

# **ANTRIM COUNTY REPUBLICAN PARTY BY LAWS**

## **ARTICLE I: ORGANIZATION**

### **1. Name**

The organization shall be known as the Antrim County Republican Party. Within these By Laws the Antrim County Republican Party organization shall be known as the "Local Party."

### **2. Purpose**

The purpose of the Local Party shall be to advance the goals and ideals of the Republican Party within Antrim County. In meeting this objective the Local Party shall carry out such duties as may be required by law and the State and National Republican Party organizations.

### **3. Membership**

Anyone who has paid their dues to the Local Party and is a qualified voter in Antrim County shall be a member of the Antrim County Republican Party. No individual shall be prevented from being a member of the Local Party based on race, religion, or gender. Membership in the Local Party may be denied to any individual who is known to the membership to be a member of a political party other than the Republican Party. A member may be expelled or not allowed membership in the Local Party if the membership determines that their purpose in being a member is contrary to the best interests of the Republican Party.

### **4. Dues**

Dues shall be set by a vote of the membership in attendance at the first meeting of the Local Party in its fiscal year. The fiscal year of the Local Party shall be the calendar year.

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

### **1. Establishment**

There shall be an Executive Committee. The Executive Committee shall consist of those members elected at the Local Party's Fall Convention (Officers and Delegates), known as elected members, and those individuals who are members due to their nomination as the Republican Candidate for county or state office in the General Election and who reside in the county or whose representative area includes the county who shall be known as statutory members. The election process for the Executive Committee shall be governed by procedures established in the By Laws of the Michigan Republican Party.

## 2. Duties

The duties of the Executive Committee shall be to recommend to the membership general policy for the conduct of the affairs of the Local Party and to perform such additional duties as may be required by law, the State or National Republican Party, or these By Laws.

In addition, the Executive Committee shall assist the Local Party in aiding in the establishment of those organizations within Antrim County that will enhance the activities of the Local Party.

## **ARTICLE III: PARTY MEETINGS**

### 1. Who may attend

Any member of the Local Party may attend the regular monthly meetings. In addition other persons may attend so long as members of the party attending the meeting do not object.

### 2. Meetings

The meetings of the Local Party shall be held on a monthly basis at a time and place selected by the members of the party in attendance at the Fall Convention meeting. The members of the Local Party attending a regularly scheduled meeting may determine that it is not necessary to have a regular meeting the following month. The proceedings of any meeting shall not be recorded by any electronic means except by the Secretary as needed to assist in the taking of minutes. If the Secretary uses an electronic means to assist in taking minutes, any such recording shall be destroyed upon the approval of the minutes of that meeting.

### 3. Special meetings

The Chairperson may call a Special Meeting provided that notice is given to and received by the membership as to time, place, and agenda at least three days in advance of such meeting.

### 4. Voting

All members of the Local Party shall be eligible to vote at any meeting. No member shall be able to vote by proxy.

### 5. Quorum

A quorum for the regular meetings shall be not less than 10% of the Local Party members. In the absence of a quorum, the Executive Committee may meet and conduct the business of the Local Party provided that at least 8 of the elected members

of the Executive Committee, at least 3 of whom are officers, are in attendance.

## **ARTICLE IV: OFFICERS**

### 1. Designation

The Officers of the Local Party shall be the Chairperson, a Vice Chairperson of the opposite sex of the Chairperson, a Secretary, and a Treasurer. The officers of the Local Party shall hold the same offices on the Executive Committee.

### 2. Election

Officers shall be elected at the Fall Convention held in the even-numbered years by a majority vote of the membership in attendance. Nominations and seconds may be made by any member who has paid their dues 90 days prior to the date of the Fall Convention.

### 3. Vacancies

An office shall be deemed vacant if an officer resigns, becomes ineligible to hold office, or is removed from office. In the event of a vacancy in the office of Chairperson the Vice Chairperson shall immediately and automatically assume the office of Chairperson and shall remain in office until a successor is elected and qualified. All other vacancies shall be filled by the Chairperson with the approval of the members in attendance at the next regular meeting.

### 4. Removal of Officers

Officers may be removed from office by a 2/3 vote of the membership at any regular meeting for the following reasons: failure to fulfill the duties of an officer or acting in a manner which is not in the best interests of and is harmful to the Local Party.

### 5. Ineligibility of an Officer

An officer shall be determined to be ineligible to hold office if the officer becomes ineligible to vote in Antrim County according to the laws of the State of Michigan and/or the United States of America.

## **ARTICLE V: DUTIES OF OFFICERS**

### 1. Chairperson

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

The Chairperson shall preside at all meetings of the Local Party and the Executive Committee and shall be an ex-officio member of all committees. The chairperson shall appoint all Committee Chairpersons and may remove a Chairperson for just cause.

The Chairperson shall be responsible for directing the administration of the everyday affairs of the Local Party and shall be its spokesperson.

The Chairperson shall coordinate the activities of the Local Party with those of the State and National Parties and shall keep the membership informed of the activities of these groups. The Chairperson may assign duties to members as may be necessary.

## 2. Vice Chairperson

The Vice Chairperson shall preside at meetings in the absence of the Chairperson and shall perform such other duties as directed by the Chairperson or the membership. In the event the Chairperson is unable to act or the position becomes vacant, the Vice Chairperson shall assume the powers and duties of the Chairperson upon such vacancy or until the Chairperson is able to resume the duties of office as the case may be.

