

**DENTON COUNTY REPUBLICAN PARTY BYLAWS  
DENTON COUNTY EXECUTIVE COMMITTEE**

**For the 2018-2020 term**

Adopted by the Denton County Republican Party County Executive Committee June 28, 2018

Amended on: Oct 17, 2019

**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 Precinct Chairs.** Precinct Chairs are elected for a two (2) year term by Primary voters in the precinct which he/she resides or appointed for the remainder of a two (2) year term by the Executive Committee by filling a vacancy. In general, a Precinct Chair 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 preferably conduct Republican Precinct Conventions in his (her) precinct.

**1.04 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.

**1.05 Fiscal Year.** The Executive Committee will operate on a Fiscal year August 1 to July 31 of each year.

**ARTICLE TWO: OBJECTIVES**

**2.01 Objectives.** The objectives of the Executive Committee shall be to: Conduct the business of the Denton County Republican Party as required by the Texas Election Code, Republican Party of Texas, 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 candidates; facilitate cooperation among Republicans of Denton County and to promote the welfare and growth of the Denton County Republican Party.

**ARTICLE THREE: MEETINGS**

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

**3.02 Regular Business Meetings.** Regular Business 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 using electronic mail sent by the County Chairman or under the County Chairman's

direction to voting members of the Executive Committee. All members shall be notified of the time, place and proposed agenda of items to be discussed at least ten (10) days prior to the date they are to be held. Notification may be mailed or sent via electronic communication. Regular Business Meeting dates may be rescheduled following an email polling of the Precinct Chairs.

**3.03 Special Meetings.** Special Meetings of the Executive Committee may be held at any time upon a written call issued by the County Chairman by mail or email, or a written call signed by twenty percent (20%) or more 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 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 proposed agenda of items to be discussed. 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 45 days of the date established for the primary runoff in even numbered years. Proposed bylaws and meeting call shall be mailed via USPS or emailed, and to be posted on the Party website at least fourteen (14) days beforehand.

#### **ARTICLE FOUR: CONDUCT OF MEETINGS**

##### **4.01 Quorum**

**a. Non-Statutory Business and Filling Vacancies.** At County Executive Committee meetings, one quarter (1/4) of the membership, excluding vacancies, shall constitute a quorum for conduct of non-statutory business and filling vacancies. 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 Executive Committee meetings, a quorum for conduct of statutory business (called for by the Texas Election Code) shall consist of those members present.

#### **ARTICLE FIVE: OFFICERS AND THEIR DUTIES**

##### **5.01 County Chairman.**

a. The County Chairman is elected for a two (2) year term in the Texas Primary Election by the County primary voters. The County Chairman shall be the chair of the Executive Committee and shall be the chief executive officer of the Republican Party of Denton County. The County Chairman shall preside at all meetings of the Executive Committee and help coordinate the political activities of the Republican Party in Denton County.

b. The County Chairman shall be an ex-officio member of all Standing Committees, shall represent the Executive Committee in its official capacity, shall employ such persons in accordance with the budget, make such appointments as deemed appropriate, and shall have such usual powers of supervision and management as may pertain to the office of County Chairman. The County Chairman shall be a signatory on all the Executive Committee bank

accounts and is authorized to pay bills, make deposits, withdraw or transfer funds or perform other banking functions.

**5.02 Appointments.** All Officers listed below shall be appointed by the County Chairman, subject to confirmation by the Executive Committee, for a term not to exceed the remainder term of the County Chairman who appoints said officer. The officer shall assist the County Chairman in any other duties of that office as assigned by the County Chairman.

**a. Vice Chairman of Finance**

Act in place of the County Chairman when the County Chairman is not available to perform duties of that office. 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, not later than the CEC meeting in July, an annual budget for the Executive Committee. Review and approve, all methods and opportunities for meeting budgetary requirements. Project budgetary increases/forecasting over the next twelve (12) to twenty-four (24) months. Assist other officers as needed in the realm of financial assessments. Shall oversee the party's fundraising efforts.

**b. Vice Chairman of Political Affairs**

Act in place of the County Chairman when the County Chairman and Vice Chairman of Finance are not available to perform duties of that office. Shall be responsible for assisting the County Chairman in conducting the Political Affairs of the Executive Committee. Stay abreast and keep County Chairman abreast of key legislation and coordinate with Victory Elections Committee Chairman to keep Area Leaders informed and assess best plans of action and Chair the Victory Elections Committee.

**c. Vice Chairman of Precinct Chairmen Development**

Assist the County Chairman in the identifying, recruiting and recommending new Precinct Chairmen. Shall also develop, train and assist the Precinct Chairs. Shall serve as the Chairman of the Precinct Chairmen Development Committee.

**d. Vice Chairman of Outreach/Engagement**

Assist the County Chairman in Outreach. Shall Chair the Outreach/Engagement Committee and work with a committee of sub-groups to reach as many sections of our population as possible. Work in tandem with the Victory Elections Chairman and other officers on political party building activities with groups in the County.

