

STRRC By-Laws



Article I

Name

This organization shall be known as “Stafford Township Regular Republican Club,” hereinafter referred to as “Club.”

Article II

Purposes and Objectives

The Club is organized for the purpose and objective for advancing the principles and platforms of the Republican Party. To promote Republican candidates on local, county, state and federal levels, as well as, those candidates endorsed by the Club. The Club shall:

1. Establish and implement policies which strive for good, sound, economic and progressive, municipal, county, state, and national, levels of government.
2. Participate in the selection of any and all officially endorsed candidates for public office.
3. Keep the voters and general public apprised of the elected officials of Stafford Township and their respective contributions to the progress, welfare and orderly growth of Stafford Township.
4. Strengthen the Republican Party by promoting the growth of the Club.
5. Provide its members the opportunity to participate in public affairs.

Article III

Membership

Any registered Republican voter, who is a citizen of the United States and of good moral character, is eligible for membership as defined herein and in Article XVII. No person shall be eligible for membership if he/ she belongs to any other political organization in Stafford Township excepting an affiliate Republican Club, sponsored by or endorsed by, the Club. Membership shall be designated under three (3) groups:

Section A. Types of Membership:

1. Regular Membership. A Regular member is a registered resident of Stafford Township. Accepted under the guidelines of Article XVII. They pay yearly dues, to acquire the benefits of being a member.
2. Honorary Membership. An Honorary Member is a non-resident of Stafford Township. The Membership is awarded by a majority vote of the club. This member attends solely for the purpose of information. This membership does not entitle the member to vote on any issues or candidates. They pay yearly dues.
3. Lifetime Membership. This is bestowed on a member in good standing, who is recommended by the Executive Committee to the membership to vote on, and shall be limited to only one (1) person each year, starting from 1975, and shall be determined by a member's continuous active, and paid membership for a period of ten (10) years. This privilege waives all future dues and allows the member all the benefits and voting privileges of a Regular Membership as long as they remain in good standing.

Section B. Terms of Membership:

Membership in the Club shall continue as long as:

1. The member is in good standing.
2. The member performs his/ her obligations as a member.
3. The member complies with these By-laws.

Section C. Definitions:

1. Member in Good Standing - is defined as an individual, who is current with their dues and has attended at least one third ($\frac{1}{3}$) of the general meetings(a minimum of 4 meetings) for a year (12 months).

Article IV

Rules of Order

The President and the Executive Committee shall set the agenda for each meeting. All questions of a parliamentary nature not herein covered shall be decided according to Robert's Rules of Order. The Parliamentarian is charged with the duty of interpreting these Rules of Order when requested to do so by the President of the Club. The President shall decide any disputes on these Rules after consultation

with the Executive Committee. Any parliamentary disputes not agreed upon shall be presented to the membership for a vote.

Article V

Quorum

Ten percent (10%) of the paid membership of the Club on the day of the meeting shall constitute a quorum for the transaction of business.

Article VI

Meetings

Section 1. Regular Meetings. The regular monthly meetings of the Club shall be held on the time and dates set by the President at such place designated on the meeting notifications. The regular meeting in January shall be the Annual Meeting.

Section 2. Special Meetings. Special meetings may be called by the President or shall be called on ten (10) days written request to the president by twenty-five (25) regular members in good standing stating the purpose for such special meetings and no other business can take place at that meeting. The general membership shall be so notified in writing at least seven (7) days prior to said meeting.

Article VII

Nominations, Elections and Club Endorsements

Nominations for Club officers shall be made at the regular meeting in November. The election shall be held at the regular meeting in November. All candidates for Club officers as described in Article IX shall have been a member in good standing for at least one (1) year prior to the election and have attended at least fifty percent (50%) of the meetings in that year. A candidate's name may only appear on the official ballot for one office.

The Nominating Committee Chairperson shall have the report of the committee appear in the Club newsletter at least seven (7) days prior to the November meeting.

A tie vote shall be resolved by immediately taking another vote and this shall continue until the office is filled.

Installation of officers will be held in December and all officers will assume their duties on that date.

