

# **BY-LAWS OF THE EXECUTIVE COMMITTEE OF THE ERATH COUNTY REPUBLICAN PARTY**

As Adopted July 14, 1992, Revised July 1, 2024

## **ARTICLE ONE. NAME AND MEMBERSHIP.**

1.01 Name. The name of this organization shall be the Erath County Republican Party Executive Committee, hereinafter referred to as the "Executive Committee".

### 1.02 Membership.

Statutory Members. As provided by the Election Code of the State of Texas "the Texas Election Code", the Executive Committee of a political party (Republican) that conducts a Primary Election shall be comprised of the Republican County Chair and the Republican Precinct Chairs elected to a two year term, beginning twenty (20) days after the date scheduled for the second (runoff) primary or other date specified by the Election Code, by those voting in the Erath County Republican Party Primary and any County Chair or Precinct Chair appointed to fill vacancies in accordance with Article 3.08 of these By-Laws.

### 1.03 Eligibility.

All Statutory Voting Members of the Executive Committee shall meet the requirements of the Texas Election Code regarding political-party affiliation (shall have voted in the Republican Party Primary or otherwise qualified) and shall reside in the Precinct in the case of Precinct Chair or the County in the case of County Chair and other officers.

## **ARTICLE TWO. PURPOSE AND OBJECTIVES.**

### 2.01 Purpose.

The Executive Committee shall exercise those powers conferred upon it by the Texas Election Code, the Republican Party of Texas and these By-Laws, and perform all duties necessary to defend and uphold the Constitution of the United States, the Constitution of the Great State of Texas and promote the best interest of the Republican Party of Texas in Erath County by electing Republicans to all elected offices in the federal, state, county, boards and municipalities.

2.02 Objectives. The objectives of the Erath County Republican Party Executive Committee shall be:

(a) to establish general operating policies and conduct the business of the Erath County Republican Party as required by the Texas Election Code and the Republican Party of Texas;

(b) to support the objectives, policies and platforms of the Republican National and State Committees and to (c) to cooperate in carrying out programs initiated by the Republican Party of Texas, including, but not limited to, conducting a Republican Primary Election;

(d) to facilitate cooperation and active participation among Republicans, and others who support Republican candidates and ideals, and to promote the growth of the Republican Party in Erath County;

(e) to recruit and provide the assistance needed to elect qualified Republican candidates to Precinct, County and District offices; and

(f) to develop a broad based, effective Republican Party organization in Erath County, which will engage in activities that serve to promote a positive image of Republicans and the Republican Party.

### ARTICLE THREE. MEETINGS.

#### 3.01 Statutory Meetings.

Meetings required by the Texas Election Code shall convene at the time and place provided by the Code, and any required statutory notices thereof, to conduct such business as may properly arise.

#### 3.02 Regular Business Meetings.

Meetings of the Executive Committee shall be held a minimum of four (4) times per year as scheduled by the County Chair with approval of the Executive Committee. Written notice of the time and place of Regular Business Meetings shall be emailed or postmarked at least seven (7) days prior to the meeting date, unless a meeting schedule calendar has been distributed to all members of the Executive Committee entitled to vote on matters that may properly come before a Regular Business Meeting, in which case, only a change in the scheduled date or time will require a written notice.

#### 3.03 Special Meetings.

Special Meetings of the Executive Committee may be held at any time upon: (a) a written call issued by the County Chair or (b) a written call signed by at least twenty percent (20%) of the Statutory Members of the Executive Committee in office at the time of signing the call.

#### 3.04 Notice of Special Meetings.

The written call must be delivered to the Secretary at least ten (10) days prior to the specified meeting date. The call and the notice thereof must contain the time and place of the Special Meeting and the subject(s) to be discussed and a copy of any resolutions to be proposed. The written call shall be mailed or electronically communicated by, or under the authority of, the Secretary at least seven (7) days in advance of the Special Meeting to each member of the

Executive Committee, entitled to vote on matters contained in the notice of call, at the address as it appears on the records of the Executive Committee.

