



**Wayne 12<sup>th</sup>**  
**Congressional District Republican Committee**  
**By-Laws**  
**PREAMBLE**

We the members of the Republican Party in the Wayne County portion of Michigan's 12<sup>th</sup> Congressional District, being grateful to the Almighty God for the blessing of Freedom, and being committed to honoring the guarantee's of the United States Constitution, do hereby establish these bylaws for the preservation of the same, and for the strengthening of the Republican Party.

**Article 1 : NAME**

This committee shall be known as the Wayne 12<sup>th</sup> Congressional District Republican Committee. The Wayne 12<sup>th</sup> Congressional District Republican Committee holds exclusive control over its name and identity, as well as any web presence or email address.

**Article 2 : PURPOSE**

The purpose of the Wayne 12<sup>th</sup> Congressional District Republican Committee shall be: To perform all duties delegated by law or State Party rules, and such other duties not prohibited by law or State Party rules, for the benefit and general welfare of the Republican Party within the boundaries of the Wayne 12<sup>th</sup> Congressional District; To coordinate the affairs and business of the Wayne 12<sup>th</sup> Congressional District Republican Committee; To promote the interests of the Republican Party in Michigan through support of both individual members of the Republican Party seeking office at the local and county levels; To provide a vehicle for the citizens of the Wayne 12<sup>th</sup> Congressional District to influence the direction, purposes, and goals of the Republican Party; To raise funds necessary to support the administrative, financial, and election goals of the Wayne 12<sup>th</sup> Congressional District Republican Committee.

## **Article 3 : MEMBERSHIP**

### **Section 1: WAYNE 12<sup>th</sup> CONGRESSIONAL DISTRICT REPUBLICAN COMMITTEE**

The Wayne 12<sup>th</sup> Congressional District Republican Committee will hold voting responsibility for the Wayne 12<sup>th</sup> Congressional District Republican Committee and shall be comprised of the 15 (fifteen) persons elected as regular members, officers [consisting of a Chair, Vice Chair, Secretary, and Treasurer], those persons elected to represent the Wayne 12<sup>th</sup> Congressional District Republican Committee in the Wayne County Republican Committee, and those persons elected to represent the 12<sup>th</sup> Congressional District Republican Committee on the Republican State Committee as elected at the Spring State Convention held in every odd-numbered year as provided by law or State Party Rules. Each member of the Wayne 12<sup>th</sup> Congressional District Republican Committee shall be a registered voter of the Wayne 12<sup>th</sup> Congressional District.

### **Section 2: ALTERNATES**

The Wayne 12<sup>th</sup> Congressional District Republican Committee chair shall create alternate list for the purposes of filling vacant committee positions, to provide a proxy for a member who fails to attend, is absent, and cannot or fails to provide a proxy. To qualify for the alternate list, the person must be a resident of the 12<sup>th</sup> district and be a registered voter.

### **Section 3: VACANCIES**

Resignations by members shall be made in writing to the Chair and shall be announced at the next regular meeting. If a vacancy in any office of the Wayne 12<sup>th</sup> Congressional District Republican Committee occurs, members of the Wayne 12<sup>th</sup> Congressional District Republican Committee will nominate candidate(s) to fill said vacancy. Candidates must meet the requirement described in Article 3, Section 1 to be considered. The vacancy shall be filled by election by a simple majority of the Wayne 12<sup>th</sup> Congressional District Republican Committee of those present and voting at a special, or regular, meeting. If more than one candidate is nominated, the voting shall be by secret ballot. The person elected shall serve the remainder of the term. Such elections shall be held not less than 15 days nor more than 60 days after the vacancy has been determined to have occurred.

## **Article 4: COMMITTEES**

### **Section 1: STANDING COMMITTEES**

There shall be appointed the following standing committees: Audit committee, Policy committee, Fund Raising committee, and Outreach committee.