**e. Vice Chairman of Fundraising**

Shall Chair the Fundraising Committee and work with sub-groups to coordinate the multiple fundraising efforts for effective and efficient communication, to meet budget requirements. Work with the Vice Chairman of Finance to fundraise for the party.

**f. Treasurer**

Shall be the custodian of all funds belonging to the Party and shall submit a monthly report categorizing disbursements and receipts to the Executive Committee and to the Party Officers at least ten (10) days prior to the monthly Executive Meeting. The Treasurer shall be a signatory on all Party Bank Accounts, establish and utilize an approved on-line accounting system, supervise a system of bookkeeping in which the accounts correspond to identical categories in the budget and provide complete transparency to the County Chairman, the Executive

Committee, the Finance Committee, the Audit Committee and all legal entities who have a statutory interest in the Party's finances. The Treasurer shall maintain accurate records using the Party's accounting systems and ensure all filings and reports are filed in a timely manner. The Treasurer shall attend quarterly forecasting meetings with the County Chairman and Vice Chairman of Finance and shall prepare an annual budget in accordance and cooperation with the Vice Chairman of Finance, the Finance Committee and the County Chairman. The Treasurer shall also present Monthly Budget vs Actuals, to the Executive Committee at Executive Committee meetings.

**g. Secretary**

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

Perform such other clerical duties as may be assigned by the County Chairman. Can act on behalf of the County Chairman to accept candidate filings.

**h. Technology/Facilities Chair**

Work with the County Chairman to build a cohesive environment and technology protocol for staff, officers and volunteers to work under at Headquarters. Advise on technology for Headquarters i.e. computers, laptops, tablets and phones. Oversee a committee to advise the Party on opportunities for technology improvement. Oversee the maintenance and repair/replacement of Headquarters furnishings.

**i. Publicity Chair**

Chair the Public Relations committee. Gather and maintain media contacts (print, radio and television). Build good working relationship with the media. Write all news releases for Executive Committee. Support officers by seeking ways to utilize PR to assist in accomplishing each officer's goals. Be available to Denton County Republican clubs for any publicity needs or questions.

**j. Victory Elections Chairman**

Shall work with the County Chairman and the Vice Chairman of Political Affairs to oversee the selection and training of the Area Leaders within the County. Partner with the Vice Chairman of Outreach/Engagement and Vice Chairman of Precinct Chairmen Development on "get out the vote" and block walking activities. Disseminate information to Area Leaders and provide input and suggestions on advancing the Republican Party in their area. Provide support as needed to the Vice Chairman of Outreach/Engagement and Vice Chairman of Fundraising.

**k. Parliamentarian**

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

**l. Sergeant at Arms**

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

**m. Chaplain**

Arrange for prayers at meetings and events when requested, partner with organizations that protect religious liberty, advise County Chairman, Officers and Precinct Chairs on any legislation that threatens religious liberty.

### **5.03 Failure to Appoint**

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

## **ARTICLE SIX: STANDING COMMITTEES**

**6.01** All committees, subcommittees and committee members shall serve as needed for a term no longer as that of the County Chairman. The County Chairman shall appoint Committee and Subcommittee chairmen. The Committee and Subcommittee chairmen and County Chairman shall appoint the committee and subcommittee members.

**6.02 Notice.** The Committee or Subcommittee chairman shall notify all Executive Committee members of the time, place and proposed agenda of items to be discussed of any meeting of any committee or subcommittee at least two (2) days in advance. Notification may be sent via electronic communication.

**6.03 Victory Elections Committee.** The Vice Chairman of Political Affairs shall serve as Chairman of the Victory Elections Committee. Other committee members as needed shall work with the Executive Committee on State, District and County election efforts.

**6.04 Fundraising Committee.** The Vice Chairman of Fundraising shall Chair the Fundraising Committee. The committee shall work with the Vice Chairman of Finance and shall raise sufficient funds to implement the annual plan of work and budget approved by the Executive Committee. The Subcommittee chairmen shall serve as the Fundraising Committee and help effectively facilitate the Fundraising Committee's needs and goals. The Vice Chair of Fundraising, the County Chairman and the Subcommittee chairmen will work together to recruit and select Subcommittee members.

The fundraising subcommittees shall be:

#### **a. Lincoln Reagan Dinner**

Coordinate with County Chairman to oversee the logistics and planning of the Dinner event. Work with a committee to help with the planning and execution of the event.

#### **b. Lincoln Cabinet**

Coordinate with County Chairman and Vice Chairman of Finance on defined returns. Secure at least (4) four meeting locations, speakers and logistics for Lincoln Cabinet events. Partner with Vice Chairman of Fundraising and Vice Chairman of Finance to develop the benefits of members of Lincoln Cabinet. Provide a detailed debrief on each meeting.

#### **c. Lincoln Reagan Campaign Headquarters**

Coordinate with the County Chairman to promote the opportunity to have a Display booth/table at the Lincoln Reagan Dinner or other such events for the promotion of candidates, businesses or organizations.

#### **d. Business Development**

Build relationships with local business owners via direct interaction with donors, and/or participants in our party.

#### **e. Volunteer Dinner/Event**

Coordinate with the County Chairman to oversee the logistics and planning of a volunteer appreciation event.

