

MOORE COUNTY REPUBLICAN MEN'S CLUB

REFERENCE MANUAL

SUBJECT: Bylaws – Amended 2011

Date Revised: 11/21/11

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- 1.0. NAME
 - 1.1. The name of this organization shall be MOORE COUNTY REPUBLICAN MEN'S CLUB herein referred to as MCRMC.

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- 2.0. OBJECTIVES
 - 2.1. The four objectives of MCRMC are:
 - 2.1.1. To create an informed electorate through political education and activity.
 - 2.1.2. To increase the effectiveness of men in the cause of moral government through active political participation.
 - 2.1.3. To foster loyalty to the Republican Party and promote its principles and candidates in all elections including nonpartisan elections.
 - 2.1.4. To increase the number of registered Republicans in the electorate.

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- 3.0. POLICIES
 - 3.1. Prior to any primary election, or any election wherein Republicans are running in opposition for the same office, neither MCRMC nor its Executive Committee shall endorse a candidate.
 - 3.1.1. Except for the President, Executive Committee members as private individuals may endorse a candidate.
 - 3.1.2. The name of MCRMC shall not be used in support of any candidate in a primary election.
 - 3.2. MCRMC shall not advocate a split-party ticket nor support a candidate running on any opposition ticket.
 - 3.3. No MCRMC member or Executive Committee member may obligate the organization beyond the sums allocated in the individual budget categories of MCRMC approved Annual Budget.

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- 4.0. MEMBERSHIP & DUES
 - 4.1.0. Categories of MEMBERSHIP:

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- 4.1.1 REGULAR: Men age 18 and over and registered as Republicans, upon payment of annual dues.
 - 4.1.2. ASSOCIATE:
 - 4.1.2.1. Women and members of the Young Republican's Club and registered as Republicans, upon payment of annual dues.
 - 4.1.2.2. Associate members may attend meetings, however, they cannot propose motions, have a voice on a vote, be on a committee, hold office nor be counted for the purpose of determining the number of delegates to State or National meetings or conventions.
 - 4.1.3. CHARTER: Regular and Associate members who joined MCRMC in calendar year 1996.
 - 4.1.4. HONORARY: A category used for recognition of an individual.
 - 4.1.5. REMOVAL FROM MEMBERSHIP: A member shall be removed from MCRMC membership for changing voter registration, for failure to pay annual dues and other reasons determined by Executive Committee.
 - 4.1.4. EXCEPTIONS regarding membership eligibility may be considered by MCRMC Executive Committee on an individual basis. Such decisions shall be voted and recorded in MCMRC Executive Committee Minutes and an awards/certificate issued.
 - 4.2.0. DUES: MCRMC fiscal year shall be from January 1st through December 31st.
 - 4.2.1. MCRMC Executive Committee shall determine the amount of annual dues.
 - 4.2.2. Dues paid by any member joining MCRMC for the first time after November 1st shall include membership for the ensuing calendar year.
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5.0. MEETINGS

- 5.1. REGULAR: Shall be held ten (10) months per year unless declared otherwise by MCRMC Executive Committee.
 - 5.1.1. JULY/AUGUST: No meetings will normally be held.
 - 5.1.2. NOVEMBER: At this meeting the Nominating Committee will submit the names of those nominated for election as MCRMC Executive Committee for the following calendar year. (Refer to Paragraph 6.1.1. and Paragraph 6.1.2.)
 - 5.1.3. DECEMBER: At this meeting the election for next year's MCRMC Executive Committee will be held. (Refer to Paragraph 6.1.1. and Paragraph 6.1.2.) An Oath of Office will be administered to individuals elected to office. (Refer to Paragraph 7.4.)
 - 5.1.4. SPECIAL: A special meeting may be held upon the call of MCRMC Executive Committee or the President provided a news media announcement of such a special meeting and the purpose is made public at least 48 hours before the set time of the meeting. No other business shall be transacted at that meeting.
- 5.2. CONDUCT: All meetings (regular, special, committee and Executive) will be conducted in accordance with ROBERT'S RULES OF ORDER in all instances to which they are applicable and in which they are not inconsistent with these Bylaws.
- 5.3. ATTENDANCE: Only MCRMC members may attend meetings.
- 5.4. ATTENDANCE EXCEPTION: (GUESTS and VISITORS): Non-members may attend no more than two meetings without becoming a Regular or Associate member. Regular or Associate member's spouse may do so. Executive Committee may make exceptions.

