



CALDWELL COUNTY REPUBLICAN PARTY BYLAWS

ARTICLE I – NAME

SECTION 1. The name of the organization shall be the Caldwell County Republican Party (CCRP).

ARTICLE II – MEMBERSHIP

SECTION 1. The Caldwell County Republican Party of Texas shall consist of the voters in the Caldwell County, Texas Republican Primary Election or Republican Primary Runoff Election in biennial years. Membership may also be obtained by affiliation as required by the Texas Election Code, Sections 162.007, 162.008, and 162.009.

ARTICLE III – GOVERNANCE

SECTION 1. During each biennium this organization shall be governed by an Executive Board consisting of the County Chairman who is the presiding officer and the Precinct Chairmen from each county election precinct, each elected in the Republican Primary as stated in the Texas Election Code (Section 171.021 and following). The Executive Board shall be called the County Executive Committee (CEC) of the Caldwell County Republican Party of Texas.

SECTION 2. Per Texas Election Code, the only voting members of the County CEC shall be the County Chairman and the Precinct Chairmen. Officers and Committee members who are not Precinct Chairmen or the County Chairman may serve as ex-officio (non-voting) members of the CEC.

SECTION 3. To qualify to hold the office of Precinct Chairman, candidates must be qualified voters residing within the precinct boundaries of Caldwell County as required by Texas Election Code 171.023, and cannot be a candidate for another elective office.

SECTION 4. The term of office shall be for two (2) years, commencing on the 20th day after Primary Runoff Election Day, as provided in Texas Election Code Section 171.022

SECTION 5. Any vacancy in the office of County Chairman or Precinct Chairman may be filled by the CEC. A majority of the total membership of the CEC must participate in filling a vacancy and the person selected must receive a majority of the votes cast of those members participating in the election as provided by Texas Election Code Section 171.024(a) [See Section 171.024(c) for exceptions].

ARTICLE IV – PURPOSE

SECTION 1. The purpose of the CEC shall be:

- A. To establish the general policy of the Caldwell County Republican Party, subject to the direction of the biennial County Convention;
- B. To represent the Republican Party of Caldwell County, the state of Texas, and the United States, articulating the principles and positions of the Republican Party Platform and promoting Republican candidates;
- C. To cooperate in carrying out programs initiated by the Republican Party of Texas, including, but not limited to:
 - 1) Conducting a Republican Primary in as many election precincts within the county as practical, but at a minimum having a voting location in each County Commissioner's precinct; and
 - 2) Organizing a coordinated effort, including Get-Out-The-Vote preceding each General Election, and to promote the Party's candidates.

SECTION 2. The CEC is charged with the responsibility of observing all the laws of the State of Texas and these United States in fulfilling the purposes stated in the Article.

ARTICLE V – OFFICERS

SECTION 1. Officers of the CEC shall be the County Chairman, County Vice-Chairman, Treasurer/PAC Treasurer, Parliamentarian, and Secretary. The Chairman shall appoint the Treasurer, PAC Treasurer and Parliamentarian immediately upon assuming office. The County Vice-Chairman shall also be appointed by the County Chairman, and in no case shall the office of County Vice-Chairman be vacant more than ninety (90) days. The Secretary shall be elected by the CEC following commencement of term of office at the Organizational Meeting.

SECTION 2. The term of office of the officers shall be concurrent with that of the CEC, except in the event of a vacancy in the office of County Chairman (at which time the appointed officers shall serve only until election of a new County Chairman).

SECTION 3. A vacancy in the office of County Chairman shall be filled in accordance with the provisions of Texas Election Code Section 171.025. A vacancy in the office of Secretary shall be filled by the CEC at the next regularly scheduled CEC meeting following notice of the vacancy, or at a special meeting called for that purpose.

