

# **Bylaws of The Emmet County Republican Executive Committee**

## **ARTICLE I: NAME**

This committee shall be known as the Emmet County Republican Executive Committee, hereinafter known as the "Executive Committee."

## **ARTICLE II: THE EXECUTIVE COMMITTEE**

### **Section 1 – Establishment**

This committee is established in accordance with Michigan Compiled Law, chapter 168, sections 599, 620A and 622, and with the Michigan Republican State Committee bylaws, Article XIII. See exhibits A and B for details.

### **Section 2 – Purpose**

The purpose of the Executive Committee is to perform all duties provided by law and such other duties not prohibited by law as will benefit the welfare of the Republicans of Emmet County.

### **Section 3 – Membership**

All members of the Executive Committee must be registered voters who reside in Emmet County and have paid their annual dues no later than the first of April. The membership of the Executive Committee shall consist of Delegate-Elected Members and Nominee Members in accordance with Michigan Compiled Law, chapter 168, sections 599, 620A and 622, and with the Michigan Republican State Committee bylaws, Article XIII. See exhibits A and B.

### **Section 4 – Meetings and Notices**

Regular Meetings of the Executive Committee shall be held as frequently as necessary to carry out its duties, at times and places within Emmet County as determined by the Chairman or any two (2) officers. The Executive Committee shall meet at least four (4) times each calendar year.

Special Meetings of the Executive Committee may be called by the Chairman or five (5) members of the Executive Committee. The person or persons calling the Special Meeting shall determine the place, date, purpose and time for the meeting, allowing for the advance notice.

# **Bylaws**

## **of**

## **The**

# **Emmet County Republican Executive Committee**

A notice of the time and place and the agenda for all Regular Meetings of the Executive Committee shall be forwarded by the Secretary to each member of the Executive Committee not less than four (4) days prior to the meeting. Two (2) days' notice shall be given for Special Meetings and shall be given to all executive committee members, unless the notice is prevented by an emergency.

### **Section 5 – Voting**

No proxies are allowed. Members must be present to vote. Members may be considered present and able to vote, except during an election, when using a device that allows them to hear the discussion and to voice their comments from a remote location. If the Chairman determines that a decision is required before another meeting can be scheduled, an email poll may be conducted to gauge the will of the committee, and the Chairman shall act accordingly.

### **Section 6 – Quorum**

A quorum for all meetings of the Executive Committee shall be nine (9) members.

### **Section 7 – Fiscal Year**

The fiscal year is the calendar year.

### **Section 8 – Membership Fees**

The amount of membership fees to be collected annually shall be determined by the Executive Committee at the first meeting of the fiscal year.

### **Section 9 – Vacancies**

An office shall be deemed vacant if an officer resigns or becomes ineligible to hold office. All vacancies, members or officers, shall be filled for the remainder of the term by the Executive Committee present and voting at the Executive Committee meeting, following the vacancy. Such election shall be held no more than forty-five (45) days after the vacancy occurs, unless no qualified member is willing to accept the nomination. If a vacancy occurs in the office of the Chairman, the powers and the duties of the Chairman shall be assumed immediately and automatically by the Vice Chairman until a new Chairman is elected. If the Vice Chairman is unable or unwilling to serve as Acting Chairman, the Secretary shall assume the responsibilities of the Chairman.

# **Bylaws** **of** **The** **Emmet County Republican Executive Committee**

## **Section 10 – Removal of Officer(s)**

The Executive Committee may remove an officer(s) at any time for any reason at a meeting called for that specific purpose only. The minimum vote required to remove the officer shall be fifteen (15) members. Notice of the meeting shall be provided to all Executive Committee Members at least 14 days prior to the meeting date.

## **Section 11 – Member Participation**

Any member of the Executive Committee who fails to pay annual dues by April 1st or fails to be present for three (3) consecutive meetings of the Executive Committee, shall be contacted to determine the cause and or circumstances for the unpaid dues or absences.

If the cause or circumstances are not for good cause as judged by the majority of the Executive Committee present and voting at the next regular meeting of the Executive Committee, said member is to be immediately considered a member not in good standing, with no voting rights.

## **ARTICLE III: OFFICERS**

The officers of the Executive Committee shall be:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

## **ARTICLE IV: DUTIES OF OFFICERS**

### **Section 1 – Chairman**

The duties of the Chairman shall be those provided by law and such other duties not prohibited by law as may be required by action of the Executive Committee including but not limited to the following:

- The Chairman shall preside at all meetings of the Executive Committee.
- The Chairman shall appoint all committee chairmen
- The Chairman may remove a committee chairman for just cause.
- The Chairman shall be responsible for conducting all business of the Executive Committee, as directed by the Executive Committee.

