

Upper St. Clair Republican Committee

BYLAWS

(Revised, April 16, 2025)

INTRODUCTION

This organization, to be known as the Upper St. Clair Republican Committee, is organized in accordance with Article V of the Rules of the Republican Committee of Allegheny County (RCAC) and shall be governed both by the Rules of the RCAC and the Bylaws of the Upper St. Clair Republican Committee. If there is disagreement between these two documents, then the Rules of the RCAC shall prevail (RCAC Section 5.9).

Where appropriate in the following Bylaws, references to the Rules of the RCAC (as adopted August 1, 2020) will be noted in parenthesis. Example: (RCAC section 5.9)

ARTICLE I – MEMBERSHIP

Section 1.1 – Composition (RCAC Section 2.2)

The Upper St. Clair Republican Committee, herein called the Committee, shall include one man and one woman (herein called “Committee Member”) and up to three (3) Associate Members from each election district elected according to law or appointed in accordance with the rules of the Republican Committee of Allegheny County and these Bylaws. All Officers, Committee Members, and Associate Members must be registered electors of the Republican Party in Upper St. Clair.

The Chair and the Vice Chair need not be elected Republican County Committee Members; election of Chair or Vice Chair confers full voting membership if it is not already present; and the Chair and the Vice Chair may, by personal choice, continue as an election district Committee Member.

Section 1.2 – Committee Member Duties (RCAC Section 2.4)

The duties of a Committee Member shall include:

- A. Assisting the Republican Party in finding and nominating well qualified candidates for public office
- B. Helping to maximize votes in the Member's election district for Republican candidates by
 - (1) assisting voters who need absentee ballots to acquire them,
 - (2) supporting Republican candidates and
 - (3) urging Republican voters to vote
- C. Watching out for the proper interests of the Republican Party and its members at the polling place
- D. Regularly attending Committee meetings. Regular attendance shall be defined as missing no more than three (3) consecutive committee meetings or missing no more than four (4) Committee meetings per calendar year
- E. Assisting the Committee in its operations by participating on at least one standing committee
- F. Performing other activities to advance the interests of the Republican Party

Section 1.3 – Vacancies (RCAC Section 2.3)

Vacancies in the office of a Committee Member shall exist:

- A. When no Committee Member is elected to the post according to law
- B. When a Committee Member dies, changes registration, is removed, resigned; or
- C. When a Committee Member moves from the district in which the member resided when elected or appointed should the move occur within sixty (60) days preceding as election and the Committee Member's new residence is within Upper St. Clair, the member may, upon member's request and approved by the Chairman, continue as a Committee Member through the election.

Section 1.4 – Filing Vacancies (RCAC Section 2.2)

Appointment of persons to fill vacancies in the office of Committeeman or Committeewoman shall be in accordance with the Rules of the Republican Committee of Allegheny County and the person shall be recommended by the Standing Committee on Membership and approved by a vote of the Committee at a regularly scheduled meeting. An appointed Committee Member shall have no voting rights until the County Chair has executed the requisite certificate. An appointed Committee Member shall complete the unexpired term.

Once an appointment is approved by the local committee, the new member completes the "RCAC Local Committee Member Appointment Form." The USC RC Chair signs the form; the USC RC Secretary scans/forwards the form to the RCAC Executive Director

at director@RCAC.net. Once the RCAC Chair approves, signs, and returns the Appointment Form to the USC RC Secretary, the new member is then added to the official USC RC roster.

Section 1.5 – Voting

Committee Members shall be entitled to vote on any matter considered by the Committee. In all meetings of the Committee at which:

- A Officers of the Committee are elected
- B Candidates for the Republican nomination in a primary election are endorsed or
- C A Republican nominee is selected to fill a vacancy on the general election ballot or to appear on special election ballot

Proxies shall be available to Committee Members who are unable to vote in person. A proxy shall be in writing, signed by the Committee Member issuing it, and may be held only by another voting member of the Committee who attends in person. No member may hold the proxy of more than one other member. (RCAC Section 4.6)

ARTICLE II - OFFICERS

Section 2.1 – Duties

- A **Chair:** The Chair shall be the executive officer of the Committee; shall be entitled to vote on all questions coming before it; shall appoint, with Committee approval, of the Standing Committee, and Chairpersons and members of any other committee found necessary. The Chair shall be ex officio member of all committees and shall have present, at all meetings, a copy of Robert's Rules of Order, Newly Revised in Brief.

