

DENTON COUNTY REPUBLICAN PARTY BYLAWS DENTON COUNTY EXECUTIVE COMMITTEE

For the 2016-2018 term

ARTICLE ONE: EXECUTIVE COMMITTEE

1.01 **Name** The name of the committee shall be the Denton County Executive Committee, hereinafter referred to as the "Executive Committee."

1.02 **Membership** Membership of the Executive Committee shall be comprised of the Republican County Chairman, and the Republican Precinct Chairs of Denton County, Texas, as provided by the Election Code of the State of Texas.

1.03 **Duties** The Executive Committee shall exercise those powers conferred upon it by the Election Code of the State of Texas and by these Bylaws, and perform all duties necessary to promote the Republican Party of Texas in Denton County.

ARTICLE TWO: OBJECTIVES

2.01 **Objectives** The objectives of the Executive Committee shall be to:

(1) Conduct the business of the Denton County Republican Party as required by the Texas Election Code, Republican Party of Texas, and any and all other business as may be required to be an effective representative of the Republican Party of Texas and to work for the election of the Republican Party's national, state, and local nominees;

(2) Promote and inform the electorate through education;

(3) Increase the effectiveness of residents of Denton County in the cause of good government through active participation;

(4) Facilitate cooperation among Republicans of Denton County and to promote the welfare and growth of the Denton County Republican Party; and

(5) Foster and encourage loyalty to the ideals of the Republican Party and to promote conservative ideas and principles encompassed in the US Constitution, Bill of Rights and Texas Constitution.

(6) Influence the outcome of public policy to reflect the principles found in the platform of the Republican Party of Texas.

ARTICLE THREE: MEETINGS

3.01 **Statutory Meetings** The Executive Committee shall convene meetings as required by the Election Code.

3.02 **Regular Business Meetings** Meetings of the Executive Committee shall be held a minimum of four (4) times per year and shall be scheduled by the County Chairman with the approval of the Executive Committee. Approval by the executive committee may be obtained during any Special Meeting or any Regular Business Meeting or through electronic voting by the use of electronic mail sent by the Chairman or under the Chairman's direction sent to voting

members of the executive committee. All members shall be notified of the time, place and agenda of these meetings at least ten (10) days prior to the date they are to be held. Notification may be mailed or sent via electronic communication.

3.03 Special Meetings Special Meetings of the Executive Committee may be held at any time upon:

(1) A written call issued by the County Chairman, or

(2) A written call signed by twenty percent (20%) or more of the number of members of the Executive Committee in office at the time of signing the call.

3.04 Notice of Special Meeting Any calls must be delivered to the Corresponding Secretary at least fourteen (14) days prior to the date specified in the call for the meeting. The call and notice must contain the time and place of the Special Meeting, together with the object or objects thereof. At least ten (10) days prior to the date of the meeting, notice of the call containing the information required by these Bylaws shall be mailed or e-mailed to each member of the Executive Committee by or under the authority of the Corresponding Secretary.

3.05 – Organizational Meeting An organizational meeting of each new executive committee shall be held within 65 days of the date established for the primary runoff in even numbered years. Proposed bylaws and meeting call shall be mailed at least fourteen (14) days beforehand.

ARTICLE FOUR: CONDUCT OF MEETINGS

4.01 Quorum a. Non-Statutory Business – At County Executive Committee meetings, one-fourth (1/4) of the membership, excluding vacancies, shall constitute a quorum for conduct of non-statutory business. If a quorum is not present, a less number may adjourn the meeting to some future date, not to exceed ten (10) days. b. Statutory Business – At County Committee meetings, a quorum for conduct of statutory business (called for by the Texas Election Code) shall consist of those members present.

4.02 Privileges of the Floor At all meetings of the Executive Committee, only members, members of the SREC which represent Denton County and officers of the Executive Committee shall have privileges of the floor.

4.03 Voting Only members of the Executive Committee shall have the right to vote.

ARTICLE FIVE: OFFICERS AND THEIR DUTIES

5.00 Appointments All positions unless otherwise noted shall be appointed by the County Chairman, with the appointment being confirmed by the Executive Committee, for a term no longer than that of the County Chairman who appoints said officer. The officer shall assist the County Chairman in any other duties of that office as assigned and new duties shall be made known to the full Executive Committee in writing within (14) fourteen days of being assigned via conventional USPS or email.

