

# ARAPAHOE COUNTY REPUBLICAN PARTY, INC. BYLAWS

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# ARAPAHOE COUNTY REPUBLICAN PARTY, INC.

## BYLAWS

### ARTICLE I NAME

- 1.01 The name of the organization shall be the Arapahoe County Republican Party, Inc., dba the Arapahoe County Republican Central Committee, hereinafter referred to as County Central Committee.

### ARTICLE II. PURPOSE AND POLICIES

- 2.01 Purpose. Recognizing and supporting the fundamental principles of the Republican Party as reflected in the State and National Platforms, the purpose of this organization shall be:  
To elect Republican candidates to office;  
To encourage membership in the Republican Party;  
To encourage participation in the electoral process and at all levels of government:  
To educate the community regarding social, political and civic issues: and  
To perform the functions set forth in the election laws of the State of Colorado.
- 2.02 Policies.
- A. Campaign donations. Officially designated Republican nominees in Arapahoe County may request financial assistance from the County Central Committee. The Executive Committee will consider these requests and may offer financial assistance in conformance with current State and Federal Law.
- B. Endorsements. No Republican candidate for public office shall be endorsed, supported or opposed by the County Central Committee acting as an entity or by its Chairman, Vice Chairman or Secretary during the primary election process, or opposed in the general election.
- C. Districts. For organizational purposes, Arapahoe County shall be divided into a number of Districts. During the redistricting procedures no District shall exceed 28 precincts or have less than 20 precincts. Distribution and District boundaries shall be determined and approved by vote of the District Captains.
- D. Voting. Voting by proxy shall not be allowed in any matter coming before the County Central Committee, the Executive Committee or any District meeting.
- E. Compliance with State and Federal Law. Nothing in these bylaws is intended to violate any State or Federal Law. These Bylaws will be interpreted and applied in compliance with existing and applicable State and Federal Law, and will be controlled by such State and Federal Law in the event of any conflict or ambiguity.
- 2.02 No Private Cause of Action Nothing in these Bylaws creates any private cause of action against the Arapahoe County Republican Party, Central Committee or its members.

### ARTICLE III. MEMBERSHIP

- 3.01 Eligibility. Members of the County Central Committee shall be registered Republicans who reside within Arapahoe County.
- 3.02 Composition.
- A. Voting Members. The Voting Members of the County Central Committee include the following:
1. All Precinct Leaders "Committee people"
  2. County Party Officers,
  3. District Captains,
  4. Elected State, Congressional, Judicial and County Public Officials,
  5. Elected State, Congressional District and Judicial District Officers
- B. Multiple Offices. The holding of multiple offices by any one person shall not entitle that person to more than one vote.
- C. Non-Voting Members. Appointed members of the Executive Committee and Area Leaders shall be ex officio members, without vote, of the County Central Committee.
- 3.03 Dues. Members shall not be required to pay dues.

## ARTICLE IV. COUNTY CENTRAL COMMITTEE OFFICERS

- 4.01 Officers. For the purpose of these bylaws, the County Central Committee Officers and Directors of the County Central Committee, shall include the Chairman, Vice Chairman, Secretary, District Captains and the Treasurer.
- 4.02 County Party Officers. The Chairman, Vice Chairman and Secretary shall be elected by the County Central Committee.
- 4.03 District Captains. A District Captain shall be elected from and represent each County Central Committee District.
- 4.04 Appointed Officers. A Treasurer shall be appointed by the Chairman.
- 4.05 Term of Office. Officers shall assume office at the close of the meeting at which they are elected or appointed and shall serve until their successors are elected or appointed and assume office. The term of office for County Party Officers and District Captains shall be two years.
- 4.06 Duties of Officers.
- A. The Chairman shall:
1. Be the chief executive officer of the County Central Committee;
  2. Prepare and preside at all meetings of the County Central Committee and Executive Committee;
  3. Enforce the bylaws and rules of the County Central Committee;
  4. Report to the County Central Committee and the Executive Committee;
  5. Appoint necessary staff members subject to the approval of the Executive Committee;
  6. Appoint all standing and special committee chairmen, unless stated otherwise in these bylaws;
  7. Be responsible for the timely filing of all reports as required by law;
  8. Submit for the Executive Committee approval a budget for the two-year period beginning May 1st of odd-numbered years;
  9. Arrange for the County Central Committee meetings, assembly and conventions;
  10. Perform other duties as required by law, by these bylaws, or by the County Central Committee; and
  11. Be an ex officio voting member of all committees with the exception of the Audit Committee.
- B. The Vice-Chairman shall:
1. Preside in the absence of, or at the request of, the Chairman; and
  2. Perform other duties as required by law, by these bylaws, or by the chairman.
- C. The Secretary shall:
1. Be the chief clerical officer of the County Central Committee and shall record the minutes of all meetings;
  2. Issue Official Calls (10 day or 30 day notice as required) for meetings at the direction of the Chairman;
  3. Maintain accurate lists of the members of the Executive Committee, County Central Committee, and standing and special committees;
  4. Assist the Chairman in filing reports as required by law;
  5. Maintain and file all records and minutes of the proceedings of the County Central Committee and the Executive Committee at the County Headquarters; and
  6. Perform other duties as required by law, by these bylaws, or by the Chairman.
- D. The Treasurer shall:
1. File with the appropriate authorities all statements and reports required by state and/or federal law;
  2. Comply with all other applicable state and federal laws;
  3. Maintain and file all financial records of the County Central Committee and Executive Committee at the County Headquarters;
  4. Receive and account for all fundraising receipts and expenditures, and maintain these records at County Headquarters;
  5. Be the custodian of all Arapahoe County Central Committee monies and deposit them in a bank or banks approved by the Executive Committee. Bank signatories shall be the Chairman, Vice Chairman and Secretary; and
  6. Perform other duties as prescribed by the Chairman or the County Central Committee.
- E. The District Captains shall:
1. Recruit and recommend persons to fill vacancies of Precinct Leaders in their Districts;
  2. Appoint Area Leaders at their discretion from Republican residents in the district. Area Leaders shall not, by virtue of their appointment, be voting members of the County Central Committee.
  3. Organize, train and direct the Precinct Leaders;
  4. Review and approve the precinct caucus locations;

