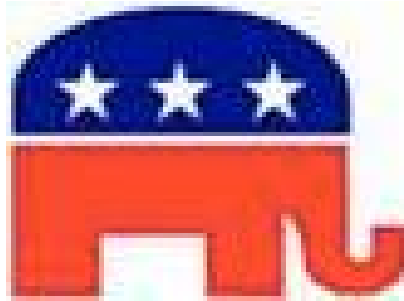


# **Cheboygan County Republican Party Bylaws**



## **Cheboygan, Michigan**

**2021 Bylaws Committee  
Chairman Bill Hartwig,  
Ross Bell, Chuck Leady, Tom North, Cathy Stone**

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# BYLAWS

## CHEBOYGAN COUNTY REPUBLICAN PARTY

### Article I – Name

#### **Section 1: Name**

- A. This organization shall be known as the Cheboygan County Republican Party; referred to as the Party throughout this document

### Article II – Purpose

#### **Section 1: Purpose**

- A. To serve the Republicans of Cheboygan County, Michigan
- B. To perform all duties required by law and such other duties in accordance with the Party values not prohibited by law that will benefit the general welfare of the Republicans of Cheboygan County
- C. To conduct the political affairs and business of the Party
- D. To promote the Party mission statement:  
*The Party, through strong leadership, moral strength, and community involvement, strives to promote the ideals of the Republican Party. We believe in a strong, but limited government, personal responsibility and equal opportunity for all. We will strive to recruit and elect Republican candidates who believe in these ideals.*

### Article III – General Membership

#### **Section 1: Requirements of Membership**

- A. Both of the following requirements shall be met to classify a person as a member of the Party:
  - 1. Citizenship in the United States of America
  - 2. Full or part time residency in Cheboygan County
- B. To be a member in good standing members will abide by the following:
  - 1. Be of good character and support the Bylaws
  - 2. Pay dues in full annually (due date designated by the Chair)

#### **Section 2: Rights of General Membership**

- A. Propose and second motions, as well as participate in discussions
- B. Propose resolutions to be considered by the Resolutions Committee
- C. Advisory voting as deemed appropriate by the Party Chairperson.

### Article IV – Executive Committee

#### **Section 1: Establishment**

- A. There shall be an Executive Committee of the Party, which shall be established as provided by law and the Bylaws of the Michigan Republican Party
- B. The Executive Committee shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer, and shall fill any vacancies occurring in these offices

## **Section 2: Duties**

- A. The duties of the Executive Committee shall be to establish general policy for and conduct the affairs of the Party, these shall include, but not be limited to:
  - 1. Work to support the goals of the Party
  - 2. Encourage, recognize and aid in the establishment of those organizations within Cheboygan County that will enhance the activities of the Republican Party
  - 3. Delegate-Elected Executive Committee members are expected to attend Party meetings, volunteer a minimum of 12 hours per year (not including monthly meetings), towards party business (i.e. committee involvement, sponsored events, etc.), be a member of at least one committee and actively support Republican candidates
  - 4. Statutory/Nominee Executive Committee members are also encouraged to attend Party meetings and events
- B. Performs such additional duties as may be required by law and not prohibited by law

## **Section 3: Membership**

- A. The membership of the Executive Committee shall consist of Delegate-Elected members, Statutory/Nominee members, and Ex-officio members
- B. In even-numbered years, delegates to the Fall County Convention shall convene at the call of the Party Chairperson within thirty (30) days following the November election to select a number of persons hereafter known as Delegate-Elected members, equal to the number of Statutory/Nominee members
- C. The term of office for the Executive Committee shall immediately commence upon election and qualification at the Fall County Convention and end when successors are elected and qualified at the Fall County Convention held in the next even-numbered year
  - 1. Statutory/Nominee Members
    - a. Shall be those persons nominated by the Republican Party for county offices and state legislative offices (whose districts are located in whole or in part in Cheboygan County) at the last two (2) preceding primary elections
    - b. When a new nomination is made for such an office, the new member shall replace the former Statutory/Nominee member as a member of the Executive Committee
  - 2. Delegate-Elected Members:
    - a. Persons elected as Precinct Delegates at the August Primary shall attend the Convention, shall caucus with the Statutory/Nominee members and select the Delegate-Elected members to the Executive Committee
    - b. Must be registered voters who reside in Cheboygan County
  - 3. Ex-Officio Members:
    - a. Shall be persons whose legal residence is Cheboygan County and who hold the following positions: Party Chairperson, Vice Chairperson, Secretary, or Treasurer who have not already been elected to be on the Executive Committee
    - b. Chairpersons of any Cheboygan County Republican organization (i.e. Teenage Republicans, Republican Women etc.) and chairpersons of various Standing committees who have not already been elected to the Executive Committee
    - c. Shall have a voice but not a vote

