

# Richland County Republican Party Bylaws

## Preamble

We, the members of the Richland County Republican Party, dedicated to the sound principles fostered by the Party, conscious of our civic responsibilities and rights, firm in our determination to support and to help perpetuate the American way of life, do herewith establish this instrument, the Bylaws of the Republican Party of Richland County, State of South Carolina.

## ARTICLE I

### Name

The name of the political organization shall be "The Richland County Republican Party" (hereinafter referred to as Party).

## ARTICLE II

### Objectives

The objectives of the party shall be to:

Promote an informed electorate through political education; Increase the effectiveness of individuals in the cause of good government through political participation; Facilitate cooperation with the State Party; Foster loyalty to the ideals of the Republican Party; Work for the election of the Party's candidates; Promote the Republican philosophy, principles and creed throughout the county.

## ARTICLE III

### Interpretation

These Bylaws shall be interpreted and applied so as to substantially accomplish their objectives. The spirit and not the letter of these Bylaws shall be controlling. Substantial compliance with the Bylaws shall be sufficient.

## ARTICLE IV

### Application and Distribution

Should any conflict exist or develop between these Bylaws and the South Carolina election law, the latter shall govern except as to those laws which have been judicially held to be constitutionally unenforceable or which are patently unconstitutional.

In matters or area not covered by these Bylaws, the Bylaws of the State Republican

# Richland County Republican Party Bylaws

Party may be followed as a guide.

These Bylaws may be reproduced and distributed as the County Executive Committee may direct. Each Party officer and Executive Committeeman shall receive a copy upon initial approval by the County Executive Committee. In the future, additional copies shall be furnished to these officers when requested. Upon approval, one copy shall be furnished to the Executive Secretary of the State Party for his records. It shall be the duty of the Party Secretary to maintain as a part of his official records a complete and accurate copy of these Bylaws together with any changes, additions or amendments, and to produce such copies at all meetings of the Party.

Where used in these Bylaws, the male gender shall include the female unless the context clearly indicates otherwise.

## ARTICLE V

### Definitions

"Chairman" shall mean the duly elected Chairman of the Party.

"County Executive Committeeman" shall mean the duly elected Committeeman from each precinct to the County Executive Committee.

"Officer" shall mean those officers of the Party at the county level, duly elected or appointed, other than the County Executive Committeemen.

"Party" shall mean the Richland County Republican Party.

"Secretary" shall mean the duly elected Secretary of the Party.

## ARTICLE VI

### Membership

Any individual believing in the principles of the Republican Party and intending generally to support its candidates shall be eligible for membership.

## ARTICLE VII

### Officers and Executive Board

Officers of the Party shall be a Chairman, a First Vice-Chairman, a Second Vice-Chairman, a Third Vice-Chairman, a Fourth Vice-Chairman, a Secretary, a Treasurer, a State Executive Committeeman and a Parliamentarian.

# Richland County Republican Party Bylaws

## Duties of Officers:

### (A) Chairman

The Chairman shall preside at the meetings of the Party and the Executive Board and the County Executive Committee, appoint all committees except the Nominating Committee, the appointment of chairman of standing committees to be approved by the County Executive Committee, be an ex-officio member of all committees except the Nominating Committee, prepare a program of action after consultation with the chairmen of standing committees for presentation to the County Executive Committee, appoint a Parliamentarian, issue the call for special meetings of the Party or the County Executive Committee, countersign checks or obtain a countersignature, represent the Party at all times or, in the absence or inability to do so, designate someone as a representative, act as a standing delegate to the State Convention, serve as the official spokesman of the Party and if not able to do so, designate someone as spokesman.

(B) First Vice Chairman—In the absence of the Chairman, shall perform the duties of the Chairman, and shall assist the Chairman at his request.

(C) Second Vice Chairman—shall be responsible for handling voter registration and membership drives and shall assist the Chairman at his request.

(D) Third Vice Chairman—shall be responsible for organizing the primary elections in the county and shall assist the Chairman at his request.

(E) Fourth Vice Chairman—shall be responsible for maintaining the party database and shall assist the Chairman at his request.

(F) Secretary—the Secretary shall keep and read the minutes of all meetings, shall send out notices of all meetings, shall be custodian of all records of the Party and shall be in charge of the Bylaws.

(G) Treasurer—the Treasurer shall receive and be custodian of all funds, including candidate filing fees, of the Party and shall pay all bills. He shall keep an account of all monies received and disbursed and shall report in full at the Convention and at regular meetings as required by the Chairman.

