the approval of a majority of the Executive Committee and the Board of Directors, a District Director to fill a vacancy in a Senatorial District between Biennial Conventions.
 - 8. To co-sign all checks with the Treasurer or Vice President - Finance. In the event the President is absent, checks may be co-signed by the Treasurer and Vice President - Finance. All checks shall require the signature of two of the three named officials.
 - 9. To represent the organization at all times. In the event she or the First Vice President is unable to do so, the President shall appoint an appropriate representative of the Texas Federation of Republican Women.
 - 10. To issue the Call for the Texas Federation of Republican Women Biennial Convention at least sixty (60) days prior to the convention.

- B. The First Vice President shall serve as aide to the President and as Chairman of the Special Events Committee. She shall perform the duties of the President whenever the President is absent or otherwise unable to serve.
- C. The Vice Presidents shall serve as chairmen of their respective committees. Each shall appoint the members of her own committee. She shall present her programs for action to the Executive Committee and Board of Directors for approval. She shall perform such other duties as may be assigned.
- D. The Secretary shall keep and circulate the minutes of all meetings of the Texas Federation of Republican Women, the Board of Directors, and the Executive Committee. She shall record the minutes of the Biennial Convention if appointed Convention Secretary by the President. She shall serve as the Chairman of the Committee to approve the Minutes of the Biennial Convention upon appointment by the President.
- E. The Treasurer shall disburse funds as directed by the Executive Committee and/or the Board of Directors. Copies of all checks and vouchers/invoices supporting expenditures and income of TFRW shall be given to the TFRW PAC Chairman in a timely manner for reporting to the Texas Ethics Commission. The Treasurer shall be bonded.

Section 5. Term of Office:

The term of office for officers and chairmen shall be two years or until her successor is elected. The officers shall be installed at the Biennial Convention and shall assume the duties of their offices on January 1 following the Biennial Convention. No officer or chairman may succeed herself more than once.

Section 6. Delivery of Records:

All officers and all committee chairmen and vice chairmen shall deliver all records, files, and properties of the Texas Federation of Republican Women to her successor before December 31 of the year in which she is retiring from office unless otherwise directed by the President or the Executive Committee.