## **Section 4: Vacancies**

- A. Vacancy of Statutory/Nominee Member:
  - 1. A vacancy shall occur in the position of a Statutory/Nominee member of the Executive Committee by any of the following events:
    - a. Resignation from the Executive Committee
    - b. Death of the nominee member

- c. Change of legal residence from Cheboygan County
- d. Resignation of Statutory/Nominee member or member's recall from elective office
- 2. A vacancy in the position of a Statutory/Nominee member of the Executive Committee may only be filled by the person who is the new nominee for the office in question

**B. Vacancy of Delegate-Elected Member:**

- 1. A vacancy shall occur in the position of a Delegate-Elected member of the Executive Committee for any of the following reasons:
  - a. Resignation from the Executive Committee
  - b. Death of the Delegate-Elected member
  - c. Change of legal residence from Cheboygan County
  - d. Removal by vote of the members of the Executive Committee
- 2. Any Delegate-Elected member of the Executive Committee who fails to pay his/her annual dues in a timely manner shall be considered to have resigned from the Executive Committee
- 3. Any Delegate-Elected member who shall fail to be present, without the Chairperson being notified of cause, at three (3) consecutive meetings of the Executive Committee shall be contacted by the Chairperson. After due diligence, the Chairperson will notify the Executive Committee of the person's desire to remain a member of the Executive Committee. If the person resigns from the Executive Committee, his/her position on the Executive Committee shall be filled as stated below.
- 4. To fill a vacancy a notice must be sent that at a specified meeting a vote will be required to fill the position by the remaining Delegate-Elected members. A majority of present Delegate-Elected members will pass the vote.

**C. Vacancy/Unfilled Precinct Delegate Positions**

- 1. Precinct Delegates are the backbone of political parties. They hold an essential position and therefore are controlled by State Legislation. Michigan Law has established two methods for how precinct delegates are selected: one, is by election during a general election and the other is being elected by representatives at a county political convention. These methods could take over a year to fill a precinct delegate position. This causes a considerable delay in filling these essential positions.
- 2. Until State law provides for a more expeditious process, the Cheboygan County Republican Party will use the following procedure to recognize a person as a **Pending Precinct Delegate (PPD)**. PPD status may be granted by a two-thirds vote of the County Executive Committee. A person recognized as a PPD will perform all the functions of a precinct delegate allowed by law and will be granted preferential status and Party support when seeking election.
- 3. Persons seeking PPD status must make a request in writing to the County Chairperson indicating they are Republicans in good standing. Information supporting the request must include evidence of: being a paid Party member; having attended Party meetings; supporting Republican candidates; volunteering at Party functions; and, adhering to Republican Party principles.

**Section 5 - County Committee**

- A. Upon the call of the Party Chairperson, the Executive Committee, when it deems necessary, will appoint members to a County Committee as directed by law

## **Article V – Duties of Officers**

### **Section 1: Party Chairperson**

- A. Schedules regular member meetings as stated in Article 9, Section 1
- B. Presides over all Executive Committee meetings, general member meetings, or special meetings called to carry out the business of the party
- C. Creates and dissolves special committees, appoints and removes chairpersons and members to both special committees and all standing committees
- D. Serves as an ex-officio member of all committees
- E. Assures that all party policies, procedures, and other activities are appropriate and in line with the prescribed laws and party rules
- F. Appoints two (2) non-officer members from the Executive Committee to audit the books of the Treasurer
- G. Represents and communicates when necessary with all State, District, and other County Parties

### **Section 2: Vice Chairperson**

- A. Performs duties of the Chairperson in his/her absence or in the event that the Chairperson is unable to perform those duties
- B. Performs other duties assigned by the Chairperson