SECTION 4. Duties of the offices shall be those prescribed by the parliamentary authority adopted by the CEC and these bylaws, as listed below:

- A. County Chairman. The County Chairman shall be the CEC's presiding officer and official spokesman. He/She shall perform those duties required by statute and by these bylaws and by the Rules of the Republican Party of Texas. He/she shall administer the Primary and Runoff and/or contracting with the Election Administrator and manage the Primary Funds. He/She is responsible for the safekeeping of the records of the County Party and shall turn them over to his/her successor when he/she vacates the office. He/She shall be an ex officio member of all County Party Standing and Special Committees. He/She shall be a signer on all CCRP bank accounts and the only signer on the Primary account. He/She shall make committee appointments as described in Article VII of these bylaws within 45 days of any vacancy. The County Chairman may be a member of the Texas Republican County Chairman's Association and any assessments or dues may be paid by the County CEC. The County Chairman shall register with the Texas Ethics Commission and has the sole responsibility to report PTY-CORP contributions and expenditures in compliance with all scheduled PTY-CORP PAC reports to the Texas Ethics Commission.
- B. County Vice-Chairman. The County Vice-Chairman shall assist the Chairman as requested in the performance of duties of the office, and, in the event of the death of the Chairman or his/her inability or of unwillingness to serve, the Vice-Chairman shall serve as the CEC's presiding officer until the Chairman resumes his/her duties or until the election of a new County Chairman. He/She shall be an ex officio member of all County Party Standing Committees. He/She shall be a signer on CCRP's regular checking account. He/She shall make committee appointments as described in Article VII of these bylaws within 45 days of any vacancy. The Vice-Chairman is a member of the Special Events Committee by virtue of office.
- C. Treasurer. The Treasurer shall be responsible for keeping systematic financial records and shall prepare a report of CCRP's financial status including account balances and unpaid commitments for oral or written presentation at the monthly CEC meeting. He/She shall be a signer on all CCRP bank accounts except the Primary account. The Treasurer will be responsible for use of the debit card for the CCRP Checking Account. The Treasurer is a member of the Finance Committee by virtue of office.
- D. Secretary. The Secretary shall carry out the usual duties of that office, keeping an up-to-date roll of the CEC's members and ensuring that each member receives timely notices of the meetings. A permanent file containing minutes of the CEC meetings shall be maintained. In the event of a vacancy in the office of County Chairman, the Secretary shall call a meeting of the CEC for the purpose of electing a new County Chairman, as provided in Texas Election Code Section 171.025. The Secretary is authorized to receive applications for a place on the Primary Ballot, as provided in Texas Election Code Section 172.022(a). The Secretary shall keep a record of Standing Committee and Special Committee Memberships as described in Article VII. The Secretary is a member of the Liberty Dinner Committee by virtue of office.
- E. Parliamentarian. The Parliamentarian shall advise the presiding officer on matters of parliamentary procedure upon request and assist the presiding officer with the agenda for CEC meetings if needed.
- F. CEC PAC Treasurer. The CEC PAC Treasurer may be the Treasurer but may also be a different individual. The CEC PAC Treasurer shall register with the Texas Ethics Commission and is responsible for compliance with any applicable state and federal statutes regarding collection, recording, and reporting contributions and expenditures in accordance with the TEC published schedules. The CEC PAC Treasurer is not responsible for the PTY-CORP PAC. The CEC PAC Treasurer is a member of the Finance Committee by virtue of office.

For this purpose, and with the cooperation of the relevant Executive Board members, the Treasurer will obtain and organize the following information on all transactions:

- 1) For cash donors: first and last name of donor, date and amount of donation, and contact information, occupation, and employer of donor.
- 2) For in-kind donors of goods or services, the same information will be obtained as for cash donors, along with description of in-kind donation and estimated value.
- 3) For CCRP contributions to candidates: first and last name of candidate, date and amount of contribution, office sought by candidate, incumbency status, and contact information, occupation, and employer of candidate.
- 4) For all purchases by CCRP (except purchases made by candidates for campaigns): name, address, and contact information of purchaser, date and amount of purchase, item(s) purchased and purpose, and place of business and address where purchase was made, along with the receipt supplied by the place of business.

