

# **BYLAWS OF THE REPUBLICAN PARTY EXECUTIVE COMMITTEE OF BENZIE COUNTY**

## **Article I - Name and Purpose**

### Section 1. Name and Purpose

This committee shall be known as the Republican Party Executive Committee of Benzie County. The purpose of the executive committee is to coordinate the affairs and conduct the business of the Benzie County Republican Party; here after called The Party.

### Section 2. Mission Statement

The Benzie County Republican Party shall work to support and promote the basic principles of individual rights (life, liberty, and private property), which are best preserved when government is limited, focused, and based upon easily comprehended and just laws.

The party shall strive to recruit and elect Republican candidates that believe in these ideals; The party shall perform all duties delegated by law and such other duties not prohibited by law, that will benefit the general welfare of the party.

The party shall adopt bylaws by which the executive committee shall be governed.

### Section 3. Fiscal Year

The fiscal year shall begin January one (1) and end December thirty one (31) of each year.

## **Article II - Membership**

The membership of the executive committee may consist of Nominee Members and Delegate Elected Members.

#### a) Nominee Members:

The nominee members shall be the persons residing in Benzie County and on the Republican ballot for each county office and state legislative office at the last two preceding August primary elections. When a new nomination is made for an office, the nominee for that office is entitled to serve as a member of the executive committee. The new nominee shall replace the former nominee as a member of the executive committee. If a vacancy occurs in the executive committee in the position of nominee member following the election in which he/she was a candidate, the vacancy shall not be filled.

#### b) Delegate Elected Members:

The delegate elected members shall be those number of persons equal to the number of candidates of the Republican Party nominated for election to county offices and state legislative offices in Benzie County, and shall be elected by the delegates to the August convention of The Party, taking place in even numbered years.

#### c) Vacancies

A vacancy shall occur in the position of a Nominee member of the Executive Committee by any of the following events;

- a) Resignation from the executive committee
- b) Death of the nominee
- c) Change of legal residence from Benzie County
- d) Resignation of nominee member or member's recall from elective office

A vacancy in the position of a nominee member of the Executive Committee may only be filled by the person who is the new nominee for the office in question.

d) Vacancies of Delegate Elected Member

A vacancy shall occur in the position of a Delegate Elected Member of the Executive Committee for any of the following reasons.

- a) Resignation from the Executive Committee
- b) Death of the Delegate Elected Member
- c) Change of legal residence from Benzie County
- d) Removal by a vote of the members of the Executive Committee

Any Delegate Elected Member of the Executive Committee who fails to pay annual dues in a timely manner shall be considered to have resigned from the Executive Committee.

To fill a vacancy, a notice shall be sent that at specified meeting a vote will be required to fill the position by the remaining Delegate Elected members. A majority of present Delegate Elected members shall pass the vote.

### **Article III - Officers**

Section 1.

In accordance with MCLA 168.599, as amended or may be hereafter amended, the executive committee shall elect a chair, vice-chair, secretary, and treasurer.

Section 2. Elections;

The chair, vice-chair, secretary, and treasurer shall be elected by the executive committee at the fall County Convention held in the even number years. The term of office shall be for two (2) years commencing January one (1) of the odd numbered years. There shall be no proxy voting.

Section 3. Vacancies;

In the event any officer shall resign or become ineligible to hold office there shall be a vacancy in that office. In the event a vacancy occurs in the office of chair, the powers and duties of the chair shall be assumed immediately and automatically by the vice-chair for the remainder of the term. A new vice-chair shall then be elected by the executive committee. All vacancies in other offices shall be filled by elections by the executive committee for the remainder of the term.

### **Article IV - Duties of Officers**

Section 1.

The officers of the executive committee shall have such powers, duties and responsibilities as usually pertain to their offices, according to *Robert's Rules of Order, Newly Revised*, except as modified by these bylaws and statues to which the executive committee is subject.

Section 2. County Chair;

The chair shall preside at all meetings of the executive committee, and shall appoint the chair and members of all permanent and special committees subject to the approval of the executive committee. The chair shall be an ex-officio member of all committees.

Section 3. Vice-Chair;

The duties of the vice-chair shall be to preside at meetings of the executive committee in the absence of the chair, or at the request of the chair, and to perform such other duties as directed by

the chair and the executive committee. In the event the chair is unable to act, the powers and duties of the chair shall pass to the vice-chair until such inability is removed or until the chair shall again take up the duties of the office.