5.01 County Chairman The County Chairman is elected for a two (2) – year term in the Texas Primary Election by the County primary voters. The County Chair shall be the chair of the

Executive Committee and shall be the chief executive officer of the Republican Party of Denton County. The County Chair shall preside at all meetings of the Executive Committee and coordinate the political activities of the Republican Party in Denton County.

The County Chair shall be a member of all Standing Committees, shall represent the Executive Committee in its official capacity, shall employ such persons and make such appointments as deemed appropriate, and shall have such usual powers of supervision and management as may pertain to the office of County Chair.

5.02 Appointed Positions The County Chair shall appoint the following officers upon the confirmation of the Executive Committee at the first organizational meeting of each newly elected Executive Committee, for a term no longer than that of the County Chairman who appoints said officer.

- a. First Vice Chairman of Political Affairs
- b. Vice Chairman of Finance
- c. Vice Chairman of Precinct Chairmen
- d. Vice Chairman of Outreach
- e. Vice Chairman of Veteran Affairs
- f. Vice Chairman of Events
- g. Vice Chairman of Business Development
- h. Vice Chairman of Technology
- i. Recording Secretary
- j. Corresponding Secretary
- k. Parliamentarian
- l. Sergeant at Arms
- m. Chaplain
- n. Director of Public and Elected Officials
- o. Lincoln Cabinet Coordinator
- p. Treasurer
- q. Publicity Chair
- r. Victory Chair
- s. Program Chair
- t. Area Victory Leaders

5.03 Party Staff The following staff members may be hired and serve at the full discretion of the County Chairman. Staff members may not exceed a term no longer than that of the County Chairman who hires said staff.

- a. Executive Director
- b. Office Coordinator
- c. Office Assistant
- d. Staff Assistant - ** possible volunteer position
- e. Political Action Committee (PAC)/ FEC and TEC Treasurer

5.04 Precinct Chairman The Precinct Chairman is elected for a two (2) year term by primary voters in the precinct in which he (she) resides. In general, the Precinct Chairman carries out all precinct programs prescribed by the County Chairman and the Executive Committee. He (she)

will help elect Republican candidates by conducting political preference surveys in his (her) precinct and making certain all Republicans and Republican-leaning Independents are registered to vote. He (she) will recruit volunteers to assist in the work, appoint one or more Assistant Precinct Chairs, attend all meetings of the Executive Committee, assist with Republican Primary Elections and conduct Republican Precinct Conventions in his (her) precinct.

5.05 **Failure to Appoint** Should the County Chairman fail to appoint the above named Officers within three (3) months of the County Chair's certification or appointment to that office, the Executive Committee shall make these appointments.

ARTICLE SIX: STANDING COMMITTEES

6.01 **Victory Committee** The County Chairman shall appoint a Victory Committee Chairman and other committee members as needed for a term no longer than that of the County Chairman who appoints said Chairman, which shall work with the Executive Committee on State, District and County election efforts.

6.02 **Fundraising Committee** The County Chairman shall appoint a Fundraising Committee Chairman and at least two committee members as needed for a term no longer than that of the County Chairman who appoints said Chairman, which shall raise sufficient funds to implement the annual plan of work and budget approved by the Executive Committee.

6.03 **Audit Committee** The County Chairman shall appoint an Audit Committee Chairman and at least two (2) additional members, for a term no longer than that of the County Chairman who appoints said County Chairman, who shall conduct an annual internal audit to be completed and presented to the Executive Committee each August.

6.04 **Bylaws Committee** Prior to each Organizational Meeting, the incoming County Chair shall appoint a Bylaw Committee Chair and at least two (2) additional members who shall review the Bylaws and Rules and make a recommendation for adoption at the Organizational Meeting.

6.05 **Political Affairs Committee** Monitor legislative and other events of interest to Denton Republicans and prepare appropriate resolutions for the Executive Committee, including suggested actions to implement the resolution's desired outcome.

6.06 **Selection Committee** The County Chairman shall appoint a Selection Committee Chairman and at least two (2) additional members, for a term no longer than that of the County Chairman who appoints said Chairman, who shall make recommendations on appointments to fill vacancies of Precinct Chairmen.

ARTICLE SEVEN: VACANCIES

7.01 **Vacancies** In the event of a vacancy, all vacancies shall be filled according the Texas Election Code.

ARTICLE EIGHT: PARLIAMENTARY AUTHORITY

8.01 **Authority** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all policies and procedures adopted by of the Executive Committee and its

committees except where inconsistent with the provisions of the Bylaws of this organization, Texas Election Code, and/or RPT rules.