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- 5.5.0. QUORUM: A quorum required to conduct business shall include:
 - 5.5.1. Regular or special meetings require 25% of Regular members.
 - 5.5.2. Executive Committee meetings require six members.
 - 5.5.3. Committee's named in Paragraph 8.0. require 50%.
 - 5.6. VOTING QUALIFICATIONS: Only Regular members shall be authorized to vote.
 - 5.7. MOTIONS: A two-thirds majority of Regular members in attendance is required for a motion to be passed at any regular or special MCRMC meeting.
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- 6.0. EXECUTIVE COMMITTEE
- 6.1. EXECUTIVE COMMITTEE: The Executive Committee shall consist of ten elected positions and one Ex-Officio position. (Refer to Paragraph 7.1. and Paragraph 7.2.)
- 6.1.1. OFFICERS, FIVE: President, Vice-President of Membership, Vice-President of Programs, Secretary, Treasurer
- 6.1.2. NON-OFFICERS, SIX: Member-At-Large (4) and Immediate Past President (1) and an Ex-Officio Member (1) represented by the Chairman of the Moore County Republican Party.
- 6.1.3. VOTING: Each member of Executive Committee is authorized one vote except for the Ex-Officio member who will not have a vote on club business. No proxy voting is allowed. President will not vote unless necessary to break a tie vote.
- 6.2. MEETINGS: The Executive Committee shall meet as necessary at the call of the President or at the written request of one-half (1/2) or more of the Members of the Committee that has been submitted to Secretary.
- 6.3. DUTIES: The Executive Committee shall:
 - 6.3.1. Serve as the governing body of MCRMC.
 - 6.3.2. Approve the disbursement of funds over two hundred fifty dollars (\$250).
 - 6.3.3. Exercise general charge and control of MCRMC operations, funds and other property of MCRMC.
 - 6.3.4. Maintain a **REFERENCE MANUAL** to include Executive Committee meeting minutes, to record and document procedures used to operate and govern MCRMC and to record and document actions taken by Executive Committee and other committees pertinent to effective management of MCRMC affairs.
 - 6.3.5. Determine the amount and then establish a bond for the Treasurer to be paid by MCRMC at the discretion of Executive Committee.
 - 6.3.6. Approve the addition of temporary special committees.
 - 6.3.7. Have the authority to remove from office (or request the resignation of) any member serving as a MCRMC Officer or Committee Chairman when, in the opinion of the Committee, the member has failed to fulfill the responsibilities of his position or has brought discredit to MCRMC.
 - 6.3.8. Have the authority to require an Executive Committee Member to resign if committed in any known way, to run for any political office.
 - 6.3.9. Removal from office and/or a request for resignation requires a two-thirds (67%) vote of the members of the Executive Committee.
 - 6.3.9.1. The member in question shall be notified and have a right to appear before the Committee prior to a request for resignation or removal from office.

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- 6.3.9.2. The decision by the Committee regarding a member's resignation or removal from office shall be final.
 - 6.3.9.3. Except where the removal (resignation) involves the President, the Nominating Committee will recommend a replacement to the membership to fill the vacated position.
 - 6.3.10. Responsible for providing any newly elected or appointed member of the Executive Committee with copies of MCRMC Bylaws and other records for maintaining continuity appropriate to that individual's assigned responsibilities.
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7.0. OFFICERS AND THEIR DUTIES

- 7.1. OFFICERS: There are five elected officers of MCRMC, they are: President, Vice-President of Membership, Vice-President of Programs, Secretary and Treasurer.
- 7.2. NON-OFFICERS: There are six other members of Executive Committee; they are four Member-At-Large, immediate Past President and an Ex-Officio member who is the reigning Chairman of the Moore County Republican Party.
- 7.3.0. TERMS OF OFFICE
- 7.3.1. President, Vice-President of Membership, Vice-President of Programs shall be elected for one (1) year and may hold the same office for no more than two (2) consecutive years.
- 7.3.2. Secretary and Treasurer shall be elected for a one (1) year term and may hold the same office for no more than three (3) consecutive years.
- 7.3.3. Four Member-At-Large shall be elected annually for a term of one (1) year and may hold the same office for no more than two (2) consecutive years.
- 7.4. ACTIVE DUTY: Although sworn into office at the December Meeting (Para 5.1.3.) officers and non-officers shall assume duties January 1st the following year. They will serve from January 1st through December 31st, or until a successor is sworn in.
- 7.5. QUALIFICATIONS: Nominees for election shall be an active¹ MCRMC member for a minimum of two (2) years preceding their nomination and a resident of Moore County.
- 7.6.0. **PRESIDENT** shall be responsible for:
 - 7.6.1. Presiding at all organization and Executive Committee meetings.
 - 7.6.2. Representing MCRMC at all times, or in his absence or inability to do so, to designate a member of the Executive Committee to be his representative.
 - 7.6.3. Appointing Standing Committee Chairmen with the advice and consent of the Executive Committee except for Nominating Committee for which he appoints a temporary chairman.
 - 7.6.4. Appointing special committees except the Nominating Committee.
 - 7.6.5. Serving as an ex-officio member of committees except the Nominating Committee.
 - 7.6.6. Signing all financial contracts and obligations with Treasurer when authorized by the Executive Committee.