5. Arrange precinct caucuses in precincts within their Districts where there are no Precinct Leaders; and
6. Serve as members of the County Central Committee Vacancy Committee.

## **ARTICLE V. Precinct Leaders**

### **5.01 Duties of Precinct Leaders shall include:**

- A. Attend a training session for Precinct Leaders unless excused by the District Captain.
- B. Arrange for delivery of precinct caucus notices and campaign literature for the general election as approved by the Executive Committee.
- C. Conduct caucuses to be held in their respective precincts as required by law.
- D. Collect the fees from the delegates and alternates to the various assemblies/conventions.

## **ARTICLE VI. ELECTIONS**

### **6.01 Eligibility.**

- A. An officer of the County Central Committee shall be a resident of Arapahoe County and a registered Republican for at least one year prior to becoming an officer.
- B. Additionally, each District Captain shall reside within their District.

### **6.02 Voting.**

- A. Majority Votes. Election to County Central Committee office shall be by a majority vote. If no candidate receives a majority of the votes cast, then up to two additional ballots shall be taken. If no candidate receives a majority of the votes cast after three ballots have been taken, then the two candidates receiving the highest number of votes cast on the third ballot shall have a runoff election.
- B. Tie Votes. If there is a tie vote between two candidates in any election provided for herein, the election shall be resolved by a coin toss, unless a majority of the electors by standing vote request an additional ballot.
- C. Proxy Votes. No proxy voting is allowed.

### **6.03 Elections.**

- A. The Chairman, Vice Chairman and Secretary of the County Central Committee shall be elected at the organizational meeting in the odd-numbered years as prescribed by State Law. Voting shall be by ballot unless there is but one nominee for an office.
- B. The District Captains shall be nominated and elected at the organizational meeting of the County Central Committee in odd-numbered years for each of the Districts of the county. They shall be elected by members of the County Central Committee residing within said district. A quorum for the purposes of election of District Captains shall consist of 25 percent of the members of the County Central Committee residing in the District.
- C. Precinct Leaders are elected for a two-year term by those in attendance at precinct caucuses to be held as prescribed by State Law.

## **ARTICLE VII. MEETINGS AND CAUCUSES**

### **7.01 County Central Committee Meetings.**

- A. The Chairman shall be required to call a meeting 1) at intervals of approximately six months; 2) at the direction of the Executive Committee, when directed by a majority vote of the Executive Committee or 3) by written order of not less than 10 percent of the County Central Committee.
- B. The Secretary shall send an Official Call to all members of the County Central Committee at least 10 days prior to any meeting as established by date of mailing. Central Committee meetings to amend bylaws require 30 days notice.

C. One hundred (100) voting members present shall constitute a quorum.

D. The County Central Committee shall hold an organizational meeting between February 1 and February 15 of odd-numbered years.

E. A parliamentarian appointed by the Chairman shall be present at all meetings.

7.02 County Assemblies. County Assemblies shall be held in accordance with State Law.

7.03 Precinct Caucuses. Precinct caucuses shall be held in accordance with State Law.

A. The purpose of the caucus shall be to elect two Precinct Leaders (to be ratified at County Assembly), elect delegates and alternates to the County Assembly, and nominate delegates and alternates to Higher Assemblies/Conventions.