- B **Vice Chair:** The Vice Chair, in the absence of the Chair, shall preside at meetings of the committee and shall exercise all the powers and duties of the chair at such meetings, shall assist the Chair in the performance of his or her duties; shall perform such other duties as re assigned by the Chair; shall be ex officio member of all committees, and shall act as Chair in case of a vacancy by the Chair.

- C **Secretary:** (RCAC Section 3.7) The Secretary shall keep the minutes of all proceedings of the Committee; shall have available for reference at all meetings copy of the Committee Bylaws, a list of Committee members on Standing Committees, and a list of directors and members on all Standing Committees; shall have a charge of such correspondence of the committee as is delegated by the Chair; shall keep on file all communications received and copies of all letters sent; shall give notice on all Committee meetings, and shall at the end of his/her term of office turn over to the successor all books, papers, and documents of the Committee.
- D **Treasurer:** (RCAC Section 3.6) The Treasurer shall be custodian for all monies of the Committee, shall make the disbursements as directed by the Committee for the Committee's delegate; shall keep a permanent record of all receipts and disbursements; shall present a financial report at each regular meeting and a biennial report at the organizational meeting unless waived by unanimous consent; shall file with the proper officers the statements required by law; shall at the end of his or her term of office turn over to the successor all books, papers and monies of the Committee in possession and shall deposit all funds in a bank approved by the Committee with signatory authority of the Treasurer, Chair and Vice Chair with all checks bearing two signatures.

E **Directors of Standing Committees:**

Standing Committees shall be established for six (6) operational areas of the committee. Standing Committees shall be established for

- Membership
- Communications
- Events
- Republican Development
- Rules
- Finance

In general, the Standing Committee will be responsible for the following operational activities:

1. *Membership* – development and recommendation of all new members, member training, member participation, member removal and poll coverage. When a vacancy exists in a district and there is only one Committee Member, this Standing Committee shall assist that Committee Member to identify and recruit a second Committee Member.

2. *Communications* – Committee newsletter, website, press announcements, advertising, and fundraising solicitations.
- 3.
4. *Events* – Community Day, fundraising events, and community outreach activities including event coordination with other Republican groups.
5. *Republican Development* – Republican registration, monitoring and reporting of USC and Allegheny County affairs, and candidate development.
6. *Rules* – Administration of Committee Bylaws, rules of order, code of conduct and endorsement process guidelines; coordination with USC Township rules and regulations and republican Committee of Allegheny County Bylaws.
7. *Finance* – Advice and assistance to the treasurer on financial matters.

F Executive Committee

The Chair, Vice Chair, Secretary, Treasurer and Directors of the Standing Committees shall together form the Executive Committee. The responsibilities of the Executive Committee are as follows:

1. Approve the operations plans of the Standing Committees.
2. Meet on a semi-annual basis to review the performance of each Standing Committee and recommend changes where necessary. A report on such meetings shall be submitted to the Committee by the Chair at the next regularly scheduled Committee meeting.
3. Evaluate and provide a recommendation, for Committee vote, of a candidate or candidates for *Republican(s) of the Year*.

Section 2.2 – Election and Terms of Office

A Elections: The election of the Chair, Vice Chair, Secretary, and Treasurer shall be by written ballot unless waived by unanimous consent and a majority of the votes cast shall be necessary for election. Voting may be in person or by proxy (Section 1.5)

B Terms of Office: (RCAC Section 2.6) The Chair, Vice Chair, Secretary, and Treasurer shall take office upon election and shall serve until their successors

are elected. The term of office shall be in accordance with the Rules of the Republican Committee of Allegheny County. Election of officers shall be held every four (4) years following the Pennsylvania gubernatorial election and normally within forty-four (44) days after the results of the election of County Committee Members in said Pennsylvania gubernatorial election have been certified. An officer may succeed himself or herself.

Section 2.3 – Vacancies

In the case of a vacancy in the office of Chair, Vice Chair, Secretary, or Treasurer, the Chair or Vice Chair shall notify all Committee members of such vacancy and, at the next regularly scheduled meeting, an election shall take place to fill the vacancy or at the discretion of the Chair or Vice Chair, a special meeting of the committee shall be called to fill the vacancy.

