



**BYLAWS  
OF THE  
KILLINGWORTH REPUBLICAN  
TOWN COMMITTEE**

# ***KRTC BYLAWS***

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ARTICLE I. PURPOSE

The purposes and functions of the Killingworth Republican Town Committee (KRTC) are as follows: To actively seek, encourage and support qualified Republicans to run for office; to conduct Party caucuses; to organize and direct general election campaigns; to recommend qualified Republicans for appointive offices; to study and recommend improvements in local government; to study and support or oppose State legislation concerning Killingworth; to sponsor and encourage constructive Party activities; and to administer Party funds in the town.

ARTICLE II. TOWN COMMITTEE

Section 1. General Rules

Convention and committee rules of the Republican Party of the State of Connecticut and the Election Laws of the State of Connecticut will be complied with.

All notices to or from members referenced herein may be by email or electronic means, in lieu of written on paper, if approved by the Executive Committee of the Town Committee.

Section 2. Composition

The Killingworth Republican Town committee shall consist of as many as forty-five (45) members all of whom shall be chosen from the town at large.

Section 3. Qualifications

Each member must be a resident and enrolled Republican elector of the Town of Killingworth during the entire term of membership. Members who do not meet either qualification will automatically be removed from the KRTC rolls.

Section 4.      Membership

A caucus of all registered Republicans called for that purpose shall choose the committee membership. The call of the caucus shall be in accordance with State Party rules and State Statutes.

Section 5.      Terms

The terms of Town Committee members shall start on the First Monday following the date of the primary set in connection with their election, and they shall serve for two (2) years or until successors shall have been chosen, but not more than twenty-six (26) months, and provided when these rules are amended to increase Town Committee membership, they shall specify the day upon when the terms of the positions created by said increase shall begin, and how the new positions shall be filled. The terms of all members shall end on the same day.

Section 6.      Vacancies

Vacancies in Town Committee Offices may be acted upon immediately as long as the entire membership has been notified in writing, by email, text or other electronic means and a public posting on the webpage or Facebook page of the KRTC shall be deemed a sufficient writing of such vacancy. Vacancies in the Town committee shall be acted upon the month following nomination. Election shall be by a majority vote of the members present. Recommendations shall be from a list of qualified candidates compiled by Candidate/Membership Committee once the Executive Committee opens nominations.

Section 7.      Meetings

- A. Regular Meetings of the Town committee shall be held on the third Thursday of the month. All members shall be given five (5) days written notice of time, place, and purpose of the regular Town Committee meeting.
- B. Special meetings may be called at any time by the Chairman or the Vice-Chairman in the absence or inaction of the Chairman, at his/her discretion or within ten (10) days receipt of a written (or email) request signed either in person or electronically or by separate emails by at least ten (10) members of the Town committee stating the purpose of the meeting.
- C. A quorum is constituted by a minimum of ten (10) members (or the minimum number required by the CT State Republican party guidelines and by-laws, whichever is greater) for a regular or special meeting of the Killingworth Republican Town Committee.
- D. All Town Committee meetings shall be run in accordance with these rules. Robert's Rules of Order will run any matters not covered.

Section 8. Organization & Election of Officers

Killingworth Republican Town Committee members shall meet within three (3) weeks after the beginning of their term, at the call of the previous Town Committee Chairman or in case of the Chair's failure to act, at the call of a member of the State Central committee, from the district in which said Chairman resides, and name a chair and vice-chair, a secretary, a treasurer, and such other officers as provided by local rules.

All officers must be elected from within the membership of the Town Committee by voice vote or secret ballot if requested by at least ten (10) members of the Town Committee.

The Town Committee Chairman may cast a vote to break a tie, including a tie in the vote for the selection of party-endorsed candidates under §9-386 of the General statutes. This vote, if necessary, shall be in addition to any regular voting rights said Chairman may have. If there is only one candidate nominated for an office, the Secretary may be empowered to cast one vote to elect the candidate.

The terms of all officers shall be two (2) years or until their successors shall have been duly elected and qualified, but no more than twenty-six (26) months.

Each of the officers shall have duties usually incident to the office and such other duties as the Town Chairman may prescribe, from time to time.

