

CHARLOTTE COUNTY REPUBLICAN CLUB

BY-LAWS

ARTICLE I -NAME

The name of this organization shall be the Charlotte County Republican Club. This Club is chartered by the Republican Party of Florida. Web site: CCFLRC.ORG.

ARTICLE II - OBJECTIVES

The objectives of the Club shall be to further the aims and goals of the Republican Party.

1. To promote voter registration.
2. To educate Republican voters.
3. To encourage able and qualified Republicans to seek office at all levels of government.
4. To encourage all registered voters to cast their election ballot for Republican candidates.
5. To raise funds and support the campaigns of Republican candidates in partisan elections.
6. To provide a "forum" at which discussion of matters affecting local, state and federal government can be deliberated.

ARTICLE III -MEMBERSHIP

SECTION 1. Member (voting): Any adult Charlotte County registered Republican who believes in the principles of the Republican Party and is dedicated to support the Club's Objectives is eligible for Club membership.

- a) An individual may become a member upon the completion of a Membership application, the payment of annual dues, the recommendation of the Membership Committee and the acceptance by the Executive Board.
- b) When an individual or a family member under a family membership is accepted as a member all the rights of membership are bestowed with one possible temporary restriction. To be eligible to vote in elections of officers at the Annual Meeting an individual must have been a paid member for the previous ninety (90) days.

ARTICLE III (cont.)

SECTION 2. Associate Member (non-voting): Any adult who is a Registered Republican residing in a County other than Charlotte County, and who believes in the principles of the Republican Party and is dedicated to support the Club's Objectives is eligible to become an Associate Member.

- a) The qualifications in Article III, Section 1(a) must be fulfilled.
- b) An Associate Member may attend all meetings, serve on committees, and join in discussions and debates.
- c) An Associate Member may not vote at the regular membership meetings on issues or at elections, make motions, serve as a committee chairperson, serve on the nominating committee, nor hold office.

SECTION 3. Membership Year: The membership year shall be January 1 through December 31.

SECTION 4. Dues: The Executive Board shall review the various membership categories and amounts of the dues once each year and may adjust and approve these dues on the basis of sound budgetary requirements. Notice of any change in dues by the Board shall be provided to the membership sixty (60) days prior to the Annual Meeting. If notice of change is not given, the amount of dues shall remain consistent with the current years dues. New member: Those who join on or after October 1 shall be considered as having paid dues for the remaining months of that year as well as the dues for the following year.

SECTION 5. Dues Payable: The yearly annual dues are payable in advance on or before January 1 of each year.

- a) The Treasurer shall submit a billing statement on or before November 30 for the annual dues for the following year to each Member who has not yet paid such dues.
- b) Dues are due on the first day of the new year. If annual dues are unpaid on January 30, the Member shall lose voting privileges until the dues have been paid.
- c) If the annual dues are unpaid on March 1, the delinquent Member shall be removed from the Membership Roster.

ARTICLE IV - OFFICERS

SECTION 1. The Officers of this Club shall be the President, First Vice-President/President Elect, Second Vice-President, Recording Secretary, Treasurer, Corresponding Secretary and Past President.

SECTION 2. Qualifications of Officers: All Members in good standing shall be eligible to be elected as an officer with the following restrictions:

ARTICLE IV (cont.)

- a) An individual holding an elected public office is not eligible, however, elected members of the Charlotte County Republican Executive Committee may serve.
- b) An individual who has been a paid-up member of the Charlotte County Republican Club less than six (6) calendar months is not eligible.
- c) An individual who has not been a Charlotte County registered Republican for the past twelve (12) months is not eligible.
- d) An individual who has not been a Charlotte County registered Republican for the two (2) previous years shall not be eligible for the office of the President.

SECTION 3. The term of office for those elected to the position of President will be for two (2) years.

- a) Those serving as President may serve in that position for the maximum of one term (2) years.
- a) The term of office for the remaining positions will be for one (1) year. Those serving in those offices may serve for a maximum of two terms or until their successor is named.
- c) Officers shall assume their office upon being elected and installed.
- d) An officer who is elected to fill a vacancy for less than one-half a year shall not have that period in office counted as having served a term in office.

SECTION 4. Elections: Officers shall be elected at the Annual Meeting of the membership.

