

Newaygo County Republican ByLaws

BYLAWS

NEWAYGO COUNTY REPUBLICAN PARTY

ARTICLE I NAME AND PURPOSE

ARTICLE I | SECTION 1 - NAME:

This organization shall be known as the Newaygo County Republican Party.

ARTICLE I | SECTION 2- PURPOSE:

The purpose and object of the organization shall be to perform all duties provided by law as will benefit the general welfare of Republicans in Newaygo County and to conduct the political affairs of the Newaygo County Republican Party.

ARTICLE II THE EXECUTIVE COMMITTEE

ARTICLE II | SECTION 1 - ESTABLISHMENT:

There shall be an Executive Committee of the Newaygo County Republican Party which shall be established as provided by law. The Executive Committee shall elect the members of the Executive Board, who will serve as officers of the Executive Committee and the Newaygo County Republican Party. The offices of Chair, Vice-Chair, Secretary and Treasurer are authorized. The Executive Committee shall fill any vacancies occurring in these offices.

ARTICLE II | SECTION 2 - PURPOSE:

The purpose of the Executive Committee shall be to establish general policy for and conduct the affairs and business of the Newaygo County Republican Party and to perform such additional duties as may be required by law.

- A. To implement all duties imposed by law on the Executive Committee and the Newaygo County Republican Party as provided by Michigan Law.
- B. To assist in the election of Republicans to elective office.
- C. To publicize Republican issues as adopted by the National and State Republican Party.
- D. To elicit grass roots issues from the Republicans who reside in Newaygo County.
- E. To broaden membership in the Republican Party among the citizens of Newaygo County.
- F. To approve the establishment of all those Republican organizations within Newaygo County that will enhance the activities of the Republican Party. Minutes of all Republican organizations will be presented to the Executive Committee at the regular monthly meetings.

ARTICLE II | SECTION 3- MEMBERSHIP:

The membership of the Executive Committee shall consist of Elected Members and At-Large Members. The Elected Members shall consist of a number of persons equal to the number of County Offices and the State Legislative Offices for which Republican candidates were nominated in the two last prior primary elections. The At-Large Members shall be equal in number to the Elected Members. The Elected Members shall be those persons nominated by the Republican Party for County Offices and State Legislative Offices representing Newaygo County in the last prior primary election.

The Chair, with the approval of the Executive Board, shall select a slate of candidates to serve as At-Large Members from Republican registered voters. The selection of the slate shall represent as fair and equal representation of Newaygo County Precincts as possible. The slate will be presented at the County Fall Convention on even numbered years. Additional nominations can be made from the floor at the Convention. All nominees must be registered voters in Newaygo County and be elected by a majority vote of the Executive Committee and Precinct Delegates.

ARTICLE III - THE EXECUTIVE BOARD

ARTICLE III | SECTION 1 - PURPOSES AND DUTIES:

- A. To perform all duties delegated to the Newaygo County Republican Executive Board by legislative enactment, and such other duties provided by law. To perform the duties of the Executive Committee in the event that the executive Committee is unable to perform such duties, whether due to lack of Quorum or otherwise.
- B. To direct, manage and supervise the affairs and business the Republican Party and the Committee of Newaygo County, Michigan.

ARTICLE III | SECTION 2 - OFFICERS

- A. The officers of the Executive Board shall be a Chair, a Vice-Chair of the opposite sex from the Chair, a Secretary, a Treasurer, and such other officers as may be appointed by the Chair with the approval of the Executive Committee.
- B. The Chair, Vice-Chair, Secretary and Treasurer shall be elected by the Executive Committee within 30 days following the Fall Convention held in even numbered years. The term of office shall be for two years commencing Jan 1 of the odd numbered year.
- C. Vacancies. If an officer shall resign or become ineligible to hold office, there shall be a vacancy in that office. If a vacancy occurs in the office of Chair, the powers of the Chair shall be assumed immediately and automatically by the Vice-Chair until a new Chair is elected. All vacancies in offices shall be filled by election by the Executive Committee for the remainder of the term.