### **Section 2: AUDITING COMMITTEE**

Will include the Chair, and two members of the Wayne 12<sup>th</sup> Congressional District Republican Committee as voting members, and the Treasurer, the Treasurer will be a non-voting member. Audits will occur after the closing of books prior to their submission to the State.

### **Section 3: POLICY & ISSUES COMMITTEE**

This Committee shall consist of at least 4 volunteers (registered to vote within the Wayne 12<sup>th</sup> Congressional District boundaries. Committee chair shall be a member of the Wayne 12<sup>th</sup> Congressional District Republican Committee). This committee shall make recommendations to the Wayne 12<sup>th</sup> Congressional District Republican Committee Chair, recommend Party policy and establish programs for implementation by the other standing committees.

## **Section 4: FUND RAISING COMMITTEE**

This committee shall consist of at least 4 volunteers (registered to vote within the Wayne 12<sup>th</sup> Congressional District boundaries. Committee chair shall be a member of the Wayne 12<sup>th</sup> Congressional District Republican Committee ). The Fundraising Committee shall maintain a usable funding balance of \$2,500 U.S.D, which shall be used for fundraising purposes only. Any money raised thru a fundraiser, must first be used to satisfy any outstanding debts/payments relating to said fundraiser. After all obligations are met, the fundraising account shall be replenished and any excess money goes into the general fund. In the event of a fundraising loss, the fundraising account is to be replenished from the general account and/or future fundraisers.

### **ROLES AND RESPONSIBILITIES**

- Review all previous year fundraising activity and make recommendations for improvements for new fiscal year.
- Conduct a fundraising SWOT ( Strengths, Weaknesses, Opportunities, and Threats) analysis and revise and update the previous fund raising development plan based on findings.
- Maintain a shared fundraising calendar.
- Analyze relationships with current and prospective major donors and funders, and develop individualized strategies to cultivate or strengthen those relationships.
- Tap respective networks for potential donors of money, time and in-kind support.
- Shall report committee activities to the Wayne 12<sup>th</sup> Congressional District Republican Committee during the scheduled meetings.

## **Section 5: OUTREACH COMMITTEE**

This committee shall consist of at least 4 volunteers (registered to vote within the Wayne 12<sup>th</sup> Congressional District boundaries. Committee chair shall be a member of the Wayne 12<sup>th</sup> Congressional District Republican Committee). This committee shall strive to recruit an active Republican membership that reflects the Wayne 12<sup>th</sup> Congressional District's demographics and help increase participation of under-represented groups in the Wayne 12<sup>th</sup> Congressional District, including minorities and young voters. Work with other Wayne 12<sup>th</sup> Congressional District Republican Committee standing committees to improve diversity and outreach. Advise the Wayne 12<sup>th</sup> Congressional District Republican Committee on outreach opportunities during scheduled meetings. Maintain data and prepare reports showing outreach efforts and achievements. Identify local groups that share Republican Party values and support Republican Candidates and strengthen relations between those groups and the Wayne 12<sup>th</sup> Congressional District Republican Committee. The Outreach Committee shall maintain a usable budget funding balance of \$500 U.S.D.

## **Section 6: NOTICE OF STANDING COMMITTEE MEETINGS**

Notice of subsequent meetings of each standing committee shall be mailed or emailed to each member thereof at least five (5) days before the date of the meeting by the Chair/Secretary thereof. Such meetings may be called by the Chairman of the standing committee.

## **Article 5: MEETINGS**

### **Section 1: FREQUENCY**

Regular meetings of the Wayne 12<sup>th</sup> Congressional District Republican Committee shall be held at least quarterly, or at more frequent intervals to be determined by the Chair. Special meetings of the Wayne 12<sup>th</sup> Congressional District Republican Committee may be called when requested, in writing, by the Chair or by 10 (ten) members of the Wayne 12<sup>th</sup> Congressional District Republican Committee.

### **Section 2: QUORUM**

A quorum for all meetings of the Wayne 12<sup>th</sup> Congressional District Republican Committee shall be 10 (ten) members present.

