

**BYLAWS
OF
ALLEN COUNTY REPUBLICAN PARTY**

PREAMBLE

DECLARATION

The express purpose of the bylaws set forth below is to define the Allen County Republican [hereinafter referred to as the "County Committee"] policies and structure, and to provide for the free and unhampered right of the individual electors of Allen County to participate in the nomination and election of candidates. These bylaws supplement the Rules of the Indiana Republican State Committee [hereinafter referred to as the "State Party Rules"] and shall govern the activities of the Allen County Republican Party.

PARTY OBJECTIVES

The mission of the County Committee is to promote voter awareness and citizenship by providing opportunities for its Members to become active participants in their government. The County Committee declares its objectives to be:

- A. To promote an informed public through education and activity.
- B. To increase the effectiveness of citizens in the cause of good government.
- C. To foster loyalty to the Republican Party and to promote its principles and ideals as outlined in the Indiana Republican Party Platform.
- D. To support the objectives and policies of the National and State Republican Committee and to work for the election of Republican Party nominees who support Republican principles and ideals; including, a strict adherence to the U.S. Constitution, small limited government, and respect for the sanctity of human life.
- E. To encourage and support Republicans seeking elected offices.

Definitions

Committee Chairmen

There are seven (7) standing committees in the Allen County Republican Party. The committee chairmen are elected from the membership of the County Committee and serve a three (3) year term. The committee chairmen are responsible for their respective committees. The committee chairmen serve as part of and report to the Working Group.

County Committee

Per State Party Rule 3-4 "The County Committee is composed of the precinct committeemen and the precinct vice-committeemen of the election precincts of the county." The County Committee is also known as the Allen County Republican Party.

Members in Good Standing

Members in Good Standing are those that support the Declaration and Party Objectives as set forth in these bylaws and adhere to State Party Rule 1-6. Members must have declared and continue to declare themselves as Republicans in primary elections. Any member of the Party who has not established a previous primary voting record must declare himself or herself a Republican in the next primary. A members voting record is not limited to Indiana elections.

Precinct Committeemen

Precinct committeemen are elected by the Republican voters of their particular precincts to represent them in party affairs. Precinct committeemen are charged with the duty of helping Republican candidates get elected and to carry out all duties and obligations as set forth in the Indiana State Statutes, State Party Rules and Allen County bylaws. The term of an elected precinct committeeman is four (4) years. If no precinct committeeman is elected to a precinct, the County Chairman can appoint a committeeman to represent that precinct. See State Party Rules, Chapter 2.

State Committee

The State Committee is defined by State Party Rule 1-1, "Subject to the Republican Party of the State of Indiana in the State Convention duly assembled, the State Committee is the supreme party authority in this state, and a permanent political body, continuous from year to year. This committee has full power to adopt all necessary rules for the government and regulation of party affairs."

Further defined in State Party Rule 6-1 "There shall be a general committee for the whole state, which shall be known as the Indiana Republican State Committee. The State Committee shall be composed of the District Chairman and District Vice-Chairman of each of the Congressional Districts of the State."

Vice Precinct Committeemen

Per State Party Rule 2-12, "The person elected precinct committeeman shall appoint an individual person (no gender requirement) who is a qualified elector of the precinct and a member in good standing of the Republican Party, as precinct vice-committeeman, and shall certify the appointment in writing to the County Chairman or the State Party Secretary or both, not later than 12:00 noon on the first Tuesday following the May Primary Election of each year in which precinct committeemen are elected. The precinct vice-committeeman, who is appointed by the precinct committeeman within this allotted time, serves at the pleasure of the elected committeeman."

Working Group

The Working Group shall function as the principal organizational arm of the Party below the State Party and has control and management of the affairs and properties of the Party throughout the county.

ARTICLE I.

AUTHORITY & PARLIAMENTARY PROCEDURES

- Section 1. The most current edition of *Robert's Rules of Order Newly Revised*, shall apply in all cases not specifically covered by Indiana State Statutes, the Rules of the Indiana State Committee and these bylaws. In the event of a conflict between these bylaws and *Robert's Rules of Order* these bylaws shall apply.
- Section 2. The County Committee is authorized to adopt resolutions necessary and proper to perfect the organization or to provide for the governance of the County Committee. No resolution adopted by the County Committee shall conflict with any law of the State of Indiana or State Party Rules. The County Committee shall not establish bylaws or standing rules which are contrary to the laws of the State of Indiana, the Rules of the Republican National Committee and the State Party Rules. If there is a conflict between the State Party Rules and any county resolution, the State Party Rules prevail.
- Section 3. The Annual meeting of the County Committee shall be the 1st Saturday in March.