SECTION 5. Installation: Officers will be installed at the Annual Meeting.

SECTION 6. Vacancies: Vacancies occurring in any office not covered by ascension shall be filled at the next meeting of the Executive Board for that office's unexpired term. The election shall be held at the first meeting of the Executive Board following the date of the vacancy.

SECTION 7. Duties of the Officers: The duties of the Officers shall be as follows:

- a) The **President**, or a designated representative appointed by the President, shall have the sole authority to speak publicly or act on behalf of the Club. In general the President shall:
 - 1. Perform all duties incidental to that office and such duties as may be assigned by the Executive Board.
 - 2. Preside over all meetings of the Club and the Executive Board.
 - 3. Appoint all committee chairpersons except the Nominating Committee.
 - 4. Be an ex-officio member of all committees except the Nominating Committee.
 - 5. Appoint a Finance committee to consist of the President, Treasurer and one individual from the general membership.
 - 6. By November of each year appoint a three (3) member Auditing Committee with instructions to audit the Treasurer's accounts and make a written report to the Executive Board no later than March 1 of the subsequent year.
 - 7. Appoint an Election Committee of no less than five members at the meeting prior to the Annual Meeting.

ARTICLE IV (cont.)

8. Have the authority to appoint a Parliamentarian, a Chaplain, and a Historian.

b) The **First Vice-President/President Elect** shall:

1. Perform the duties of the President in the absence of the President and at such times the President/Chair requests such action during meetings.
2. Will ascend to the position of President when the current incumbent completes their tenure, with consideration of the provisions of Section 8.
3. Assume, for the unexpired term of office, the position of the President in case of resignation or death of the President.
4. Functions as the Program Chairperson.
5. Perform such other duties as may be assigned by the President and/or the Executive Board.

c) Ascendancy: For continuity and efficiency of Club operations the desired order of ascendancy is:

1. 1st Vice President/President Elect to President upon completion of the incumbent presidents' term of office: 2nd Vice President to 1st Vice President/President Elect should that office become vacant.
2. Considering ascendancy, should the 1st Vice President/President Elect be unable to assume the duties of the President then the 2nd Vice President or any other Board member or non-Board member, with Board approval, may ascend to the position of President.

d) The **Second Vice-President** shall:

1. Perform all duties of the First Vice-President in the absence of that officer.
2. Perform all the duties of the President in the absence of both the President and the First Vice-President.
3. Serve as Chair of the standing membership committee.
4. Perform such other duties as may be assigned by the President and /or the Executive Board.

e). The **Recording Secretary** shall:

1. Keep an accurate written record of all proceedings of the Regular, Special and Executive Board meetings.
2. Produce and distribute printed copies of the minutes of the previous meeting.
3. Maintain a yearly membership roster of officers..
4. Maintain a record of the Standing Rules, Policies and Procedures.
5. Permanently maintain in separate files: minutes, By-Laws, Charters, and copies of the application for membership which each individual member completed and signed.

ARTICLE IV (cont.)

6. Be custodian of all-important records and papers and maintain these records for a period of six (6) years unless otherwise provided by law.
7. Perform such other duties as the President and/or the Executive Board may assign.

f.) The **Treasurer** shall:

1. Receive and be custodian of funds, securities and financial records of the Club.
2. Maintain records for a period of six (6) years unless otherwise required by law.
3. Keep accurate records of all the Clubs monies received and disbursed.
4. Present a financial report at membership meetings, the Executive Board meetings and at other times upon the request of the President.
5. Disperse the Club's funds within the confines of the approved budget.
6. Deposit all funds of the Club in banks approved by the Executive Board.
7. Provide a printed annual report to the Membership at the Annual Meeting.
8. Prepare a pro-forma budget for the next year in sufficient time for the Executive Board to review and present to the membership at the annual meeting.
9. Maintain a permanent membership data base containing the member's name, address, telephone number, e-mail address, membership category, date joined and dues payment.
10. Cooperate with the Corresponding Secretary to maintain the data base of current and past members to be used for outbound member contact..
11. Coordinate annual dues renewal effort.
12. Make the records available to the Auditing and the Finance Committee when directed.

g.) The **Corresponding Secretary** shall:

1. Perform such correspondence as requested by the President.
2. Send notices of meetings as directed by the President and/or the Executive Board.
3. Preserve the records of the Club's correspondence for the past three years.
4. Perform the duties of the Recording Secretary in the absence of that officer.
5. Responsible for the club's monthly newsletter.
6. Manage outbound membership communication through Constant Contact.