### **Section 3: Secretary**

- A. Keeps accurate and permanent records of minutes and attendance for Executive Committee meetings, general member meetings, and special meetings called by the Chairperson
- B. Provides minutes of meetings via email (or hard copy if requested) to Executive Committee and general members
- C. Announces upcoming meetings and agendas to members in a timely manner
- D. Keeps a current roster of Party members and monitors distribution of member information
- E. Performs other duties assigned by the Chairperson

### **Section 4: Treasurer**

- A. Acts as custodian of all Party funds during the fiscal year which coincides with the calendar year
- B. Receives, documents and appropriately deposits all funds of the Party in an authorized financial institution
- C. Pays all bills authorized by the Chairperson subject to the following:
  - 1. Chairperson may approve all invoices up to \$250
  - 2. Invoices above \$250 must be preapproved by the Executive Committee
- D. Keeps accurate journals of all receipts and disbursements and provides reports when requested
- E. Provides an annual financial report to the Executive Committee at the first meeting of the fiscal year
- F. Serves as a member of the Audit Committee
- G. Presents the Audit Committee report to the Executive Committee and the general membership no later than April 30<sup>th</sup>
- H. Assists Party Chairperson in fundraising activities
  - I. Serves as the Party's contact for all state related financial matters and files all necessary reports as required by law
- J. Performs other duties assigned by the Chairperson

### **Section 5: Party Records**

- A. All officers are required to turn over all official party records and assets to their successors
- B.** Items include, but are not limited to, Party funds, financial books, and meeting minutes

## **Article VI - Elections of Officers**

### **Section 1: Election Timeframe and Term of Office**

- A. The Chairperson, Vice-Chairperson, Secretary and Treasurer of the Party shall be elected by the Executive Committee within thirty (30) days following the Fall Convention held in even-numbered years
- B. All terms in office shall be for two (2) years commencing January 1<sup>st</sup> of odd-numbered years

### **Section 2: Fall County Convention**

- A. Michigan Republican Party Bylaws require the call of the County Convention within thirty (30) days after the November elections and officers are to be elected within thirty (30) days after the Fall Convention
- B. Our Party recommendation: In order to meet Michigan Republican Party reporting requirements, it is suggested that the Fall County Convention be called within fifteen (15) days after the November elections and officers are to be elected within fifteen (15) days after the Fall Convention
- C. The Chairperson and Officers of the Party may decide to hold the election of new Officers at a separate meeting of the new Executive Committee convened immediately after the Fall Convention adjourns.

## **Article VII: Removal of Members**

### **Section 1: Process for Removal**

- A. Any member may be removed from the Party for any illegal activity or any action detrimental to the Party. Intent to remove a member must be addressed in writing with cause to the Chairperson. If the Chairperson is being considered for removal, the complaint with cause should be submitted to another officer.
- B. The Party Chairperson will preside over any hearing. If the complaint is against the Chairperson, the Vice-Chairperson of the Executive Committee will preside.
- C. Prior to consideration of the removal of a member, Officers of the Party, the accused, and the accuser(s), shall meet to discuss the facts of the matter and attempt to seek a resolution. After the initial discussion, the accused and accuser(s) will be excused from the proceedings during Officer deliberations. After deliberation the decision will be communicated to the involved parties in a timely manner.
- D. If a resolution is not found, the Chairperson will proceed with removal procedures bringing the matter forward to the Executive Committee for action.
- E. The Chairperson will discuss the details of the matter with members at large. The floor is then open for discussion from all members. Once discussion is complete, the Chairperson will call for a motion and vote of the Executive Committee only. The Chairperson, and two members selected by the Executive Committee will tally the vote. The motion requires a 2/3 ballot vote of the Executive Committee members present and voting.
- F. Executive Committee decisions are effective immediately

## **Article VIII – Standing Committees**

### **Section 1: Finance Committee**

- A. Members and chairperson shall be appointed by the Party Chairperson.
- B. Meets at least quarterly and regularly report to the Executive Committee the current status of the financial policies and programs of the Executive Committee.