### 3.05 Emergency Meetings.

Emergency meetings of the Executive Committee may be called only by the County Chair. Emergency meetings may only be called under exigent circumstances, and may not be called under circumstances covered by the Texas Election Code or elsewhere in these By-Laws.

### 3.06 Notice of Emergency Meetings.

The County Chair shall make every reasonable effort to contact the members of The Executive Committee at least three (3) days in advance of the Emergency Meeting.

### 3.07 Quorum.

At all Regular, Special and Emergency meetings, there shall be a quorum if at least twenty-five percent (25%) of the Statutory members of the Executive Committee in office, and entitled to vote on the matters before the meeting, are present at the time the meeting is called to order. At all Statutory meetings, a quorum consists of those Statutory Members present, and if less than a majority is present, only such business as called for by the Texas Election Code may be transacted.

### 3.08 Voting.

Only those members of the Executive Committee who are present and entitled to vote upon the issue before the meeting shall have the right to vote. A majority of those members of the Executive Committee constituting a quorum shall determine the question except as may be required by the Texas Election Code, and the amendment of these By-Laws which shall require an affirmative vote of two-thirds (2/3) of the Statutory Members of the Executive Committee constituting the quorum.

### 3.09 Vacancies.

Any vacancy in the office of County Chair or Precinct Chair may be filled by a majority of the Executive Committee at any Regular Business Meeting or at a Special Business Meeting called in accordance with Articles 3.03 and 3.04.

## ARTICLE FOUR. OFFICERS.

### 4.01 Officers.

The Officers of the Executive Committee shall be the County Chair, a First Vice Chair, a Second Vice Chair, a Secretary, a Treasurer, a Parliamentarian, a Program Chair and such other Officers as may be necessary. The Executive Committee may, from time to time, approve the appointment of such other Officers or assistant Officers as necessary to carry out the objectives as defined in these By-laws.

#### 4.02 County Chair.

The County Chair shall be the presiding officer for the Erath County Republican Party Executive Committee. The County Chair shall provide leadership and management for the local organization and recruit people to fill key positions in the organization. The County Chair shall conduct primaries, precinct conventions and county/senatorial district conventions in even numbered years, keep election records, and take steps to insure secret balloting and honest elections. The County Chair shall assist Republican Candidates in the planning and execution of campaigns and shall maintain working relationships with all elected Republicans. The County Chair shall have check signing privileges. The County Chair is to be an ex- officio member of all committees and a member of the Texas Republican County Chairmen's Association; dues may be reimbursed at the end of the term at the discretion of the Executive Committee

#### 4.03 County First-Vice Chair.

The County First-Vice Chair shall be nominated by the County Chair, with confirmation by the Executive Committee. The First-Vice Chair shall assist the County Chair in the performance of his (her) duties and shall act in the place of the County Chair when the County Chair is not available to perform his (her) duties. In the event of a vacancy in the position of the County Chair, the First-Vice Chair shall serve as Acting Chair until a County Chair is named in accordance with Article 3.09. The County First-Vice Chair shall assist the County Chair in all duties assigned by the County Chair.

#### 4.04 County Second-Vice Chair.

The County Second-Vice Chair shall be nominated by the County Chair, with confirmation by the Executive Committee. The County Second-Vice Chair shall act as a Spokesperson for the County Party and shall coordinate outreach to the auxiliaries and the community. The County Second-Vice Chair shall assist the County Chair in all duties assigned by the County Chair.

#### 4.05 Precinct Chair.

The Precinct Chair is a Statutory Member of the Erath County Republican Party Executive Committee. Each Precinct Chair is responsible for carrying out the precinct focused programs of the Republican National, State, and County Executive Committees. The Precinct Chair will attend all meetings of the County Executive Committee. The duties include helping to elect Republican candidates by conducting political preference surveys in the Precinct, recruiting and directing Precinct volunteers in voter registration and Get Out the Vote (GOTV) programs, introducing candidates to residents of the Precinct, and distribution of literature, yard signs, and other campaign activities. The Precinct Chair is responsible for conducting the Republican Primary Elections and Republican Precinct Conventions. The Precinct Chair shall assist the County Chair in all duties assigned by the County Chair.