ARTICLE III – MEETINGS

Section 3.1 – Organizational (RCAC Section 5.7)

An organizational meeting shall be called by the Chair within fourteen (14) days after official certification of election of Committee Members and such a meeting shall be held within thirty (30) days after it is called. Should the Chair fail to call or convene such a meeting and upon request of any Committee Members, the County Chairman shall set a time and place for such meeting. At the Organizational Meeting, a temporary chair and temporary secretary shall be elected to conduct the business of the meeting until all officers are newly elected and newly elected Chair and Secretary assume their duties.

Section 3.2 – Regularly Scheduled

In addition to the Organizational Meeting, no fewer than eight (8) regularly scheduled meetings of the Committee shall be called by the Chair during the calendar year and two (2) regularly scheduled semi-annual meetings of the Executive Committee shall be held.

Section 3.3 – Special

The Chair or any seven (7) voting members in concert may call a special meeting of the Committee.

Section 3.4 – Notice (RCAC Section 5.6)

Written notice of regularly scheduled meetings shall be given to all voting Committee Members at least seven (7) days in advance.

The agenda for this meeting shall be given in writing to all voting Committee Members at least two (2) days in advance.

In case of an emergency, the requirement of written and seven (7) day notice can be waived by simple majority vote of the officers. Notice shall contain an agenda.

Section 3.5 – Cancellation

Events may suggest the cancellation of a previously scheduled meeting. This includes those meetings which are regularly scheduled (Section 3.2) and those meetings which are special (Section 3.3).

Any voting member may request a meeting cancellation by forwarding this request in writing to the Chair or Vice-Chair. After consultation with the Executive Committee, the consent of the simple majority vote of the Executive Committee members present will effect the cancellation.

The Secretary shall notify the membership of any meeting cancellation in a timely manner.

ARTICLE IV – REMOVAL (RCAC Section 2.5)

Section 2.1 – Duties

Whenever it shall appear that a Committee Member or Associate Member is not properly fulfilling the duties assigned in Section 1.2, the Executive Committee shall investigate and, if it finds the grounds exist for removal of the Member or Associate member, it shall notify all Committee Members in writing of the proposed action and the cause.

The Committee may not take action until at least seven (7) days after the mailing of the written notice. The Committee may, by majority vote of those in attendance of a properly constitutes meeting called in accordance with these Bylaws, recommend to the County Chair that a Committee Member or Associate Member be removed for cause.

The final decision on the removal of a Committee Member shall be made in full accordance with the Rules of the Republican Committee of Allegheny County (RCAC).

ARTICLE V – QUORUM

With respect to any matter, one half of the Committee Members entitled to vote thereon shall constitute a quorum.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised in Brief (Third Edition) shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws (RCAC Section 9.1).

ARTICLE VII – AMENDMENTS

These bylaws may be amended by two-thirds (2/3) vote of the Committee Members voting at a properly constituted meeting upon at least seven (7) days written notice to each Committee Member which shall include the exact text of the amendment to be adopted. These Bylaws shall go into effect immediately upon their adoption by the Upper St. Clair Republican Committee, Pennsylvania. The Secretary shall then revise the Bylaws to include the approved amendments(s) and send a revised set to each Committee Member and Associate Member by the next scheduled Committee meeting (RCAC Section 8.1).

ARTICLE VIII – ASSOCIATE MEMBERSHIP

Section 8.1 – Associate Member (RCAC Section 2.2) - Section 2.2 of the Rules of the Republican Committee of Allegheny County authorize the appointment of Associate Members who shall be non-voting members of both the County and the local committee.

Section 8.2 – Number - The number of Associate Members shall be limited to three (3) persons from each election district.

Section 8.3 – Appointment - Appointment of Associate Members shall be in accordance with the Rules of the Republican Committee of Allegheny County and the persons shall be recommended by the Standing Committee on Membership and approved by a vote of the Committee at a regular Committee Member's term. Associate Members may be reappointed.

Section 8.4 – Term (RCAC Section 2.2) - The term of the Associate Member shall expire at the same time as a regular voting Committee Member's Term. Associate members may be re-appointed.

Section 8.5 – Participation - Associate Members shall be entitled to attend and participate in Committee meetings and its operations. Participation at Committee meetings will be subject to the rules established by the Committee Chairman. If there are constraints placed on the time that each Committee Member may use to address the Committee, Associate Members may not address the Committee until all Committee Members who wish to speak have spoken. Associate Members shall not be entitled to vote. Associate Members may and shall serve on at least one standing committee.

Section 8.6 – Duties - The duties of the Associate Member shall be to assist the Committee Members in fulfilling their duties (Section 1.2) (RCAC Section 2.4).

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