

# **PAULDING COUNTY REPUBLICAN PARTY RULES / BYLAWS**

## **ARTICLE I**

### **NAME AND PURPOSE**

#### **1.01 NAME**

This organization shall be known and referred to as the **Paulding County Republican Party**.

#### **1.02 PURPOSE**

The organization, consisting of its members, shall serve as the central and unified authority and representative body of the Republican platform and policies within Paulding County, in accordance with District, State, and National Party guidelines and policies.

#### **1.03 FUNCTION**

The Paulding County Republican Party, consisting of its members shall serve as the central and unified authority and representative body of the Republican platform and policies within Paulding County. It shall function to develop, encourage, and educate Republicans; further Republican Party principles within Paulding County; and it shall strive to recruit and elect qualified Republican candidates to every available public office.

## **ARTICLE II**

### **PARTY MEMBERSHIP**

#### **2.01 ELIGIBILITY**

All registered voters residing within Paulding County, Georgia (hereinafter "County"), who are in accord with the principles of the Republican Party, believe in its declaration of policies, support its candidates, and support its aims and purposes, are eligible for membership in the Paulding County Republican Party and may participate in its Caucuses and Conventions.

#### **2.02 MEMBERSHIP DUES**

Any person who meets the eligibility requirements in Paragraph 2.01, above, may be admitted to membership in the Paulding County Republican Party by payment of membership dues. Membership shall be for a calendar year. Membership levels and dues shall be defined by the County Committee. For a member to be in good standing s/he must be a current dues paying member. At the discretion of the Executive Board, a person's sworn declaration of inability to pay dues may be accepted in lieu of actual dues payment.

**ARTICLE III**

**ORGANIZATION OF COUNTY COMMITTEE**

**3.01**

The Paulding County Republican Party shall consist of two committees to be known as the County Committee and the Executive Committee, respectively. The Paulding County Republican Party shall be governed by the Paulding County Republican Committee (hereinafter "County Committee"). The Paulding County Republican Party Executive Committee (hereinafter "Executive Committee"), previously known as the Executive Board, shall be a subcommittee of the County Committee.

**3.02**

The County Committee shall be the governing body of the Paulding County Republican Party. It shall consist of members of the Paulding County Republican Party, as follows:

- a) Members of the Executive Committee, as described in these rules;
- b) The Chairman of each voting precinct, whose duties shall include promoting Republican candidates' campaigns, growing the Republican Party base in their precinct, and attending all meetings of the County Committee;
- c) Elected Republican officials who reside in the county, who shall be non-voting Ex Officio members;
- d) Three At-Large members nominated by the Chairman and approved by the County Committee.
- e) A Membership Chairman, as elected by the County Committee, who shall recruit new members into the Party, recognize new members and welcome them to the Party, and forward information for members who have joined to the other officers, as appropriate;
- f) Past County Party Chairman, for one year after expiration of his/her term.
- g) President of the Paulding County Republican Women who shall be a non-voting Ex Officio member;
- h) Chairman of the Young Republicans of Paulding County who shall be a non-voting Ex Officio member;
- i) Chairman of the Black Republicans of Paulding County who shall be a non-voting Ex Officio member;
- j) Members of the District and State Committees residing in Paulding County.

**3.03**

The County Committee shall convene at least once per quarter on the call of the Chairman who shall provide written notice setting forth the date, time, location and agenda for the meeting not less than seven (7) days prior to the date of the meeting. Attendance at a meeting of the County Committee by a member shall constitute a waiver by that person to challenge any notice required but not given for such meeting.

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## 3.04

Additional meetings may be called by the County Chairman, or upon written notice requesting a meeting, presented to the Recording Secretary by one-third of the members of the County Committee.

## 3.05

All meeting notices shall be made by written or electronic notice and shall designate the time and place of said meetings, and shall be sent by the Corresponding Secretary or, if unavailable, the Chairman or designee, to members of the County Committee of the Paulding County Republican Party not less than seven (7) days prior to the day of the regular or special meetings.

## 3.06

All regular and special meetings shall be held within the boundaries of Paulding County, Georgia or through distance technology.