(H) State Executive Committeeman—the State Executive Committeeman shall represent the Party at the State level but shall not hold any other elected position with the Party. He shall present the County Executive Committee with a written report of his efforts at the State level monthly.

(I) Parliamentarian—the Parliamentarian shall be appointed by the Chairman and shall

# Richland County Republican Party Bylaws

aid in the interpretation of the rules and guidelines, which are to be followed by the County Executive Committee and the County Convention.

## The Executive Board

The purpose of the Executive Board shall be to allow the officers of the Party to have input into the daily business of the Party. The Executive Board shall meet before each County Executive Committee meeting to make recommendations as to policies of the Party, to advise the Chairman and to transact any necessary business between meetings.

The Executive Board shall be comprised of all of the elected officers of the Party, the President of the Young Republicans, and the President of the Republican Women's Club. The immediate past Chairman and the Chairmen of the standing committees shall serve as ex-officio members with a voice but no vote and shall coordinate the activities of all the Republican Clubs in the county to best utilize the resources of each to elect Republican candidates.

The Executive Board shall have the authority to transact any necessary business between the meetings of the County Executive Committee, to make recommendations and to advise the Chairman.

## Term of Office

The term of office for all officers shall be two years.

## ARTICLE VIII

### Convention and Meetings

In every non-election year, a County Convention shall be called by the County Executive Committee. The Convention shall be held on a day in April to be determined by the County Executive Committee. The place of the meeting shall be set by the County Executive Committee. A notice shall be published by the County Executive Committee once a week for two consecutive weeks, not more than three nor less than two weeks before the actual day of the Convention in a newspaper having general circulation in the county. The Chairman shall cause a copy of such newspaper notice to be forwarded to the State Party Chairman prior to the Convention. The list of delegates certified by the President and Secretary of each precinct shall constitute the temporary roll of the County Convention.

### Proceedings

In the County Convention, business shall be conducted as follows:

# Richland County Republican Party Bylaws

The Convention shall be called to order by the Chairman or First Vice-Chairman if the Chairman is not present.

A temporary Convention President, a temporary Secretary and a Credentials Committee shall be elected.

The Credentials Committee shall make its report and any appeals from the Credentials Committee's report shall be to the County Convention. Further appeals therefrom may be made to the State Executive Committee at its next meeting thereafter, and, if necessary, to the next regular State Convention.

When organized, a permanent Convention President, Secretary, and Treasurer shall be elected. The Convention shall also elect the County Chairman, State Executive Committeeman, and such other officers as the Convention deems necessary, who shall serve for a term of two (2) years or until their successors are elected.

The County Convention shall elect delegates to the State Convention. The number of delegates to be elected shall be determined by the following formula. The total county residents (as listed in the last official United States Census) will be divided by six thousand (6,000) and will be rounded to the nearest whole number. This total plus two (2) will represent the total whole delegates authorized. This figure doubled will represent the number of half-delegates authorized. The County's State Convention Delegation may change its method of voting from half votes to whole votes or vice versa, once and only once, when and if the State Convention recesses for forty-eight (48) hours or more provided the County's Credentials Chairman notifies the State Republican Party at least twenty-four (24) hours before the reconvening of the State Convention.

Delegates to the State Convention shall be selected by merit, individual filing, and floor nomination under the following procedures and/or guidelines:

Merit selections will be based on service and/or contributions to the Republican Party. The County Executive Board will prepare a list of less than or no more than forty (40%) percent of the County's total delegate authorization. This list shall be reviewed, revised as deemed necessary for justifiable cause, and approved by the County Executive Committee. The County Chairman or the Chairman's delegated representative shall make a motion on the County Convention floor that the merit list be approved in total. Approval of subject motion will constitute election of all the delegates on the merit list.

Any member of the Republican Party may file for a delegate seat to the State Convention. Filing may be accomplished in person or in writing. In-person filing must be accomplished at the County headquarters not later than five (5) days prior to the County Convention. Forms and guidelines for write-in filing will be available at the precinct organizational meeting or through the precinct officers.

# Richland County Republican Party Bylaws

Each precinct may not make more than five (5) floor nominations under the following procedures and limitations. Precincts may caucus thirty (30) minutes prior to the calling of the Convention in order to determine if the precinct desires to make any additional nominations (referred to as floor nominations). The floor nomination list, not to exceed five (5) nominations will be turned in to the County Chairman or the Chairman's designated representative prior to the County Convention being called to order.