The term of office for all officers shall be one (1) year, except the Trustees' terms shall be three (3) years. All officers shall continue to act until their successors have been installed.

No member in arrears or otherwise not in good standing, shall be eligible for office, and no nominations shall be made of a member not present unless prior written consent has been accepted by an officer of the Club.

At all elections and club endorsements, the presiding officer shall appoint tellers who shall count the ballots and act as the election judges. If any office is contested, there shall be a separate election for each contested office. A majority of votes of those present and voting, i.e. 50% plus 1 vote, shall be necessary for a candidate to be elected to office. If no candidate receives 50% plus 1 vote, then the candidate receiving the lowest number of votes shall be dropped from the ballot and the ballot procedure shall continue until a candidate receives 50% plus 1 vote of those present and voting. The following rules will be enforced for the elections listed below:

Election of Club Officers and

Club Endorsement of Mayor and Council Members:

1. All votes for the election of Club Officers and the endorsement of Mayor and Council Members shall be by secret ballot.
2. If the offices are uncontested, the secretary shall cast one unanimous vote.
3. Only members in good standing who have attended at least one third (1/3) of the general meetings (a minimum of 4 meetings) for a year (12 months) prior to the meeting at which a vote is to be taken shall be entitled to vote. For these purposes, the meeting in which the member is accepted as a member shall count as the first of the required four (4) meetings for the year prior to the vote.
4. Only members in good standing are permitted to vote by Proxy or carry and cast a Proxy vote.

Mayor and Council Endorsement Procedure:

The Endorsement for Mayor and Council will proceed with two separate elections:

1. The election for the Endorsement for Mayor from the slate of all candidates interested in the office.
2. The election for the Endorsement of Council Members from the slate of all remaining candidates interested in these offices with the exception of the candidate that has been chosen for Mayor.

3. The Endorsement Election for Mayor and for Council Members can be held on the same meeting night.

A member that cannot attend a meeting where a vote may be taken may vote by proxy. Only members in good standing who have the right to cast their own vote may cast a proxy vote for a non-attending member. No member attending the meeting where a vote is to be taken may cast more than one (1) vote by proxy. No vote by proxy may be cast unless the member wishing to vote by proxy has provided to the Club written authorization for another member to cast his/her vote. This written authorization must contain the name of the non-attending member, his/her notarized signature, and explicit written authority to a named attending member to cast the vote of the non-attending member, and must be dated no more than ninety (90) days before the meeting at which the vote is to be taken. Only the proxy form attached hereto as Appendix A may be used. Appendix A is Proxy form.

The name of the proxy recipient must be inserted on the proxy form prior to the signing of the proxy form. The proxy must be delivered by mail or by hand to the President or election judge on or before the meeting at which the election is to take place. If in proper form, the proxy shall be initialed by the election Judge or Parliamentarian. Any challenge to a proxy shall be made to the Parliamentarian. If the Parliamentarian cannot resolve the challenge, it shall be referred to the regular membership for a floor vote.

Article VIII

Discipline

The Club shall have power to suspend or expel any member who does not meet the conditions of Article III or is charged with conduct which endangers or may endanger the welfare of the Club, or the conduct unbecoming a member of the Club. Grounds for expulsion for supporting, campaigning, or electioneering any candidates and/or political organizations that are in opposition to the candidates or directives supported by the Stafford Township Regular Republican Club. In order to suspend or expel a member, a member in good standing must move with a second, to refer a proposed expulsion or suspension to the Executive Committee. If that vote, which must be taken at the meeting when the motion is made, is approved, the Secretary shall send a letter to the member by regular and certified mail, advising the member of the charges and advising the member of his/her right to request a hearing before the Executive Committee within thirty (30) days. This letter shall advise the member of who should be contacted to arrange this hearing, giving the address and phone number of the person to be contacted. Any member wishing to attend the Executive Committee hearing, including the accuser,

shall be advised of the date and place of the meeting and may attend, ask questions and make statements. The Executive Committee shall make a report to the Club within sixty (60) days after the letter is sent to the member, whether or not a member subject to the expulsion request has requested a hearing. The Club shall entertain a motion to expel the member at the regular meeting at which the Club receives the report of the Executive Committee.