SECTION 8. Past President: The immediate Past President shall be a member of the Executive Board with full voting privileges.

SECTION 9. Records: Officers shall turn over to their successor in office all Club files, records and papers within ten (10) days of vacating office.

ARTICLE V - MEMBERSHIP MEETINGS

SECTION 1. Meetings: There shall be no less than eight (8) membership meetings and/or activities held each year.

ARTICLE V (cont.)

- a) One of the yearly meetings shall be designated as the Annual Meeting and typically be scheduled in December of the current membership year.
- b) At this meeting:
 - 1. Election and installation of Officers shall be held.
 - 2. A summary of the year's activities shall be presented as well as any other necessary business.

SECTION 2. Yearly Calendar: The Club's Executive Board shall establish a calendar (schedule) of the coming year's membership meetings and activities. The calendar shall be made available to the membership.

SECTION 3. Special Meetings: A Special Meeting of the membership may be called at any time at the direction of the President, or by the written request of at least ten percent (10%) of voting membership in good-standing and certified by the Secretary.

- a) At least ten (10) days' notice must be given to all classes of members.
- b) The notice must state the date, time, location, and purpose for the meeting.
- c) No business other than that stated in the notice shall be transacted at the meeting.

SECTION 4. Business Review: At any scheduled membership meeting any proceedings of the Executive Board shall be subject to revision or alteration by a two-thirds (2/3) vote of the attending members entitled to vote, provided no irrevocable rights of third parties shall be affected by such revision or alteration.

SECTION 5. Quorum: Twenty percent (20%) of the membership shall constitute a quorum at the meetings of the Club.

SECTION 6. Membership communications: Any and all required communication with the membership as referenced in these by-laws may be accomplished in writing and/ or transmitted by appropriate delivery services or by digital methodology.

ARTICLE VI - EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the Officers, and the Standing Committee Chairpersons.

- a) Special Committee Chairpersons may attend Board meeting while the committee is in existence, and shall be non-voting.

SECTION 2. Board Meetings: The Board shall meet at regular intervals at the call of the President, or by the call of four (4) Board members. Board members shall be notified of meetings five (5) days in advance of the meeting.

ARTICLE VI (cont.)

SECTION 3. Planning Membership Meetings: Each year, prior to the last Membership Meeting of the current year, the Board shall establish a calendar for the next year's meetings and activities of the Club.

a) This calendar shall contain the dates, times, and locations of the meetings and/or activities.

SECTION 4. Meeting Changes: The Board has the authority to make any necessary changes in the Membership Meeting arrangements in emergency circumstances.

SECTION 5. Club Business: The Board shall study and conduct the business of the Club during the interim of the regular membership meetings and shall report any actions taken at the membership meetings or via the newsletter.

SECTION 6. Bank Accounts: The Board has the authority to approve the establishment of, and the signatures required for the various types of bank accounts needed to provide for the smooth fiscal operation of the Club.

SECTION 7. Actions Without Meeting: The Board is authorized to conduct its official business as may be necessary in emergency situations by mail, or other means of communication.

a) The results of the action taken shall be ratified at the next meeting of the Board.

SECTION 8. Removal From Board: Any member of the Executive Board who does not carry out the required duties of his/her office, or misses three (3) consecutive meetings of the Board without the approval of the President, shall be considered to have resigned and shall be replaced.

a) An immediate notice shall be given the individual who is to be removed.

b) The vacancy should be filled within thirty (30) days.

c) Any removed member must turn over all the office's records to the President within seventy-two (72) hours.

SECTION 9. Quorum: A quorum of the Executive Board shall consist of four (4) members.

ARTICLE VII - COMMITTEES

SECTION 1. Standing Committees: The Standing Committees are established by the membership to perform a continuing function and shall be:

- A) Newsletter
- B) Hospitality
- C) Telephone
- D) Membership
- E) Electronic Communication.

ARTICLE VII (cont.)

f) Other Ad Hoc Committees may be formed from time to time and shall be activated at the pleasure of the President and/or the Executive Board.