State Delegate candidates, not elected as a State Delegate during the County Convention, will be assigned to the Alternate Delegate List in the order of the number of votes received during the State Delegate election. The County Chairman or the Chairman's delegated representative shall fill all of the State Delegate vacancies starting from the top of the Alternate Delegate List.

The County Executive Board shall designate one of the elected State Delegates to serve as a member of the State Credentials Committee

A list certified by the Convention Secretary and signed by the Convention President and/or County Chairman, of all officers, delegates and alternates elected by the County Convention shall be forwarded by the County Chairman or Convention Secretary to the State Chairman not later than five (5) days following the County Convention. Such a list also shall include the name of the delegates chosen to serve on the Credentials Committee.

## (B) County Executive Committee

The precincts in the county shall be held together and operated under the control of a County Executive Committee, which shall consist of one (1) Committeeman from each precinct elected by the precinct. The County Executive Committee, when elected, shall by a majority of the whole Committee, appoint its own officers, except the Chairman and the State Executive Committeeman, who shall be elected by the County Convention. Officers need not be Committeemen, but an officer of the County Executive Committee who is not a Committeeman shall not be entitled to vote on any question with the exception of the State Executive Committeeman. In case of a tie vote, the presiding officer shall be entitled to vote.

The tenure of office of the County Executive Committeemen shall be until the convening of the next County Convention.

The Secretary of the County Executive Committee shall keep an attendance record and such other records of the Committee's meetings as the Committee may direct. Any written record that is kept shall be in duplicate, one copy for the Chairman and one copy to be retained by the Secretary.

# Richland County Republican Party Bylaws

## (C) Resignations, vacancies

Resignations by an officer shall be submitted in writing to the Chairman and Secretary. Resignation by a County Executive Committeeman shall also be to the President and Secretary of his precinct. Resignation by the State Executive Committeeman shall be to the Chairman, Secretary, State Chairman and State Secretary.

The County Executive Committee may remove any appointed officer at any time. It may fill any vacancies among its appointed officers.

Should the office of the Chairman become vacant, the County Executive Committee shall fill the vacancy by electing a Chairman for the un-expired term. Vacancy in the office of Chairman shall not cause the First Vice-Chairman to succeed to the office of the Chairman unless elected thereto by the County Executive Committee. Vacancies in the office of Chairman that are filled by the County Executive Committee will not thereby cause such officers to be "appointed" officers by the County Executive Committee but the same as if elected by the County Convention.

## (D) Meetings

The County Executive Committee shall meet at the call of the Chairman, at such time and place as he shall designate, but no meeting shall be held without each member of the Committee having been given at least twenty-four (24) hours notice thereof. Emailing written notice at least twenty-four (24) hours prior to the date of the scheduled meeting shall be sufficient compliance with this requirement.

Written notice of all regular meetings of the County Executive Committee shall include an agenda for the meeting being called. Such agenda shall not preclude the discussion and transaction of any other business. Notice of special meetings called for an express purpose need not include an agenda.

Special meetings of the County Executive Committee may be called by the Chairman or upon written request by ten (10%) percent of the members of the County Executive Committee. The purpose of the meeting shall be stated in the call and no other business shall be transacted.

## ARTICLE IX

### Attendance

The County Executive Committee may declare vacant the office of any officer of the party who is absent three (3) consecutive meeting or more than three (3) meetings in any six (6) month period without good cause when such officer has not authorized his respective proxy to attend in his place, however, before such office shall have been

# Richland County Republican Party Bylaws

declared vacant, he shall be notified by certified mail by the Chairman, or by the Secretary in the case of removal of the Chairman, and given opportunity to show cause before the County Executive Committee as to why he should not be removed from office.

If an elected officer or committeeman becomes disabled and cannot act or serve, or if he abandons his office by refusing to serve, he shall be notified in writing by the County Executive Committee, upon concurrence of a majority of the entire County Executive Committee that his office will be declared vacant, effective thirty (30) days from the date of the notice, unless that person gives earlier notice of his resignation or unless, within that time, he resumes the full duties of his office or furnishes a reason acceptable to the County Executive Committee as to why his office should not be declared vacant.

A vacancy shall occur immediately if any elected officer or committeeman moves his residence outside the geographical area his office encompasses, and such vacancy shall be filled in accordance with the provisions of these Bylaws.

## ARTICLE X

### Proxies

Proxies may be used by any County Executive Committeeman. To be valid a proxy must be in writing, dated, signed by the author, giving the full name and address of the person designated as the proxy, and specify the specific meeting for which the proxy is given. One executed copy of the proxy shall be given to the Chairman or Secretary. A proxy shall also contain a signature endorsement thereon by the proxy that he consents to the appointment. A County Executive Committeeman may appoint a proxy only from his own precinct.

A proxy can be used by an individual actually in attendance at the meeting for which the proxy is given. Attendance at the meeting for which the proxy is given by the author of the proxy shall terminate the proxy unless the author should leave prior to the termination of the meeting and announce prior to his leaving whom he has designated as proxy.

If a County Executive Committeeman does not attend a scheduled meeting, the Precinct President shall be considered as automatic proxy at such meeting. If a qualified proxy and Precinct President are in attendance, the Precinct President shall have the vote for that precinct.

No proxy shall be authorized to designate a substitute or successor proxy. However, an author of a proxy may designate successive proxies in the event the proxy first designated does not attend.

# Richland County Republican Party Bylaws

## ARTICLE XI

### Quorum

Other than for the purposes of electing individuals to fill vacancies for Party offices, the quorum for all business of the County Executive Committee shall be not less than eighteen (18) Committeemen of the County Executive Committee.

For the purpose of electing an individual or individuals to fill vacancies occurring in Party offices a quorum shall be a majority of the membership of the County Executive Committee. A quorum at all County Conventions of the Party shall be a majority of the delegates elected thereto. A quorum of all standing committees shall be a majority of all members thereof.

## ARTICLE XII

### Finances

No one is empowered to incur indebtedness or financial obligations of the Party unless expressly authorized to do so by the County Convention or the County Executive Committee. Prior to any such authorization, funds must be on hand and available for the purpose authorized.

The Chairman may authorize the expenditures of available funds for necessary activities, the payment of bills or the reimbursement of expenses incurred by an individual on party business, but there shall be no obligation to do so. Any person incurring expenses does so on his own responsibility and he shall promptly make payment therefore personally, regardless of whether or not reimbursement is expected.

All checks issued by the Treasurer shall be signed by him and countersigned by the Chairman or another officer designated by the Executive Board. The names of the Chairman, the Treasurer and the other officer shall be certified to the bank of deposit.

## ARTICLE XIII

### Standing Committees

There are hereby created the following Standing Committees of the Party: Candidate Recruitment and Liaison, Fundraising, Finance, Operations, Public Relations, Organization, Nominating and Elections and as many additional standing committees as the County Executive Committee shall deem proper.

The duties of the below named standing committees shall be as follows:

# **Richland County Republican Party Bylaws**

**Candidate Recruitment and Liaison:** To recruit and encourage all qualified individuals to seek office. This committee shall also serve as liaison between the Party and elected officials. This liaison duty shall also include the promotion of interested and qualified Republicans for appointive positions. The committee shall furnish aid to the candidates and shall keep the County Executive Committee and Chairman informed in writing as to the current status of all elective and appointive county offices.

**Fundraising:** This committee shall organize and coordinate all fundraising activities of the Party, and a plan for the raising of all funds for the Party including the implementation of the Ivory Club and any other fundraising activities for the Party and/or its candidates. This Committee shall turn over to the Treasurer all money as received.

**Finance:** This committee shall turn over to the Treasurer all money received as received and shall submit a monthly report in detail. The Treasurer shall handle all Party funds and monies. This committee shall submit a budget to the Executive Board for approval by the County Executive Committee every year. The Treasurer shall be a member of this committee.

**Operations:** This committee shall assist the Chairman in the organization, operation and maintenance of the County headquarters.

**Public Relations:** This committee shall be responsible for organizing publicity efforts, including campaign activities relating to publicity for special Party functions and fundraising events. This committee shall promote the Party image and goals to the public and press with great vigor at all times. It shall promote the Party with all public officials and shall work with the Chairman in making all official Party statements to the public. This committee shall submit a proposed budget every year, with the monies to be used to pay press, radio, and television, parties, as well as other legal activities aimed at gaining friendship and acceptance for the Party.

**Organization:** This committee shall be responsible for the biannual precinct organization of the Party. This committee shall also coordinate continuing organizational efforts of unorganized precincts at the end of said organizational drive.

**Nominating and Elections:** A nominating committee of not less than three (3) members shall be elected by the County Executive Committee. The slate of the nominating committee shall be sent to all Executive Committeemen at least two (2) weeks prior to the County Convention. The Nominating Committee shall elect its Chairman from among its own number and shall report one nominee for each position after which nominations from the floor shall be allowed.

**General:** The membership of each of the above-named committees shall be selected in the following manner and order: The County Executive Committee shall first elect two

# Richland County Republican Party Bylaws

(2) members of the committee within thirty (30) days after the adoption of these Bylaws: the Chairman shall thereafter, and within fifteen (15) days, select two (2) members to each committee except the Nominating and Elections Committee, and the four (4) members so selected shall, within fifteen (15) days elect their fifth member. The five (5) members of each committee shall elect their own Chairman. Should the four members of any committee fail to elect a fifth member within the designated time, then the Chairman shall select the fifth member.

The terms of office of all of the members of said committees shall be for two years with the terms to expire April 1 of every odd numbered year or until their successor is duly elected or selected. Vacancies in committees during terms of office shall be filled by the same procedure outlined above. Any committee may appoint additional non-voting members to assist them in performing their duties.

The duties of each of the committees will be set forth in writing by the Chairman and shall be subject to the consent of the County Executive Committee. The Chairman may appoint special committees from time to time as in his judgment and discretion shall be proper. No person shall serve on more than two (2) standing committees and no person shall serve as Chairman of more than one (1) standing committee.

All committees shall report the Chairman at regular meetings and as ordered by the Chairman.

## ARTICLE XIV

### Candidate Declaration

Each candidate at the time of filing for nomination as a candidate for the Party shall place with the appropriate party official a fee, in the form of cash or certified check, equal to two (2%) percent of the annual salary for the office being sought; provided that in the event that the office being sought has no salary, the County Executive Committee shall set a reasonable filing fee.

Any candidate who is unable to pay the filing fee for the office for which he is seeking election shall not be allowed to run for such office unless he:

Provides sufficient evidence to the Chairman that he is unable to pay the filing fee by reason of indigence under the poverty guidelines established by the U.S. Department of Labor, and

Furnishes to the Chairman a petition signed by ten (10%) percent of the registered voters eligible to vote from the district or area which the candidate will represent endorsing said candidate's candidacy.

# Richland County Republican Party Bylaws

In addition to all candidate pledges and/or affidavits required by the South Carolina Election Law, all Republican candidates for any office shall be required to sign the following declaration properly witnessed by a County Party official:

"I (candidate's name) as an announced candidate for nomination and/or election as a Republican in Richland County do hereby certify that: (1) there is no legal impediment or barrier to my candidacy; (2) I will accurately state my qualifications and background in connection with my candidacy; (3) I understand that failure to sign this statement or any misrepresentation in connection with my candidacy may result in public disclosure of such failure by the Richland County Republican Party."

The signing of this declaration shall be completed by all candidates immediately prior to their filing for the particular office. If, for any reason, the candidate shall fail to properly sign this declaration, the County Executive Committee shall be notified at their first meeting following the candidate's failure to comply and the County Executive Committee shall take whatever action it deems necessary.

## ARTICLE XV

### Elections

General and special elections shall be held and conducted in accordance with the Registration and Election Laws of the State of South Carolina and the Rules of the South Carolina Republican Party.

## ARTICLE XVI

### Ex-Officio Members

Municipal Party Chairmen, County Young Republican Chairman, and County Republican Women's Federation Chairman shall be ex-officio, non-voting members of the County Executive Committee.

## ARTICLE XVII

### Amendments

These Bylaws may be amended only by the County Convention by a two-thirds (2/3) vote of the full Convention. However, the County Executive Committee or the Chairman may cause explanatory footnotes to accompany these Bylaws when published or printed, which footnotes may be added to, removed, supplemented, corrected or altered as the occasion requires or as the orderly utilization and implementation of the Bylaws may suggest, but such footnotes or explanatory comment shall not be regarded as part of these Bylaws or have the force of Party Bylaws but will be considered as advisory only

# **Richland County Republican Party Bylaws**

provided notice of any proposed amendments has been given in writing to all members at least thirty (30) days prior to the meeting.

Approval of these Bylaws or any amendments or modifications by a majority vote of the County Executive Committee shall be binding upon such Committee until approval or disapproval by the next County Convention.

## **ARTICLE XVIII**

### **Parliamentary Authority**

Robert's Rules of Order, Newly Revised, shall govern all proceedings except where inconsistent with the provisions of the Bylaws of the Party.