

Bylaws of the Story County, Iowa Republican Central Committee

Amended February 17, 2014

- I. **NAME OF THE ORGANIZATION:** The name of the organization shall be “The Story County Republican Central Committee,” herein referred to as the “Central Committee.”
- II. **OFFICERS:**
 - a. The Story County Republican Central Committee shall have the following officers who shall serve at the pleasure of the County Central Committee.
 - i. **CHAIRMAN:** The Chairman shall preside at the meetings of the County Central Committee and serve as its spokesperson. The Chairman shall provide the leadership and direction necessary for the fulfillment of the purpose of the Central Committee, subject to the Constitution and Bylaws, and concurrence of the Central Committee in matters of policy. The Chairman may establish special committees and appoint all committee members. The Chairman may sit on any or all committees.
 - ii. **CO-CHAIRMAN:** The Co-Chairman shall assist the Chairman in the fulfillment of his or her duties, and shall assume those duties in the absence of the Chairman. The Co-Chairman shall sit on the Organization Committee.
 - iii. **SECRETARY:** The Secretary shall keep Minutes of all meetings of the Central Committee and of the Executive Committee and all other records. The Secretary shall sit on the Publicity Committee.
 - iv. **TREASURER:** The Treasurer shall maintain all financial records of the Central Committee and prepare and file records required by Federal and State law. The Treasurer shall deposit all funds under the control of the Central Committee or other orders for payment issued in the name of the Central Committee. The Treasurer shall sit on the Events and Fundraising Committee.
 - b. **REPRESENTATIVES TO THE 4th CONGRESSIONAL DISTRICT EXECUTIVE COMMITTEE:** The Story County Republican Central Committee has three representatives for functions of the 4th District Executive Committee.
 - i. The Story County Central Committee Chairman and Co-Chairman shall automatically represent the Story County Republican Central Committee.
 - ii. The third representative shall be nominated by the Executive Committee, be confirmed by a majority vote of the Central Committee members and shall serve for the rest of the term. In

the event that the Executive Committee recommends more than one candidate, the Central Committee shall vote by secret ballot.

- iii. In the event of the temporary unavailability of any of the three representatives, the Executive Committee shall appoint a replacement for that single event.

c. **ELECTIONS OF OFFICERS:** The County Central Committee shall organize following each general election, but not later than the following April 1. The Committee shall elect either from its membership or otherwise, a Chairman, Co-Chairman, Secretary, Treasurer, and other officers as it may determine.

d. **VACANCY AMONG THE OFFICERS:** A vacancy among the officers will be filled by a majority vote of the Central Committee members at the next regular meeting.

III. **STANDING COMMITTEES:** The Story County Central Committee shall have the following Standing Committees. Each Standing Committee shall consist of one (1) chairperson to be elected by the members of that Standing Committee at a biennial meeting of that Standing Committee held no later than April 1 of odd years. Each Standing Committee Chairman shall appoint a Co-Chairman to serve on the committee.

a. **EVENTS AND FUNDRAISING COMMITTEE**

i. **Financial Responsibilities:** This committee shall coordinate fundraising efforts for the Story County Republican Party, raise funds for the Central Committee, and keep a current database of donors.

ii. **Event Responsibilities:** The committee shall be responsible for establishing and staffing all specific events sponsored by the Story County Republican Party.

1. These events shall include fundraising dinners, parades, potluck meals, and others not specified.

2. The committee shall arrange locations and speakers and establish calling trees for volunteers, drinks, food, and other necessities.

iii. The committee shall develop and maintain job descriptions and results logs for each of its functions.

b. **ORGANIZATION COMMITTEE**

i. This committee shall be responsible for developing precinct organization, identifying voters, and developing and implementing plans to increase the Republican vote in Story County.

ii. Projects shall include Caucuses, Voter Identification, Absentee Voting, Voter Turnout, and others not specified.

iii. The committee shall develop and maintain job descriptions and results logs for each of its functions.

c. **PUBLICITY COMMITTEE**

- i. This committee shall be responsible for all external communication between the Central Committee and Story County voters. They will publicize all Republican Events in Story County.
- ii. Media shall include letters to the editor, news releases, newsletters, social media, websites, and others not specified.
- iii. The committee shall develop and maintain job descriptions and results logs for each of its functions.

d. CANDIDATE FUNDING COMMITTEE

- i. The Story County Republican Party shall establish a Candidate Funding Account, which shall be earmarked funds from the primary banking account. Funds will be allocated by the Candidates Funding Review Committee, consisting of three members: the Treasurer of the Story County Republican Party, the Chairman of the Finance Committee, and one additional registered Republican in Story County nominated by the Executive Committee and confirmed by the Story County Republican Central Committee.
- ii. Funds allocated by the Candidates Funding Review Committee shall give priority to requests from first time candidates over incumbents. Funds in the Candidates Fund Account shall not be available to candidates or dispensed until after the primary election.
- iii. A majority vote of the Story County Republican Central Committee members must approve any funding allocation.
- iv. The committee shall develop and maintain job descriptions and results logs for their functions.

e. ELECTED OFFICIALS CANNOT CHAIR COMMITTEES

- i. Elected officials, candidates, and the four elected Story County Republican Party officers may serve on standing committees, but may not hold the role of Chairman.