ARTICLE VI – MEETINGS

SECTION 1. The CEC shall meet at least once a month unless temporarily changed by a majority vote of the CEC.

SECTION 2. In the year in which the CEC is elected, the first monthly meeting following the beginning of the CEC's new 2-year term shall be an organizational meeting. Per Republican Party of Texas Rule 8(d) this meeting must be held within sixty-five (65) days following the date of the Republican Primary Runoff Election. Notice of the organizational meeting shall be mailed by USPS to the last known address of the members of the executive committee at least fourteen (14) days prior to the date of the meeting and such notice shall state the time, date, and location of the meeting and the names(s) of the person(s) issuing the call. The agenda of the organizational meeting shall include, but not be limited to, the swearing in of the newly elected executive committee members and the adoption of Bylaws and/or Rules for the biennium. The proposed Bylaws and/or Rules shall be sent out with the meeting call via USPS at least fourteen (14) days prior to the date of the meeting.

SECTION 3. No County Executive meeting shall be held during the week of the biennial State Convention or the quadrennial National Convention, as provided in Republican Party of Texas Rule 8(e).

SECTION 4. All regular meetings of the CEC (other than the Organizational Meeting) shall be called by electronic mail at least seven (7) days before the meeting. It is the responsibility of each Precinct Chairman to provide the County Chairman with a current e-mail address where the meeting call may be received. Emergency meetings may be called by the County Chairman with a minimum of five days' notice to each County Executive Committee (CEC) member. Emergency votes between regular monthly CEC meetings may be taken by e-mail survey.

SECTION 5. Per Republican Party of Texas Rule 6, the use of proxies or proxy voting is prohibited.

SECTION 6. Establishing a quorum. Excluding filling of vacancies, one-fourth (1/4) of the membership shall constitute a quorum for conduct of non-statutory business. One-half (1/2) of the membership shall constitute a quorum for the filling of vacancies. A quorum for conduct of statutory business (called for by the Texas Election Code) shall consist of those members present.

ARTICLE VII – COMMITTEES

SECTION 1. The County Chairman shall appoint the Chairmen of any Standing Committees or Special Committees deemed necessary to carry out the policies of the local Party.

SECTION 2. Each committee is authorized to develop procedures for conducting business within that committee's jurisdiction, subject to review and amendment by the full CEC.

SECTION 3. A committee member missing three (3) consecutive committee meetings shall be automatically removed from the committee membership and the vacancy will be filled by the CEC or appointing officer within 45 days. No Precinct Chairman shall be a voting member on more than two (2) Standing Committees.

SECTION 4. Standing Committees shall meet at least once in each calendar quarter, but as often as needed to effectively fulfill their duties and responsibilities. The term of office of Standing Committee members shall be concurrent with that of the CEC.

SECTION 5. The STANDING COMMITTEES, composition, and duties are as follows:

A. Special Events Committee

1) Composition

- a) The County Chairman shall appoint the Special Events Committee Chairman, who must be a registered voter affiliated with the Republican Party in Caldwell County. The Committee Chairman is a voting member of the Special Events Committee.
- b) The County Vice-Chairman shall appoint one member who must be a registered voter affiliated with the Republican Party in Caldwell County. This Committee member is a voting member of the Special Events Committee.
- c) The County Vice-Chairman is a voting member by virtue of his/her office.
- d) Three Precinct Chairs will be voting members of the Special Events Committee and shall be elected by a majority of the County CEC present when at least a 25% quorum is present.
- e) The CEC may elect up to three additional voting members of the Special Events Committee who must be registered voters affiliated with the Republican Party in Caldwell County but do not have to be on the CEC. They will be voting members on the Special Events Committee.
- f) The County Chairman, Secretary, and Treasurer are non-voting ex officio members.