## 3.07

Presence in person or by proxy of fifty percent plus one (50% + 1) of the County Committee shall constitute a quorum for the transaction of business of the County Committee. Proxies should be in writing or electronic and substantially in the form prescribed in Section 3.08, to follow. A committee member's proxy shall be revoked by said member upon his/her attendance at the committee meeting for which it was given. No member shall vote more than two (2) individual proxies at any single meeting.

## 3.08

I, \_\_\_\_\_ do appoint \_\_\_\_\_ (or such other member as he may designate) as my proxy to vote at a meeting of the County Committee/Executive Committee of the Paulding County Republican Party. to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for me and in my name with all the power that I should possess if I were personally present, hereby revoking all previous proxies.

Signed,

\_\_\_\_\_ (Type name if submitting electronically)

## 3.09

The County Committee shall call the County Convention pursuant to the State Republican Party Call and shall make necessary arrangements to hold it. It shall cooperate with the State Committee in conducting all statewide campaigns within the County for National and State causes, and otherwise aid the State Committee in other efforts, where practical, and it shall decide all controversies within its jurisdiction, with the right of appeal by the petitioners to the appropriate District Committee. It shall coordinate all County campaigns.

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## ARTICLE IV

### OFFICERS

#### 4.01

The Officers of the Paulding County Republican Party shall be a County Chairman, a First Vice Chairman, a Second Vice Chairman, a Corresponding Secretary, a Recording Secretary, a Treasurer and an Assistant Treasurer.

#### 4.02

Officers shall serve for terms of two (2) years or until their successors are elected as provided by these Rules and the State Party rules. The term of office shall begin upon the adjournment of the County Convention (except for officers elected to fill vacancies between County Conventions, in which case the term shall begin at the conclusion of the election).

#### 4.03

The Officers of the Party shall be elected during the County Convention in odd-numbered years by the Delegates in attendance at the County Convention. No person shall be eligible to run for Party office unless they interview before the Nominating Committee prior to or the day of the Convention.

#### 4.04

Any vacancy in an Office caused by death, resignation, failure to act, termination of residence, removal for cause, or other reason shall be filled by a special election held at the next County Committee meeting following the announcement of the vacancy, as required by Rule 5.05, and elected by a majority vote of the members in attendance.

#### 4.05

Any member of the County Committee may be removed from office for cause by a vote of two-thirds (2/3) of a quorum present at any duly called meeting of the County Committee. However, such individual must be given written notice of such meeting, sent at least twenty (20) days in advance thereof, setting forth the grounds therefor, and be given the opportunity to be heard in person or by the representative of his or her choice.

#### 4.06

“Cause” as used herein shall include:

- a) Failure to perform duties of his or her office;
- b) Failure to attend two (2) duly called meetings;
- c) Failure to participate in affairs of the party;
- c) Conduct detrimental to the best interest of the Party;

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d) All members of the County Committee and Executive Committee are expected to support the official qualified candidates of the Republican Party in all contested general elections and uncontested Republican Primary elections. Public support of any candidate in opposition to the official Republican Candidate in a general election by an elected officer of the Executive Committee shall constitute conduct detrimental to the interest of the Party.

e) If any Party Officer or County Committee Member qualifies to run for public office, such member shall be deemed to have resigned their Party office upon qualifying. Elected officials are ineligible to hold positions on the County Committee or Executive Committee.

f) Failure to pay yearly dues.

g) Other causes, as determined by the Executive Committee.

## 4.06.01

Appeals on removal from office or committee membership may be addressed to the District Committee if the county lies totally within one (1) Congressional District. If the county is split among more than one (1) Congressional District, the appeal must be made to the State Executive Committee.

## 4.07

If any member or officer of the Executive Committee shall be absent from three (3) consecutive regular meetings of the Committee, their position shall be declared vacated. The vacated position shall be filled by majority vote of the County Committee at a specially called meeting within 20 days or at the next regularly scheduled meeting of the County Committee if such meeting is within 30 days of the announced vacancy. Appointed positions shall be filled by the Chairman in accord with the provisions of these Rules governing the original appointment.

## ARTICLE V

### EXECUTIVE COMMITTEE

#### 5.01

The Executive Committee shall be the steering committee for the County Committee to implement, enforce and develop policies, procedures, rules and regulations set forth by the Paulding County Republican Party.

