

# BRISTOL REPUBLICAN COMMITTEE

## BYLAWS

### ARTICLE I PURPOSES

The Bristol Republican Committee, (the Committee) is founded for the purposes of: (a) providing a forum for educating the public, particularly within Bristol Township and Bristol Borough, including political platforms, values, ideals and accomplishments of the Republican party, (b) creating fellowship and unity among Republican members of the community and electors, (c) identifying, training, and educating Republican leaders of today and the future in Bristol Township and Bristol Borough, and every level of government beyond and (d) supporting and/or selecting candidates of the Republican party.

### ARTICLE II MEMBERS

#### *1. Types of Membership*

The Committee shall have two (2) classes of membership, Full and Social.

Full Members shall be duly elected Republican Committee members and Committee members appointed in accordance with the bylaws of Bucks County Republican Committee (BCRC) residing in the following areas: Bristol Borough and Bristol Township.

Social members shall be any other Republican elector in Bristol Township or Bristol Borough.

#### *2. Dues.*

Annual Dues for Voting Members may be set by a vote of The Committee should they choose to do so. If Dues, are collected, the Committee shall set the anniversary dates for membership dues. Dues payments received by the Committee shall be in a fixed amount. No voting membership should be offered for a period more than one year.

#### *3. Voting Rights.*

Full Members shall have equal voting rights and be eligible to vote on matters presented to the committee provided members are not absent from (3) three or more consecutive meetings. If members are absent from three consecutive meetings without cause, it is to the discretion of the Officers if those members lose voting rights or be removed from their position.

Voting members shall be entitled to vote on the endorsement of any candidate seeking the endorsement or financial support of the Committee.

Voting members may only vote on the endorsement of any candidate seeking office for a jurisdiction of a voting district in which such full member is a qualified Republican elector.

Voting members may carry up to two (2) proxy votes at any meeting.

#### ***4. Reorganization Meetings.***

The Committee shall have a reorganization meeting for the purpose of electing Officers for the next term of office. Whenever possible the reorganization meeting shall take place bi-annually in June or within the first 30 days of Bucks County Republican Committee's reorganization meeting. At such time the membership shall vote on the Officers to serve in the next term (or for the remaining of the term when said vote occurs within 30 days of the current term).

#### ***5. Special Meetings.***

The Committee may have special meetings of members for the purposes of disseminating important information, special events, matters of public concerns, endorsing candidates, electing officers, or approving expenditures. Notice is to be given at least five (5) days in advance via electronic email, or by any method which ensures all members are aware of the time, date, and forum of the special meeting.

#### ***6. Regular Meetings.***

The Officers shall establish a schedule of regular monthly meetings of the Committee during each calendar year.

#### ***7. Meeting Conduct***

The Committee Officers shall conduct its meetings in conformance with the most recent edition of Robert's Rules of Order Newly Revised in the absence of standard or special rules it may adopt that conform to these Bylaws and Rules. The Committee Officers may conduct meetings or ballots by telephone, video conference, or email only when approved by a two-thirds majority vote of the Committee. Regular meetings of the Committee shall occur at least monthly, with at least one week's notice.

#### ***8. Quorum***

A quorum shall be reached at any regular or special meeting where at least 51% of the full members are present.

### **ARTICLE III OFFICERS**

#### ***1. Officers/ Officer Qualifications/ Officer Roles & Functions***

The Officers of the Committee shall be Full members of the Committee, residing within the Bristol Borough/Bristol Township Region as described in Article 2.1

Officers fall into two categories: Administrative Officers, and Non-administrative Officers.

Administrative Officer roles of the Committee are to include President, Vice President, Treasurer, and Secretary.

Administrative Officers shall be elected by a majority of voting members of the Committee.

Non-Administrative Officer roles of the Committee are to include Committee Historian/Advisor, Assistant to the President, and Outreach Coordinator.

Non-administrative Officers shall be appointed by the President and confirmed by a majority of voting members of the Committee.

## ***2. Officer's Meetings***

The Officers may hold special Officer's meetings as needed and as determined by the Officers. Special meetings and the purpose of the meeting must be announced to the Committee membership at the next regular meeting.

The Officers may create committees and subcommittees as needed.

The Officers shall conduct a bi-annual reorganization meeting of the Officers to be conducted in the month of June, whenever possible, or within the first 30 days of the Bucks County Republican Committee's reorganization meeting.

The Officers will, during the Officer's bi-annual reorganization meeting, review the Committee progress, financial documents and reports, and review the roles and functions of the Officers.

The Officer's may, during the Officer's bi-annual reorganization meeting, create, adapt or remove roles, functions, or Officer positions, by a majority consensus of the committee.

The Officer's may appoint a member to an Officer's role. The role is made permanent by a majority vote of the membership body in the next regularly scheduled meeting.

Created or removed Officer's roles in which an Officer is removed, given a newly created role, or where a new member is appointed to an Officer's role, must be presented to the membership for majority vote at the next regularly scheduled meeting.

## ***3. Election and Term of Office***

Officers shall be elected by majority vote at the reorganization meeting of the members, or at the first regularly scheduled meeting of the members after an Officer's meeting.