The suspension of a member deprives him/her of all the benefits and privileges of a member in good standing during the period of his/her suspension.

After the penalty of suspension is announced, the Club may, upon due cause being shown, change the term of suspension or may annul it altogether.

Article IX

Officers

The officers of the Club shall consist of President, Vice President, Secretary, Treasurer and three (3) Trustees.

Article X

Duties of the President

The President shall preside at all meetings. The President shall have the power and responsibility to administer and enforce the policies adopted by the Club. He/she shall represent the Club at all functions of the Club, internal and external, and shall be primarily responsible for expanding the membership of the Club. The President shall approve all correspondence, news items, etc., of the Club and its committees before they are released. The President shall also have the privilege and duty of appointing the Parliamentarian who shall assure use of proper procedures followed by the Club. The President shall also appoint the Chairperson of all committees unless otherwise provided for in the Bylaws or by statute. The President is the ex-officio member of all Committees.

The auditing committee shall consist of three 3 members in good standing or an accounting firm may be retained to audit the records of the club and the treasurer.

The President will willingly assist the County Committee pertaining to their duties. The County Committee shall be answerable to the Club through the President and shall supply all information the President deems necessary.

In the event of the President's absence or ineligibility to act, the Vice President shall perform the duties of the President.

Article XI

Duties of the Secretary

The Secretary shall:

Keep the minutes of the meetings.

Take roll call of Club Officers.

Read minutes of previous meetings or make written minutes of previous meetings available to the membership at the beginning of each meeting.

Record the name of the member who makes a motion, then the member who seconds it.

Notify committees of their appointments.

Take charge of all Club documents when requested.

Sign official documents when requested.

Call a meeting to order in the absence of the President or Vice President, and to preside until election of a chairperson pro temp, which should take place immediately.

Have a list of all officers, committee members and general membership.

Notify all members of meetings by the Monthly Newsletter, unless otherwise designated.

Conduct correspondence as directed.

Forward newsletter to web site coordinator, unless otherwise designated.

External Correspondence, such as promotion of Candidates, requires review and approval of a minimum of two Executive Members.

External Correspondence should include the statement "approved for distribution by Executive Committee <Date>"

Article XII

Duties of the Treasurer

Pay bills when due.

Collect dues at meeting from Membership chairperson.

Maintain a signed record of all collected monies. This record is to be kept for auditing purposes.

Maintain the petty cash fund as authorized at the annual meeting.

Receive and deposit all monies due the organization

Pay wherever possible by checks, signed and countersigned by the President.

Pay bills from officers and committee members only when clearly authorized and when receipts for expenditures are attached.

Disburse all moneys as the organization may direct.

Give a statement of finances as often as required.

Give a complete financial report upon expiration of term.

Article XIII

Trustees

The Trustees shall be responsible to see that all papers, books and property are taken care of. Any expenditures or indebtedness incurred by the Trustees must have the consent of the Club. Any expenditure incurred by the Club in excess of \$300.00 must be approved by a majority of the Trustees. Notwithstanding the aforementioned, the Club President may spend an amount not to exceed \$300.00 in an emergent situation without the prior consent of the Club membership. However, any such emergency expenditure must be approved by a majority of the Trustees.

There shall be three (3) Trustees elected. The term shall be for three (3) years. Trustees are not prohibited from serving on any committee.

Article XIV

Executive Committee

The Executive Committee shall consist of all officers, the Municipal Chairperson of the County Committee, or a representative of the County Committee if the Municipal Chairperson is already an officer of the Club and the immediate past President of the Club, should he/she still be a member in good standing and shall serve until replaced by the next immediate past President. The Committee shall be responsible for suggesting projects for the Club, policies of the Club, and recommendations for additions or amendments to these Bylaws. All proposals, including monetary proposal, of the Executive Committee shall be brought before the Club membership at the regular meeting to decide each proposal by adopting the Trustee Report, which shall be brought before the Club membership at the regular meeting.

It shall be the duty of the Executive Committee to recommend to the membership for their approval the names of the member to be honored with lifetime membership.

