

BYLAWS
OF
HOLLIS REPUBLICAN TOWN COMMITTEE

Adopted: June 15, 2005

Revised: September 10, 2019

ARTICLE I

Name

The name of this organization shall be Hollis Republican Town Committee.

ARTICLE II

Object

The object of this committee shall be to advance the purposes of the Republican Party.

ARTICLE III

Members

The membership of this committee shall be limited to registered Republicans, and those supporting Republican policies whose names appear on the current Town of Hollis checklist.

ARTICLE IV

Officers

Section 1. The officers of the committee shall be a chairperson, a vice-chairperson, a secretary and a treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the town committee.

Section 2. Method of election: Officers shall be elected at a regular meeting in January of the calendar year. A 30 day notice shall be sent to all members prior to the election date.

Section 3. Chairperson: The chairperson shall be the chief executive officer. The chair shall appoint a person to be responsible for the maintenance of a record of all registered Republicans of the town. The chair shall, annually, no later than the January meeting, file a report of activities of the prior year with the county chairperson.

Vice chair: The vice chair shall assist the chairperson and, in absence of the chairperson, shall fulfill the duties of chairperson.

Secretary: The secretary shall keep a record of all proceedings of the town committee and executive committee; shall keep on file a report of proceedings of all subcommittees; notify officers; town committee, executive committee and subcommittee members of their election or appointment and to maintain a record book in which the bylaws and minutes are entered.

Treasurer: The treasurer shall be solely responsible for the safeguarding of all funds received by the HRTC and shall be kept on deposit in financial institutions or invested in a manner approved by the Executive Committee. The Treasurer shall keep accurate accounts of receipts and disbursements, shall report to each meeting of the General Membership, and shall prepare an annual financial statement. The annual financial statement will be audited by an independent Audit Committee which shall be appointed as defined in Article VII Section 1 prior to being presented to the General Membership at the annual meeting. Checks are to be prepared by the Treasurer and signed by the Chairman; Treasurer will sign if the Chairman is unavailable. Checks in excess of \$500 shall be signed by the Chairman and the Treasurer and checks made out to the Chairman shall be signed by the Treasurer and vice versa.

Section 4. Vacancies below the office of chairperson shall be filled by the chairperson within thirty days of the date the vacancies occur. Such appointees shall serve until the January meeting as described in Article V, Section 3.

ARTICLE V

Meetings

Section 1. At least one regular meeting shall be held in each calendar year in the month of January. Notice of town committee meetings shall be published at least 10 calendar days prior to said meeting in a newspaper of general circulation.

Section 2. The general meeting in January shall be known as the annual meeting and shall be for the purpose of receiving reports of officers and committees and for any other business which may arise.

Section 3. The regular meeting in January, in addition to the provisions of Section 2 above, shall be for the purpose of electing officers who shall serve for a term of two years or until their successors are elected. Their term of office shall begin at the close of the meeting at which they are elected.

Section 4. Special meetings shall be called by the chairperson or by the executive committee or shall be called by the written request of twenty members of the town committee.

Section 5. Ten members of the town committee shall constitute a quorum. Each member shall have one vote. A majority of those present and voting shall decide any question. In the case of a vote with more than two candidates, a plurality of the vote is sufficient to elect.

ARTICLE VI

The Executive Committee

Section 1. The officers and five alternate members of the town committee shall constitute the executive committee.

Section 2. The five members described in Section 1 shall be elected at the annual meeting in the month of January which follows a biennial election and shall serve for a term of two years or until their successors are elected.

Section 3. The executive committee shall have general supervision of the affairs of the town committee between its business meetings, fix the hour and place of meetings and make recommendations to the town committee and none of its acts shall be in conflict with action taken by the town committee.

Section 4. Meetings of the executive committee may be called by the chairperson. Meetings of the executive committee shall be called upon the written request of five members of the executive committee.

Section 5. It shall be the duty of the executive committee to nominate the candidates for the offices to be filled at the annual meeting in January as set forth in Article V, Section 3. The committee shall report at this meeting. Nominations may be made from the floor.

Section 6. Vacancies shall be filled on a temporary basis by the Town Chairman within 30 days of the vacancy. Such temporary officers shall serve until the next regular meeting of the committee when the vacancy shall be filled by election. If a vacancy is not filled within 30 days of its occurrence, the State Chairman shall have the authority to fill the vacancy until an election takes place.

Section 7. The executive committee may remove any officer or executive committee member from their duties for cause or reason by a two thirds vote of the existing committee. The executive committee may remove any member for cause or reason by a two thirds vote.

ARTICLE VII

Committees

Section 1. An auditing committee of three members shall be appointed by the chairperson at least thirty days prior to the annual meeting. It shall be the duty of this committee to audit the treasurer's accounts at the close of the calendar year and to report to the annual meeting.

Section 2. Such other committees, standing or special, shall be appointed by the chairperson as the town committee or executive committee shall from time to time deem necessary to carry on the work of the town committee.

ARTICLE VIII

Election Bylaws Provisions

Section 1. Primary: The town committees shall not endorse any candidate during a primary election. However, officers of the town committee shall not be restricted in any way from working on behalf of the candidate of their choice.

Section 2. Election: No one can serve as an officer of the town committee who openly and publicly supports a candidate from another party over a Republican in a partisan election.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the town committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the town committee.

ARTICLE X

Parliamentary Authority

These bylaws can be amended at any regular meeting of the town committee by a two thirds vote of those present and voting, a quorum required, provided that a 30 day notice to members has been given.