ARTICLE II.

DUTIES OF THE COUNTY COMMITTEE

The County Committee shall make every reasonable effort to accomplish the objectives of the Republican Party of the State Indiana, maintain sufficient funds to conduct the activities of County Committee and to procure and support qualified Republican candidates. The County Committee shall conduct the affairs of the organization in accordance with the laws of the State of Indiana, the Rules of the Republican National Committee and the State Party Rules.

ARTICLE III.

MEMBERSHIP IN THE COUNTY COMMITTEE

- Section 1. Membership in the County Committee is open to anyone who qualifies under State Party Rules 1-6 and 2-3. Members must be in good standing as defined by State Party Rules and these bylaws.
- Section 2. According to State Party Rule 3-4, the voting members of the County Committee are composed of precinct committeemen and precinct vice committeemen.
- Section 3. Organizational Day for the County Committee will be the 1st Saturday in March. See State Party Rule 3-7.
- Section 4. The Officers of the County Committee shall consist of the County Chairman, Vice Chairman, Secretary and Treasurer. The Officers of the County Committee shall be elected as outlined in Chapter 3 of the State Party Rules.
- Section 5. City chairman, all ward chairmen, all ward vice-chairmen and other like positions, where created, are members of the county organization. These officials serve as non-voting members of the County Committee and shall be permitted to take part in all discussion.
- Section 6. Removal from membership shall occur for change of declaration in a primary to an opposing party or violating State Party rule 1-6 and/or 2-3. Removal of elected precinct committeemen must follow State Party Rule 3-22 through 3-26.
- Section 7. Reinstatement may occur only by a 2/3 vote of the County Committee members present and voting providing the reasons for removal have been corrected.

ARTICLE IV.

WORKING GROUP, OFFICERS AND THEIR DUTIES

- Section 1. The Working Group shall consist of the four (4) officers of the County Committee, and seven (7) Committee Chairs as defined in this document. Members may only hold and seek election to one office.
- Section 2. The Working Group shall function as the principal organizational arm of the Party below the State Party and shall have control and management of the affairs and properties of the Party throughout the county. The Working Group shall meet at least once a month and at such other times as may be necessary upon the call of the County Chairman or at the request of a minimum of five (5) members of the working group.
- Section 3. The officers of the Working Group shall consist of a County Chairman, Vice Chairman, Secretary and Treasurer. The officers will be elected according to Chapter 3 of the State Party Rules.
- Section 4. At any meeting of the Working Group, a minimum of two (2) officers and four (4) Committee Chairs shall constitute a quorum for the purpose of conducting business.
- Section 5. The County Chairman shall be entitled to vote only in the event of a tie.
- Section 6. The Committee Chairs shall be elected by the County Committee at the annual meeting. Committee Chairs shall serve a term of three (3) years, where terms shall be staggered so that no more than three (3) Committee Chairs are elected during any given year. In the event that circumstances arise where more than three (3) members are elected in one (1) year, the Working Group shall have the authority to stagger the terms of the elected members to comply with the foregoing provision.
EXCEPTION: The Operations committee Chairman shall be elected by secret ballot by a simple majority vote of the Ward Chairs present at the annual meeting.
- Section 7. Vacancies occurring in the membership of the Working Group caused by resignation, removal, cessation of membership, death or other incapacity, shall be filled by appointment by the County Chairman. The appointment shall be affirmed by a simple majority vote of the Working Group. Any member so appointed shall hold office until the next annual meeting. At the next annual meeting there must be an election to fill out the remaining term for the appointed position.
EXCEPTION: Officer vacancies shall be filled according to State Party Rule 3-18.
- A. The duties of the County Chairman:
1. Shall be chief executive officer of the County Committee.
 2. Shall be the official spokesperson for the County Committee.
 3. Shall preside at meetings of the County Committee.
 4. Shall manage and supervise the affairs of the County Committee.
 5. Shall be responsible for maintaining good relations with the community.
 6. Shall be responsible for maintaining effective liaison with elected officials and the State Party.
 7. Shall be ex-officio member of all committees.
 8. Shall see that all documents are properly filed as required by state and local election law on behalf of the County Committee.
- B. The duties of the Vice Chair:
1. Shall perform the duties of the Chairman in his/ her absence.
 2. Shall perform such other duties as may be assigned to the office.
- C. The duties of the Secretary:
1. Shall record and maintain records and minutes of the County Committee and Working Group.
 2. Shall read minutes of all meetings.
 3. Shall conduct the correspondence of the County Committee.
 4. Shall provide the Working Group with a copy of minutes from each meeting.
 5. Shall maintain the list of elected and appointed Precinct Committeemen and Vice Committeemen.
 6. Shall perform such other duties as may be assigned to the office.