#### 5.02

The Executive Committee shall consist of the members of the County Committee of the Paulding County Republican Party, as follows:

- a) Chairman
- b) First Vice Chairman
- c) Second Vice Chairman
- d) Corresponding Secretary
- e) Recording Secretary
- f) Treasurer
- g) Assistant Treasurer

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### **5.03**

The Executive Committee shall meet at least once each month at a regularly scheduled time designated by the Chairman and ratified by the Committee with notice of the time, place and date of the initial meeting given to those so designated at least seven (7) days prior to such meeting. Meetings may be held when necessary via distance technology, and presence via technology shall be treated as presence in person. An Executive Committee meeting shall be attended by all members in person to be held on the same day and prior to a scheduled County Committee meeting as designated in Section 3.03. If for any reason the Chairman fails to call or hold such meetings, they may then be called by any (3) three officers as designated in section 4.01.

### **5.04**

The Executive Committee shall notify the County Committee by written notice, not less than ten (10) days prior to the next called meeting of any vacancies on the Executive Committee. The Executive Committee may make recommendations of such persons qualified to fill such vacancies.

### **5.05**

The Executive Committee shall have all of the duties, responsibilities, power, and authority, as specified herein, to conduct the affairs of the Republican Party between County Committee meetings and between Conventions.

### **5.06**

If any member of the Executive Committee of the Paulding County Republican Party qualifies to run for a public office such member shall be deemed to have resigned his office of the Executive Committee upon the date of qualification. Such vacancy shall be filled according to the rules herein.

### **5.07**

All members of the County Committee and Executive Committee shall support the official qualified candidates of the Republican Party in all contested general elections and uncontested Republican Primary elections. If a member of County or Executive Committee publicly advocates the election of another candidate for an office for which the Republican Party has nominated a candidate, that advocacy shall be cause for removal from said Committee.

### **5.08**

Members of the Executive Committee shall remain publicly neutral in their official capacities in all contested primaries as defined in 5.08.01 and 5.08.02. In addition, Executive members are bound to support only qualified Republican candidates in any election cycle. This precludes any Executive Committee member from signing a petition for the purpose of qualifying as a third-party candidate after a primary election is determined.

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## **5.08.01**

The Chairman for the Party shall remain publicly neutral in all contested primaries where their interest could be misconstrued as being partial to a specific candidate over others that have qualified for the same elected office position. This does not preclude the Chairman from attending announced public candidate campaign events as long as the Chairman is fair in presence for all qualified candidates that host similar campaign events. This action takes precedence over not attending as the spokesperson for the Party and knowing the activities during an election season in local as well as national campaign efforts. The Chairman is also able to personally support any candidates through means that are anonymous or personal monetary donations not of the Party's expense.

## **5.08.02**

Except as prohibited under 5.08.01, the Executive Committee Members may not endorse or campaign for a qualified candidate in a contested race for the same elected office or position using their title and/or position as an officer of the Party. Except as prohibited under 5.08.01, the Executive Committee Members may participate in canvassing and other campaign efforts whether in person, through phone trees, mailings, etc. At no time shall Executive Committee members knowingly or willfully disclose their position in the Paulding County Republican Party if they participate in a campaign, nor shall they serve in any official capacity, including but not limited to Campaign Chairman, in a campaign during a contested Republican Primary. Executive Committee Members are able to personally support any candidate through personal monetary donations not of the Party's expense.

## **ARTICLE VI**

### **DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

#### **6.01 CHAIRMAN**

The County Chairman shall be the Chief Executive Officer of the County Party, the County Committee, and the Executive Committee; shall preside at all meetings thereof; shall have general supervision and leadership of the affairs of the County Party, the County Committee, and the Executive Committee, shall convene the County Convention and shall be the only official spokesperson for the County Party, the County Committee, and the Executive Committee. The County Chairman shall have approval of all communications under the banner of the Paulding County Republican Party. The County Chairman shall be responsible for providing the County Party, the County Committee, and the Executive Committee with a place to meet and with the necessary information; and shall oversee the administration of the officer(s) of the County Party. The County Chairman shall also represent the County Committee on the District Committee. In the event the County Chairman is unable to attend a called District Committee Meeting or Conference Call the Chairman should provide a Proxy to the next highest County Committee and/or District Committee member to serve as the voice of the Paulding County Republican Party in called District Committee Meeting.

