

# **Bylaws**

## **Cass County Republican Party**

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## **Article I — Name**

- A. This organization shall be known as the Cass County Republican Party; referred to as the Party throughout this document.

## **Article II — Purpose**

- A. To serve the Republicans of Cass County, Michigan.
- B. To perform all duties provided by law and such other duties not prohibited by law that will benefit the general welfare of the Republicans of Cass County.
- C. To conduct the political affairs and business of the Party.
- D. To promote and uphold the Republican Platform.

## **Article III - General Membership**

### **Section 1: Requirements of Membership**

- A. Both of the following requirements shall be met to classify a person as a member of the Party:
  - 1. Citizen of the United States of America.
  - 2. Resident of Cass County, Michigan.
- B. To be a member in good standing members will abide by the following:
  - 1. Be of good character.
  - 2. Support the Bylaws.
  - 3. Pay dues in full annually.
    - a. Pay dues by check only.
    - b. Pay dues in full by January 31<sup>st</sup>.
  - 4. Attend meetings, functions, campaign activities and other Party sponsored events.

### **Section 2: Rights of General/Membership**

- A. Advisory voting as deemed appropriate by the Party Chair.
- B. Presentation of letters, resolutions, and proposals to be considered by the Issues Committee.

- C. Participation in discussions and committees.
- D. Submission of membership information to State and National Republican Party.

## **Article IV - Executive Committee**

### **Section 1: Establishment**

- A. There shall be an Executive Committee of the Party, which shall be established as provided by law and the Bylaws of the Michigan Republican Party.
- B. The Executive Committee shall elect a Chair, Vice-Chair, Secretary and Treasurer and shall fill all vacancies occurring in these offices.

### **Section 2: Duties**

- A. Perform all duties delegated to the County Executive Committee by Legislative enactment (MCL 168.599) and such other duties not prohibited by law or these Bylaws.
- B. Establish general policy and Bylaws.
- C. Conduct the affairs and support the goals of the Party.
- D. Recruit, support and help elect the highest caliber people to public office in Cass County.
- E. Support candidates on the State and National level who conduct the affairs and support the goals of the Party.
- F. Support financially, when funds are available, local Republican Candidates who are nominated at Primary and are members in good standing of the Party.
- G. Reimburse Executive Committee approved expenses of delegates and alternates attending State Conventions:
  - 1. Authorization and amounts of reimbursement will be determined by the Executive Committee.
  - 2. Recipient must be a member in good standing.
- H. Party dues and categories of membership will be determined by the Executive Committee.

### **Section 3: Membership**

- A. The membership of the Executive Committee shall consist of Statutory/Nominee members and Delegate/Elected members.
  - 1. Statutory/Nominee Members
    - a. Shall be those persons nominated by the Republican Party for county offices and state legislative offices (whose Districts are located in whole or part in Cass County) at the last two (2) preceding primary elections as per MCL 168.599 Section 599(1).
    - b. When a new nomination is made for such an office, the new member shall replace the former Statutory/Nominee member as a member of the Executive Committee.
  - 2. Delegate/Elected Members
    - a. Persons elected as Precinct Delegates at the August Primary shall attend the Fall County Convention, shall caucus, and select the Delegate/Elected members to the Executive Committee.
    - b. Persons must be registered voters who reside in Cass County.
- B. In even-numbered years, Precinct Delegates to the Fall County Convention shall convene at the call of the Party Chair within twenty (20) days following the November election to select a number of persons hereafter known as Delegate/Elected members, equal to the number of Statutory/Nominee members.
- C. The term of office for the Executive Committee shall commence immediately upon election and qualification at the Fall Convention and end when successors are elected and qualified at the Fall County Convention held in the next even-numbered year.
- D. Members of the Executive Committee must be members in good standing.

## Section 4: Vacancy

- A. Vacancy of Statutory/Nominee Member:
  - 1. A vacancy shall occur in the position of a Statutory/ Nominee member of the Executive Committee by any of the following events:
    - a. Resignation from the Executive Committee.
    - b. Death of the Statutory/ Nominee Member.
    - c. Change of legal residence from Cass County.

