

**Michigan's
First Congressional District
Republican Committee
Bylaws**



Index

Article 1- Name	Page 3
Article 2- Purpose	Page 3
Article 3- Powers	Page 3
Article 4- Membership	Page 3
Article 5- Officers	Page 4
Article 6- Duties of the Officers	Page 4-6
Article 7- Elections	Page 6
Article 8- Removal	Page 6
Article 9- Meetings	Page 7
Article 10- Proxies	Page 7
Article 11- Fiscal Year	Page 8
Article 12- Bylaws Committee	Page 8
Article 13- Ethics	Page 8
Article 14- District Dues	Page 8
Article 15- Parliamentary Authority	Page 9
Article 16- Amendments	Page 9
Article 17- Dissolution Clause	Page 9
Article 18- Ratification	Page 9

Article 1 - Name

The name of this committee shall be the First Congressional District Republican Committee. Hereinafter, referred to as the "District Committee".

Article 2 - Purpose

The Purpose of the District Committee shall be to:

- a. Perform all duties delegated to it by law and such other duties not prohibited by law.
- b. Coordinate the affairs and business of the District Committee.
- c. Promote active citizenship through the county Republican Committees in the District.
- d. Provide a vehicle for citizens of the First Congressional District to influence the direction, purposes, and goals of the Republican Committees.
- e. Support Republican candidates seeking elective office at the local, county, state, and national levels.

Article 3 - Powers

The powers of the District Committee shall be to:

- a. Administer its business and property.
- b. Transact necessary business between conventions.
- c. Serve as the policy-making board of the District.

Article 4 - Membership

Section 1. The Regular Members of the District Committee shall be:

- a. Those fifteen (15) persons elected at the District Caucus of the Winter State Convention in every odd-numbered year as provided by law; and
- b. The Congressional District officers; and
- c. Six (6) State Committee Members who, with the District Chair, comprise the District Delegation to the Michigan Republican State Committee.

Section 2. Each member shall be a resident of and a registered voter in the First Congressional District of Michigan and an active participant in their County Party.

Section 3. The Regular Members of the District Committee shall be elected in accordance with Article 7 and are expected to participate in the functions and the activities of the District Committee.

Section 4. The District Chair is the only member of the Committee who may speak to or write anything in public (tv, radio, newspaper) or social media about the business of the the District Committee unless specifically approved by the Chair in written or electronic

form. The District Committee may offer suggestions to the Chairman for press opportunities and direction of public discussion. The Chair and/or their designee shall be the administrator of any social media account held by the District Committee.

Section 5. Resignations by members of the District Committee shall be made in writing by letter, email, or other electronic means that can be confirmed to the District Secretary, who shall immediately notify the District Chair by email and follow-up call, and who shall notify the District Committee by email within 48 hours. Vacancies shall be filled as prescribed in Section 6.

Section 6. Vacancies shall be filled within fourteen (14) days of the vacancy occurring, provided at least a ten (10) day advance notice of that intent has been given prior to the meeting where the replacement shall be made. The following guidelines shall be applied for these elections:

Only members who are remaining on the District Committee will have voting privileges, specifically:

- i. Should the vacancy be the District Chair, Vice-Chair, Treasurer, Secretary, or a State Committee Member, then each member of the District Committee shall have a vote.
- ii. Should the vacancy be an Executive Committee Member then each of the County Chairs, from the district where the vacancy exists, shall each either put forth a candidate from their county or support another county's candidate that meets the requirements. The remaining member in that House District, the Vice Chair, and the District Chair shall elect from that pool of individuals.

Article 5 - Officers

Section 1. The officers of the District Committee shall be the District Chair, Vice-Chair, Secretary, and the Treasurer.

Section 2. The District Committee officers shall be elected in accordance with Article 7.

Section 3. The term of office for the elected officers shall be for two (2) years, or until their successors are elected.

Section 4. The structure and duties of the officers are prescribed in Article 6.