# **Bylaws**

## **of**

## **The**

# **Emmet County Republican Executive Committee**

- The Chairman shall be included as a named signatory to the committee checking account for the purpose of writing checks, as required for the normal conduct of committee business, when the Treasurer is not available.
- The Chairman shall coordinate the activities of the Executive Committee with those of the State and National Parties and shall keep the membership informed of the activities of these groups.
- The Chairman may assign duties to members that will contribute to the fulfillment of the Executive Committee's mission.

### **Section 2 – Vice Chairman**

The duties of the Vice Chairman shall be those provided by law and such other duties not prohibited by law as may be required by action of the Executive Committee including but not limited to the following:

- The Vice Chairman may preside at meetings in the absence of or at the request of the Chairman.
- The Vice Chairman may perform such other duties as directed by the Chairman or by the Executive Committee.
- In the event the Chairman is unable to act or the position becomes vacant, the Vice Chairman may assume the powers and duties of the Chairman upon such vacancy until the Chairman is able to resume the duties of office or a new Chairman is elected.

### **Section 3 – Secretary**

The duties of the Secretary shall be those provided by law and such other duties not prohibited by law as may be required by action of the Executive Committee including but not limited to the following:

- The Secretary shall keep a permanent record of the minutes and attendance at all meetings. Executive Committee meeting minutes shall be transcribed and distributed to every member of the Executive Committee, no later than four (4) days prior to the next Executive Committee meeting.
- The Secretary shall provide records, or copies thereof, to any member of the Executive Committee, upon reasonable request for inspection.
- The Secretary shall duly send all notices required by law and these Bylaws.
- The Secretary shall prepare and record all correspondence.
- The Secretary shall be the official keeper and recorder of all documents, forms and publications for the Executive Committee.

# **Bylaws**

**of**  
**The**

## **Emmet County Republican Executive Committee**

### **Section 4 – Treasurer**

The Treasurer shall have the care and custody of all money paid to the Executive Committee and shall deposit and maintain record in the name of the Executive Committee in a financial institution selected by the Officers. All duties shall be those provided by law and not prohibited by law as may be required by action of the Executive Committee including but not limited to the following:

- The Treasurer shall disburse committee funds from the treasury as directed by the chairman. The Chairman shall direct such disbursement in accordance with the decisions of the Executive Committee. The Executive Committee will specify the amount of disbursement that may be made without prior approval.
- The Treasurer shall be responsible for the proper and timely filing of all financial reports and forms required by law. The Chairman shall review and approve such documents prior to filing. Copies of such documents shall be retained and made available upon reasonable request by any member of the Executive Committee.
- The Treasurer shall keep an accurate account of all receipts and disbursements. These records shall be kept in a permanent manner and shall be maintained in accordance with standard accounting principles and practices and in recognition of applicable laws.
- The Treasurer shall upon reasonable request, make records available for review by any member of the Executive Committee.
- The Treasurer shall render a statement of the revenues, disbursements, outstanding obligations and the cash balance to the Executive Committee at each regular meeting.

### **ARTICLE V: COMMITTEES**

The Executive Committee may establish special purpose committees to assist in the accomplishment of the Executive Committee's mission. The Executive Committee Chairman shall be responsible for appointing the chairman of each special purpose committee. The chairman of each special purpose committee shall be responsible for recruiting committee members, conducting the business of the committee and reporting status to the Executive Committee as directed by the Executive Committee Chairman.

A subcommittee may be formed by the Executive Committee at any time. The term and function of the committee shall be determined by the Executive Committee.

**Bylaws**  
**of**  
**The**  
**Emmet County Republican Executive Committee**

**ARTICLE VI: RESOLUTIONS**

All proposed resolutions shall be submitted in writing to the Chairman at least four (4) days prior to the next regular meeting of the Executive Committee. Upon receipt of the proposed resolution, the Chairman shall cause distribution of the proposed resolution to all Executive Committee Members.

**ARTICLE VII: PROCEDURE**

Roberts Rules of Order, Newly Revised, shall be the authority for all procedural questions not covered by these bylaws, at all meetings of the Executive Committee and all subcommittees.

**ARTICLE VIII: AMENDMENT OF THE BYLAWS**

These Bylaws may be amended by a vote of thirteen (13) members of the Executive Committee at a regular meeting. Notice of any proposed amendment shall be furnished to each member at least fourteen (14) days prior to the next scheduled Executive Committee Meeting.

**Bylaws**  
**of**  
**The**  
**Emmet County Republican Executive Committee**

These Bylaws of the Emmet County Republican Executive Committee were approved by a majority of the Executive Committee on \_\_\_\_\_.

**Date**

**Emmet County Republican Executive Committee Chairman,**  
**Geri A. Szymanski**

\_\_\_\_\_ **Date** \_\_\_\_\_.

**Emmet County Republican Executive Committee Secretary,**  
**Carolyn Whittle**

\_\_\_\_\_ **Date** \_\_\_\_\_.