ARTICLE III | SECTION 3 - DUTIES OF OFFICERS

- A. **COUNTY CHAIR** - The duties of the Chair shall be those provided in the By -laws, and also such other duties provided by law as may be required by action of the Executive Board, Executive Committee, and the Newaygo County Republican Party including but not limited to the following.
1. The Chair shall be the chief spokesman of the Newaygo County Republican Party, no other person shall speak for or in the name of the Executive Committee of the Newaygo County Republican Party without the express authorization of the Executive Committee.
 2. The Chair shall preside at all meetings of the Executive Committee, Executive Board and Newaygo County Republican Party and shall be a voting member of all other standing and special committees.
 3. The chair shall serve as the Temporary Convention Chair at all County Conventions.
 4. With the exception of the Finance Committee, the Chair shall appoint the chair and members of all committees with the advice and consent of the Executive Board and Committee and may remove committee chair and members at the Chairs discretion.
 5. The Chair shall be responsible for directing the administration of the headquarters and staff, if any.
 6. The Chair shall be responsible for managing the day to day affairs of the Executive Board and Newaygo County Republican Party.
 7. The Chair shall coordinate the activities of the Republican Party organization within the county.
 8. The Chair shall be a member of the Finance Committee and shall submit a proposed two (2) year budget for review and approval or modifications by the Finance Committee.
 9. The Chair may hire or fire full or part time personnel for positions approved by the Executive Committee.
 10. The Chair shall submit reports to the Executive Committee and Board as may be required by action of the Executive Committee and/or Board.
 11. The Chair shall keep the Executive and Newaygo County Republican Party Committees and Board informed of programs and activities.
 12. The Chair may assign to other officers and committees such duties as may be necessary.
 13. The Chair shall insure that all resolutions approved by the Executive Committee are carried out as prescribed in the resolutions.
 14. The Chair shall perform other duties as prescribed by these Bylaws.
- B. **VICE CHAIR:** The Vice Chair shall preside at meetings of the Executive Committee in the absence of or at the request of the Chair and shall perform such other duties as directed by the Chair and/or the Executive Committee. In the event the Chair is unable to act, the powers and duties of the Chair shall be assumed by the Vice Chair until inability is removed or until the Chair shall again take up the duties of the office.
- C. **2ND VICE CHAIR:** The 2nd Vice Chair shall be responsible for organizing and carrying out such other duties as shall be assigned by the Chair or the Executive Committee when possible. The position is to be determined by the Chair, with the advice and consent of the Executive Committee
- D. **RECORDING SECRETARY:** The Secretary shall perform all the duties normally incident to the office of Secretary and in particular shall keep a permanent record of the minutes and attendance at all meetings of the Newaygo County Republican Executive/ County Republican Committees and Board ; shall furnish a copy of the minutes of the most recent Newaygo County Republican Executive/ County Republican Committees and Board meetings to each member of the Newaygo County Republican Executive/ County Republican Committees and Board, who requests the same. Shall provide a copy of minutes to Correspondence Secretary every month.

- E. **CORRESPONDENCE SECRETARY:** The Correspondence Secretary will handle all correspondence of the Newaygo County Republican Executive/County Committees and Board and keep a mailing list and telephone numbers of all members. This position is to be determined by the Chairman, with the advice and consent of the Executive Committee.
- F. **TREASURER:** The duties of the Treasurer shall be those provided by law, and also such other duties provided by law as may be required by the Chair or by action of the Newaygo County Republican Party Executive/County Committees and Board, including but not limited to the following.
1. The Treasurer shall have the care and custody of all moneys paid to the Newaygo County Republican Party.
 2. The Treasurer shall deposit, within thirty business days, all funds received by the Newaygo County Republican Party in the name of The Newaygo County Republican Party in a Financial Institution designated by the Executive Committee.
 3. The Treasurer shall disburse funds in a timely manner for expenditures, debts and obligations of the Newaygo County Republican Party. All expenditures shall be authorized in advance by the Chairman. Checks written for all budget expenditures shall require the signature of the Treasurer.
 4. The Treasurer shall serve as Chairman of the Finance Committee.
 5. The Treasurer shall oversee, an accurate account, in permanent records, of all receipts and disbursements of funds of the Newaygo County Republican Party , using proper and orderly methods of keeping records showing the payee, amount and purpose of each check; and said records upon reasonable request, shall be open to inspection by any member of the Newaygo County Republican Party and shall render statements of the revenues, expenditures, outstanding obligations and cash balance at each regular meeting of the Newaygo County Republican Party.
 6. The Treasurer shall prepare and file all legally required campaign finance reports, maintaining copies of such reports as required by state law.
 7. At the close of each calendar year, the Treasurer shall submit an annual statement and report as of December 31 of each year setting forth the financial condition of the Newaygo County Republican Party and summarizing its income and expenditures. The Treasurer shall forward the reports to the officers by the first day of March of the year following and shall present a copy to the Newaygo County Executive Committee and to the party at the next regular meeting.
 8. The Treasurer with the Chair shall maintain a current roster of the membership of the Newaygo County Republican Executive Committee and Party officers, and elected Republican County officials, Precinct Delegates and a listing of the dues paying membership of the Newaygo County Republican Party, including their correct mailing address and telephone numbers and preferred email address.
 9. The Treasurer shall furnish to his/her successor all funds, accounts, and all other property pertaining to the affairs of the Treasurer upon leaving office.
 10. **DEPUTY TREASURER:** The Deputy Treasurer position if filled shall assume the powers and duties of the Treasurer, as defined in Article III, Sec. 3, F. during the absence or inability of the Treasurer. This position is to be determined by the Chair, with the advice and consent of the Executive Committee.