Article 6 - Duties of the Officers

Section 1. The District Chair shall:

- a. Establish a calendar of District Committee meetings each year within two weeks of the District Caucus, or in years where there is no District Caucus by January 15.
- b. Create standing, temporary, or special committees and appoint and/or remove members of said committees. The committees should not exceed 7 members including a chair. The District Chair shall be an Ex-Officio voting member of all committees.
- c. Call District Committee meetings and district caucuses as provided by law or committee rules.
- d. Cause a budget to be prepared for each fiscal year and submitted to the District Committee for approval within 2 months of the District Caucus at which they were elected.
- e. Make determinations on all procedural and substantive matters relating to the implementation of the District Committee's policies.

Section 2. The Vice-Chair shall:

- a. Organize and host a minimum of one roundup event per year in the District.
- b. Work with the counties to collect district dues.
- c. Perform all other duties as may be assigned by the District Chair.

Section 3. The Secretary shall:

(In the absence of the Secretary, the District Chair shall appoint the Secretary.)

- a. Make and keep accurate records of the actions taken at all District Committee meetings and publish minutes at each succeeding meeting except those that pertain to another office or committee.
- b. Handle all correspondence of the District Committee and issue all notices of meetings, either electronically or by postal service, as well as the Call(s) to District Caucuses when the responsibility of that Call falls upon the District Committee.
- c. Keep an attendance record for meetings.
- d. Keep a current roster of the District Committee and monitor requests for distribution.

Section 4. The Treasurer shall:

- a. Receive and be custodian of all funds of the District Committee and deposit them in the name of the District Committee.
- b. Pay all District Committee bills when authorized by the District Chair, subject to the following limits:
 - i. The District Chair may authorize expenditures up to \$500.00 per invoice with the Treasurer's approval.
 - ii. Any expenditure above \$500.00 must be approved by the District Committee. This prior approval will serve as the authorization to pay the resultant invoice for any completed and accepted product or service.

- c. Keep an account of all moneys received and disbursed and shall report in full at all District Committee meetings.
- d. Provide a month end report to the District Committee.
- e. Provide an annual report to the District Committee and each county chair at the close of each fiscal year.
- f. Have a review/audit of the District Committee's financial records at the close of each fiscal year if so directed by the District Committee.
- g. File any and all financial reports required by law in a timely manner.
- h. Appoint an Assistant Treasurer, to be confirmed by the District Committee, who shall have access to all accounts and assist the Treasurer as they deem necessary.

Section 5. All officers shall surrender, to their successor, all funds, assets, books, records, social media, and other properties pertaining to the affairs of the District Committee upon leaving office. This shall include digital records and accounts as well as hard copies.

Article 7 - Elections

Section 1. The election of officers and regular members of the District Committee shall be conducted at the district caucus of the winter state convention of every odd-numbered year as provided by law and in accordance with State Committee Bylaws and Rules.

Section 2. The caucus at which the elections shall take place shall determine the form of the election.

Section 3. The district committee shall establish proposed rules for consideration at the caucus.

Article 8 - Removal

Section 1. Officers of the District Committee shall be removed from office for dereliction of duty or malfeasance of office by a three-fourths (3/4) majority vote of the membership present at a meeting called for that purpose, provided that at least a ten (10) day advance notice is given to all District Committee members.

Section 2. Members of the District Committee shall be removed from their respective positions, and State Committee Members stripped of their vote on the District Committee, for good cause, by a three-fourths (3/4) majority vote of the membership of the District Committee present at a regularly scheduled meeting, provided that at least a ten (10) day advance notice is given to all District Committee members.

Section 3. If any member of the District Committee is convicted of a felony, or sentenced as a felon, during their term, that member shall be deemed to have resigned.

Article 9 - Meetings

Section 1. Meetings of the District Committee shall be held, at minimum, quarterly at a date and time to be set, with notice given at least ten (10) calendar days in advance thereof, by the Secretary. Meetings can be held in person or by any electronic means. Attendance at the 1st District Committee conference calls is expected. If you cannot make the meeting you need to notify the Secretary or Chair in advance of the meeting.