#### **6.01.01**

Subject to majority approval of the Executive Committee, the County Chairman shall appoint a General Counsel as needed. The Chairman may appoint committees and their Chairmen as deemed desirable, and the Chairman may dissolve such committees.

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## **6.01.02**

Receipts are required for all Party expenses and must be provided to the Treasurer. Expenditures on behalf of the County Party in excess of five hundred dollars (\$500.00), except those expenditures for rent for the Party Office, shall have the approval of two of the following officers:

- a) Treasurer
- b) Assistant Treasurer
- c) Chairman

## **6.01.03**

An annual budget shall be prepared and submitted by the Executive Committee to the County Committee during its Fourth Quarter meeting and passed by a majority vote. The budget shall be for a calendar year and shall provide for the normal operating expenses of the Party. Sources(s) of funding for these expenses may be identified. The budget may include any special projects, and the funding source to be used, as approved by the Executive Committee in between County Committee Meetings.

## **6.01.04**

In the event that the Executive Committee is unable to present an annual budget for discussion and approval by the County Committee, the previous year's budget or actual expenses, whichever is lower, will serve as the Party's operating budget until such time that the requirements in Paragraph 6.01.03 can be met. Without an approved annual budget, no new expenses can be incurred except for emergency expenses critical to the successful function of Party business, and then pursuant to a majority vote by the County Committee or the Executive Committee, as a one-time expense.

## **6.01.05**

Line items approved in the Annual Budget Submittal will not need to be presented for re-approval by the County Committee and the Executive Committee when paid. Expenses not incurred in the projected month will need to be accrued to a future month, and if not expensed in the budgeted calendar year, will need to be resubmitted as part of the next year's budget.

## **6.02 VICE CHAIRMAN**

Each Vice Chairman shall perform such functions as may be assigned to him by the County Chairman.

### **6.02.01 First Vice Chairman**

The First Vice Chairman shall exercise all the powers and duties of the County Chairman in his or her absence. Other specific duties of the First Vice Chairman shall include acting as Events Chairman for those events, which are considered Countywide events, as well as establishing the programs for County meetings and Party activities. Duties include responsibility for arrangements, setup, scheduling and overseeing the volunteers for these events, as well as maintaining a master calendar of all county activities and events.



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## **6.02.02 Second Vice Chairman**

The Second Vice Chairman shall exercise all the powers and duties of the First Vice Chairman in his or her absence. Specific duties of the Second Vice Chairman also shall include coordinating the activities of the various Precinct Chairs, scheduling, administrating and overseeing quarterly meetings of all Precinct Chairs, and aiding and assisting in the supervision of all precinct meetings.

## **6.03 SECRETARIES**

Each Secretary shall perform such functions as may be assigned to him/her by the County Chairman.

### **6.03.01 Recording Secretary**

Specific duties of the Recording Secretary shall include keeping complete minutes of all meetings of the County Committee and of the Executive Committee, serving as the custodian of the membership list, and serving as the custodian of all records which are the property of the County Party. The Recording Secretary is responsible for collaboration with the County Treasurer to acquire frequent updates on newly paid and renewed membership dues to ensure that the membership list is updated and available in the official Party computer files.

### **6.03.02 Corresponding Secretary**

Specific duties of the Corresponding Secretary shall include preparing and sending written notices to members of Committees as requested by the County Chairman in accordance with the rules herein. They shall also post notices for County Party Monthly Meetings for both print and electronic media. The Corresponding Secretary is the primary administrator of all electronic media resources for the Paulding County Republican Party for the areas of our Email Distribution list, Party website, Facebook page, Twitter account, or any sources that the County Committee and the Executive Committee determine through a majority vote is valuable in supporting the messaging and goals of the Party. The Corresponding Secretary is not the sole contributor of information to these sources, and it is recommended that this should be a shared responsibility by all Executive Committee members.