ARTICLE III | SECTION 4 - ELIGIBILITY:

Being a Precinct Delegate is not a prerequisite to being nominated or elected an At-Large Member of the Executive Committee and shall not preclude them from being an officer of the Executive Board; however, all officers must be registered voters of and reside in, Newaygo County.

ARTICLE III | SECTION 5-RECORDS

All records and materials received or prepared by the officers or employees of the Newaygo County Republican Party Executive Board in discharge of their duties shall be the property of the Executive Committee and each officer or employee at the conclusion of his or her term of service shall deliver all such records and materials to his or her successor or to the Chair.

ARTICLE IV COMMITTEES

ARTICLE IV | SECTION 1 - STANDING COMMITTEES:

The following committees shall be the standing committees of the Newaygo County Republican Party Executive Committees.

- A. **FINANCE COMMITTEE** There shall be a Finance Committee, which shall consist of the Treasurer who shall serve as the chair, the Deputy Treasurer, the County Chair and no more than four (4) persons to be appointed by the County Chair with the approval of the Executive Committee. The Finance Committee shall be responsible for developing and implementing the fundraising plan of the Executive Committee.

The Finance Committee shall review the proposed two year budget which shall be submitted to it by the County Chair and may approve or modify the budget by majority vote. The Finance Committee shall submit the proposed budget as approved or modified by its action by to Executive Committee for review and approval or modification by the Executive Committee.

It is recommended that the Finance Committee meet at least quarterly and regularly report to the Executive Committee the current status of the financial policies and programs of the Executive Committee and may recommend such changes and alterations in the budget as are necessary when actual revenues and revised revenue projections are not adequate to support budget expenditures. Recommendations of the Finance Committee with reference to the budget shall be presented to the Executive Committee for acceptance or modification at the next Executive Committee meeting.

- B. **YOUNG REPUBLICAN COMMITTEE:** The Young Republican Committee if any shall educate the younger citizens in Newaygo County of the Republican Partys purpose. They shall work on developing an interest in local politics to young people ages 13-22.
- C. **LINCOLN DAY DINNER COMMITTEE** The Lincoln Day Dinner Committee shall set the date for the dinner, make catering arrangements, set ticket prices, arrange for speakers, arrange for advertisement and invitations for the dinner, and make all arrangements for the fundraiser held in the spring of each year. The committee shall advise the Chair and the Newaygo County Republican Party Executive Committee with respect to all of their responsibilities and shall perform other responsibilities as directed by the Chair or the Executive Committee.

ARTICLE IV | SECTION 2 - COMMITTEE MEETINGS:

It is recommended that Standing Committees meet on a regular basis and shall then advise the Chair and the Newaygo County Republican Party Executive Committee with respect to all matters of their responsibilities and shall perform other responsibilities as directed by the Chair or Executive Committee.

- A. **REMOVAL FROM STANDING COMMITTEES:** A member of a Standing Committee of the Executive Committee may be removed by the Executive Committee or Chairman.

ARTICLE IV | SECTION 3 - OTHER COMMITTEES:

- A. **MEMBERSHIP COMMITTEE:** The Membership Committee shall develop and implement a membership program to maintain and increase the dues paying members of the Newaygo County Republican Party. The membership and officers of the Membership Committee shall be determined by the Chair, with the advice and consent of the Executive Committee.
- B. **COMMUNICATIONS COMMITTEE:** The Communications Committee shall develop and add a variety of action plans for the Newaygo County Republican Party, including but not limited to, letter to editor programs, volunteer recruitment, political and issues forums, political interest mailings, and preparation of a newsletter. The membership and officers of the Communications Committee shall be determined by the Chair with the advice and consent of the Executive Committee.

- C. **EVENTS, HOSPITALITY, AND RECOGNITION COMMITTEE:** This committee shall develop and implement a variety of events and programs, including but not limited to, all non-fundraising events and County Conventions, a visitor/guest welcoming program, volunteer programs, a recognition letter program and a Newaygo County Republican Party recognition program. The membership to this committee shall be determined by the Chair, with the advice and consent of the Executive Committee.
- D. **CAMPAIGN COMMITTEE:** The Campaign Committee shall develop and implement programs to recruit and train reliable party workers, precinct delegates and qualified Republican candidates. The membership and officers of the Campaign Committee shall be determined by the Chair, with the advice and consent of the Executive Committee.