The Executive Committee shall hear any charges made for or against any member, and their decision shall be put before the Club at a regular meeting for the membership's decision. The charged member(s) shall be entitled to a hearing before the Executive Committee.

The Executive Committee shall meet before the regular Club meeting or whenever the President calls a special meeting. A simple majority shall constitute a quorum at any Executive Committee Meeting. In the event any Officer shall be unable to finish his term for any reason, the Executive Committee shall meet within 30 days of the date of the vacancy and fill the vacant office for the unexpired portion of that term. The vote necessary to fill the vacancy shall be a majority of the full Committee. There shall be a report to the full membership at the next regular meeting following the vote.

Article XV

Nominating Committee

There shall be a Nominating Committee consisting of six members and a Chairperson. All members appointed to this committee shall be members in good standing in the Club for at least 6 months prior to appointment and have attended at least 50% of the meetings. The President shall appoint the Chairperson and the committee prior to the September meeting.

A simple majority of the full committee membership shall be necessary to conduct business. The Chairperson shall receive all letters of interest for anyone who wishes to be considered by this committee for a Club office. The Chairperson shall report at each regular Club meeting any letters received. The Nominating Committee Chairperson shall have the report of the committee appear in the Club newsletter at least seven (7) days prior to the November meeting. Any candidate who wants an interview in person or by representative must request it in writing and the Chairperson shall schedule it. Club officers should make no recommendations. See Article VII. For details of election process.

It shall be the duty of the Nominating Committee to present at the regular November meeting a slate of suggested candidates for Club officers. Nominations may be taken from the floor at the November meeting. Only those persons who submitted a letter of interest for any office may be nominated from the floor for that office.

Article XVI

Screening Committee

There shall be a Screening Committee consisting of six members and a Chairperson. All members appointed to this committee shall be members in good standing in the Club for at least 6 months prior to appointment and have attended at least 50% of the meetings. The President shall appoint the Chairperson and the committee prior to the January meeting.

The Chairperson shall receive all letters of interest of those persons who wish to be screened for the Club endorsement for any office and shall report all letters received at each regular Club meeting.

The Screening Committee shall be responsible for screening all individuals who wish to be endorsed by the Club for local, municipal, county, state, national or any other public office, including, but not limited to Mayor and Council. All individuals to be screened for positions on the County Committee, or for Mayor and Council shall appear before the Screening Committee in person. All individuals to be screened for county, state and national office may appear in person or may send a representative.

All individuals seeking Club endorsement for the primary election shall declare their intention to seek the Club's endorsement by the February meeting. The Screening Committee shall screen all individuals who have declared their intention to seek endorsement as required by this Article. All screening shall be completed prior to the meeting of the Club to endorse candidates. The Screening Committee shall deliver their report to the Club at the Club's regularly scheduled meeting immediately

preceding the County Council meeting to endorse Candidates but no later than the regular March meeting. The Club's endorsement will be made at that meeting.

Whenever a vacancy occurs in the office of Mayor or Council, and an election must be held to fill the vacancy for the remainder of the unexpired term, the Executive Committee shall set up a schedule for screening candidates and voting for endorsement of a candidate for the vacant office. If possible, the schedule shall be the letter of intent to be received no later than the regular June meeting. This committee shall report a recommendation to the membership no later than the regular July meeting. The Club shall vote on endorsements no later than the regular August meeting.

For the endorsement for federal, state and county offices, the Club President shall vote for the candidates endorsed by the Club on the first ballot at the County Council meeting called to endorse candidates. After the first ballot the President is free to vote for any candidate. If County Council chooses to endorse a candidate not endorsed by the Club, the Club shall, at the next regularly scheduled meeting after the County Council decision, again vote to endorse candidates.

It shall be the responsibility of all members of the Club to support the endorsed candidates. Any direct or open campaigning for a candidate not endorsed by the Club is forbidden. Neither the Club, nor any member thereof, shall contribute anything of value, including but not limited to, money, time, and office equipment or supplies to a candidate not endorsed by the Club. Violation of these prohibitions may result in suspension or expulsion from the Club pursuant to the procedures delineated in Article VIII.