- d. Resignation of Statutory/Nominee Member, or member's recall from elective office.
    2. A vacancy in the position of a Statutory/Nominee Member of the Executive Committee may only be filled by the person who is the new nominee for the office in question.
  - B. Vacancy of Delegate/Elected Member
    1. A vacancy shall occur in the position of a Delegate/ Elected Member of the Executive Committee for any of the following reasons:
      - a. Resignation from the Executive Committee.
      - b. Death of the Delegate/Elected Member.
      - c. Change of legal residence from Cass County.
      - d. Removal by vote of the members of the Executive Committee.
        - 1) Any Delegate/Elected Member of the Executive Committee who fails to pay his/her annual dues by January 31<sup>st</sup> shall be considered to have resigned from the Executive Committee.
        - 2) Any Delegate/Elected Member of the Executive Committee who shall fail to be present, without the Chair being notified of cause, at three (3) consecutive meetings of the Executive Committee shall be contacted by the Chair. The Chair shall notify the Executive Committee of the person's desire to resign or remain a member. If no response is received by the 4<sup>th</sup> (fourth) consecutive meeting, the member shall be considered to have resigned. If the person resigns from the Executive Committee their position shall be filled as stated below.
    2. To fill a vacancy a notice must be sent that at a specific meeting a vote will be required to fill the position by the remaining Delegate/Elected Members. A majority vote of Delegate/Elected Members present will fill the vacancy.
  - C. Vacancy of a Member of the Executive Committee
    1. A vacancy shall occur in the position of a member of the Executive Committee for any of the following reasons:
      - a. Resignation from the Executive Committee.
      - b. Death of the Member.

- c. Change of legal residence from Cass County.
- d. Removal by vote of the members of the Executive Committee.
  - 1) Any Member of the Executive Committee who fails to pay his/her annual dues by January 31<sup>st</sup> shall be considered to have resigned from the Executive Committee.
  - 2) Any Member of the Executive Committee who shall fail to be present, without the Chair being notified of cause, at three (3) consecutive meetings of the Executive Committee shall be contacted by the Chair. The Chair shall notify the Executive Committee of the person's desire to resign or remain a member. If no response is received by the 4<sup>th</sup> (fourth) consecutive meeting, the member shall be considered to have resigned. If the person resigns from the Executive Committee their position shall be filled as stated below.
- 2. If an Executive Committee Officer other than the Chair vacates his or her position, the Chair will appoint a temporary officer for that vacated position from the county delegation. That appointment will remain in effect until a permanent officer is elected by the Executive Committee.
- 3. A permanent officer must be nominated for the vacated position by an Executive Committee Member in good standing.
- 4. A vote will take place at the next meeting after nominations have been closed. A majority vote of the remaining Executive Committee Members present will fill the vacancy. The newly elected officer will complete the original term.

## Section 5: County Committee

- A. Upon the call of the Party Chair, the Executive Committee, when it deems necessary, will appoint members to a County Committee as directed by law.

# Article V - Elections

## Section 1: Nominations

- A. Nomination by Committee of Delegate/Elected Members
  - 1. At the September Meeting of the Executive Committee, the Chair of the Party will appoint a Nominating Committee consisting of seven (7) members of the Executive Committee.
  - 2. The Chair of the Party will serve as Chair and seventh member of the Nominating Committee.
  - 3. The Nominating Committee will meet prior to the October Executive Committee general meeting to prepare a list of Executive Committee nominees to be voted on at the Fall County Convention.
  - 4. The number of nominees will equal the Statutory/ Nominee number.
  - 5. The list of nominees will be presented at the October Executive Committee meeting.
- B. Nomination by Individual Petition of Delegate/Elected Member:
  - 1. Nomination petition must be signed by five (5) duly elected Precinct Delegates.
  - 2. Petitions must be presented at the October Executive Committee meeting.
- C. Nominees must be:
  - 1. A member of the Party for at least five (5) months, (from June 1).
  - 2. A dues paying member.
  - 3. A member in good standing.

## Section 2. Fall County Convention

- A. The Precinct Delegates, elected at the previous August election, shall convene at the call of the County Chair to select a number of persons hereafter known as Delegate/Elected members to the Executive Committee. This number will be equal to the number of Statutory/Nominee members.
- B. The selection of members to the Executive Committee will be chosen from the list of:
  - 1. Nominees by the Executive Committee, as per to Article V, Section 1-A
  - 2. Nominees by Individual Petition, as per to Article V, Section 1-B
- C. The term of office shall be two (2) years, commencing immediately upon election.



- D. The Fall County Convention shall take place within twenty (20) days of the November election in even numbered years.

### **Section 3: - Election of Executive Committee Officers**

- A. The Chair, Vice-Chair, Secretary, and Treasurer of the Party shall be elected at a separate meeting (not in conjunction with the Fall County Convention) of the Executive Committee within thirty (30) days following the Fall Convention, that is held in even numbered years.
- B. Election shall be by nomination with secret ballot.
- C. Election will be tabulated by three (3) tellers appointed by the Chair.
- D. The term of office shall be two (2) years commencing January 1st.