Officers shall serve for a term of two (2) years in accordance with the Bucks County election schedule for committee people and until their successors are elected and qualified.

Officers may be elected for consecutive terms and term limits are not imposed.

#### ***4. Officer's Description of Functions***

The duties of the Officers shall include the following:

- a. President (Elected): the President shall chair all meetings of the Committee and shall see that all orders and resolutions of the Committee are carried into effect. The President shall execute any documents on behalf of the Committee. The President shall recommend individuals to fulfill the roles of Events and Outreach Coordinator, Committee Historian/Advisor, Assistant to the President, and any other assistant positions as deemed necessary by the committee to be presented to the membership body for majority vote. The President shall appoint members of any committees which are created by the Officers or these Bylaws.
- b. Vice President (Elected): the Vice President shall perform all duties of the President, in the President's absence and shall perform any tasks delegated to the Vice President by the President. The Vice President may sign any documents as directed by the President and as needed by the Treasurer.
- c. Treasurer (Elected): the Treasurer shall perform all financial audits, track transactions, monitor and maintain the financial accounts and filings of the Committee, and submit all financial transactions and documentation as required by governing bodies. The Treasurer shall report the financial status of the Committee at regularly scheduled meetings and give a detailed account in the Officer's reorganization meeting.
- d. Secretary (Elected): the Secretary shall attend all meetings of the membership or request the President appoint a replacement when not able. The Secretary shall record all votes and the minutes of all proceedings, keep minutes, records, and books of the Committee and shall provide all members with notices of meetings. The Secretary shall attest to the signatures of the other Officers and shall perform such other duties as may be prescribed by the Officers or by the President. The Secretary shall maintain the membership lists of the committee which will be available at each meeting.
- e. Events and Outreach Coordinator (Appointed): the Events and Outreach Coordinator shall be responsible for ensuring that the Committee has presence in the Bristol area community. The Events and Outreach Coordinator shall work to recruit new members to the Committee by identifying opportunities for the Committee to participate in community events. The Events and Outreach coordinator shall present the Officers with regular suggestions for said opportunities.
- f. Committee Historian/ Advisor (Appointed): the non-administrative role of Committee Historian and Advisor shall include the duties of recalling, maintaining, and relaying historically accurate

information on the genesis of the Committee. The Committee Historian/Advisor will be asked to present the history of the Committee upon special occasions. The Committee Historian/ Advisor will consult the Officers and guide them with wisdom in their undertaking of their individual roles and functions within the Committee. The Committee Historian/Advisor will make an effort to be in attendance at regularly scheduled meetings, special meetings, and all Officer's meetings. Committee Historian/Advisor shall have input in all decisions of the Officers and shall be included in consensus building decisions.

- g. Assistant to the President (Appointed); the non-administrative role of the Assistant to the President includes the duties of assisting the President in social media posts, communication, advising, liaising, and general assistance as determined by the President. The Assistant to the President need not attend the Officer's meeting but may be invited. The Assistant to the President shall not be included in the consensus building decisions made by the Officers.

### ***5. Removal of Officers***

Any Officer may be removed by a two-thirds vote of the members present at a regularly scheduled or special meeting upon one month's notice. Removal of an Officer shall be made with Cause.

Cause is defined as malfeasance or nonfeasance in office or supporting candidates in opposition of a Republican candidate in a general election.

### ***6. Vacancies***

If the office of President or Vice President becomes vacant for any reason that role must be filled within 30 days.

If any office of Treasurer or Secretary becomes vacant, the remaining Officers may appoint a member to serve in an Interim role. The members shall vote on a successor at the Committee's next regularly scheduled meeting and such successor shall serve for the remainder of the unexpired term.

## **ARTICLE IV AMENDMENTS**

The Bylaws may be amended by affirmative vote of a two-thirds majority of members present at 2 consecutive duly convened meetings after notice of such proposal to amend the Bylaws has been given.

## **ARTICLE V MISCELLANEOUS**

The following items shall be true:

### ***1. Fiscal Year.***

The fiscal year of the Committee shall begin on January 1 and end on December 31

## ***2. Organization.***

The Committee shall be organized as a Political Committee, be registered as the same, and produce financial documentation to the Board of Elections as required.

## ***3. Headings.***

In interpreting these Bylaws, the headings in articles shall not be controlling.

# **ARTICLE VI ENDORSEMENTS**

## ***1. Bucks County Republican Committee***

The official endorsement of candidates for election shall occur under the rules, regulations, and Bylaws of the Bucks County Republican Committee.

The Committee may but are not required to endorse candidates endorsed by the Bucks County Republican Committee.

The Committee may financially support and endorse candidates not endorsed by the Bucks County Republican Committee before the primary.

## ***2. Endorsement***

Endorsements shall be made at a regular meeting where the holding of an endorsement vote has been publicized at least 30 days in advance or at a special meeting called for the purpose of endorsing candidates with 30 days advance notice to all members. Should the Committee elect to endorse a candidate for any office, any full members who are eligible to vote for such office shall be eligible to vote in such endorsement vote.

Endorsement is achieved by majority vote by the full members.