**6.05 Audit Committee.** The County Chairman shall appoint an Audit Committee Chairman and at least four (4) additional members, who shall conduct an annual review of financial records to be completed and presented to the Executive Committee each August.

**6.06 Bylaws Committee.** Prior to each Organizational Meeting, the incoming County Chairman shall appoint a Bylaw Committee Chair and at least four (4) additional members who shall review the Bylaws and Rules and make a recommendation for adoption at the Organizational Meeting.

**6.07 Precinct Chairmen Development Committee.** The Vice Chairman of Precinct Chairmen Development shall Chair this committee. This committee will help develop, train and establish a curriculum to educate and enhance the Precinct Chairs effectiveness.

**6.08 Precinct Chairmen Selection Committee.** The County Chairman shall appoint a Precinct Chair Selection Committee chairman and at least four (4) additional members who shall make recommendations on appointments to fill vacancies of Precinct Chairs.

**6.09 Outreach/Engagement Committee.** The Vice Chair of Outreach/Engagement shall Chair the Outreach/Engagement Committee. Additional committee members may be added as needed for efficiency. The Vice Chairman of Outreach/Engagement, the County Chairman and the Subcommittee chairmen will work together to recruit and select Subcommittee members and to organize and mobilize Republican voters.

The Outreach/Engagement Subcommittees shall be:

**a. Veterans Connections:** Liaison from 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 Chairman and Officers of legislation that affects our veterans and military. Encourage veterans to help grow our party.

**b. Cultural Connections:** Work as a committee to reach different cultures in our County to grow our Party, register voters, and increase membership in our clubs.

**c. High School Connections:** Work as a committee to reach different High School Groups and create new groups in our County to grow our Party, register voters, increase membership in our clubs and build High School Club memberships.

**d. College/Young Republicans:** Work as a committee to reach and or create different College age groups in our County to grow our Party, register voters, increase membership in our clubs and build College Club memberships.

**e. Republican Clubs Presidents Council:** The County Chairman may work with the club presidents to provide resources to help secure more Republican voters and volunteers.

**f. Community Outreach & Events:** Work as a committee, within the budget, to reach different communities in our County by participating in events/fairs/booths to grow our party, register voters, increase membership in our clubs and build our volunteer base.

**6.10 Area Victory Leaders Committee.** The Victory Elections Chairman shall Chair the committee which is made up of the Area Victory Leaders. The role of the Area Leaders will include: communicate and follow up with Precinct Chairs on activities and opportunities communicated to Precinct Chairs by the County Chairman or other Executive Committee officers. Participate and encourage Precinct Chairs participation in Executive Committee activities and events.

**6.11 Public Relations Committee.** The Publicity Chair shall Chair the committee.

Work with all Officers to promote all Executive Committee events. Upon approval of the County Chairman, direct contact for all media inquiries and needs (media access and interviews at events, interviews of County Chairman, etc.). Be present for interviews of the County Chairman whenever possible. Utilize social media for promotion of the party and work with social media team on social media content (links, pictures, videos). Recognize and address any online issues with the County Chairman and Public Relations Committee members. Meet regularly with the County Chairman to discuss and evaluate goals, issues, and needs. Seek to build, grow and strengthen the Party by inspiring, encouraging and supporting the County Chairman, Precinct Chairs, Officers, and activists.

#### **ARTICLE SEVEN: VACANCIES**

##### **7.01 Vacancies.**

- a. Precinct Chairs.** A vacancy in the office of Precinct Chair shall be filled by a majority vote according to the Texas Election Code with one-fourth of the Executive Committee membership, excluding vacancies, constituting a quorum.
- b. County Chairman.** A vacancy in the office of County Chairman shall be filled by a majority vote according to the Texas Election Code with one-half of the Executive Committee membership, excluding vacancies, constituting a quorum.

#### **ARTICLE EIGHT: FINANCIAL REVIEW**

**8.01** Headquarters shall provide reasonable access for any Precinct Chair to examine all financial documents of the Executive Committee. Financial documents include but are not limited to receipts, invoices, checks, copies of checks, bank statements, accounts receivable, contracts, online banking activity, FEC, TEC, IRS and State reports and correspondence. Examination must take place at Headquarters and no documents and/or electronic copies are to be taken or removed from the Headquarters.

#### **ARTICLE NINE: PARLIAMENTARY AUTHORITY**

**9.01 Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings 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 TEN: AMENDMENTS**

**10.01 Amendment Procedure.** These Bylaws may be amended at any Regular Business 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 Business Meeting and also given in the notice of the call of the meeting.

#### **ARTICLE ELEVEN: LEADERSHIP TRANSITION**

**11.01 Banking Transition.** When transitioning to a newly elected or appointed County Chairman, the Officers of the Executive Committee are expressly authorized to complete all documents required by any financial institution to authorize the newly elected or appointed

County Chairman and designee allowing said County Chairman and designee to become a signer on all the Denton County Republican Party bank accounts effective upon said County Chairman officially taking office.

Adopted by the Denton County Republican party County Executive Committee June 28, 2018