### **Section 3: PROXIES**

Any member of the Wayne 12<sup>th</sup> Congressional District Republican Committee may designate to the Secretary, in writing, by E-mail, or by Telephone, a specific person to represent him/her at any meeting of the Wayne 12<sup>th</sup> Congressional District Republican Committee. Any person appointed as a proxy, must be a registered voter and reside within the Wayne 12<sup>th</sup> Congressional District Republican Committee boundaries. Failure to provide a proxy counts as an unexcused absence, per Article 5 Section 5. A proxy may be appointed per Article 3 Section 2. Wayne 12<sup>th</sup> Congressional District Republican Committee members are permitted a maximum of 3 proxies per the calendar year, starting January 1<sup>st</sup>. Proxies are not allowed to vote on bylaw changes and disbursement of funds.

### **Section 4: NOTICE OF MEETINGS**

A written or e-mail notice of the regular meetings shall be sent by the Secretary to each member of the Wayne 12<sup>th</sup> Congressional District Republican Committee with the date, time, and place of the meeting not less than 10 (ten) days prior to each meeting. Not less than 5 (five) days e-mail or phone message shall be given for Special Meetings unless such notice is prevented by extraordinary circumstances.

### **Section 5: ABSENCES**

Any member of the Wayne 12<sup>th</sup> Congressional District Republican Committee who shall fail to be present at 3 (three) consecutive regular meetings, or 4(four) regular meetings per the calendar year (starting January 1<sup>st</sup>) shall be automatically removed from the Wayne 12<sup>th</sup> Congressional District Republican Committee. Any member removed under these bylaws will be welcome to participate in District activities, and may be elected to the Wayne 12<sup>th</sup> Congressional District Republican Committee at a future time, although preference should be shown to people on the alternate list ( see Article 3 Section 2). Exceptions to the absence policy, which will not count against the members attendance, are as follows: hospitalization, death in the family, jury duty and medical appointments. Wayne 12<sup>th</sup> Congressional District Republican Committee members are required to provide a proxy. Failure to make a reasonable effort to do so will count as an unexcused absence. A reasonable effort is defined as providing proof that an eligible person was contacted to act as the proxy for him/her.

## **Article 6: OFFICERS**

### **Section 1: OFFICERS**

The officers of the Wayne 12<sup>th</sup> Congressional District Republican Committee shall be a Chair, Vice-Chair, secretary, and Treasurer.

### **Section 2: OFFICERS TERMS OF OFFICE**

Terms for all officers shall be for the two years commencing immediately upon their election at the Spring County Convention following odd-year Congressional elections and will conclude at the Spring County Convention approximately two years later immediately after their respective successors have been duly elected and installed. A simple majority will be required for election. A person's service as Chair shall be limited to two consecutive terms, after which one full term must pass before said person may be re-elected.

### **Section 3: SUCCESSION OF OFFICE**

If the office of Chair becomes vacant, the Vice-Chair shall succeed to the office of Chair. If the Vice-Chair is unable to succeed to the office, the Wayne 12<sup>th</sup> Congressional District Republican Committee shall hold a special election to fill the vacancy. A simple majority vote is required. If the offices of Vice-Chair, Secretary, or Treasurer become vacant, the Wayne 12<sup>th</sup> Congressional District Republican Committee shall hold a special election to fill the position, with a simple majority vote required.

### **Section 4: CHAIR**

The Chair shall:

1. Call all Wayne 12<sup>th</sup> Congressional District Republican Committee meetings and County Conventions as provided by law or State Party rules;
2. Preside over all Wayne 12<sup>th</sup> Congressional District Republican Committee meetings and the Call to Order of the County Convention as provided by law or State Party rules;
3. Create and appoint temporary and special committees;
4. Serve as ex-officio member of all committees;
5. Appoint and remove all Chairs of committees at his/her discretion;
6. Cause a budget to be prepared and submitted to the Wayne 12<sup>th</sup> Congressional District Republican Committee for approval each fiscal year;
7. Appoint, with simple majority approval of the Wayne 12<sup>th</sup> Congressional District Republican Committee, the 9 (nine) members to represent the Wayne 12<sup>th</sup>