Section 9. Responsibilities

A. Responsibilities of Officers

1. Town Chairman
  - a. Attend Senatorial District meetings.
  - b. Attend Congressional District meetings.
  - c. Provide a report as to what transpired at most recent State Central Committee meeting.
  - d. Prepare an agenda for Town Committee meetings.
  - e. Conduct Town Committee meetings
  - f. Appoint the Chairman of each standing committee and require a report of each committee at the regularly held Town Committee meeting.
  - g. Cause an audit of the Town Committee financial records to be made annually and whenever there is a change of Treasurer.
  - h. Issue the call to party caucuses and call such caucuses to order.
  - i. Perform any other duties pertinent to the office.
2. Vice-Chairman

- a. Attend Senatorial District meetings.
- b. Attend Congressional District meetings.
- c. Be responsible for Voter Registration and Absentee Ballot Committees.
- d. Be responsible for determining the date, time and place for a meeting to fill a vacancy in the office of the Town Committee Chairman. Such meeting shall be fifteen (15) to thirty (30) days after the vacancy occurs. Upon the failure of the Vice-Chairman to act, the State Central Committee person shall assume the responsibility.
- e. Be responsible in the absence of the Town Chairman.
- f. Perform any duties delegated by the Town Chairman.

3. Treasurer

- a. Give a financial report at each Town Committee meeting.
- b. Insure that the Town Committee complies with all Election Finance Laws and instruct and assist various Campaign Treasurers with compliance.
- c. Serve as a member of the Finance Committee.
- d. Perform any duties delegated by the Town Chairman.
- e. Appoint a Deputy Treasurer to act in his/her stead.

4. Secretary

- a. Notify Town Committee members of the time, date and place of each Town Committee meeting.
- b. Record minutes of each meeting of the Town Committee.
- c. Maintain attendance records of Town Committee members and make available quarterly to the membership.
- d. Notify the State Central Committee, Secretary of State, and Town Clerk of changes in local by-laws and Town Committee Officers.
- e. Perform any duties delegated by the Town Chairman.
- f. Maintain an accurate list of all Honorary and Associate members.

5. Corresponding Secretary

- a. Keep a file of incoming correspondence.
- b. Send condolences and other appropriate correspondence.
- c. Perform any duties delegated by the Town Chairman.

B. Responsibilities of Town Committee Members

- 1. Attendance at a minimum of ten (10) of all twelve (12) Town Committee meetings.
- 2. Support the organization and actively participate in its programs.
- 3. Financially support the party.
- 4. Uphold the purpose of the Killingworth Republican Town Committee.
- 5. Perform duties designated by Executive Committee.

## Section 10. Committees

The committees listed below are the Standing Committees of the Town Committee. The Chairman may name other committees as necessary.

### A. Executive Committee

#### 1. Membership

- a. The Executive Committee shall be comprised of the Chairman, Vice-Chairman, Secretary, highest elected Republican Selectman, Finance Committee Chairman and the Treasurer.
- b. In the absence of the Treasurer, the designated assistant shall act in their stead.
- c. The immediate Past Chairman shall be an ex-officio member without voting privileges.
- d. Non-voting members will consist of Town Councilmen, Board of Education members and the Candidate Review Chairman.

#### 2. Duties

- a. Meet at least once a month prior to the monthly meeting of the Town Committee to identify problem areas and to recommend programs and policy changes.
- b. Work with the standing committees.
- c. Coordinate campaign activities.
- d. Fill vacancies of party-endorsed candidates for municipal and state offices.
- e. Present proposed expenditures in excess of an aggregate of five hundred dollars (\$500.00) between regular monthly meetings at the next Town Committee meeting for approval.

#### 1. Resignations

Resignation of a duly elected office to the Executive Committee must be submitted in writing (by written or electronic means) to the Chairman or, in the event of the Chair resigning, to the Vice-Chair and announced to the membership at the next regularly scheduled meeting or in writing within thirty (30) days of receipt.

#### 2. Officer Replacement

An election shall be held to fill the vacancy by majority vote of the members present once the Executive Committee opens nominations. The replacement will serve out the remaining term for that position.

### B. Finance Committee

#### 1. Membership

- a. The Chairman of the Finance Committee shall select the members of said committee.



- b. The Treasurer of the Town Committee shall be a member of the Finance Committee.
  - 2. Duties
    - a. Raise funds deemed necessary by the Town Committee.
    - b. With input from the Executive Committee, prepare a budget to be submitted to the Town Committee at its regularly scheduled February meeting for approval.
- C. Voter Registration
  - 1. Membership
    - a. The Chairman of the Voter Registration Committee shall select the members of said committee.
    - b. The Registrar of Voters shall be a member of the Voter Registration committee.
  - 2. Duties
    - a. The Voter Registration Committee shall be responsible for establishing and implementing methods for encouraging unregistered citizens and unaffiliated voters to register as Republicans.
- D. Publicity
  - 1. Membership
    - a. The Chairman of the Publicity Committee shall select the members of said committee.
  - 2. Duties
    - a. Handle preparation and release of official Town Committee publicity.
    - b. Assist candidates in preparation of publicity material.
    - c. Coordinate candidates' campaign releases to the media.
    - d. Publicize the availability of Absentee Ballots.
    - e. Coordinate all releases through the Town Chairman or his/her designee.
    - f. Suggest campaign issues that meet the needs of the community.
- E. Candidate Review/Membership Committee
  - 1. Membership
 