## **Article VI - Voting**

### **Section 1: Eligibility and Proxy Vote**

- A. Each member of the Executive Committee and all elected officers shall be entitled to vote on all matters before the Executive Committee.
- B. Legislators representing more than one County may give a written proxy to any member of the Executive Committee.
- C. Members shall have one vote and must be present to exercise that vote.

## **Article VII - Duties of Officers**

### **Section 1: Party Chair**

- A. Schedules and presides at all general member, executive, and special meetings.
- B. Signs all contracts, agreements and documents when authorized by the Executive Committee.
- C. Appoints or hires such employees as the business of the Executive Committee may require.
- D. Creates and dissolves special committees, appoints and removes chairs and members to both special committees and all standing committees with Executive Committee approval.

- E. Shall be an ex-officio member of all standing committees, but shall not have the right to vote unless named a member of that committee.
- F. Assures that all party policies, procedures, and other activities are appropriate and fall within prescribed law and Party rules.
- G. Appoints two (2) non-officer members from the Executive Committee to review the books of the Treasurer, along with the Merts Report, to be presented at the July Executive Committee meeting and the January Executive Committee meeting of the following year.
- H. Represents and communicates with all State, District, and other County Parties.
- I. Emails written agenda to all Executive Committee Members and all general membership three (3) days before meeting.

## Section 2: Vice-Chair

- A. Performs duties of the Chair in his/her absence or in the event the Chair is unable to perform those duties.
- B. Performs other duties assigned by the Chair.

## Section 3: Secretary

- A. Keeps accurate and permanent records of minutes and attendance for Executive Committee meetings, general member meetings and special meetings called by the Chair.
- B. Provides printed minutes of meetings and agenda to Executive Committee and general membership.
- C. Keeps a current roster of Party members and monitors distribution of member information.
- D. Provides notice to membership of all meetings.
- E. Must turn over all books and records, both physical and electronic, at resignation, termination, or completion of term.
- F. Performs other duties assigned by the Chair.

## Section 4: Treasurer

- A. Receives, documents, and appropriately deposits all funds of the Party in an authorized financial institution.

- B. Keeps accurate books of all receipts and disbursements with monthly reports provided to the Executive Committee. These books shall be open at all times for inspection and examination by the Executive Committee.
- C. Pays all bills authorized by the Chair subject to the following:
  - 1. Chair may approve all invoices up to \$150.00.
  - 2. Invoices above \$150.00 must be pre-approved by the Executive Committee.
- D. Provides an annual report to the Executive Committee at the January Executive Committee meeting of the following year.
- E. Prepares all campaign finance reports as required by State Law.
- F. Shall be the Executive Committee's contact with the State Central Finance Committee and be empowered to receive all information and data supplied by State Finance officials.
- G. The Treasurer and Finance Committee shall be responsible for drawing up an annual budget of expenditures for approval by the Executive Committee.
- H. Works with Chair appointed Executive Committee Members during review.
- I. Turns over all funds, books, and records, both physical and electronic, pertaining to the affairs and business of the Executive Committee to his/her successor within 10 days of termination, resignation, or completion of term.
- J. Performs other duties assigned by the Chair.

## Section 5: Miscellaneous

- A. All officers are required to turn over all official Party records and assets upon completion of their service.

# Article VIII - Meetings

## Section 1: Regular Meetings

- A. Regular Meetings of the Executive Committee shall be held monthly. Time and place will be determined by the Party Chair.
- B. The rules contained in the current edition of Robert's Rules of Order will govern the Executive Committee when they are applicable and when they are consistent with the Bylaws of the Executive Committee.

1. A copy of the current edition of Robert's Rules of Order should be available at every Executive Committee meeting.
2. The Chair will evaluate the validity of procedural questions in the absence of a Parliamentarian.

## Section 2: Special Meetings

- A. Special meetings of the Executive Committee may be called when deemed necessary.
  1. By the Party Chair
  2. By five (5) Executive Committee Members who request the meeting in writing.

## Section 3: Quorum

- A. A quorum for all meetings of the Executive Committee shall be one third (1/3) of the voting membership of the Executive Committee.
- B. Members shall have one vote and must be present to exercise that vote.

## Section 4: Notice

- A. An agenda shall be forwarded by the Chair to each member not less than three (3) days prior to each meeting.
- B. Two (2) days' notice shall be given for special meetings unless such notice is prevented by an emergency.
- C. When a time sensitive decision must be made the Chair has the option of requesting a vote by electronic means. A quorum must be met for such a vote.

# Article IX - Standing Committees

## Section 1: Permanent Standing Committees

- A. Finance
- B. Membership
- C. Elections
- D. Communication/Technology
- E. Issues

- F. Military
- G. Youth
- H. Special Events
- I. Welcoming

## Section 2: Membership

- A. Standing Committee Chairs and members will be appointed by the Party Chair.
- B. Committee members should be members in good standing of the Cass County Republican Party as defined in Article III, Section 1

## Section 3: Reports

- A. Reports shall be given of committee activity at each general meeting of the Executive Committee.