¹ Active is one who has attended five of preceding ten regular meetings.

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- 7.7.0. **VICE-PRESIDENT of MEMBERSHIP** shall be responsible for:
- 7.7.1. Assisting President and representing him when so requested.
- 7.7.2. Assuming the duties of the President in his absence. In the event of the President's resignation or incapacitation he automatically assumes the Presidency.
- 7.7.3. Performing such duties as President may assign.
- 7.7.4. Chair Membership Committee.
- 7.7.5. Providing a monthly report to Executive Committee regarding new members.
- 7.7.6. Appointing a Membership Committee member to be responsible for chairing the Young Republican Committee.
- 7.8.0. **VICE-PRESIDENT of PROGRAMS** shall be responsible for:
- 7.8.1. Assisting President and representing him when so required.
- 7.8.2. Assuming the duties of President in the absence of both President and Vice President of Membership.
- 7.8.3. Performing such duties as President may assign.
- 7.8.4. Chairing Program Committee and to serve as Program Chairman responsible for arranging for the program at regular monthly meetings.
- 7.8.5. Chair Publicity Committee.
- 7.9.0. **SECRETARY** shall be responsible for:
- 7.9.1. Recording and maintaining minutes of MCRMC Executive Committee's meetings.
- 7.9.2. Maintaining an attendance record of MCRMC and Executive Committee's meetings.
- 7.9.3. Maintaining an accurate database² of MCRMC members.
- 7.9.4. Providing meeting registration documents pertinent to maintaining accurate database.
- 7.9.5. Maintaining an up-to-date file of MCRMC Bylaws, rules, resolutions, filed reports and other pertinent files or information.
- 7.9.6. Performing other such duties as President may assign.
- 7.10.0. **TREASURER** shall be responsible for:
- 7.10.1. Being the custodian of all MCRMC funds.
- 7.10.2. Disbursing funds of two hundred fifty dollars (\$250) or less and when so directed by the Executive Committee when such disbursements exceed two hundred fifty dollars (\$250).
- 7.10.3. Maintaining an account of disbursements supported by vouchers.
- 7.10.4. Sending an unpaid dues notice³ to members who are delinquent.
- 7.10.5. Submitting a written or oral report of all receipts and disbursements when so directed by the President or at a regular scheduled monthly meeting.
- 7.10.6. Providing financial books and other related material required for an annual audit to be conducted by a qualified individual or firm that has been approved by Executive Committee.

² Database details will be specified in the Reference Manual (Refer to Paragraph 6.3.4.)

³ Past due notices shall be sent as outlined in Reference Manual. (Refer to Paragraph 6.3.4.)

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- 7.10.7. Filing all required reports to local, state and federal agencies and all North Carolina Election Board Reports as required by law.
 - 7.10.8. Chair Finance Committee.
 - 7.10.9. Performing other such duties as the President may assign.
 - 7.11.0. **MEMBER-AT-LARGE** shall be responsible for performing such duties as the President may assign.
 - 7.12.0. **IMMEDIATE PAST PRESIDENT** shall be responsible for providing experienced input, suggestions and recommended guidance. Perform other duties as the President requests.
 - 7.13.0. **EX-OFFICIO MEMBER** shall be responsible for appropriate communication and coordination with the MCRMC Executive Committee on issues and activities of common interest to MCRMC and the Moore County Republican Party.
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8.0. COMMITTEES⁴

- 8.1. COMMITTEES: There are three categories: Standing (nine), a Nominating and Special to be appointed as required. President shall appoint Committee Chairs, except Chairmen identified in these Bylaws, and a temporary Nominating Committee Chairman.
- 8.2. STANDING: Responsible for assisting the President in their respective areas of responsibility. The names and duties of the nine Standing Committees are:
 - 8.2.1. CALLING: Chaired by Calling Colonel (Appointed by President), shall organize and conduct membership reservations for meetings
 - 8.2.2. NEWSLETTER: Chaired by Editor (Appointed by President), is responsible for preparing newsletter to communicate and publicize MCRMC monthly meetings. After appointment as Chair, shall answer to Executive Committee in the whole. Executive Committee members may use this committee to further their unique objectives and goals.
 - 8.2.3. MEMBERSHIP: Chaired by Vice-President of Membership, shall direct activities toward securing new members of MCRMC and encourage members to be involved in MCRMC activities. A member of Membership Committee shall be appointed MCRMC Young Republican Committee Chairman.
 - 8.2.4. PUBLICITY: Chaired by Vice-President Programs, shall plan and initiate Executive Committee approved public relations program in support of MCRMC objectives.
 - 8.2.5. PROGRAM: Chaired by Vice-President of Programs, arranges for monthly programs and makes other arrangements for MCRMC regular monthly meetings.
 - 8.2.6. FINANCE: Chaired by MCRMC Treasurer, coordinate MCRMC fund raising projects approved by Executive Committee and MCRMC membership to finance MCRMC objectives.