#### 4.06 Secretary.

A Secretary shall be nominated by the County Chair, with confirmation by the Executive Committee. The Secretary shall maintain a permanent file containing minutes of all meetings of the Executive Committee. The Secretary shall insure that a complete and current role of all members of the Executive Committee is maintained and that each member receives proper notice of meetings. In accordance with the Texas Election Code, the Secretary shall call a meeting of the Executive Committee in the event of a vacancy in the office of the County Chair; and shall be authorized to receive applications for a place on the primary ballot. The Secretary shall assist the County Chair in all duties assigned by the County Chair

#### 4.07 Treasurer.

The Treasurer shall be nominated by the County Chair, with confirmation by the Executive Committee. The Treasurer shall be the custodian of all funds of the organization and shall be responsible for keeping systematic records for complying with any applicable state and federal statutes with regard to reporting contributions and expenditures. The Treasurer shall have check signing authorization at the direction of the County Chair. The Treasurer shall be responsible for the filing of such reports as required. The Treasurer shall collect funds for deposit in bank accounts approved by the Executive Committee and pay bills or disburse funds by check in accordance with policies of the Executive Committee. The Treasurer will make written reports of receipts and disbursements to be presented at regular business meetings of the Executive Committee. The Treasurer shall insure that accurate and complete financial contributor records, listing name, address, amount given, and the date of contributions are maintained. The Treasurer's books and records shall be open to members of the Executive Committee and there shall be an annual audit conducted by the Budget and Funding Committee. The report of the audit committee shall be made to the Executive Committee at its May meeting or as soon thereafter as possible.

#### 4.08 Parliamentarian.

A Parliamentarian shall be nominated by the County Chair, with confirmation by the Executive Committee. The Parliamentarian shall keep order at all meetings and ensure that the meetings are conducted in accordance with proper authorities when necessary.

#### 4.09 Program Chairman.

A Program Chair shall be nominated by the County Chair, with confirmation by the Executive Committee. To the best of his (her) ability, the Program Chair shall develop a program of interest for each Regular Business Meeting as defined by Article 3.02, be entitled to advertise said speakers in a manner approved by the Executive Committee.

#### 4.10 Eligibility.

Each appointed Officer who is not also a Statutory Member of the Executive Committee must meet the requirements of Article 1.03(b) of these By-Laws.

#### 4.11 Term of Office.

The term of office for the Officers of the Executive Committee shall be concurrent with that of the Statutory Members.

#### 4.12 Confirmation and Removal of Officers.

As provided, all Officers shall be nominated by the County Chair with confirmation by the Executive Committee. The Statutory Members of the Executive Committee shall be notified, in writing, of the nominees. The notice of intention to nominate shall contain information about the appointee and be distributed to the Statutory Members of the Executive Committee at least ten (10) days prior to the Special or Regular Business Meeting at which the approval of the appointed Officers will be requested. As provided, all Officers shall be confirmed by the Executive Committee. The removal of Party Officers requires a 2/3 majority vote of the Executive Committee. This does not apply to positions of County Chair or Precinct Chair. In accordance with Article 3.08, only Statutory Members of the Executive Committee shall be entitled to vote on any motion to confirm or remove Officers.

### ARTICLE FIVE. ROLL CALL REQUIRED.

The roll of the members shall be taken by the Secretary as soon as the meeting is called to order. The attendance record shall be posted on the website of the Erath County Republican Party.

### ARTICLE SIX. BALANCED BUDGET.

The Budget and Funding Committee (Article 701 (b)) shall prepare a budget as soon as possible after beginning of term. The Executive Committee may not spend or commit to spend any funds not currently on hand.

### ARTICLE SEVEN. COMMITTEES.

#### 7.01 Standing Committees.

The standing committees of the Erath County Republican Party Executive Committee shall be Candidate Committee, Budget & Funding Committee, Outreach Committee. The County Chair shall appoint a chair of each committee and two (2) additional members. Each committee may develop procedures for the conduct of its business, subject to the review and amendment of the Executive Committee. The Chair of any committee may appoint additional members of his/her committee, as needed.