Section 2. Special meetings of the District Committee shall be held pursuant to:

- a. A resolution of a simple majority of the District Committee at any District Committee meeting.
- b. A written or electronic petition, signed by at least 50% plus one of the members, and filed with the Secretary with notification to the Chair, at least 72 hours in advance of any special meeting.

Section 3. In the case of a special meeting of the District Committee, the Secretary shall be required to comply with the proper procedures for meeting notification delineating the date, time, place, objective or objectives thereof, and agenda. Only agenda items shall be considered at any special meeting.

Section 4. Emergency meetings of the District Committee shall be held at the discretion of the District Chair. The Secretary, under directive of the District Chair, must provide a 24 hour advance notice and delineate the time, place, and objective or objectives thereof, and agenda. Only agenda items shall be considered at any special meeting. Should the business at hand deal directly with the Secretary, the District Chair must send out a notice as previously set.

Section 5. A quorum of the District Committee shall consist of at least 50% plus one of the entire membership of the District Committee, present in person or by proxy, as provided in Article 10.

Article 10 - Proxies

The Secretary shall accept a proxy vote of any District Committee member, upon receiving written authorization from that member naming another resident of the First District as proxy, provided that individual meets the requirements of Article 4, Section 2 of these Bylaws. No person shall cast more than one vote. No proxy may vote on amendments to the Bylaws. The District Chair shall be empowered to appoint proxies at any meeting for those District Committee members not present at the start of the meeting. However, should the member arrive before the end of that meeting, they shall immediately be seated and the proxy nullified.

Meetings may not be postponed more than 5 minutes for physical meetings, or 3 minutes for electronic meetings for the purpose of seeking proxies unless a quorum is needed.

Article 11 - Fiscal Year

The fiscal year for the District Committee shall be from the first day of March to the last day of February.

Article 12 - Bylaws Committee

These Bylaws shall be maintained in accordance with Federal and State laws, National and State Committee rules, and precedents. The Committee shall present any needed amendments. The Committee shall provide all district counties with an accurate and valid copy of these Bylaws upon request. The Bylaws Committee shall be a seven member body.

Article 13 - Ethics

Section 1. The District Committee may endorse any candidate, for public or committee office, with a two-thirds (2/3) majority vote of the members of the full District Committee, provided that all members are notified of this intent at least ten (10) days in advance.

Section 2. While it is desirable that officers maintain the official position of the District Committee regarding issues and candidates, nothing in these Bylaws shall be interpreted to prohibit individual rights or prerogatives contrary to the organization, so long as they remain committed to candidates running as Republicans and be respectful of all Republican candidates. They need to highlight, the positives of their candidates without criticizing other Republicans. Additionally, no committee resources or titles may be expended to assist a candidate who has not been endorsed by the body. If there is a violation in writing or any other digital media then refer back to Article 8, Section 2.

Article 14 - District Dues

Section 1. Each county shall be assessed annual dues, per State Convention Delegate, payable on or before August 1st of each year. Such funds shall be collected by the District Treasurer and deposited in the District account.

Section 2. The dues will be determined annually by majority vote of the District Committee.

Section 3. The Treasurer and District Chair shall name the depository for District funds. The named depository shall be within a reasonable proximity of the District Treasurer.

Article 15 - Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority in those matters not covered by these Bylaws as well as the By-Laws of the Michigan Republican Party State Committee. The District Chair may appoint an official parliamentarian for all District Committee meetings, subcommittee meetings and caucuses.

Article 16 - Amendments

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the regular membership of the District Committee present at a regularly scheduled meeting.

Section 2. The Secretary shall provide all members of the District Committee with the text of the proposed amendment(s) no less than ten (10) days prior to the meeting.

Article 17 - Dissolution Clause

Should the First District Committee disband, all physical properties and monies, whether in cash or held in any account, shall be divided equally among the currently elected Republican State Senators and State Representatives serving the First District or any part thereof.

Article 18 - Ratification

These Bylaws became effective immediately upon adoption by a two-thirds (2/3) majority vote of the District Committee Meeting held on March, 22, 2021.

Stephen Yoder
District Chair/Stephen Yoder

Denise Pallarito
District Secretary/Denise Pallarito