Section 4. Secretary;

The duties of the secretary shall be to perform all the duties normally incident to the office of the secretary, according to *Robert's Rules of Order, Newly Revised*.

To keep a permanent record of the minutes and attendance at all meetings.

To make these records available for inspection and copying by any member of the executive committee.

To see that all notices are duly given in accordance with the provisions of law and as required by these bylaws.

Upon election, the secretary shall be given a copy of the duties of the office as stated below.

*Duties of the secretary;*

The duties of the secretary are:

1. To keep minutes of all the proceedings of the executive committee.
2. To keep on file all committee reports.
3. To keep the executive committee's official membership roll, and to call the roll when it is required.
4. To make the minutes and records available to members upon request.
5. To notify officers, committee members, and delegates of their election or appointment.
6. To furnish committees with documents as required for the performance of their duties.
7. To have at each meeting a list of all existing committees and their members.
8. To keep a record of all elected and appointed precinct delegates.
9. To furnish delegates with voting credentials.
10. To sign all certified copies of acts of the executive committee, unless otherwise specified.
11. To maintain records in which the bylaws, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded,
12. To have the current records on hand at every meeting.
13. To conduct the general correspondence by the organization that is not a function proper to other offices or committees.
14. To prepare, prior to each meeting, an agenda for the use of the presiding officer, showing in order, under each heading, all matters known in advance, and if applicable, the times for which they are set.
15. In the absence of the chair and vice-chair, to call the meeting to order and preside until the immediate election of a chair pro tem.

In the absence of the secretary, a secretary pro- tem should be appointed.

The secretary shall serve as deputy treasurer.

Section 5, Treasurer;

The duties of the treasurer shall be:

1. To have the care and custody of all monies paid to the executive committee.
2. To deposit all monies in the name of the executive committee in a bank designated by the executive committee.
3. To pay all bills charged to the executive committee as authorized by the executive committee.

4. To be responsible for the proper and timely filing of all financial reports required by law.
5. To keep an accurate account, in permanent records, of all receipts and disbursements of funds in the treasurer's charge, using proper and orderly methods.
6. To have all records available for inspection and examination by any member of the executive committee.
7. To submit an annual statement and report as of December thirty one (31) of each year, within sixty (60) days of the close of each fiscal year.
8. To make available a copy of the annual statement to each member of the executive committee.
9. To be a permanent member of the finance committee.

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Upon motion and majority vote at any special or regular meeting, the executive committee may order an outside audit of all books of account.

At the end of each officers term (chair, vice-chair, secretary, and treasurer), all pertinent materials associated with the affairs of the Republican Party Executive Committee of Benzie County shall be turned over to their successor.

### **Article V - Special Committees**

The chair, with the approval of the executive committee, shall appoint special committees as deemed necessary. Special committees may consist of as few as two persons. The special committee chair will submit timely oral and/or written reports to the executive committee concerning their programs and activities.

### **Article VI - Meetings**

#### Section 1.

The executive committee shall meet each month or more frequently as required to carry out the duties and responsibilities of the executive committee.

The time and place of all meetings shall be determined by the chair, with the approval of the executive committee.

A tentative schedule of the year's meetings shall be announced by the chair at the first meeting of the executive committee in each calendar year.

#### Section 2.

The chair may call special meetings of the executive committee and must call special meetings when requested by two (2) of the officers, or when requested by five (5) members of the executive committee.

Section 3. A quorum of the executive committee shall be twenty five per cent (25%) of the established membership as determined by the November county convention following the November general election in each even year.

#### Section 4.

Members of the executive committee shall each have one (1) vote, and must be present in order to exercise that vote.

Section 5.

*Roberts Rules of order, Newly Revised*, shall govern the conduct of the executive committee, its meetings and the meetings of special committees except as otherwise provided for in these bylaws and statutes to which the executive committee is subject.

**Article VII - Amendments**

Section 1.

These bylaws may only be amended by a two-thirds (2/3) vote of the membership of the executive committee.

Section 2.

All proposed bylaw amendments must be presented to each executive committee member at least twenty five (25) days before voting on the proposed amendment.

Section 3.

The secretary shall deliver a current copy of these bylaws to all members of the executive committee and to the chair of the Republican State Committee following adoption or amendment of these bylaws.

Adopted by The Republican Party Executive Committee of Benzie County

Date March 15, 2016