ARTICLE NINE: AMENDMENTS

9.01 **Amendment Procedure** These Bylaws may be amended at any Regular Meeting of the Executive Committee by a two-thirds (2/3) vote of all members present which must represent twenty-five (25%) of the total membership of the Executive Committee; provided, written notice to amend has been given at the previous Regular Meeting and also in the notice of the call of the meeting.

ARTICLE TEN: LEADERSHIP TRANSITION

10.01 **Banking Transition** In the event of a transition to a newly elected or appointed Republican County Chairman the Officers of the Denton County Republican Party are expressly authorized to complete any and all documents required by any financial institution to authorize the newly elected or appointed Republican County Chairman allowing said Chairman to become a signer on all of the Denton County Republican Party bank accounts effective upon said Chairman officially taking office.

POSITION DESCRIPTIONS

All positions unless otherwise noted shall be appointed by the County Chairman, with the appointment being confirmed by the Executive Committee, for a term no longer than that of the County Chairman who appoints said officer. The officer shall assist the County Chairman in any other duties of that office as assigned and new duties shall be made known to the full Executive Committee in writing within (14) fourteen days of being assigned via conventional USPS or email.

First Vice Chairman of Political Affairs

- Act in place of the County Chairman when the Chairman is not available to perform duties of that office.
- Oversee the Citizens Elections Advisory Board
- Stay abreast and keep County Chairman abreast of key legislation and coordinate with Victory Chair to keep Area Leaders informed and assess best plans of actions.
- Assist the County Chairman in all other duties of that office as assigned by the County Chairman and made known to the full Executive Committee within 14 days of being assigned.

Vice Chairman of Finance

- Assist County Chairman in conducting the Financial Operations and Budget of the Executive Committee
- Coordinate financial affairs that involve all party business
- Prepare and present to the Executive Committee for approval, but not later than July or the first month after appointment, an annual budget for the Executive Committee
- Review and approve, all methods and opportunities for meeting budgetary requirements

- Work with Vice Chair of Events to establish solid financial projections/goals for events
- Project budgetary increases/forecasting over the next 12 to 24 months
- Assist other officers as needed in the realm of financial assessments
- A member of the fundraising committee and oversee the Audit Committee

Vice Chairman of Precinct Chairman

- Assist the County Chairman in the recruiting, selecting, developing, training and assistance of Precinct Chairmen

Vice Chairman of Outreach

- Assist the County Chairman in Outreach
- Work in tandem with the Victory Chair and Vice Chair of Events on all political activities with groups in the County
- Build a volunteer ambassador program throughout Denton County
- Work with Community leaders to facilitate participation in service projects

Vice Chairman of Veteran Affairs

- Liaison for the party to veterans' organizations in Denton County
- Build a cohesive community that keeps the party and Denton County abreast of the opportunities to serve our veterans and active duty military
- Advise the County Chair and Officers of all legislation that affects our veterans and military
- Organize party participation in two veteran events per year; work with the Vice Chair of Events to facilitate

Vice Chairman of Events

- Oversee the planning process for all events for Denton County Republican Party (DCRP)
- Coordinate with Vice Chair of Financial Affairs on budget projections
- Facilitate a cohesive environment for volunteers to work collectively
- Define necessary roles and committees for each event in DCRP
- Coordinate with Director of Elected/Public Officials and Candidates to ensure that Director is abreast of all opportunities for contributions, attendance, recognitions and other needs of officials and candidates for all events.
- Work with Vice Chair of Outreach and Victory Chair on events
- Provide details for promotion of events to Publicity Chair

Vice Chairman of Business Development

- Develop a team of local business owners to be ambassadors to their areas and facilitate awareness of bills/laws in Austin and DC
- Build relationships with local business owners via direct interaction or with the assistance of ambassadors and ensure that both Victory and Outreach are armed with all knowledge of all bills and laws
- Equip ambassadors to mobilize and facilitate engagement for local business owners at events

- Communicate with Victory Chair, Vice Chair of Outreach and Vice Chair of Precinct Chairs all information gleaned to better arm Precinct Chairs

Vice Chairman of Technology

- Work with County Chair to build a cohesive environment and technology protocol for officers/Volunteers to work under at Headquarters
- Coordinate and assist with phone systems for Headquarters personnel
- Advise on technology for Headquarters i.e. computers, laptops, tablets and phones
- Oversee a committee to advise the party on opportunities for improvement at all meetings hosted by Denton County Republican Party (DCRP)