Congressional District Republican Committee on the Wayne County Republican Committee;

8. Make determinations on all procedural and substantive matters relating to the implementation of policies;
9. Perform such other duties as may be provided for by law or State Party rules;
10. That the Chairman, after deciding on the two year allocation for Precinct Delegates present a report to the Wayne 12<sup>th</sup> Congressional District Republican Committee. This should be done in advance of the date the Chairman must turn in his findings to the State Elections Bureau.
11. Authorize discretionary expenditures of \$150.00 or less.

### **Section 5: VICE-CHAIR**

The Vice-Chair shall:

1. Perform the duties of the Chair in his/her absence;
2. May be designated by the Chair to serve as an ex-officio member of any committee;
3. Perform other duties that may be assigned by the Chair or the Wayne 12<sup>th</sup> Congressional District Republican Committee.

### **Section 6: SECRETARY**

The secretary shall:

1. Keep a permanent record of the minutes and attendance at all meetings of the Wayne 12<sup>th</sup> Congressional District Republican Committee;
2. Shall make these records available for inspection and copying by any Wayne 12<sup>th</sup> Congressional District Republican Committee member;
3. Shall furnish copies of the minutes of the most recent meeting to all members;
4. Shall see that all meeting notices are duly given as required by law and by these bylaws. In the absence of the Treasurer, the Secretary shall also be designated as Assistant Treasurer and shall have all of the privileges and duties of the Treasurer.

### **Section 7: TREASURER**

The Treasurer shall:

1. Receive and be Custodian of all funds of the Wayne 12<sup>th</sup> Congressional District Republican Committee in a federally insured financial institution;
2. Pay Committee-related expenditures of \$150.00 or less when authorized by the Wayne 12<sup>th</sup> Congressional District Republican Committee;
3. Keep an account of all monies received and disbursed, and provide an itemized report of such activity at each Wayne 12<sup>th</sup> Congressional District Republican Committee meeting;

4. Follow all state and Republican Party guidelines for proper reporting and organization of all Wayne 12<sup>th</sup> Congressional District Republican Committee finances;
5. Pay all duly-authorized bills and be responsible for the proper filing of all financial reports as required by law;
6. Make an annual report at the close of each fiscal year summarizing income, expenditures, and outstanding liabilities;
7. Assist and cooperate with an annual audit by the current Audit Committee;
8. Serve as Administrative Contact for all internet-related expenses and correspondence.

## **Section 8: RECORDS**

Each officer shall be responsible for the safekeeping of all records within his/her purview. Each officer shall turn over to his/her successor all funds, books, accounts, letters, records, papers, minutes, and other property pertaining to the Wayne 12<sup>th</sup> Congressional District Republican Committee and his/her office upon leaving said office.

## **Article 7: PROCEDURES**

The current edition of Robert's Rules of Order, Newly Revised shall govern the Wayne 12<sup>th</sup> Congressional District Republican Committee in all cases in which they are not inconsistent with the law, State Party rules, special rules adopted by the Wayne 12<sup>th</sup> Congressional District Republican Committee, or these bylaws.

## **Article 8: AMENDMENTS OF BYLAWS**

These bylaws may be amended at any regular meeting of the Wayne 12<sup>th</sup> Congressional District Republican Committee by a 2/3 vote of those members present, provided the amendment has been submitted in writing at the previous regular meeting, and providing that copies of the proposed amendments(s) are forwarded to all current voting members of the Wayne 12<sup>th</sup> Congressional District Republican Committee at least 10 (ten) days in advance of the meeting.

## **Article 9: ADOPTION**

These bylaws shall be adopted when approved by a simple majority of the Wayne 12<sup>th</sup> Congressional District Republican Committee, present and voting, at the meeting at which they are presented, provided that a copy of the bylaws has been furnished with the meeting notice.