SECTION 2. Special Committees: Short term or "Ad Hoc" committees such as the ones listed below may be established or appointed at the pleasure of the President and/or the Executive Board as the need arises to carry out a specified task.

- 1.Nominating
- 2.Auditing
- 3.Election
- 4.Public Relations
- 5.Legislative
- 6.Finance
- 7.Precinct Development
- 8.Education
- 9.Voter Recruitment and Registration

SECTION 3. Committee Composition: A committee shall consist of a Chairperson and those additional members of the Club as deemed necessary by the Chairperson. Each committee may adopt its own governing rules not inconsistent with these By-laws or with rules adopted by the membership.

SECTION 4. Committee Duties: Each Committee shall operate under guidelines which shall outline the goals, duties and tasks as determined by the President and/or the Executive Board.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

SECTION 1. The Nominating Committee is charged with the task of selecting from the Club members the nominees who are willing to accept, if elected, the responsibilities of becoming Club officers for the next year or in the case of President, the next two years.

A. The Committee Format:

- a) The three (3) members who shall serve on the Nominating Committee shall be elected from the membership at a regular meeting at least ninety (90) days prior to the Annual Meeting.
- b) The Committee shall consist of one member who serves on the Executive Board and two members from the voting membership.
- c) A member may not serve on this Committee for more than two (2) consecutive years.
- d) The Committee shall select a Chairperson from its members.

B. The Committee Duties:

- a) The Committee shall submit the names of one or more nominees for each office.
- b) No one shall be nominated for office whose consent has not been obtained.

ARTICLE VIII (cont.)

c) The Committee's report shall be presented to the membership at the meeting immediately preceding the election (Annual) meeting.

SECTION 2. Nominations from the membership: After the Committee's report has been presented to the membership, members may make additional nominations for the various offices.

SECTION 3. The Election of officers shall take place at the Annual Meeting.

a) The election shall be conducted by ballot except when there is only one (1) candidate nominated for each office.

b) In the event there is a single slate of candidates to be voted upon the Secretary shall be instructed to cast the unanimous ballot of the membership.

c) In the event there are three (3) or more candidates for any position, the nominee receiving a plurality of votes shall be declared the winner.

d) Voting by proxy and by absentee ballot shall be prohibited.

SECTION 4. The Election Committee of no less than five members shall be appointed by the President the meeting immediately prior to the Annual Meeting.

a) The Election Committee shall be responsible for assembling all of the necessary materials needed to conduct the ballot vote at the Annual Meeting.

b) During the election the committee members shall act as the tellers and shall distribute, collect, count the ballots, and report the vote.

ARTICLE IX - AMENDMENTS

SECTION 1. Amending the By-Laws: The By-Laws may be amended as provided herein:

a) Amendments shall be presented in printed form at a regularly scheduled meeting of the membership.

b) The sections to be amended shall be presented in conjunction with the proposed amendment.

c) If a revision of the By-Laws is proposed then copies of the revised version shall be presented.

d) The printed proposed changes must be distributed to all the members no less than ten (10) days prior to the meeting when the vote shall be conducted.

SECTION 2. Voting: The proposed amendments shall be voted on at the first regularly scheduled meeting following the presentation of the amendments. Passage of amendments to the By-Laws shall require an affirmative vote of two-thirds (2/3) of the members present and voting.

ARTICLE X - DISSOLUTION

SECTION 1. Procedure: If in the event this Club wishes to formally disband or dissolve:

- a) The Executive Board shall present a resolution stating the reasons for dissolution.
- b) Resolutions shall also be presented which state the manner in which the assets shall be disposed of and other administrative details.
- c) The resolutions must be sent by mail to all members of record.
- d) Creditors with proof of claims shall be fully paid, or shall be paid on an agreed upon settlement.
- e) The final disposition of all remaining assets shall be assigned to the Florida State Republican Party within a six months period.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules the Club may adopt.

- By-Laws Adopted: August 9, 1995
- By-Laws Revised: July 10, 1996
- By-Laws Amended: December 3, 2003
- By-Laws Amended: June 16, 2008
- By-Laws Amended: October 11, 2010
- By-Laws Amended: October 28, 2020

Note: The official signed copy is on file with the Charlotte County Republican Club

Copyright © 2020: Charlotte County Republican Club - All Rights Reserved.