- 2) Duties- The Special Events Committee is responsible for the planning, recruitment, logistics, and implementation of all community events for which the CEC votes to participate *except* the annual Liberty Dinner. Examples are (not limited to) festivals, booths, and parades such as Cinco de Mayo, Chisholm Trail, Watermelon Thump, Martindale July the 4th, and Diez Y Seis. The Special Events committee may recruit volunteers who are not on the committee, but the voting committee members are ultimately responsible for the success of each event. The Special Events budget must be approved by the CEC before the expenditures are made. The Special Events Committee shall give a monthly status report at each monthly meeting of the CEC.

B. Liberty Dinner Committee

1) Composition

- a) The County Chairman shall appoint the Liberty Dinner Committee Chairman, who must be a registered voter affiliated with the Republican Party in Caldwell County. The Committee Chairman is a voting member of the Liberty Dinner Committee.
- b) The County Vice-Chairman shall appoint one member who must be a registered voter affiliated with the Republican Party in Caldwell County. This Committee member is a voting member of the Liberty Dinner Committee.
- c) The County Party Secretary is a voting member of the Liberty Dinner Committee by virtue of office.
- d) Three Precinct Chairs will be voting members of the Liberty Dinner Committee and shall be elected by a majority of the County CEC present when at least a 25% quorum is present.
- e) The CEC may elect up to three additional voting members of the Liberty Dinner Committee who must be registered voters affiliated with the Republican Party in Caldwell County but do not have to be members of the CEC. They will be voting members of the Liberty Dinner Committee.
- f) The County Chairman, Vice-Chairman, Treasurer, and PAC Treasurer are non-voting ex officio members by virtue of their office.

- 2) Duties- The Liberty Dinner Committee shall meet as needed to be responsible for the planning and implementation of the Annual Liberty Dinner. This includes, but is not limited to, venue, contracts, insurance, decorations, food selection, tickets and reservations, seating, publicity, registration, program, speakers, entertainment, printing, silent and live auctions, janitorial services, and technological services. At its first meeting, the Committee shall vote to determine who will be the Event Chairman and who will be the Auction Chairman. The Liberty Dinner committee may recruit non-voting volunteers who are not on the committee to help with projects, but the voting committee members are ultimately responsible for the success of the event. The Liberty Dinner pre-event budget must be approved by the CEC before the expenditures are made. The Liberty Dinner Committee shall give a monthly status report to the CEC for the four CEC meetings preceding the event until the books are closed after the event.

C. Finance Committee

- 1) Composition
 - a) The County Chairman shall appoint the Finance Committee Chairman, who must be a registered voter affiliated with the Republican Party in Caldwell County, and is a voting member of the Finance Committee.
 - b) The County Vice-Chairman shall appoint one member who must be a registered voter affiliated with the Republican Party in Caldwell County, and is a voting member of the Finance Committee.
 - c) The CCRP Treasurer is a voting member of the Finance Committee by virtue of office.
 - d) The CCRP PAC Treasurer is a voting member of the Finance Committee by virtue of office.
 - e) Three Precinct Chairs will be voting member of the Finance Committee and shall be elected by a majority of the County CEC present when at least a 25% quorum is present.
 - f) The County Chairman, Vice-Chairman, and Secretary are ex officio members.
- 2) Duties- The Finance Committee shall assist the County Chairman in developing the CCRP budget for each fiscal 2-year cycle concurrent with the CEC and Officers' term of office, to be presented for approval by the CEC by the regular September meeting in even-numbered General Election years. The Finance Committee shall focus on raising the money needed to fully fund the Party and its activities and its candidates via memberships, sustaining programs, corporate programs and fund raising events (other than the annual Liberty Dinner). The Finance Committee shall give a status report to the CEC at each monthly meeting.

SECTION 6. SPECIAL COMMITTEES may be established by the County Chairman or by vote of the CEC as needed to perform duties not covered by standing committees. Any committee so appointed will report only to the County Chairman and to the CEC. All reports for publication must be approved by the CEC.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

SECTION 1. The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern all conventions and meetings of the CEC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules promulgated by the Republican Party of Texas, or any state or federal statutes.