B. The County Central Committee shall review and approve Precinct Caucus Rules to govern the conduct of the caucus and the selection of delegates and alternates to represent the County at all Higher Assemblies/Conventions.

C. The Delegate Selection Committee shall present a delegate selection plan for approval by the Central Committee.

D. The Credentials Committee shall determine all disputes arising from the caucus elections.

7.04 Delegates and Alternates

A. County Assembly. Delegates and alternates to the County Assembly shall be elected at the precinct caucus. Those receiving the greater number of votes shall be the delegates and those receiving the lesser number, the alternates, until all delegate and alternate positions are filled. An elected delegate may choose to step down to the position of alternate at which time the alternate receiving the highest number of votes would move into the delegate position.

B. Higher Assemblies/Conventions. Delegates and alternates to Higher Assemblies /Conventions shall be nominated from the delegates and alternates to the County Assembly at the caucus and elected at the County Assembly.

## **ARTICLE VIII. EXECUTIVE COMMITTEE**

8.01 Authority and Purpose. The Executive Committee shall act on behalf of the County Central Committee unless otherwise specifically provided for in these bylaws.

8.02 Composition.

A. Voting Members. All Voting Members shall be registered Republicans who are residents of Arapahoe County and shall include:

1. County Party Officers
2. District Captains
3. Associate Unit/Club Representatives
4. Chairman's appointees of no more than 2/3 of the sum total of the District Captains.

B. Appointed Members. All Appointive positions are filled by and serve with or without voting rights at the discretion of the Chairman and shall include:

1. Treasurer
2. Legal advisor
3. Parliamentarian
4. An Arapahoe County legislator
5. An elected Arapahoe County Official.

8.03 Meetings. The Executive Committee shall meet no less than 10 times a year and at such other times as shall be deemed necessary by the Chairman or 25 percent of the members of the Executive Committee.

8.04 Quorum. A quorum shall consist of 10 voting members of the Executive Committee, five of whom shall be elected officers (County Party Officers and District Captain Officers).

8.05 Responsibility.

- A. Officer. Failure by a County Central Committee Officer to attend three Executive Committee meetings in any calendar year, unless excused by the Chairman, shall require an Official Call be sent to the Central Committee for a special election to be held within 45 days after the officer has been notified of dismissal for nonattendance.
- B. District Captain. In the event the officer in question is a District Captain, the Secretary shall issue an Official Call to all Precinct Leaders in the District involved for an election in the District within 45 days of the notification.

## ARTICLE IX. ASSOCIATE UNITS/CLUBS

- 9.01 Authority. Republican Associate Units shall be granted representation on the Executive Committee upon compliance with the State Central Committee Bylaws. Upon receiving certification of compliance from the State Central Committee, the Arapahoe County Republican Executive Committee will authorize representation with full privilege of membership without vote for a period of one year. Thereafter full voting privileges shall be granted.
- 9.02 Associate Unit/Club Representation. There shall be one representative from each Certified Republican Associate Unit or Club. Each unit/club should provide in writing, the name of the person chosen as their designated representative.
- 9.03 Associate Unit/Club Membership Requirements. Any such unit or club must have as a majority of its members, Republican residents of Arapahoe County and its designated representative must be a registered Republican in Arapahoe County.

## ARTICLE X. COMMITTEES

- 10.01 Standing Committees. The standing committees shall include but not be limited to the following: . Chairmen of these committees shall be appointed by the Chairman.
- A. Audit. The Audit Committee shall be composed of three people, one of whom shall be a certified public accountant and none of whom shall be members of either the Executive Committee or the County Central Committee and report annually to the County Central Committee and at other times as deemed appropriate.
- B. Budget. The Budget Committee shall be composed of three members and the Treasurer. The Committee shall prepare a biennial budget for presentation to the Executive Committee.
- C. Fund Raising. The Fund Raising Committee shall be responsible for planning and overseeing fundraisers and funding sources necessary to meet the approved budget. All fundraising events shall be presented to and approved by the Executive Committee.
- D. Training. The Training Committee shall provide training sessions for the Precinct Leaders and shall prepare and publish the handbook. The Committee shall record attendance of Precinct Leaders by District and report to the Executive Committee.
- E. Credentials. The Credentials Committee shall handle disputes arising from the caucuses. At County Central Committee meetings and Assemblies, they identify central committee members as voters and certify that a quorum is present.
- F. Delegate Selection. The Delegate Selection Committee shall write the rules for selection of delegates and alternates.
- G. Bylaws. The Bylaws Committee shall review the Bylaws track changes in State Election Law for compliance issues, and make suggestions for amendments.
- H. Special Events. The Special Events Committee shall organize the annual Lincoln Day Dinner, Summer Picnic, Christmas Party and others as requested by the Chairman.
- I. Rules. The Rules Committee presents the rules for elections held at County Central Committee Meetings and Assembly.
- 10.02 Special Committees. Special committees may be appointed at the discretion of the Chairman.
- A. Awards
1. Mary Lane Memorial Award Committee, All available former recipients will continue to comprise this committee and will have the responsibility for determination and presentation of this award at future Arapahoe County Republican Assemblies. Each current recipient will serve as chairman, responsible to step forward with committee to select the next recipient of this outstanding volunteer award.
  2. Dorothy Vogt Memorial Award Committee. This award recognizes outstanding service by an elected official representing Arapahoe County and is presented at the central committee organizational meeting.