⁴ Committee Chairmen are responsible to prepare and maintain written Policies and Procedures. Such writings are subject to approval by Executive Committee and shall follow a standard outline and form for professional presentation of How MCRMC manages its business to meet Objectives in these Bylaws.

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- 8.2.7. BYLAWS: Acts as a study group to recommend necessary Bylaw changes and to plan for and interpret Bylaws to Executive Committee. Present any proposed Bylaw changes to the Membership that have been approved by Executive Committee.
- 8.2.8. CHAPLAIN: Chaired by MCRMC Chaplain appointed by President, is responsible to provide invocations and spiritual guidance to and for MCRMC members. This Committee shall also make recommendations and arrange for memorials approved by Executive Committee and MCRMC membership.
- 8.2.9. YOUNG REPUBLICANS: Chaired by appointed member from Membership Committee, shall recommend and assist in planning and supporting actions to encourage Moore County Young Republican Club. Shall recommend ways for MCRMC to publicize the history, principles and objectives of the Republican Party among students to encourage them to register and vote as Republicans when eligible.
- 8.3. NOMINATING: Five (5) members shall be appointed no later than June 30th by Executive Committee. As a part of the five (5) members, two (2) members from the existing Nominating Committee shall be selected by Executive Committee to "carry-over" to the next year to provide continuity in the process of selecting candidates for nomination to Executive Committee. For the specific purpose of providing experienced input, when so requested, the immediate Past President shall be an addition to the five member Nominating Committee, but shall be a non-voting member. President is to select a temporary Chairman until the Committee's first meeting at which time Committee Members shall elect a permanent Chairman.
- 8.3.1. RESPONSIBILITIES OF THE NOMINATING COMMITTEE:
- 8.3.1.1. Nominating Committee will be responsible for preparing a slate of candidates for all MCRMC Executive Committee positions including Officers and Members at Large. The candidates must be Regular members who are active in MCRMC. The sources for nomination to these offices shall be from the current Executive Committee and/or from the general membership. Nominating Committee will seek to provide an overlapping succession of positions on Executive Committee by replacing only four or five members of the Executive Committee annually. This will ensure multiple members of Executive Committee who are familiar with ongoing issues, functions and traditions of the organization will continue their responsibilities into the following year.
- 8.3.1.2. Nominee for President of MCRMC shall come from current members of Executive Committee following individual consultation with the current members of Executive Committee. Current Executive Committee members are familiar with the processes involved in managing the organization and with continuing issues as well as with the contributions, performance and leadership skills of each Executive Committee member. This process should provide seamless leadership from one administration to the next. In the event Nominating Committee does not find an able and willing member of Executive Committee to serve as President, then Nominating Committee will nominate a candidate from the general membership.
- 8.3.1.3. Following execution of Nominating Committee's responsibilities, a single slate of recommended candidates shall be presented to the general membership at the regular November meeting. Following the report of Nominating Committee, nominations for

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- any position on the Executive Committee may be made by a Regular member from the floor, providing the nominee agrees to serve if elected.
- 8.3.2. RESIGNATION OR REMOVAL: In the event of a resignation or removal from office, except for the President, the Nominating Committee shall recommend a replacement candidate to MCRMC's general membership for election to fill the vacancy for the remainder of that term of office.
- 8.4. SPECIAL COMMITTEES: Executive Committee may form Specials Committees temporarily for a specific purpose.
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- 9.0. ELECTIONS
- 9.1. Elections shall be held annually, at December Meeting. — Refer to Paragraph 5.1.3: “An Oath of Office will be administered to individuals elected to office. (Also refer to Paragraph 7.4.)-
- 9.2. Elections shall be by voice vote unless there is more than one candidate for an office. Then the vote shall be by written ballot with the plurality of ballots cast to determine the successful candidate.
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- 10.0. PARLIAMENTARY AUTHORITY
- 10.1. The President shall appoint a Parliamentarian who will assist the President when called upon. The Parliamentarian directs all procedural matters in response to parliamentary inquiries at meetings.
- 10.2. ROBERTS RULES OF ORDER (current edition) shall govern MCRMC in all matters of procedure that are not covered by these Bylaws.
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- 11.0. AMENDMENTS
- 11.1. These Bylaws may be amended or replaced at any business meeting of MCRMC provided suggested changes have been presented to the membership at least 30 days prior to the vote of two-thirds (67%) of Members present and voting, and if adopted, shall become effective immediately if not otherwise specified in the proposal prior to the vote.