- C. Prepares an annual budget with input from the Party Chairperson and present to the Executive Committee for approval on or before the November meeting
- D. Recommends changes in the budget to the Executive Committee as necessary
- E. Responsible for developing and implementing a fundraising plan as needed
- F. Evaluates the dues structure as necessary
- G. Performs other duties assigned by the Chairperson

### **Section 2: Membership Committee**

- A. Members and chairperson shall be appointed by the Party Chairperson
- B. Develops and implements a membership program to maintain and increase the number of dues paying members
- C. Coordinates the annual dues collection with the Treasurer and will maintain the membership list
- D. Performs other duties assigned by the Chairperson

### **Section 3: Events Committee**

- A. Members and chairperson shall be appointed by the Party Chairperson
- B. Develops and implements a variety of events and programs, both fundraising and non-fundraising, to increase visibility of the Party. These may include but are not limited to: picnics, highway clean up, parades, Straits of Mackinac cruises, a visitor/guest welcoming program and Lincoln Day Dinner.
- C. Performs other duties assigned by the Chairperson

### **Section 4: Candidate Coordination Committee**

- A. Members and chairperson shall be appointed by the Party Chairperson
- B. Develops and implements programs to recruit and train precinct delegates and qualified Republican candidates
- C. Recruitment should include nonpartisan offices such as city commission, school board, and library board
- D. Encourages and coordinates candidate participation in community activities such as debates, public forums, coffees, luncheons, etc
- E. Coordinates the "Get Out the Vote" campaign for all general elections
- F. Anyone running as a candidate for a paid position in a contested primary should not serve on the Candidate Coordination Committee to avoid conflict of interest issues. The Chairperson has the authority to retain or replace members of the Committee.
- G. Performs other duties assigned by the Chairperson

### **Section 5: Youth Committee**

- A. Members and chairperson shall be appointed by the Party Chairperson
- B. Organizes teenage and college republican chapters and plans youth related activities to promote education and involvement in the Party
- C. Performs other duties assigned by the Chairperson

### **Section 6: Communications Committee**

- A. Members and chairperson shall be appointed by the Party Chairperson
- B. Maintains contact with current elected officials and informs them of local events and issues
- C. Handles all correspondence for the Party
- D. Assists all other committees with communication needs when requested
- E. Develops and maintains various focused lists necessary or requested by Party Chairperson (i.e. donors, volunteers, etc)
- F. Performs other duties assigned by the Chairperson



## **Article IX – Meetings**

### **Section 1: Regular Meetings of the Executive Committee**

- A. Regular meetings of the Executive Committee shall be held at least five (5) times per year, at times and places within Cheboygan County to be determined by the Party Chairperson
- B. General membership is welcome to attend all meetings

### **Section 2: Quorum**

- A. A quorum for all meetings of the Executive Committee shall be one-quarter (1/4) of the voting membership of the Executive Committee
- B. Members shall have one vote and must be present to exercise that vote

### **Section 3: Special Meetings**

- A. Special meetings of the Executive Committee may be called by the Party Chairperson when deemed advisable
- B. A meeting shall be called when requested in writing, by five (5) members of the Executive Committee

### **Section 4: Notice**

- A. An agenda shall be forwarded by the Secretary to each member with notice of the time and place of the meeting not less than three (3) days prior to each meeting
- B. Two (2) days notice shall be given of special meetings unless such notice is prevented by an emergency
- C. When a time sensitive decision must be made, the Chairperson has the option of requesting a vote by electronic media

## **Article X – Resolutions and Endorsements**

### **Section 1: Notice**

- A. All resolutions, with the exception of resolutions honoring an individual for special service to the Party or community, shall be submitted to the Party Chairperson in a timely manner prior to the mailing of the agenda for the meeting at which they are to be introduced

### **Section 2: Review by Resolution Committee**

- A. The Party Chairperson shall forward the proposed resolution to the Resolution Committee for review
- B. The committee's recommendation will be forwarded to the Chairperson before the next scheduled Executive Committee meeting

### **Section 3: Distribution of Proposed Resolutions**

- A. The Chairperson shall cause a copy of each proposed resolution to be mailed/emailed to each member of the Executive Committee with the notice of the meeting
- B. Only Executive Committee members vote on resolutions
  1. A quorum as stated in Article IX, Section 2 must be physically or electronically present to vote whether the meeting is in person, by email, or a virtual meeting
  2. Members shall have one vote and must be physically or electronically present to exercise that vote
  3. A resolution shall be adopted by two-thirds (2/3) of the Executive Committee physically or electronically present and voting