Treasurer

- Prepare a monthly Treasurer's report and make it available to the Executive Committee and to the Party Officers at least 10 days prior to the month's Executive Meeting
- Work closely with PAC/TEC/FEC Party Treasurer in all accounting matters
- Attend quarterly forecasting meetings with County Chairman and Vice Chair of Finance

Program Chair

- Assist with any programs and events for the DCRP and help facilitate speakers as asked and needed for auxiliary groups around DCRP

Recording Secretary

- Keep the minutes and the attendance records of the Executive Committee

Corresponding Secretary

- Notify all members of the Executive Committee of meetings and perform such other clerical duties as may be assigned by the County Chairman

Parliamentarian

- Employ the latest edition of Robert's Rules of Order Newly Revised; advise and consult with the Executive Committee to ensure that meetings are conducted in accordance with proper procedure and decorum.

Sergeant at Arms

- Keep order at all meetings and insure that meetings are conducted in accordance with proper authorities.

Chaplain

- Officiate prayers at meetings and events
- Partner with organizations that protect Religious Liberty
- Advise County Chairman, Officers and Precinct Chairs on any legislation that threatens religious liberty

Director of Public/Elected Officials

- Work with County Chairman to develop contribution options
- DCRP point of contact for all public/elected officials and candidates running for office in Denton County
- Work with County Chairman and Vice Chair of Events to make sure that all public/elected officials are kept abreast of meetings, events and sponsorship opportunities
- Advise Publicity Chair of anticipated media opportunities for the DCRP that concerns public/elected officials
- Coordinate with County Chairman, Vice Chair of Events and Publicity Chair on arrival and departure times of public/elected officials

Lincoln Cabinet Coordinator

- Coordinate with County Chairman and Vice Chair of Finance on defined returns
- Secure at least (4) four meeting locations for Lincoln Cabinet Members (LCM)
- Partner with Vice Chair of Events and Finance on LCM value of Lincoln Reagan Dinner
- Oversee logistics of each breakfast/lunch/dinner meeting
- Provide a detailed debrief on each meeting

Publicity Chair

- Gather and maintain media contacts (print, radio and television)
- Build good working relationship with the media
- Write all news releases for DCRP
- Direct contact for all media inquires and needs (media access and interviews at events, interviews of DCRP Chair, etc). Media requests to be discussed with the Chairmen. Be present for interviews of Chairmen whenever possible
- Work with Vice Chair of Events to promote all DCRP events
- Utilize social media for promotion of DCRP and work with social media team on social media content (links, pictures, videos)
- Recognize and address any online issues with Chair and members of team
- Support DCRP officers by seeking ways to utilize PR to assist in accomplishing each officer's goals
- Be available to DCRP clubs for any publicity needs or questions
- Meet regularly with DCRP Chair to discuss and evaluate goals, issues, and needs
- Seek to build, grow and strengthen DCRP by inspiring, encouraging and supporting the County Chair, officers, and activists

Victory Chair

- Under the Vice Chair of Political Affairs oversee the Area Leaders within the DCRP
- Partner with the Vice Chair of Outreach and Vice Chair of Precinct Chairman on all block walking activities
- Disseminate information to Area Leaders and provide input and suggestions on advancing the DCRP in their area
- Provide support as needed to the Vice Chair of Events

Area Victory Leaders

- Coordinate the campaign and party-building activities in precincts assigned to his/her area under guidance of Victory Chair or Vice Chair of Political Affairs
- Follow up with precinct chairmen on activities and opportunities communicated to precinct chairmen by the County Chairman or other DCRP officers
- Coordinate distribution of campaign materials such as door hangers, yard signs, and voter canvassing supplies and assist in establishing the quantity of such materials appropriate for each precinct
- Hold periodic meetings (two to four per year) of precinct chairmen in the area to communicate important information, coordinate upcoming activities, share ideas, and promote teamwork
- Identify a trusted real estate contact in the area to occasionally provide lists of home sales in the area, and share those lists with precinct chairmen for voter registration drives
- Identify potential replacements for all precinct chairmen and pass that information on to the Vice Chair of Precinct Chairman
- Maintain a contact list of potential election judges and alternates.
- Assist Victory Chair with team building activities in their respective precincts
- Participate and encourage precinct chairman participation in all DCRP activities and events
- Maintain periodic email communication of upcoming activities with all identified Republican activists in your assigned area.
- Identify potential replacement(s) and encourage their participation wherever possible.
- Provide input that may be of interest to Vice Chair of Precinct Chairman

The following positions are considered Party Staff:

Staff may be hired by the County Chairman and the Officers through an open hiring process, for a term no longer than that of the County Chairman. Staff shall assist the County Chairman in any other duties of that office as assigned by the County Chairman and made known to the full Executive Committee in writing within 14 days of being assigned via conventional USPS or email.