Article XVII

Membership Committee

The President shall appoint the Chairperson of the Membership Committee and at least two (2) additional members. It shall be the duty of the Membership Committee to solicit members.

Applications shall be made on application forms furnished by the Club and shall be presented to the Membership Chairperson who will make note of the name(s) and hold the application fee. The application having been sponsored by at least two active members. The application shall then be acted upon at the next regular meeting of the Club.

The regular annual dues for members shall be set for the calendar year at the first regular meeting of each New Year by vote of the Club. The regular annual dues shall be payable with application for membership. Thereafter annual dues shall be due and payable at the first regular meeting in January.

Should any application be rejected, the application fee shall be returned to the applicant.

Every member shall receive a membership card on which there shall be printed the expiration date of dues paid and their membership classification.

Any member changing their residence must report the same to the Secretary within thirty (30) days or as soon as possible.

Any member three (3) months in arrears shall be notified by mail of his/her arrearage by the Secretary. Action on delinquent members may be taken at any regular meeting.

Any member having been dropped for arrearage of dues may subsequently make application for reinstatement.

Dues must be received by the club meeting before a club election or endorsement. No dues will be collected on meetings that have club elections or endorsements.

The Membership Chairman shall provide a list of members in good standing one week prior to a club meeting for a club election or endorsement.

The Chairperson shall report on the status of paid-up memberships at regular intervals and keep a record of all dues paying members. The Chairperson must maintain a signed record of all monies collected for dues. This record is to be forwarded to the Treasurer for auditing purposes.

The Membership Chairman shall inform the Newsletter Committee and the Technology Committee of the names, mailing addresses and email addresses of all new members admitted to the club within two (2) weeks of their admission.

Article XVIII

Additional Committees

The President shall, from time to time, appoint additional Committees as necessary to meet the needs of the Club. These committees may include, but are not limited to, the following committees:

- Finance Committee
- Bylaws Committee
- Legislative Committee

- Publicity Committee
- Newsletter Committee
- Chaplain and Sergeant-At-Arms
- Technology Committee

A quorum for any committee meeting is a majority of Committee Members unless otherwise set forth in these Bylaws. The chair of each committee or the President shall call the meetings.

Article XIX

Bylaws

These Bylaws may be altered, amended or revised at any regular meeting by a majority vote of the members present who are entitled to vote, after said amendment, alteration or revision has been read to the membership at two (2) consecutive regular meetings.

These Bylaws, adopted October 28, 1997, revised April 27, 1999, revised July 24, 2001, revised September 23, 2003, revised April 25, 2011, revised June 27, 2011, revised January 23, 2012, and revised November 24, 2014 shall supersede any and all previous laws of the Stafford Township Regular Republican Club, which are hereby repealed.

Article XX

Cancellations

When a meeting is cancelled for any reason, any business mandated by these Bylaws, which was to be transacted at that meeting, will be carried over and acted upon, at the next meeting that is held. It is intentionally referred to the next meeting to be "held" rather than the "next scheduled meeting," to cover the possibility of two consecutive meetings being cancelled.

Article XXI

Procedures for Donation Requests Under \$500.00

The Executive Committee has agreed to institute the following procedure, which was approved by the Membership. The Stafford Township Regular Republican Club is a political organization. We will support local, county, state and national candidates in an effort to gain political office. We will also promote and support worthwhile community affairs.

All requests for donations (under \$500.00), ad books, sponsorships, etc., will be given careful consideration. All requests shall be submitted in writing, containing all pertinent information and submitted to the Executive Committee for review.

The Executive Committee will act on acceptance or refusal.

If the Executive Committee denies a donation request, it can be brought up on the floor of a regular meeting for discussion and/or a reversal of the Executive Committee's decision.

Article XXII

Attendance Requirements

If any elected officer or any committee member of the Club is absent for three (3) consecutive meetings of his/her respective office, he/she shall automatically relinquish his/her position and the Executive Committee shall appoint a member to fill the vacancy for the unexpired portion of the term, or until the next election for that special office or committee is held, unless his/her absence is excused by the President for good cause.