The Candidate Review/ Membership Committee shall be comprised of nine (9) members as follows: a Chairman appointed in accordance with Article I, §9-A, 1-f of these bylaws, a Vice Chairman, a Secretary and six (6) other members.
  - 2. Duties
    - a. Seek and encourage citizens to participate in local and state offices.
    - b. Recommend one or more candidates for each elective and appointive office.
    - c. Present a list of members, consistent with the composition in Art. II, §2, to the Town Committee for endorsement.
    - d. Maintain a list of qualified candidates as referred to in §6.
    - e. Report to the Town Committee.

F. Absentee Ballot Committee

1. Membership

- a. The Chairman of the Absentee Ballot Committee shall select the members of said committee.
- b. The Registrar of Voters shall be a member of the Absentee Ballot Committee.

2. Duties

- a. The Absentee Ballot Committee shall be responsible for promoting the use of Absentee Ballots by providing information on how to obtain such ballots and any necessary data, such as required deadlines, that would be beneficial in encouraging such use.

Section 11. PARTY FUNDS NOT TO BE SPENT IN PRIMARIES

Neither the Town Committee nor any office thereof shall spend any party funds on behalf of any candidate in a pre-endorsement contest or primary.

Section 12. REMOVAL OF TOWN COMMITTEE OFFICERS

- a. Any Officer(s) of the Town Committee may be removed from office by the affirmative vote of two-thirds (2/3) of the entire authorized membership of the Town Committee at a duly warned meeting duly called for that purpose by one-third (1/3) of the members of the Town Committee.
- b. Not less than five (5) days written notice shall be given of any meeting called under subsection (a) of this section.
- c. Proxy voting shall not be permitted in any meeting held under subsection (a) of this section.

ARTICLE III. HONORARY AND ASSOCIATE MEMBERS

Section 1. Honorary Member

A. Qualifications

1. Honorary membership will, upon request, be conferred upon any member who resigns or whose term has expired.
2. The Republican Town Committee may confer such title on non-members by a majority vote at a regularly called Town Committee meeting.

B. Privileges and Restrictions

1. Honorary membership shall have no expiration, and will continue until withdrawn or terminated for cause by a two-thirds (2/3) vote of the membership present at a regularly scheduled meeting.

2. Honorary members of the Killingworth Republican Town Committee will not have voting privileges but will be placed on the Town Committee mailing list and may participate in committee discussions.

Section 2. Associate Member

A. Qualifications

1. Associate membership may be conferred upon persons that apply and interview for either associated membership or regular membership.

B. Privileges and Restrictions

1. Associate membership shall have terms corresponding with regular Town committee membership and can be renewed by application.
2. Associate members of the Killingworth Republican Town Committee will not have voting rights but will be placed on Town Committee mailing lists and may participate in discussions.

ARTICLE IV. CANDIDATES FOR MUNICIPAL AND STATE OFFICES

All candidates shall be elected by a caucus of enrolled Republicans of the Town of Killingworth in accordance with § 9-390, sub-division 3, sub-§ A of the Connecticut General Statutes.

ARTICLE V. DELEGATES FOR VARIOUS CONVENTIONS

Section 1. Qualifications

All delegates and alternates must be enrolled Republican electors of the Town of Killingworth.

Section 2. Election

A caucus of elected members of the Killingworth Republican Town Committee, in accordance with § 9-390, sub-division 3, sub-§ A of the Connecticut General Statutes, shall elect the delegates.

ARTICLE VI. AMENDMENTS

Section 1. Changes

These bylaws may be amended at a regular meeting of the Killingworth Republican Town Committee provided that written copies of the proposed changes have been submitted to the

members at the previous regular meeting of the Town Committee. A two-thirds (2/3) vote of the Town committee members present shall be necessary to approve any proposed changes.

Section 2. Effective Date

The amended bylaws will become effective sixty (60) days after filing at least two (2) copies of the complete party bylaws incorporating the amendment with the Secretary of State's Office and State Central Committee. A copy of the complete party bylaws incorporating the amendment, together with a separate copy of the amendment, shall also be filed with the Killingworth Town Clerk.

The above bylaws were adopted at a Republican Town Committee meeting held in Killingworth, Connecticut on February 17, 2022.

\_\_\_\_\_ Chairman \_\_\_\_\_ Date

\_\_\_\_\_ Secretary \_\_\_\_\_ Date