The Chair may appoint such other committees as deemed necessary.

ARTICLE V - MEETINGS

- A. Meetings shall be held by the Newaygo County Republican Party Executive Committee and/or Executive Board meetings at the discretion of the County Chair
- B. Special meetings may be called by the County Chair, when the business of the respective Committee requires and the Chair shall call a special meeting of the Executive Committee upon request, of a majority of the Executive Committee.
- C. After three consecutive unexcused absences by At-Large members from the regular Newaygo County Republican Executive Committee meetings the Chair may dismiss and replace unexcused At-Large members without prior notice.

ARTICLE VI - QUORUM

- A. Quorum to do business for any meeting of the Newaygo County Republican Party Executive Committee shall consist of six members of the Executive Committee
- B. A Quorum of the any other Committee or Subcommittee of the Newaygo County Republican Party shall consist of a majority of its members present.

ARTICLE VII - ENDORSEMENTS

- A. Endorsements, financial or otherwise, shall not be given to candidates prior to a Primary Election unless there is only one candidate for the office, or unless a 2/3 majority of the entire Executive Committee votes to endorse a candidate.
- B. Endorsements, financial or otherwise, may be given in a General Election candidates for city, township, village, County Board of Commissioners, County Elected Officials or candidates for the state House of Representatives or State Senate who have been dues-paying members in good standing of the Newaygo County Republican Party since the first day of July preceding the General Election. A ?member in good standing? does support activities and other Party sponsored events as stated in Article IX.(D) in these bylaws. Endorsements, financial and otherwise, may be given to state wide or national candidates in the General Election if recommended by the Finance Committee and approved by the Executive Committee.
- C. The Executive Committee can consider public endorsement of propositions and proposals from any local committee or statewide ballot at any regularly scheduled meeting with a quorum present, as long as notice of such consideration is provided to Executive Committee members one week prior to the meeting.

D. The Executive Committee has the ability to:

- A. Table the proposal for a definite indefinite period of time.
- B. Disapprove the proposal.
- C. Take such action as it may deem appropriate.

CONDUCT OF OFFICERS It is the policy of the Executive Committee that the officers of the Newaygo County Republican Party Executive Board in their official capacity not endorse partisan or non-partisan candidates in a contested primary election, unless approved by a 2/3 majority of the Executive Committee.

ARTICLE VIII - PROCEDURE

Robert's Rule of Order, Newly Revised shall govern the Executive Committee and its standing or special committees in all cases where said rules are not in conflict with these Bylaws.

ARTICLE IX.- MEMBERSHIP TO NEWAYGO COUNTY REPUBLICAN PARTY

A. Annual minimum payment of dues is as follows:

1. \$30.00 for a regular membership (minimum) Annual payment of dues over and above regular membership (minimum) will designate contributing member status.

2. Membership for Young Republicans, aged 13-22, is granted after the requirement of attendance to three (3) meetings, functions, campaign activities or other party sponsored events is fulfilled within a 12 month period.

B. The Executive Committee may alter the amount for dues, create additional types, or qualifications for membership as they may deem necessary or useful from time to time.

C. By becoming a member of the Newaygo County Republican Party, each member consents to submission of his or her name and address to the National and State Republican Party.

D. It is expected, but not required, that Republican Nominees and County Elected Officials become dues-paying members because a member in good standing does support the Newaygo County Republican Party by attending meetings, functions, campaign activities and other Party-sponsored events.

ARTICLE X - AMENDMENT OF THE BYLAWS

A. All proposed amendments to these Bylaws shall be first submitted in writing to the Newaygo County Republican Party Executive Committee at least thirty days before the date on which such proposed amendments are to be voted.

B. No amendment shall be adopted until it has received a favorable simple majority vote of the Newaygo County Republican Party Executive Committee, members present and voting, such favorable vote must be made in person by members of the Newaygo County Republican Party Executive Committee and not by proxy.

ARTICLE XI.- ADOPTION

These Bylaws shall be adopted when approved by a majority of the total membership of the Newaygo County Republican Party Executive Committee present and voting at the meeting where they are presented. These Bylaws shall govern the conduct of the Newaygo County Republican Party Executive Committee and its officers and committees upon adoption by the Newaygo County Republican Party Executive Committee. When adopted, these Bylaws shall remain in force and effective for the Newaygo County Republican Party Executive Committee, until they are brought up for revision. The Secretary shall deliver to each member of the Newaygo County Republican Party Executive Committee a copy of these Bylaws following the adoption of these Bylaws.

These bylaws of The Newaygo County Republican Party have been revised and approved by the Newaygo County Republican Party Committee and Board on

Date 8-14-14