3. Precinct Leader Award Committee. This award recognizes outstanding Precinct Leaders for their leadership and voter turnout in their precinct.

B. Media

1. Website Committee designs and maintains the website
2. Newsletter Committee publishes the newsletter quarterly
3. Public Relations Committee notifies the newspapers of the activities of the Arapahoe County Republican Party

## ARTICLE XI. VACANCIES AND REMOVAL FROM OFFICE

### 11.01 Vacancies

A. Occurrence. Vacancies shall occur by ineligibility of a County Party Officer, District Captain or Precinct Leader and such occurrence shall include but not be limited to:

1. Death or health impairment,
2. Written letter of resignation,
3. Failure to maintain registration as a Republican or
4. Moving out of the area they've been elected to represent.

B. Vacancy in the Office of Chairman. The office of Chairman shall be filled by the Vice Chairman who shall serve until a new Chairman is elected. A special election shall be held not more than forty-five (45) days after vacancy occurs to fill remainder of the term.

C. Vacancy in the office of Vice Chairman, Secretary or District Captain. The Chairman shall appoint a successor to serve until such vacancy is filled by a special election for the remainder of the term. A special election shall be held not more than forty-five (45) days after vacancy occurs.

11.02 Vacancy Committee. Precinct Leader vacancies shall be filled by the Vacancy Committee. It shall be composed of the County Chairman, Vice Chairman, Secretary and the District Captains. The Chairman shall chair the Vacancy Committee.

### 11.03 Removal from Office.

A. Reasons. County Party Officers, District Captains and Precinct Leaders may be asked to resign from office as provided by law, for cause, or the following reasons:

1. Public support of a non-Republican candidate in an election in which a Republican candidate is running.
2. Failure to carry out responsibilities of the office as required by State Law, these Bylaws and/or Standing Rules.

B. Procedures. Following a personal contact and review by the Vacancy Committee the procedures for removal from office shall include:

1. Notification shall be given by first class mail and by certified mail addressed to the person - return receipt requested.
2. The person shall have at least fifteen (15) days from date of mailing of notice for hearing before the Executive Committee.
3. Upon completion of the hearing, the Executive Committee shall make a ruling: a two-thirds (2/3) vote shall be required to request resignation.
3. The ruling of the Executive Committee may be appealed in writing to the County Central Committee
4. within fifteen (15) days after notification of ruling is mailed by first class mail and by certified mail - return receipt requested.
5. Upon receipt of appeal, the Chairman shall schedule the requested appeal to be conducted at the next regularly scheduled Central Committee meeting.

## ARTICLE XII. BONUS MEMBERS

12.01 Election. Bonus members (Arapahoe County representatives to higher central committees) shall be separately elected by the County Central Committee at the Biennial Organizational Meeting for the State Central Committee, each Congressional District Central Committee, and the 18<sup>th</sup> Judicial District that includes precincts within the county. Bonus members to a Congressional District shall reside within the District and shall be elected by those members of the County Central Committee who reside within such Congressional District.

12.02 Vacancies. A vacancy in the office of bonus member shall be filled by the individual receiving the next highest number of votes at the County Organizational Meeting. The County Chairman shall notify the individual of their election.

### **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

13.01 Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the County Central Committee and Executive Committee in all cases to which they are applicable unless they are inconsistent with these bylaws and any special rules of order the County Central Committee, the County Assembly or the County Convention may adopt.

### **ARTICLE XIV. AMENDMENT**

14.01 Amendment. These bylaws may be amended at a regular meeting of the County Central Committee by a two-thirds (2/3) vote of those present and voting, provided the proposed amendments have been included with the Official Call with 30 days notice to the County Central Committee Membership.

### **ARTICLE XV. DISSOLUTION**

15.01 Dissolution. In the event of the dissolution of the County Central Committee, all assets shall be assigned to the Colorado State Republican Party. No assets of the organization shall inure to any officer, member or associate of the organization.

Adopted on January 20, 2004, by the Arapahoe County Republican Central Committee Bruce Peterson, Chairman