IV. EXECUTIVE COMMITTEE: The members of the Executive Committee shall include the Chairman, Co-Chairman, Secretary, and Treasurer, as well as the chair of each Standing Committee. Minutes of the Executive Committee meeting shall be kept and reported to the Central Committee by the Secretary.

a. Business Between Meetings: The Executive Committee shall conduct the business of the Story County Republican Party between meetings of the Central Committee.

- i. Minutes of any Executive Committee meetings will be distributed to the Central Committee at the next regular meeting.
- ii. Any expenditures undertaken by the Executive Committee between meetings will be included in the Executive Committee minutes.

- b. **Developing an Annual Budget:** The Executive Committee shall develop a yearly budget for fixed and operating expenses, based on input from other committees and other sources. Fixed and ongoing expenses shall include advertising, fundraising, insurance, meeting room rentals, publications, storage, auxiliary groups, and others not specified.
- c. The Executive Committee shall make arrangements for the Precinct Caucuses and County Convention.

V. MEETINGS

a. MEETINGS OF THE CENTRAL COMMITTEE

- i. Regular meetings of the Central Committee shall be held at least monthly. Notice of each meeting shall be provided to each Central Committee member at least ten (10) days prior to each meeting. A quorum for the conduct of business shall consist of ten (10) members of the Central Committee. In the event a member of the Central Committee is unable to attend a meeting, he shall notify the Chairman, Co-Chairman, or Secretary.
- ii. The Chairman, Co-Chairman, or thirty (30) percent of the duly elected members of the Central Committee may call a special meeting of the County Central Committee.
- iii. Standing Committee meetings shall be held at least monthly.
- iv. Executive Committee meetings shall be held at least monthly.

b. PRECINCT CAUCUSES

- i. In even-numbered election years, the Story County Republican Party shall hold caucuses to elect members of the Central Committee, delegates to the county convention, and collect voters' platform planks. In years of presidential elections, the caucuses shall also conduct a presidential preference poll.
- ii. Caucus sites may host voters from individual precincts or from multiple precincts. Even when voters from multiple precincts meet together, each precinct must separately elect Central Committee members and county convention delegates, along with platform planks.
- iii. Caucuses will be conducted following instructions provided by the Republican Party of Iowa.

VI. PROPERTY, RECORDS AND PERSONAL RESPONSIBILITY

- a. All records and property purchased or acquired by the Central Committee or any of its employees in connection with the conduct of the affairs of the Central Committee shall be property of the Central committee.
- b. **Contracts, Checks, Loans, Deposits**
 - i. **Contracts:** The Central Committee may authorize the Chairman or Treasurer to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Central Committee.

- ii. **Loans:** No loans shall be contracted on behalf of the Central Committee and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Central Committee.
- iii. **Checks:** All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Central Committee shall be signed by the Treasurer of the Central Committee or that officer's designee and in such manner as may be determined by resolution of the Central Committee. All expenditures shall be approved by the Chairman.
- iv. **Deposits:** All funds under control of the Central Committee shall be deposited to the credit of the Central Committee in such banks, trust companies, savings and loan institutions, or other as the Central Committee may select. All funds of the Central Committee shall be segregated from any personal funds of the officer, members, or associates of the Central Committee.
- c. No member of the Central Committee shall be liable personally for any obligations of the Central Committee, except that each individual is personally responsible for the prompt transmittal of funds the member has collected, on behalf of the Central Committee, to the Treasurer, and for the accurate accounting as to funds and property in the member's custody.
- d. Any banking account(s) in control of the Central Committee will have the Treasurer and Chairman named as the persons responsible for said account(s).

VII. MEMBERSHIP

- a. **Term of Office:** The term of office of a member of the Central Committee shall begin on the day following the precinct caucus and shall continue until the next precinct caucus or until his or her successor is elected and qualified.
- b. **Duties:** Central Committee members shall:
 - i. Attend monthly meetings.
 - ii. Serve as temporary Chair and Secretary of caucuses.
 - iii. Assist in fundraising.
 - iv. Assist in any activity approved by the Central Committee.
 - v. Appoint and organize party workers in their precincts to coordinate:
 1. Voter Registration Drives
 2. Absentee Voting Drives
 3. Voter Canvassing Drives
 4. Transportation to the Polls
 5. Poll watchers
 - vi. Participate in the Republican County Convention.

- vii. Support the entire Republican ticket following the primary elections or county convention.
- VIII. **MINIMUM PERFORMANCE:** Minimum performance by Central Committee members include attending at least half of the meetings held by the Central Committee, and active support of the candidates nominated by the Republican Party. A member of the Central Committee shall be removed by majority vote of the Central Committee if the member fails to properly carry out his or her duties.
- IX. **PARLIAMENTARY AUTHORITY:** The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall prevail at all meetings of the Central Committee except as altered by the rules contained in these bylaws, the Constitution of the Story County Republican Central Committee, the Constitution of the Republican Party of Iowa or the Code of the State of Iowa.
- X. **AMENDMENT:** These bylaws may be amended by a majority vote of the members of the Central Committee present at any meeting of the Central Committee. Written notice, including email, of the proposed amendment(s) and a full copy thereof shall be forwarded to the members of the Central Committee at least ten (10) days before the meeting at which said amendment(s) is(are) to be presented for consideration and vote.
- XI. **DATE OF AMENDMENT**
 - a. This amended set of bylaws was approved on February 17, 2014.
- XII. **COUNTY CHAIRMAN'S ATTESTATION**

Signed by: _____

Dane Nealson, Chairman, Story County Republican Party