## Section 4: Subcommittees

- A. Subcommittees are not permanent and may be changed or eliminated as needed.

# **Article X - Removal of Members**

## Section 1: Process for Removal

- A. Any member may be removed from the Party for illegal activity or action detrimental to the Party. Intent to remove a member must be addressed in writing, stating the cause, to the Chair. If the Chair is being considered for removal, the complaint, stating the cause, should be submitted to another officer.
- B. The party Chair will preside over any hearing. If the complaint is against the Chair, the Vice-Chair will preside.
- C. Prior to consideration of the removal of a member, Officers of the Party, the accused, and accuser shall meet and attempt a resolution. The Officers will then deliberate and communicate their decision to the involved parties.

- D. If no resolution is found the Chair will proceed by bringing the matter before the Executive Committee for action. Notice will be provided per Article VIII, Section 4-A.
- E. The Chair will discuss the ; the floor is then open for discussion. When discussion is complete the Chair will call for a motion and vote of the Executive Committee only. The Chair and two members selected by the Executive Committee will tally the secret ballot vote. The motion requires a two-thirds (2/3) secret ballot vote of the Executive Committee members present. The decision is effective immediately.

## **Article XI - Resolutions, Letters, & Proposals**

### **Section 1: Notice**

- A. Any member may present a Resolution, Letter, or Proposal.
- B. All Resolutions, Letters, and Proposals shall be submitted to the Issues Chair or the Party Chair in a timely manner either in writing, by email, or text message.
- C. The Issues Committee shall consider and make a recommendation for approval or disapproval within five (5) days of receiving the Resolution, Letter, or Proposal.
- D. If approved the Chair of the Issues Committee will submit the Resolution, Letter or Proposal to the Chair of the Party. They will add it to the agenda of the next meeting, which will be distributed to the general membership at least three (3) days before said meeting as per Article VIII, section 4-A.
- E. A two-thirds (2/3) vote of the Executive Committee shall be required for passage of said Resolution, Letter, or Proposal.
- F. The Party Chair is responsible for the distribution of an approved Resolution, Letter, or Proposal.

These bylaws in no way prohibit individual members of the Party from endorsing a resolution, letter, or proposal.

## **Article XII - Endorsements**

### **Section 1: Conditions of Endorsement**

- A. Endorsements, financial or otherwise, shall not be given to candidates prior to a primary election for partisan offices.
- B. Financial support may be given in a General Election to local Republican candidates who:
  - 1. Have been dues paying members since February 1st of the current election year.
  - 2. Are considered members in good standing as per Article III, Section I-B.
- C. Financial amounts will be determined by the Executive Committee.

## Section 2: Procedure to Request Endorsement

- A. Candidates who meet eligibility requirement for endorsement must notify the Chair or Vice-Chair in writing no less than seven (7) days prior to the August meeting of the Executive Committee if they are requesting an endorsement.
- B. The request for endorsement will be added to the agenda published at least three (3) days before the meeting as per Article VIII, Section 4-A.
- C. A secret ballot shall be taken with a majority vote granting the endorsement.
- D. The ballot shall also provide a "no endorsement" option.
- E. The Chair and two members selected by the Executive Committee will tally the secret ballot vote. The motion requires a majority secret ballot vote of the Executive Committee members present. The decision is effective immediately.

## Section 3: Announcement of Endorsement

- A. The Chair will announce the result of the secret ballot vote to the general membership and the candidate.
- B. The endorsed candidate may use said endorsement in their campaign.

These bylaws in no way prohibit individual members of the Party from endorsing a candidate.

# Article XIII - Amendments to Bylaws

## Section 1: Amendment Process

- A. Proposed amendments for changes to the Bylaws must be submitted in writing to the Executive Committee by a member in good standing.
- B. The Executive Committee will have a minimum of thirty (30) days to review and vote on the proposed amendment.
- C. A vote of two-thirds (2/3) of the Executive Committee present is required to pass the amendment.

## **Article XIV - Ratification and Review**

### Section 1: Ratification

- A. These Bylaws shall become effective immediately upon adoption by a two-thirds (2/3) vote of the Executive Committee present.

### Section 2: Review

- A. These Bylaws shall be reviewed at least once every four (4) years.



These Bylaws were approved on \_\_\_\_\_ of \_\_\_\_\_

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Mark Howie      Chair

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Rose Kelsheimer    Vice-Chair

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Walter Berndt      Secretary

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Tina Vanbelle      Treasurer