ARTICLE IX – AMENDMENT OF BYLAWS

SECTION 1. These bylaws may be amended by a two-thirds (2/3) vote of the members of the CEC present and voting at a properly called meeting of the CEC by giving notice at the previous CEC meeting, or by mailing written notice to each CEC member at least seven (7) days in advance of a Regular or Special Meeting called for that purpose. There must be at least a 50% quorum present to consider bylaws changes.

(end)

Disclaimer: These bylaws are hereby in effect from this date forward, and are to replace any prior bylaws prepared for or accepted by the Caldwell County Republican Party in a previous monthly CEC meeting.

Proposed for Adoption on June 19, 2018

Kathy Haigler, County Chairman

Secretary

Committee Structure Template

| SPECIAL EVENTS COMMITTEE | | | |
|---------------------------------|--------------------------|-------------------|---------------------|
| Voting Members | | | |
| | <i>Appointed/Elected</i> | <i>By...</i> | <i>Requirements</i> |
| 1 | Appointed | County Chairman | Registered voter |
| 2 | Appointed | Vice-Chairman | Registered voter |
| 3 | By Virtue of Office | | Vice-Chairman |
| 4 | Elected | CEC | Precinct Chair |
| 5 | Elected | CEC | Precinct Chair |
| 6 | Elected | CEC | Precinct Chair |
| 7 | Elected | CEC | Registered voter |
| 8 | Elected | CEC | Registered voter |
| 9 | Elected | CEC | Registered voter |
| Non-Voting Members | | | |
| 10 | By Virtue of Office | <i>Ex Officio</i> | Chairman |
| 11 | By Virtue of Office | <i>Ex Officio</i> | Secretary |
| 12 | By Virtue of Office | <i>Ex Officio</i> | Treasurer |

| LIBERTY DINNER COMMITTEE | | | |
|---------------------------------|--------------------------|-------------------|---------------------|
| Voting Members | | | |
| | <i>Appointed/Elected</i> | <i>By...</i> | <i>Requirements</i> |
| 1 | Appointed | County Chairman | Registered voter |
| 2 | Appointed | Vice-Chairman | Registered voter |
| 3 | By Virtue of Office | | Secretary |
| 4 | Elected | CEC | Precinct Chair |
| 5 | Elected | CEC | Precinct Chair |
| 6 | Elected | CEC | Precinct Chair |
| 7 | Elected | CEC | Registered voter |
| 8 | Elected | CEC | Registered voter |
| 9 | Elected | CEC | Registered voter |
| Non-Voting Members | | | |
| 10 | By Virtue of Office | <i>Ex Officio</i> | Chairman |
| 11 | By Virtue of Office | <i>Ex Officio</i> | Vice-Chairman |
| 12 | By Virtue of Office | <i>Ex Officio</i> | Treasurer |
| 13 | By Virtue of Office | <i>Ex Officio</i> | PAC Treasurer |

| FINANCE COMMITTEE | | | |
|---------------------------|--------------------------|-------------------|---------------------|
| Voting Members | | | |
| | <i>Appointed/Elected</i> | <i>By...</i> | <i>Requirements</i> |
| 1 | Appointed | County Chairman | Registered voter |
| 2 | Appointed | Vice-Chairman | Registered voter |
| 3 | By Virtue of Office | | Treasurer |
| 4 | By Virtue of Office | | PAC Treasurer |
| 5 | Elected | CEC | Precinct Chair |
| 6 | Elected | CEC | Precinct Chair |
| 7 | Elected | CEC | Precinct Chair |
| Non-Voting Members | | | |
| 8 | By Virtue of Office | <i>Ex Officio</i> | Chairman |
| 9 | By Virtue of Office | <i>Ex Officio</i> | Vice-Chairman |
| 10 | By Virtue of Office | <i>Ex Officio</i> | Secretary |