## 3. Secretary

The Secretary shall perform all duties normally incident to the office of Secretary and in particular shall keep a permanent record of the minutes and attendance at all meetings. The Secretary shall make these records available for inspection and copying by any member of the Local Party, shall furnish a copy of the minutes of the recent meeting to any member who requests same, and shall see that all notices required by law and these By Laws are duly given.

## 4. Treasurer

The Treasurer shall have the care and custody of all money paid to the Local Party and shall deposit same in the name of the Local Party in a financial institution selected by the Officers. The Treasurer shall be authorized to pay such budgeted expenses as follows: under \$250 on the Treasurer's authority. Expenditures over \$250 require the written authorization, as evidenced by their signatures on the invoice, of two officers, one of them being the Treasurer. Unbudgeted expenses over \$250 require the approval of the membership.

The Treasurer shall be responsible for the proper and timely filing of all financial reports and forms required by law. The Chairperson shall review and approve such documents prior to filing. Copies of such documents shall be retained and made available on reasonable request by the membership.

The Treasurer shall keep an accurate account of all receipts and disbursements. These records shall be kept in a permanent manner and shall be kept in accordance with normal accounting standards and provisions of law. These records shall be open to review by the officers and any other members of the Local Party with the concurrence of the Chairperson which shall not be unreasonably withheld.

The Treasurer shall render a statement of the revenues, disbursements, outstanding obligations, and the cash balance of the Local Party at all regular meetings.

Upon the joint request of a member and an Officer of the Local Party, the Treasurer shall present the records of the Local Party for audit. The results of the audit shall be presented to the membership at the next regular meeting after the audit is completed.

## **ARTICLE VI: STANDING COMMITTEES**

### **1. Establishment**

Standing Committees shall be established as provided in these By Laws and by decision of the Chairperson. The Chairperson shall appoint the Committee Chairperson. The terms of the Committee Chairpersons shall coincide with the term of the Chairperson. Special Committees may be appointed by the Chairperson as may be required.

Each Standing Committee shall meet as deemed necessary by its Chairperson and adequate notice shall be provided.

### **2. Committees**

There shall be the following Standing Committees with the following duties which may be modified by the Chairperson:

#### **A. Finance and Budget Committee**

This Committee shall be responsible for developing short and long range fund-raising activities and events and for the establishment and recommendation of an annual budget.

#### **B. Election Committee**

This Committee shall be responsible for recruiting and training candidates to run for office at the Township, County, and State level on the Republican ticket. The Committee shall meet prior to the primary and general elections in order to form a plan and strategy to assist members who are running for office. This Committee shall also make recommendations to the membership regarding financial and other assistance to be given individual candidates.

### C. Events

This Committee shall develop an annual plan for Local Party participation in county parades, festivals, and other community gatherings. Such plan is to be presented to the membership for approval at the beginning of the fiscal year and is to be reviewed quarterly.

### D. Technology

This Committee shall be responsible for the development of a website and for the development of electronic forms of communication with the membership. It shall coordinate Local Party activities with the State Party.

### E. Youth

This committee shall establish Young Republican groups in schools and other locales and encourage the participation of youth in party activities.

### F. Issues

This Committee shall research and develop positions on local, county, and state issues and recommend positions to the membership.

### G. Outreach

This Committee shall identify and develop relationships with other groups that are favorable to the party's interests and jointly pursue favorable outcomes on issues of interest to the party.

### H. Public Relations

This Committee shall develop plans and resources to publicize all party activities.

## **ARTICLE VII: RESOLUTIONS AND ENDORSEMENTS**

### 1. Notice

All resolutions, with the exception of resolutions honoring an individual for special services to the Local Party or the community, shall be submitted in writing to the party Chairperson at least five days prior to the next regular meeting. Upon receipt of the resolution the Chairperson shall notify all sitting officers and the appropriate Committee Chairperson(s) of the resolution and its contents.

### 2. Endorsements

It shall be the policy of the Local Party not to endorse or support individual candidates in contested Republican Party primary elections.

### 3. Endorsements in General Elections

The Local Party may endorse all Local Party members running in a General Election. A resolution disavowing a candidate may be adopted at a regular meeting if it appears that it would be in the best interests of the party or the citizens of Antrim County. Notice of the resolution shall be provided to the candidate at least 48 hours prior to the meeting.

## **ARTICLE VIII: PROCEDURE**

1. Roberts Rules of Order, Newly Revised, shall govern all meetings of the Local Party and all of its Committees.

## **ARTICLE IX: ADOPTION**

### 1. Adoption

These By Laws shall be adopted when approved by a majority of the membership of the Local Party present and voting at a regular meeting where these By Laws are presented.

### 2. Effect

When adopted these By Laws shall have immediate effect and shall remain in effect, and shall replace any prior adopted By Laws, until such time as new By Laws are adopted by the membership.

### 3. Amendments

These By Laws may only be amended by a vote of the membership of the Local Party at the Fall Convention at which an election of officers takes place. Amendments require a 2/3 favorable vote of those present and voting. By Law amendments shall be the first order of business at such meeting.