

West End Republican Club By-Laws

ARTICLE I – NAME & OFFICE

The name of this organization shall be West End Republican Club, of Monroe County, Pennsylvania, hereinafter referred to as “The Club”.

The organization shall be an unincorporated association.

ARTICLE II - PURPOSE

The Purposes of the Club shall be:

1. To inform the public about political issues through education, social and charitable activities.
2. To foster and encourage support for the Republican Party, its officials, candidates, and philosophy.
3. To encourage active participation by Club membership in community events, governmental affairs and candidacy for public office.
4. To acquaint its members and the community with the background and qualifications of all Republican candidates running both in the primary and general elections.
5. To recommend, endorse and actively support Republican candidates for local, county, state and national offices.

ARTICLE III – POLICY

1. The Club shall be a resource for the Republican Party.
2. While individual Club members are encouraged to work for any candidate of their choice in contested Republican Primaries, individual members shall not use the name of the Club to endorse one candidate over another.
3. The Club shall not endorse any candidate for the office in a contested Republican Primary election.
4. No Officer of the Club nor any committee chairman shall use the name of the Club or their office to endorse any candidate for office in a contested Republican Primary election.

ARTICLE IV – MEMBERSHIP

1. Any person who supports the philosophy of the Republican Party together with Purposes and Policies of the Club may attend club meetings and is eligible to be a member of the Club.
2. Formal request for membership is through the payment of the annual dues. Only members may vote at meetings.

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ARTICLE V – OFFICERS

1. The regular March meeting shall be the purpose of nominating officers. The following April meeting shall be for the purpose of electing officers, receiving reports from County Charimen, and any other business of the Club as necessary.
2. The officers shall be President, Vice President, Secretary and Treasurer.
3. The officers shall serve for one year commencing with their election and terminating upon election of their successors.
4. The Club Executive Committee shall appoint any vacancy on the Executive Committee, until their successor shall be nominated by the Nominating Committee and elected by the membership in special election.

ARTICLE VI – MEMBERSHIP MEETINGS

1. Regular membership meetings will be held on the 4th Tuesday of every month. The meeting date may be proposed by the Executive Committee and changed by a majority vote of the membership at any regular meeting.
2. The Club Executive Committee may reschedule a regular meeting when deemed necessary, with notice to members at any regular meeting.
3. Special meetings may be held at any time as called by the President, the Executive Committee, or at the written request of 25% or more members. The purpose of the special meeting shall be stated in the call and no other business shall be considered at that meeting. The general membership shall be given a minimum of five (5) days notice for a special meeting.
4. A quorum is established when 25% of the members are present at any meeting.

ARTICLE VII – COMMITTEES

The Standing Committees and Ad Hoc Committees shall report to the Executive Committee and may include one or more of the following:

1. **Publicity Committee** – The Committee Chair shall disseminate publicity regarding meetings to the news media.
2. **Special Events Committee** – The Special Events Committee provides visibility for the Republican Party and the Club at community activities such as fairs and parades, as well as campaign headquarters.

Ad hoc Committees shall include:

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1. Nominating Committee.

In March of each year the President shall call for the appointment of a Nominating Committee. The members of which shall be voted on and approved by the membership by election.

Said Nominating Committee shall seek nominees for President, Vice President, Secretary, and Treasurer, report back to the general membership at the April meeting. At the April meeting the Nominating Committee shall report its slate to the membership.

Nomination from the floor which have a 2nd, will be accepted and added to the slate, the membership will vote by secrete ballot, the officers thus elected will assume their elected office immediate.

2. Other committees may be established and/or dissolved by the Executive Committee as necessary.

ARTICLE VIII – DUTIES OF OFFICERS

The **President** shall preside at all meetings of the Club and the Executive Committee. The President shall appoint all committee members and chairperson, both standing and ad-hoc with the advice and consent of the membership present, and shall be an ex-officio member of all committees except the Nominating Committee. The President shall have general supervision of the activities of the Club and shall be authorized to sign checks with the Treasurer on behalf of the Club or when the Treasurer is unavailable and the President is otherwise authorized to so act.

The **Vice President** shall perform the duties of the President whenever the President is absent or otherwise unable to serve; shall be responsible for regular meeting functions; shall assist in any duties assigned by the President.