## **6.04 TREASURER**

The Treasurer shall have the necessary qualifications to perform all duties of the office. The Treasurer shall keep a correct accounting of all receipts and disbursements in accordance with Generally Accepted Accounting Principles (GAAP). The Treasurer shall perform such other duties and functions as may be assigned by the County Chairman. It is recommended that the Treasurer be bonded in a minimum amount of not less than five thousand dollars (\$5,000.), sufficient and acceptable to the County Committee.

The Treasurer is responsible for updating the Annual Budget with accruals under each line item and accrual of unspent expenses to the appropriate month; input of actual revenues collected from membership dues, donations, qualifying fees, and miscellaneous income received. The Treasurer shall prepare and present a Treasurer's Report at all County Committee and Executive Committee meetings, as well as the Party Monthly meetings to our membership base.

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## **6.05 ASSISTANT TREASURER**

The Assistant Treasurer shall exercise all the powers and prerogatives of the Treasurer in his/her absence. The Assistant Treasurer shall assist the Treasurer, as needed. The Assistant Treasurer shall also maintain a record of all properties and assets of the Party. The Assistant Treasurer shall also perform such other duties and functions as may be assigned by the County Chairman. The Assistant Treasurer is responsible for maintaining the Party's electronic payment sites.

## **6.06 DIVISION OF RESPONSIBILITIES**

The Treasurer and Assistant Treasurer shall divide the responsibilities of collection of monies due to the Party and disbursement of expenditures for the Party. The duties of the Treasurer and Assistant Treasurer regarding receipt and disbursement of monies shall be divided such that the same officer shall not be performing both functions, i.e., the Treasurer shall be responsible for receipts and the Assistant Treasurer shall be responsible for disbursements, or vice versa. The Party's ledger shall be made available for inspection by any member of the County Committee.

## **ARTICLE VII**

### **COUNTY CONVENTIONS AND PRECINCT CAUCUSES**

#### **7.01**

Pursuant to a call from the State Republican Committee, County Conventions and Precinct Caucuses shall be held in each odd numbered year for the purpose of organizing the County Party, electing its slate of Party officers, electing delegates and alternates to subsequent conventions, and updating the Party's Bylaws. Subject to call from the National Republican Committee, additional County Conventions and District Conventions shall be held each presidential election year for the purpose of electing delegates and alternates to the Republican National Convention, but not for the purpose of electing County or Precinct officers or Committees.

#### **7.02**

Delegates and Alternates to the County Convention shall be elected at Precinct Mass Meetings in accordance with the call of the Republican State Committee. Only eligible Delegates and Alternates elected by each Precinct at the Caucus may participate and vote in the County Convention. The Convention shall be open to the public.

#### **7.03**

ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the Paulding County Republican Party in all cases to which they are applicable and Bylaws and Georgia Republican Rules are silent.

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## ARTICLE VIII AMENDMENTS

### 8.01

These Bylaws may be amended at any County Convention of the Paulding County Republican Party by a two-thirds (2/3) vote, a quorum being present.

### 8.02

These rules also may be amended by a two-thirds (2/3) vote of a quorum of the Paulding County Republican Party County Committee. Each member of the County Committee shall be given written notice, at least seven (7) days prior to the meeting, setting forth the intention to amend the rules and details of the proposed amendment(s). Such amendments shall become effective upon being endorsed in writing by three-fourths (3/4) of the members of the Executive Committee within 45 Days of their passage, and a copy shall be certified by the Chairman and filed with the Superintendent of Elections.

## ARTICLE IX CONFLICT OF RULES

### 9.01

To the extent that any rule herein, or section thereof, is in conflict with the Rules of the Georgia Republican Party, the Georgia Election Code, the Georgia Municipal Election Code or Federal Election Laws, the Georgia Republican Party Rules, Georgia Election Code, the Georgia Municipal Election Code, or Federal Election Laws shall supersede these Bylaws. The remainder of the Rules shall not be affected.

## ARTICLE X DEFINITIONS OF PARLIAMENTARY TERMS

### 10.01

**MAJORITY** More than half of the votes cast.

**QUORUM** The specified number members required to hold a legal meeting

**TWO-THIRDS** Two thirds of the vote cast.

**WRITTEN NOTICE** U.S. mail, electronic mail, SMS or MMS phone messages, facsimile, or other digital or electronic method.