#### **Section 4: Policy**

- A. It shall be the policy of the Executive Committee not to endorse or support individual candidates in contested Republican primary elections, except as provided in Section 5

#### **Section 5: Identifying Candidates as Republican**

- A. It is an honor, privilege, and responsibility to be a Republican. It can be a great advantage, especially if you are running for a partisan office. Support from other Republicans often makes a difference in a close election and is an asset when seeking funding.
- B. The Cheboygan County Republican Party (CCRP) has the duty and responsibility to ensure that persons identifying themselves as Republicans in fact subscribe to the ideals of the Republican party. These ideals involve: a conservative approach to decision-making; supporting a limited government; and advancing the constitutional principles of freedom, liberty, and individual responsibility.
- C. Therefore, the Cheboygan County Republican Party has established a process which will help to assure this objective. In an election the voter ultimately makes the final decision and this process is intended to aid the voter when choosing who to vote for as sometimes persons will erroneously identify themselves as Republicans to gain the above advantage. The CCRP may at its discretion apply these standards to candidates identified as Republicans and so inform the voter of its evaluation.
- D. Following are the standards used in evaluating and providing information about Republican candidates:
  - 1. Are they a member of the Cheboygan County Republican Party (CCRP);
  - 2. Are they a member of another Republican organization or Party;
  - 3. Have they paid dues or contributed financially to the CCRP;
  - 4. Have they paid dues or contributed to another Republican organization or Party; either local, county, Statewide or national;
  - 5. What is their level of active engagement in Republican volunteer support activities;
  - 6. Do they actively support other Republican candidates;
  - 7. Have they attended CCRP monthly meetings;
  - 8. Have they held a CCRP or other Republican organization office;
  - 9. Have they held a political office as a Republican;
  - 10. Have you publicly acknowledged your Republican affiliation.

#### **Section 6: Endorsement in Contested Republican Primary**

- E. In exceptional circumstances where an endorsement will benefit the Party, the Executive Committee may endorse, support, or disavow an individual candidate in a contested Republican primary election
- F. A resolution to endorse or disavow a particular candidate shall be adopted by two-thirds (2/3) of the Executive Committee present and voting, and provided notice of the resolution is given as provided in this Article

#### **Section 7: Conduct of Party Officers**

- A. The Party Officers of the Executive Committee in their official capacity shall not endorse partisan candidates in a contested primary election
- B. An exception is when the candidate has received Executive Committee endorsement

## **Article XI – Procedure**

### **Section 1: Rules**

- A. The rules contained in the most recent edition of Robert’s Rules of Order will govern the Executive Committee when they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Executive Committee
- B. The Chairperson will evaluate the validity of procedural questions

## **Article XII – Amendments to Bylaws**

### **Section 1: Amendment Process**

- A. Proposed amendments for changes to the Bylaws must be submitted in writing to one of the Officers
- B. The Chair shall appoint a Bylaws Committee to review, update, and submit any revisions to the Executive Committee for approval
- C. The Executive Committee will have a minimum of 30 days to review and vote on the proposed amendments
- D. A vote of two-thirds (2/3) of the Executive Committee members present and voting is required to pass the amendment

## **Article XIII – Dissolution**

### **Section 1: Dissolution**

- A. All of the following requirements shall be met to qualify this organization to be dissolved:
  - 4. A two-thirds (2/3) vote of the Executive Committee to dissolve said organization
  - 5. All committees and sub-committees are dissolved
  - 6. All bank accounts closed and said funds and valuable property are to be forwarded to the 1<sup>st</sup> Congressional District Committee
  - 7. All paperwork necessary for the Secretary of State’s office to be filed by the Treasurer
- B. A Party Officer will inform the public by media notification

## **Article XIV –Ratification**

### **Section 1: Ratification**

- A. These Bylaws shall become effective immediately upon adoption by a two-thirds (2/3) vote of the Executive Committee present and voting
- B. Approval and signatures:

APPROVED ON: 20 September 2021

\_\_\_\_\_  
William Hartwig, Chairman

\_\_\_\_\_  
Charles E. Leady, Vice-Chairman

\_\_\_\_\_  
Thomas North, Secretary

\_\_\_\_\_  
Katherine Buchweitz, Treasurer