



## **Standing Rules, Policies and Procedures**

Adopted February 18, 2020

*The following statements comprise the Standing Rules that guide the conduct of the business and activities of the Club. Standing rules may be adopted or amended by a majority vote of the Executive Board at any regular meeting without previous notice.*

### **I. Dues**

The Membership Committee will recommend any changes to the Club's dues structure or amounts. Currently the annual dues are as follows: Active member, \$40; Advocate, \$75; Patron, \$100; Associate Member, \$20; Associate Patron, \$100; and Sponsor Board, \$250. All per capita dues shall be paid to MCRW and deposited in the Club's treasury.

### **II. Disbursement of Funds**

All requests for reimbursement of legitimate MCRW expenditures must be presented to the Treasurer on a reimbursement form with required approvals and supporting documents within thirty (30) days of the actual expense. Disbursement of reimbursement funds will normally be made within thirty (30) days of submission.

### **III. Time period to hold records**

All copies of official minutes of the organization shall be retained permanently. The Treasurer's books and membership reports shall be maintained for a minimum of eight (8) years.

### **IV. Membership Roster**

The membership roster of MCRW is not available for sale and shall not be used for any purpose other than the advancement of the Republican Party. The roster will not be posted on the Club's website or other social media, except for member names. The roster may be distributed upon request to MCRW Executive Board members, Club voting members, and Associate members.

### **V. Club Business**

The Club meets at 12:00 Noon on the second Tuesday of each calendar month approximately ten (10) times per year. The location of the MCRW meetings is the Baylor Club at McLane Stadium. The cost is \$18 per person per meeting and includes lunch. Admittance is by reservation only and must be prepaid at least four (4) days in advance of the meeting. No refunds will be issued. Those wishing to participate in the meeting but not in the lunch may follow the same reservation procedures at a cost of \$5 per person, space permitting.

### **VI. Honorary Life Memberships**

The MCRW Executive Board, upon the recommendation of the Club's Officers, shall have the power to grant occasional honorary life membership to MCRW members in good standing who bring exceptional honor to the Republican Party and MCRW over sustained periods. Honorary life members are exempt from paying annual dues, and MCRW will remit per capita dues for life member(s) to TFRW and NFRW annually during the lifetime of honorary life members.

### **VII. External Communications**

All external communications must be approved by the President, or by the member of the Executive Committee whom she designates.