The **Secretary** shall keep an accurate record of proceedings of all meetings; attend to correspondence if requested; and act as custodian of all records; and shall assist in any duties assigned by the President.

The **Treasurer** shall receive and be the custodian of all funds of the Club and shall pay bills as authorized by the Executive Committee or as directed by a vote of the membership. The Treasurer shall be authorized to sign checks on behalf the Club; shall submit financial records and reports as required; shall make a financial report to the membership as directed by the President and a final report to the incoming President in April and shall be responsible for the filing of any financial compliance reports required by government regulatory agencies and/or authorities.

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ARTICLE IX – EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the following elected Club officers: President, Vice President, Secretary and Treasurer. The Executive Committee may have up to three other at-large members as the membership shall vote onto the Executive Committee. At-large members will be voting members and will have a term of one year.
2. The Executive Committee shall have Authority to transact necessary business between meetings, make recommendations as to policies of the Club, approves activities undertaken in the name of the Club as provided within these by-laws.
3. In addition to governance the Executive Committee serves the purpose of discussing and formulating the implementation of the Objectives and Policies of the Club and grooming the leadership talents of the future leaders of the Club.
4. Any elected officer or committee chairperson who is delinquent in the performance of their duties for a period two consecutive months may be relieved of their office by a majority vote of the Executive Committee as ratified by a vote of the majority of the membership at the next regular meeting having a quorum or any special meeting having a quorum.
5. The time, date and place of the monthly meetings of the Executive Committee shall be at the consensus of at least three members of the executive committee; minutes shall be recorded.
6. A minimum of three officers of the Executive Committee shall constitute a quorum.
7. Each Club Officer and at-large member shall have one vote.
8. Committee chairperson, and others designated by the President, may participate at Executive Committee meetings but may not vote.
9. The annual budget shall be drafted by the Executive Committee and submitted for approval to the full membership. The Executive Committee, without membership vote, may expend emergency expenses not included in the budget up to \$50 per quarter. Prior to making such an emergency expenditure the Executive Committee shall poll the members by all available means of communication to seek ratification and reaction of said expenditure by a majority vote. The Secretary shall keep records of how members voted for the next meeting.

ARTICLE X – FISCAL

1. Membership dues shall be determined annually by the Executive Committee and voted on by the general membership and be payable no later than the first regular scheduled meeting in April of each year.

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2. The Executive Committee may set pro-rata dues for new members who join the Club after January 31st.
3. The fiscal year of the Club shall be from January 1 to December 31.
4. The fiscal accounting for the Club shall be based upon a calendar year, cash basis.

ARTICLE XI – ELECTIONS

Elections shall be held every year at the April meeting with presentation of the Officer candidates and candidates for at-large positions on the Executive Committee to the general membership. Nominations for each office may be made from the floor when the election is held, provided the nominee has consented to serve if elected. If the meeting has a quorum, a majority vote of members present shall elect, and there will be no voting by proxy. All elections will be by secret ballot.

ARTICLE XII – AMENDMENTS

These By-laws may be amended by a two-thirds vote of those member present and voting at any regular or special meeting having a quorum provided the proposed changes to the by-laws have been made available to the membership in writing or by e-mail for members who elected to be notified by e-mail at least four weeks prior to the vote.

ARTICLE XIII – NOTICE

1. Whenever written notice is required to be given to any person, it may be given to such person, either personally or by sending a copy thereof through the mail, or by fax, or e-mail, charges if any prepaid, to his/her address appearing in the records of the organization, or supplied by him/her to the organization for the purpose of notice. If the notice is sent by mail, fax, or e-mail, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or with an Internet provider or a telephone company for transmission to such person. If notice is of a meeting, such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting of members, the general nature of the business to be transacted.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Club in points not covered by these By-laws.

ARTICLE XV – SEVERABILITY

If any clause, sentence, paragraph, section, word or part of these bylaws are adjudged by any court of competent jurisdiction to be invalid, the judgement shall not affect, impair or invalidate the remainder of this document but shall be confined in its operation to the clause, sentence, paragraph section or part of the bylaws directly involved in the controversy in which such judgement in rendered.

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ARTICLE XVI – ADOPTION OF BYLAWS

Approved at the regular meeting on _____ Two Thousand and _____ by at least two-thirds of the members present and voting as witnessed by a majority of the Executive Committee.

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER