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BYLAWS
OF THE
REPUBLICAN PARTY OF WALWORTH COUNTY

Here after known as the RPWC

Article I. MEMBERS

Section 1.01 Regular Members

A regular member shall be eligible to vote under the laws of Wisconsin, a resident of Walworth County.

Section 1.02 Associate Members

A non-resident of Walworth County or a person under the legal voting age of Wisconsin may become an Associate Member. Associate members may not vote during membership meetings or in Party elections, hold Party offices, or serve as convention delegates or alternates.

Section 1.03 Membership Dues

A person eligible for membership under Article IV of the Constitution shall qualify as a member by paying the prescribed dues and submitting their application for membership. He or she shall become a member upon receipt of the dues and application by the Treasurer or Membership Committee Chairperson. The Secretary, or the individual designated by the Executive Board or Executive Committee, shall forthwith enter the name of the applicant(s), together with the date of the receipt of the dues. Any new memberships obtained during or after the Walworth County Fair held over Labor Day Weekend annually will be valid until January 1st of the next full calendar year. (Example: September 1st, 2015 is valid until January 1st, 2017.)

Section 1.04 Membership Cards

Membership cards, signed by the Chairperson and the Secretary, shall be furnished to all members. An Associate member's card shall contain the word "Associate" thereon. Each membership card will have an expiration date printed on them.

Section 1.05 Expulsion and Readmit

Expulsion and Readmission of membership in the RPWC will be in accordance with Article IV, Section 2 of the Constitution.

30 **Article II. DUES**

31 **Section 2.01 How Constituted**

- 32 A. At a meeting held prior to January 1st of any year the Executive Board or Executive
33 Committee shall determine the amount of the annual membership dues for the
34 following year. The Treasurer shall be notified immediately.
35
- 36 B. The Treasurer, with the assistance of the Secretary and or Membership Committee
37 Chairperson, shall, prior to November 15th annually, mail to each member a notice of
38 the dues payable for the upcoming year.
39
- 40 C. A member shall be suspended if he or she has not renewed his or her membership by
41 the expirations date printed on his or her current membership card.
42
- 43 D. During suspension, he or she shall not be considered a member, but shall be reinstated
44 upon payment of dues in accordance with (IAW) Article IX Section 4 of the Constitution.
45 A member may be stricken from the roster if he or she has not paid his or her annual
46 dues prior to the date of the next assessment.

47 **Article III. OFFICERS**

48 **Section 3.01 The Officers of the RPWC**

49 Shall consist of: Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary,
50 Treasurer, and the Immediate Past Chairperson. In the event the Immediate Past Chair is unable
51 or unwilling to serve the Chairman with the consent of the Executive Board may appoint a
52 Member at Large to fill the vacancy.

53 **Section 3.02 Qualifications**

54 Any member of the RPWC in good standing may serve as an officer of the Party. However,
55 pursuant to Article VII, Section 2 and Article VIII of the Constitution no person who holds
56 elected partisan public office or an elected office with a political party may serve as an officer of
57 the RPWC.

58 **Section 3.03 How Elected**

59 With the exception of the Immediate Past Chairperson, election of officers shall be held at the
60 annual meeting of each odd numbered year. Nominations for office shall be made by the
61 Nominating Committee and by any member eligible to vote at such meeting. Prior to the
62 acceptance in nomination of the name of any person, his or her eligibility shall be verified.
63 Upon the close of the nominations, a written ballot shall be cast by each eligible member

64 whose eligibility shall be verified before his or her ballot is accepted, the votes tallied, and the
65 results announced. The new officers shall take office effective as of the adjournment of said
66 meeting.

67 **Section 3.04** **Duties**

68 A. Chairperson.

69 The Chairperson shall be the chief executive office of the Party and as such, shall preside
70 at all meetings of the members, Executive Board, and Executive Committee. The
71 Chairperson may designate either the First Vice-Chairperson or the Second Vice-
72 Chairperson as the RPWC representative to the Congressional Districts Republican Party
73 and meetings that encompass Walworth County. The Chairperson shall supervise the
74 Party's activities under the direction of the Executive Board or Executive Committee and
75 shall make a report on such activities to the members. The Chairperson shall sign
76 checks as authorized by the Executive Board and or Executive Committee. The
77 Chairperson shall be an ex-officio member of all appointed committees, without vote. If
78 the Party Chairperson is an appointed member the committee, then he or she shall have
79 all voting privileges.

80

81 B. First Vice-Chairperson.

82 The First Vice-Chairperson shall perform the duties of the Chairperson in the event of
83 the Chairperson's absence and at the annual meeting shall make a report on the
84 activities under the First Vice-Chairperson's supervision. The First Vice-Chairperson shall
85 have such duties as may be delegated by the Executive Board and or Executive
86 Committee.

87

88 C. Second Vice-Chairperson.

89 The Second Vice-Chairperson shall directly assist with recruiting and coordinate the
90 activities of the Membership and the Campaign and Elections Committee. The Second
91 Vice-Chairperson shall preside at meetings in the absence of the Chairperson or First
92 Vice-Chairperson and shall have such further duties as may be delegated by the
93 Executive Committee or Executive Board.

94

95 D. Secretary.

96 The Secretary shall give notice of all regular and special meetings of the members and of
97 the Executive Board or Executive Committee, and shall keep a permanent record of the
98 minutes of such meetings. He or she shall be the custodian of all official records of the
99 RPWC. He or she shall prepare and maintain a membership roll of the members of the
100 RPWC and cosign and shall issue membership cards to all members in good standing.

101 He or she will turn over all dues received to the Treasurer, and shall assist the Treasurer
102 in issuing notices of dues payable. He or she shall have such further duties as may
103 appear in the Constitution and shall have such further duties as may be delegated by the
104 Executive Board or Executive Committee.

105

106 E. Treasurer.

107 The Treasurer shall issue notices of dues payable and shall be responsible for the
108 collection thereof and shall certify to the Secretary those members whose dues have
109 been received. He or she shall keep the financial books of the RPWC, draw and cosign
110 checks at the direction of the Executive Board or Executive Committee and report in
111 detail at the meeting and at such other times as directed by the Executive Board or
112 Executive Committee on the financial condition of the Party. The Treasurer is to work
113 closely with the RPWC Finance Committee in reviewing bills, establishing and
114 monitoring an annual budget, and in the preparation and filing of all required
115 governmental reports. The Treasurer will be bonded at the expense of the RPWC.

116

117 F. Immediate Past Chairperson.

118 The Immediate Past Chairperson is a member of the Executive Board and the Executive
119 Committee. His or her purpose and duties is to help ensure continuity, attend meetings, and
120 provide guidance. The Immediate Past Chairperson is a voting member of the Executive
121 Board and or Executive Committee. He or she shall have such further duties as may appear
122 in the Constitution or as may be delegated by the Executive Board and or Executive
123 Committee. If the Immediate Past Chair is unwilling or unable to serve, a Member At-Large
124 will be appointed.

125 **Section 3.05** Vacancies

126 Vacancies in the Chairperson office shall be filled in accordance with Article VII Section 4 of the
127 Constitution. Vacancies in the office of Secretary and Treasurer will be filled by the Executive
128 Board and or Executive Committee. The appointee shall first be found to be an eligible
129 member. He or she shall occupy the office to which appointed until his or her successor is
130 elected by the members.

131 **Section 3.06** Use of Party Titles – Campaign Committees

132 The elected officers of the RPWC and the Immediate Past Chairperson shall not use their RPWC
133 office or title in serving on the campaign committee of any candidate for nonpartisan or
134 partisan office prior to the primary for said office unless such candidate had been endorsed by
135 the RPWC at an annual meeting or special meeting, or a local, district caucus or by the RPW at
136 its convention.

137 **Section 3.07** **Executive Secretary**

138 The Executive Committee or Executive Board may appoint an Executive Secretary. He or she
139 shall have such duties as may be properly delegated by the Secretary, and such further duties
140 as may be assigned him or her by the Executive Committee or Executive Board. The Executive
141 Secretary is not a voting member of the Executive Board or Executive Committee.

142 **Article IV. MEETINGS**

143 **Section 4.01** **Membership Meetings**

144 A. Annual Meeting (Caucus).

145 The Executive Board and or Executive Committee shall set the date, hour, and place of
146 the Annual Meeting. Official notice of the Annual Meeting shall be by U.S. Postal Service
147 to each member at least 21 days prior to the meeting date. Said notice shall list all
148 business to be conducted at the Annual Meeting.

149

150 B. Special Meetings.

151 Special meetings shall be called at the direction of the Chairperson or by a majority of
152 the Executive Board and or Executive Committee. Notice thereof expressing the
153 purpose of the meeting, shall be given by the Secretary via U.S. mail to each member at
154 least 21 days prior to the meeting.

155

156 C. Regular Meetings.

157 Regular Meetings of the RPWC should normally be held on the first Thursday of the
158 month or as scheduled by the Executive Board and or Executive Committee.

159

160 D. Quorum.

161 A quorum is constituted in accordance with the Constitution Art IX section 3.

162

163 **Section 4.02** **Executive Board or Executive Committee Meetings**

164

165 A. Regular Meetings.

166 A meeting of the Executive Board or Executive Committee shall be held on a date not
167 more than thirty days following the Annual Meeting (Caucus) of the members. Monthly
168 meeting dates shall be set by the Chairperson. Notice of such meetings shall be given by
169 U.S. mail or e-mail to each member of the Executive Board or Executive Committee by
170 the Secretary. Said notice must be given at least 21 calendar days prior to the meeting.

171

172 B. Special Meetings.
173 Special meetings shall be called at the direction of the Executive Committee or Executive
174 Board or at the direction of the Chairperson and notice thereof, expressing the purpose
175 of the meeting, shall be given by the Secretary in the manner provided for giving notice
176 of the Annual Meeting.

177
178 Members in attendance other than Executive Committee or Executive Board members
179 at any regular or special meeting of the Executive Committee or Executive Board may
180 comment when called upon and may vote in an advisory capacity prior to the vote of
181 the Executive Committee or Executive Board.

182
183 C. Quorum.
184 A quorum shall exist in accordance with Article V, Section 3 and Article VI, Section 3 of
185 the Constitution. Teleconference meetings require a quorum of 4 and 7 respectively for
186 the Executive Board or the Executive Committee.

187
188 **Section 4.03 Committee Meetings**

189 Committee meetings shall be called at the direction of the committee chairperson or the
190 Chairperson of the RPWC and notice thereof shall be given by him or her to each member of
191 the committee. A quorum shall exist of the committee members present. Reports on the
192 activities of the committee(s) shall be given at the Annual Meeting and updates provided on
193 ongoing projects as a part of the agenda of Regular Meeting agendas. Said reports may be in
194 writing to the Chairperson of the RPWC for inclusion in the agenda and minutes.

195 **Article V. ENDORSEMENTS, RESOLUTIONS, PUBLIC OFFICE**
196 **APPOINTMENTS**

197
198 **Section 5.01 Endorsements**

199 The RPWC may endorse a candidate for partisan or nonpartisan political office. The officers of
200 the RPWC may not endorse a candidate using their titles for partisan or nonpartisan political
201 office unless the candidate has been endorsed by the members at the annual meeting /caucus,
202 or a special meeting of the RPWC called for that purpose, or by Republican Party of Wisconsin
203 at its annual convention. Notice of the special meeting will be provided by either e-mail or U.S.
204 mail at least 21 calendar days prior to the meeting. In order to participate in an endorsement
205 vote, a member must be a member of the RPWC in accordance with Article IX Section 4 of the
206 Constitution prior to the endorsement vote.

207 Monetary or “In Kind” contributions from the RPWC to any partisan or nonpartisan candidate’s
208 campaign will constitute an endorsement. Therefore no RPWC financial contributions can be
209 issued to any candidate unless the candidate is endorsed by the membership in accordance
210 with Article V Section 4 and Article VI Section 4 of the Constitution. Once endorsed, all
211 campaign contributions must be approved by the membership prior to the distribution.

212 **Section 5.02 Resolutions**

213 Resolutions may be adopted by a majority vote of the eligible members present at any special
214 or regular annual meeting, provided, however, that no resolution shall be adopted at any
215 special meeting except as called for the endorsement of candidates, unless notice of the
216 proposed resolution shall be incorporated in the notice of the meeting and submitted to the
217 annual meeting as part of the report of the Resolutions Committee.

218 **Section 5.03 Public Office Appointments**

219 In the event a public office becomes vacant within Walworth County, the Chairperson of the
220 RPWC shall call a meeting of the Executive Board or Executive Committee to discuss said
221 vacancy and solicit names for submission to the Governor’s office. Meetings for the purpose of
222 submitting nominations to the Governor’s office shall comply with Article V, Section 3, Article
223 VI, Section 3 and Article IX, Section 2 of the Constitution.

224 A two-thirds vote is required in order to send a name forward on behalf of the RPWC. For
225 clarity and unity of message, if a nominee is selected only the Chairperson must speak to the
226 Governor’s office on the matter on behalf of the RPWC. The nomination must be in writing to
227 the Governor’s office signed by the Secretary and Chairperson and mailed or emailed on behalf
228 of the RPWC by the Secretary within 24hrs of approval by the Executive Board or Executive
229 Committee.

230 **Article VI. COMMITTEES**

231 **Section 6.01 Executive Board**

232 There shall be a permanent Executive Board as prescribed in Article V of the Constitution. This
233 committee has the special purpose of taking action on vital matters when time does not permit
234 calling a meeting of the Executive Committee or the membership. Actions by the Executive
235 Board may be via telephone conference call or at an in person meeting. Passage of such actions
236 will be by a simple majority of Executive Board members in compliance with Article V Section 3
237 of the Constitution.

238

239 If conference call meetings are conducted, the Secretary shall make the appropriate
240 arrangements and disseminate the phone number and access code to the members not less
241 than 24 hours prior to the meeting time.

242 **Section 6.02 Executive Committee**

243 The Executive Committee of the RPWC in accordance with (IAW) Article VI of the Constitution shall
244 be comprised of a Chairperson, the Immediate Past Chairperson or Member at Large, a First Vice-
245 Chairperson, a Second Vice-Chairperson, a Secretary, a Treasurer, together with the chairperson of
246 the Membership, Finance, Voter Vault, Campaign and Elections, and Multimedia and Technology
247 Committees, qualified and selected in accordance with the Bylaws and in the manner herein after
248 designated.

249 The Executive Committee shall have control and management of all affairs, properties, and funds of
250 the RPWC, and shall have authority to certify all appointments of a political nature, which the
251 RPWC is called to make and have such added powers as maybe fixed by the Bylaws.

252 Actions by the Executive Committee may be via: e-mail, telephone conference call, or at an in
253 person meeting. Passage of such actions will be by a simple majority of Executive Committee
254 members in compliance with Article V Section 3 of the Constitution.

255 In regards to e-mailed matters –members who respond within 72hours of the original e-mail
256 time stamp will be incorporated in the quorum requirement. If a quorum does not respond
257 within 72 hours of the time stamp do the original e-mail the matter is considered to have failed.
258 All actions taken by the Executive Board must be reported in the agenda of the next annual,
259 special or regular, meeting of the members whichever occurs first.

260 If conference call meetings are conducted, the Secretary shall make the appropriate
261 arrangements and disseminate the phone number and access code to the members not less
262 than 24 hours prior to the meeting time.

263 **Section 6.03 Standing Committees**

264 A. Membership Committee.

265 The Membership Committee shall be comprised of those members selected by the
266 Chairperson of the committee and approved by the Executive Board. The
267 Committee Chairperson shall be appointed by the RPWC Chairperson and approved
268 by the Executive Board.

269
270 The Membership Committee shall actively promote the growth of the RPWC through
271 active recruitment of individuals who support the principals of the Republican Party.

272 The committee shall further promote programs intended and designed to increase
273 the interest of support of the party and participate in political activities.

274

275 B. Finance Committee.

276 The Finance Committee shall be comprised of those members selected by the
277 Chairperson of the committee and approved by the Executive Board. The
278 committee Chairperson shall be appointed by the RPWC Chairperson and approved
279 by the Executive Board.

280 The Finance Committee should, in coordination with the Treasurer develop and
281 monitor an annual budgetary guide; actively solicit and obtained funds by lawful
282 means to finance annual budgetary guide and activities of the RPWC; review and
283 make recommendations of payment of all bills submitted; assist in the preparation
284 of the any financial reports required to be filed with the State of Wisconsin; review
285 the monthly Treasurer's report to the members; and annually conduct an audit and
286 report in writing the results of said audit at the Annual Meeting (Caucus).

287

288 C. Voter Vault Committee.

289 The Voter Vault Committee shall be composed of those members selected by the
290 Chairperson of the committee and approved by the Executive Board. The
291 Committee Chairperson shall be appointed by the RPWC Chairperson and approved
292 but the Executive Board.

293

294 The Voter Vault Committee shall be in charge of the phone bank, voter lists and poll
295 results that may be used by the RPWC to increase support of the Party and its
296 candidates at all times including during, but not limited to, election campaigns.

297

298 D. Campaign and Elections Committee.

299 The Campaign and Elections Committee shall be composed of those members
300 selected by the Chairperson of the committee and approved by the Executive Board.
301 The Chairperson shall be appointed by the RPWC Chairperson and approved by the
302 Executive Board.

303

304 The Campaign and Elections Committee shall actively recruit candidates for all
305 partisan and nonpartisan offices and those legislative districts that include any part
306 of Walworth County; should actively recruit, train, and coordinate volunteers such as
307 Community Captains; assist in appointing Election and Canvass Inspectors as well as
308 Special Registration Deputies; should keep candidates informed of RPWC campaign
309 activities; conduct voter registration drives; organize, plan, and submit budgetary

310 need to the Finance Committee; participate in local parades and events; and assist
311 training candidates by holding appropriate seminars and training sessions.

312
313 The committee should develop RPWC campaign and election strategies that include
314 but not limited to: Voter registration drives; youth outreach; senior center and
315 nursing home visits and voter registration; rallies; Letters to The Editor (LTE) efforts,
316 literature design and composition, and handout/distribution, procuring buttons,
317 bumper stickers, and other Republican messaging information to include radio,
318 website, Twitter, and Facebook as well as newspaper press releases.

319
320 The Campaign and Elections Committee should work closely to aid in identifying
321 Republican Election Inspectors and Canvas Inspectors for nomination by the RPWC
322 Chairperson to the Municipal Clerks and the County Clerk respectively. Election
323 Inspector nominations are made prior to November 30th of odd numbered years and
324 are good for 2 years. Canvass Inspector nominations to the County Clerk are made
325 prior to November 30th of even numbered years and are good for two years. If
326 vacancies occur or exist additional nominations can be made at any time to fill them.

327
328 E. Multimedia and Technology Committee.

329 The Multimedia and Technology Committee shall be composed of those members
330 selected by the Chairperson of the committee and approved by the Executive
331 Committee or Executive Board. The committee chairperson shall be appointed by
332 the RPWC Chairperson and approved by the Executive Committee or Executive
333 Board.

334
335 The Multimedia and Technology Committee shall maintain the current and accurate
336 RPWC website as well as all other social media mechanisms approved by the
337 Executive Committee or Executive Board. The committee should also monitor
338 websites, blogs, and other forms of communications in order to rapidly respond to
339 adverse, untrue, and inaccurate information pertinent to the RPWC, RPW, and RNC.

340 **Article VII. National Convention Delegates**

341 The RPWC at its annual meeting (caucus) of presidential years shall select their delegates
342 to the National Convention in accordance with the Constitution, Bylaws, of the applicable
343 Congressional District(s) and as prescribed in the Caucus Rules of RPWC.

344 **Article VIII. State Convention Delegates**

345 The RPWC Chair shall prepare the list of State Convention Delegates and Alternates based on the
346 allocated numbers of delegates assigned to each U.S. Congressional District encompassing Walworth
347 County. That list will then be presented to the members and accepted and or amended via motion from
348 the floor at the Annual Meeting.

349

350

351 ~~Article XI~~**Article IX. PROCEDURE**

352 ~~Section 11.01~~**Section 9.01 Parliamentary.**

353 Except as otherwise specified in the Constitution and these Bylaws, the conduct of all meetings
354 shall be in accordance with Robert’s Rules of Order.

355 ~~Section 11.02~~**Section 9.02 Parliamentarian.**

356 The Chairperson shall annually appoint a parliamentarian, who shall be a non-voting, ex-officio
357 member of the Executive Board or Executive Committee and shall, when requested by the
358 Chairperson, render advisory opinions as to the proceedings of the Executive Board, Executive
359 Committee, and the RPWC.

360 ~~Article XII~~**Article X. OTHER**

361 ~~Section 12.01~~**Section 10.01 Information and Data Release.**

362 It is the policy and the practice of the RPWC not to release its membership list or any other
363 information or database to any person, campaign, or Party outside of the RPWC. If a request
364 for information or data is made it must be in writing or in electronic form with the exact
365 purpose and use of the information. The request must be evaluated and voted on by the
366 Executive Board or Executive Committee and a two thirds vote is required to grant the release
367 requested. Additionally, any requests whether granted or not should be part of the agenda of
368 the next regular meeting of the members. All requirements for a quorum as outlined in Article
369 V, Section 3 and Article VI, Section 3 of the Constitution apply.

370 ~~Section 12.02~~Section 10.02 **Amending these Bylaws**

371 The members may amend these Bylaws at any time, as long as written notice is given to the
372 members not less than 45 days prior to the meeting via U.S. mail. At said meeting a two thirds
373 vote of the members present is required to amend or change these Bylaws in whole or in part.
374 Copies of the amendments and current verbiage must be provided upon request by any
375 member in good standing.

376 At the meeting not less than 5 copies of the original Bylaws and proposed amendments must be
377 available to the members not less than 30 minutes prior to the start of the meeting.

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