D. The duties of the Treasurer:

1. Shall be a member of the Budget/ Audit Committee.
2. Shall receive all membership lists.
3. Shall collect all monies.
4. Shall forward current membership list to the Secretary.
5. Shall be custodian of all funds of this organization.
6. Shall provide his/ her books for annual audit.
7. Shall file all documents as required by state and local election law on behalf of the County Committee.

Section 8. Any Working Group member that publicly advocates a split party ticket, or publicly supports a candidate running on an opposition ticket violates State Party Rule 1-6. The member shall be removed for cause under State Party Rules 3-22 and 3-23.

Section 9. Working Group member absences must be reported to the Chairman or Secretary prior to any meeting of the Working Group or County Committee. After three (3) non-excused absences the position shall be deemed vacant. A person to fill the vacant position shall be appointed by the County Chairman. The appointment shall be affirmed by a simple majority vote of the Working Group. Any member so appointed shall hold office until the next annual meeting. At the next annual meeting there must be an election to fill the remaining term for the appointed position.
EXCEPTION: Officers must be removed as outlined in Chapter 3 of the State Party Rules.

Section 10. Officers and Committee Chairmen shall maintain books with current information relating to their offices and committees. Any information, such as compilations of the names of registered voters which are kept and available at County Headquarters, shall only be used for the political benefit of the County Committee and/or the Indiana Republican Party. The use of this information can only be requested or authorized by the County Chairman for county, township, city, or town races. Subject to Rule 6-38, the County Chairman shall decide questions concerning the use of this information if a dispute occurs. The County Chairman (or the Chairman's designee) shall keep a record of the authorization and distribution of this information. All such information, lists, and records must be passed on yearly to their successors.

Section 11. The Treasurer shall be authorized to sign checks for the County Committee with two (2) signatures required for each check. The two (2) signers must be the Treasurer plus one other officer.
EXCEPTION: In the event the Treasurer is unavailable, the Chairman plus one other officer shall be authorized to sign checks.

Section 12. Committee Chairs not fulfilling their duties may be removed by a 2/3 vote of the Working Group. A person to fill the vacant position shall be appointed by the County Chairman. The appointment shall be affirmed by a simple majority vote of the Working Group. Any member so appointed shall hold office until the next annual meeting. At the next annual meeting there must be an election to fill out the remaining term for the appointed position.

ARTICLE V

ORGANIZATIONS

Section 1. The Working Group may authorize the formation of other affiliated organizations by taking appropriate action subject to the approval of the State Party.

Section 2. No affiliated organization may adopt a constitution, bylaws or rules inconsistent with Indiana Law, the State Party or the bylaws of the County Committee.

ARTICLE VI.

MEMBERSHIP MEETINGS

- Section 1. The annual meeting of the County Committee shall be held the 1st Saturday in March in accordance with the rules of the State Party.
- Section 2. Stated membership meetings of the County Committee shall be held quarterly unless otherwise ordered by the County Chairman.
- Section 3. At any meeting of the County Committee, at least thirty (30) members in attendance shall constitute a quorum for the purpose of conducting business.
- Section 4. A written, emailed or printed notice stating the time and place of the annual or quarterly meeting shall be delivered, emailed or mailed by the Chairman or Secretary of the County Committee to each member at such address as appears upon the records of the County Committee. The notice must be postmarked or time stamped at least twenty (20) calendar days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver in all cases of notice of such meeting.
- Section 5. A written, emailed or printed notice stating the time and place the purpose or purposes for which the meeting is being called shall be delivered, emailed or mailed by the Chairman or Secretary of the County Committee to each member at such address as appears upon the records of the County Committee. Issues stated in the notice may be the only items discussed at called meeting. The notice must be postmarked or time stamped at least ten (10) calendar days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver in all cases of notice of such meeting.

ARTICLE VII.

VOTING

- Section 1. There shall be no proxy voting other than what is allowed by the State Party Rules.
- Section 2. Voting shall be by voice or a show of hands unless a secret ballot vote is requested by 1/3 of the members present. There shall not be Roll Call Votes.
EXCEPTION: Voting for officers shall be by a secret ballot as per State Party Rule 3-17.
- Section 3. As outlined in State Party Rule 3-4, persons eligible to vote on matters proposed at a meeting of the County Committee shall be:
- (1) Precinct Committeeman and Vice Precinct Committeeman.
 - (2) Members must be in continuous good standing for not less than thirty (30) days prior to the meeting.
- Section 4. Each member of the County Committee shall be entitled to one vote on all questions at any meeting of the County Committee.
- Section 5. Voting by the Precinct Committeemen and Vice Precinct Committeemen shall be confined to those matters set forth in State Party Rules, State Statute or those items set forth in these bylaws.
- Section 6. All other matters shall be voted on by the Working Group as set forth in these bylaws.

ARTICLE VIII.

BUDGET

- Section 1. The fiscal year of the County Committee shall coincide with the calendar year, January 1 through December 31.
- Section 2. An annual budget shall be prepared and presented to the Working Group for consideration and approval at the December meeting. The budget shall be presented to the membership at the annual County Committee meeting.

- Section 3. Receipts for all expenditures must be presented to the Treasurer for approval in order to be reimbursed. Prior approval of the working group is required for expenditures over \$250.00. Items and/ or services not approved are the responsibility of the purchaser.
- Section 4. The Working Group shall not cause the organization to use credit or incur debt/ loan for any capital items or services not fully paid for within one hundred and twenty (120) days. The balance on any credit card(s) shall be paid in full monthly. Actual and potential insolvency shall be disclosed to County Committee as soon as known or perceived.
- Section 5. An annual audit shall be conducted by the Committee of Audit/ Budget. Their findings will be presented to the membership at the annual meeting of the County Committee.

ARTICLE IX.

CAMPAIGN FINANCE

- Section 1. No funds of the county committee shall be disbursed or allowed to any candidate (real or in-kind contributions) prior to a primary election.
- Section 2. Campaign funds may only be allocated to Republican County Candidates after the primary.

ARTICLE X.

ENDORSEMENTS OF CANDIDATES

- Section 1. No affiliated organizations, committees or organizations authorized to use the County Committee name pursuant to these bylaws shall take any action to publicly endorse or oppose any Republican candidate for public office in a contested race prior to a Party primary. State Party Rule 1-6 also applies to this section.
- Section 2. No officer or Committee Chair shall publicly use the County Committee name or the title of his/ her office or chairmanship in publicly supporting or opposing any candidate in a contested Republican Primary. Violation of this section shall result in removal as prescribed by State Party Rule 3-42 through 3-46.

ARTICLE XI.

COMMITTEES

- Section 1. Standing Committees
- A. **Operations** – Responsible for developing a strong and effective precinct system.
 - B. **Membership** – Responsible for developing a broad based volunteer program.
 - C. **Events** - Responsible for planning and coordination of all events of the party.
 - D. **Candidate Development** – Responsible for recruiting qualified candidates for all elected offices.
 - E. **Elected Officials** – Responsible for promoting cooperation and networking between all Allen County Elected officials.
 - F. **Fund Raising** – Responsible for raising money for the party.
 - G. **Audit/ Budget** – Responsible for creating a yearly budget and conducting the annual audit.
- Section 2. The Working Group may prescribe the specific duties of each committee.
- Section 3. Membership on standing committees will be open to all Republicans in good standing as described in State Party Rule 1-6. The Working Group shall approve, by a simple majority vote, those wishing to serve on the standing committees.

Section 4. Standing Committee members shall not be a member of more than two (2) committees.

Section 5. The County Chairman may appoint other committees as he/ she deems advisable.

ARTICLE XII.

Section 1. The bylaws laws shall become effective upon adoption in accordance with State Party Rule 3-2 and 3-3. These bylaws shall be reaffirmed every four (4) years in conjunction with the organization of the County Committee.

ARTICLE XIII.

AMENDMENTS

Section 3. The bylaws may be amended at any regular or stated County Committee meeting. One quarter (1/4) of the County Committee shall constitute a quorum for the purpose of amending the bylaws. All amendments shall be approved by a two-thirds (2/3rds) vote. The proposed amendments must be in writing fifteen (15) calendar days prior to a meeting and submitted to the Secretary or Chairman. The amendment will be voted on at the meeting following the reading of the amendment. All amendments must follow the process as outlined in the rules of the State Party.

Adopted by the Allen County Republican Party September 24, 2008