(a) Candidate Committee. The Candidate Committee shall assist the County Chair and the Erath County Republican Party in recruiting qualified candidates for precinct, county, and district elected offices, and upon nomination by the Primary Election, shall offer assistance in campaign planning and execution.

(b) Budget & Funding Committee. The Budget & Funding Committee shall assist the County Chair in the development of financial plans and budgets for the Erath County Republican Party and annually audit the Treasurer. The financial plans, budgets, and audit reports shall be submitted for approval by the Executive Committee. The Committee is responsible for developing plans and programs designed to provide adequate funding to meet the needs of the organization. The Committee shall plan and be responsible for carrying out approved plans for all fundraising events and activities including, but not limited to, an annual countywide Republican fundraising banquet, or a similar event. Fundraising plans and budgets proposed by the Committee will be included in the budget.

(c) Outreach Committee. The Outreach Committee, working in conjunction with the Second Vice-Chair, shall work to develop opportunities to expand knowledge about and participation in the Erath County Republican Party.

#### 7.02 Republican Auxiliaries.

The Erath County Republican Party Executive Committee shall recognize, encourage and support those organizations authorized by the National and State Republican Party as auxiliary organizations; and shall designate a representative to act as the liaison contact and to assist in the coordination of common or shared activities.

#### 7.03 Special Committees.

The County Chair may appoint such special purpose committees and subcommittees as necessary to assist in carrying out the objectives of the Executive Committee.

#### 7.05 Eligibility.

The Chair and committee members of any committee shall meet the requirements for Party affiliation. The County Chair, or a designated representative, may serve as an ex-officio member of any committee, with voting rights.

### ARTICLE EIGHT. FINANCIAL AND CONTRACTUAL OBLIGATIONS.

#### 8.01 Unauthorized Expenses.

(a) No person, including any County Chair, Precinct Chair, Party Officer, or committee member, shall incur, or obligate the Executive Committee to pay for, any expense, regardless of the amount of money involved, without majority approval of a quorum of the Executive Committee at a properly called meeting.

(b) Any person who does so shall be personally liable for said expense(s). The Executive Committee, at its discretion, may choose to pay said expense(s) or reimburse the person who incurred said expense(s), but is in no way obligated to do so.

#### 8.02 Unauthorized Contractual Obligations.

(a) No person, including any County Chair, Precinct Chair, Party Officer, or committee member, shall obligate the Executive Committee to a contractual agreement, regardless of the amount of money involved, without majority approval of a quorum of the Executive Committee at a properly called meeting.

(b) Any person who does so shall be personally liable for fulfilling the terms of said agreement and for any expense(s) incidental to said agreement. The Executive Committee, at its discretion, may choose to fulfill the terms of said agreement, or reimburse the person who incurred said expenses(s) incidental to said agreement, but is in no way obligated to do so.

### ARTICLE NINE. PARLIAMENTARY AUTHORITY.

#### 9.01 Authority.

The Republican Party of Texas Rules for All Conventions and Meetings and the most recent edition of Robert's Rules of Order, Newly Revised, will govern all meetings except where inconsistent with the provisions of these By-Laws. Such rules may be suspended when, in the judgment of the Chair, it is beneficial for the discussion.

### ARTICLE TEN. AMENDMENTS.

10.01 Amendment Procedure. These By-Laws may be amended by a two-thirds (2/3) vote of the Statutory Members of the Executive Committee present at a properly called Regular or Special Meeting of the Executive Committee, provided that, in accordance with Article 3.07, there is a quorum, that proper notice has been given in accordance with Article 3.04, and that a copy of the proposed amendment(s), or a summary thereof, has been distributed at least ten (10) days prior to the meeting at which they will be considered.

### ARTICLE ELEVEN. SEVERABILITY.

In the event that any provision of these bylaws violates or is inconsistent with the Code, or the Party Rules, that provision shall be deemed to be of no effect and the remaining provisions of these bylaws shall not be affected thereby.

By-Laws of the Erath County Republican Party Executive Committee 01 July 2024.