Executive Director

- Maintain and update party calendar for website
- Work with all officers as directed by County Chairman
- Responsible for seeing that the County Chairman's instructions and the DCRP are represented with integrity
- Carry out and conduct the day to day business of the Executive Committee as needed
- Shall be a signatory on all of the Executive Committee's bank accounts and is authorized to pay bills, make deposits, withdraw or transfer funds or perform other banking functions determined by necessary by the County Chairman
- Custodian of all funds of the organization
- Keep accurate records of all receipts, donations, bills and disbursements, as well as maintaining accurate bank account records for the Party.

- Records will be kept according to generally accepted accounting principles.
- Keep accurate records of all individual and corporate donations, along with complete donor information with such records to be turned over to the Political Action Committee (PAC) FEC/TEC Treasurer in a timely manner for compliance with all government specified reporting requirements.
- Decipher needs of Officers and delegate as needed to Office Administrator
- Oversee all income/expenses from all events
- Review all income from fundraising efforts with County Chairman
- Manage expenses of Headquarters
- Provide reports for County Chairman, Vice Chair of Finance and Treasurer
- Manage credit card transactions
- Issue all checks
- Direct and manage Voter Database
- Attend various club, civic, community and candidate events ● Develop Standard Operating Procedures (SOP)
- Work with vendors in the absence of the County Chairman
- Maintain all Accounts Receivable and Accounts Payable for the DCRP
- Assist County Chairman with support for primary and runoff elections
- Work with Early Ballot Board on needs for elections

Office Administrator

- Coordinate Officer, Committee, and Executive Committee Meetings
- Assist Executive Director as needed on all Executive Committee Meetings
- Provide support to Officers as directed by Executive Director
- Assist Executive Director in updating Voter Database
- Assist Executive County Chairman and Executive Director with scheduling
- Oversee scheduling of events at Headquarters and coordinate with Executive Director
- Maintain Petty Cash
- Make deposits within 24 hours
- Manage ordering and processing of collateral items for DCRP
- Maintain spreadsheet on distribution of keys and volunteer hours
- Assist Primary Administrator as needed Office Assistant
- Answer phones and direct calls to proper person
- Provide information to those seeking guidance or information on local clubs
- Assist all Club Presidents in Denton County on any data and details necessary to promote the growth and expansion of Republican Clubs
- Maintain Volunteer Calendar and advise Executive Director of all changes
- Assist as needed with Accounts Receivable and Accounts Payable.

Staff Assistant

- Maintain a working calendar of all volunteers for the DCRP office
- Check mailbox daily and provide all mail to Executive Director
- Place outgoing mail in US mail daily as needed
- Maintain list of needed office supplies and provide to Executive Director
- Stock kitchen with necessary hospitality items (water, coffee, tea, etc.)

- Stock and restock office supplies
- Assist in all printing, filing, and assembling as needed by staff and volunteers
- Update all handbooks and procedural guidelines
- Greet all visitors
- Maintain all news articles and assist archiving

PAC/TEC/FEC Treasurer

- File federal tax returns
- Responsible for accepting donation records submitted by the Party Treasurer for the specific purpose of preparing the legal and necessary party reports to the FEC and the TEC, as required.
- Prepare the required FEC and TEC reports and submit these reports to the appropriate agencies.
- Monitor all changes and updates to the election laws both nationally and in Texas and inform the County Chairman and the Treasurer of any required information or record keeping changes, when necessary.

ADDENDUM ONE: ASPIRATIONAL CREED

Purpose: The purpose of this document is not to limit any person's First Amendment right of free speech, but merely to create an environment of mutual respect and discourage disunity among those with a common goal.

- We will endeavor to be courteous and civil in both oral and written communications.
- We understand that we can disagree without being disagreeable.
- We recognize that effective support of either a political candidate or position does not require antagonistic or obnoxious behavior.
- We will endeavor not to, without good cause, attribute bad motives or unethical conduct to fellow Republicans who support a position or candidate that differs from our own nor bring the Republican Party into disrepute by unfounded accusations.
- We will endeavor to avoid disparaging personal remarks or acrimony towards fellow Republicans.
- We will endeavor not to be influenced by any ill feeling between candidates.
- We will endeavor not to quarrel over matters of form or style.
- We will endeavor to abstain from any allusion to personal peculiarities or idiosyncrasies of fellow Republicans.