



## Constitution and By Laws

# CONSTITUTION

## ARTICLE I. NAME

The name of the organization shall be the Riley County Republican Party (RCRP).

## ARTICLE II. PURPOSE

The aims and purpose of the RCRP shall be:

- a) To support the Constitution and laws of the United States of America, the Constitution and laws of the State of Kansas, and the laws of Riley County, to the end that the government shall be truly and in fact, a “government of the people, by the people, and for the people.”
- b) To support the principles, objectives, and platforms of the Republican Party of Riley County, of the State of Kansas, and of the United States of America.
- c) To develop and maintain a strong, effective, and informed Republican Party in Riley County, the State of Kansas, and in the United States of America,
- d) To encourage able and qualified Republicans to seek office at all levels of government, particularly in Riley County, Kansas.
- e) To work for the election of Republican candidates to offices at all levels of government.
- f) To develop viewpoints and positions on local, district, state, and national issues and to seek implementation of these viewpoints.

## ARTICLE III. MEMBERSHIP

The membership of the Party shall be composed of all voters in Riley County, Kansas, who have legally chosen to be identified as members of the Republican Party and are so listed on the party affiliation list in the office of the Riley County Clerk.

## ARTICLE IV. AMENDMENTS

This Constitution may be amended at any regular or special meeting called for that purpose.

1. A quorum for the purpose of amending this Constitution is two-thirds members of the Riley County Republican Central Committee (RCRCC).

2. The proposed amendments shall have been previously submitted to the Executive Committee at an Executive Committee meeting prior to the regular or special meeting called for the purpose of amending the Constitution.
3. The proposed amendments shall be mailed to each member of the RCRCC with the notice of the meeting at least fourteen (14) days in advance of the meeting.
4. The amendments must be approved by a vote of two-thirds of the membership of the RCRCC present and voting.

## **BY-LAWS**

### **ARTICLE I. THE REPUBLICAN CENTRAL COMMITTEE**

#### **Section 1. Management**

The management of the RCRP shall be vested in the Riley County Republican Central Committee (RCRCC).

#### **Section 2. Organization**

The whole number of Precinct Committeemen and Precinct Committeewomen of the RCRP shall constitute the members of the Riley County Republican Central Committee.

#### **Section 3. Election**

At each primary election, the members of the RCRP residing in each precinct in Riley County shall elect a man of their number as Precinct Committeeman and a woman of their number as Precinct Committeewoman. The term "primary election" means the statewide election held in August of even numbered years.

#### **Section 4. Qualifications and Disqualifications**

a) Any person who actually resides in any precinct in Riley County, and is in all other respects a qualified elector and is known as a member of the Republican Party on the party affiliation list in the office of the Riley County Clerk shall be eligible to be a candidate for holding the office of Precinct Committeeman or Precinct Committeewoman of the RCRP in such precinct.

b) Any Precinct Committeeman or Precinct Committeewoman who fails to maintain any of the qualifications set forth in the above paragraph (4a) of this Article shall automatically cease to hold his or her office, except that any person elected to the office of Precinct Committeeman or Precinct Committeewoman who thereafter becomes disqualified as a result of consolidation of precincts or changes in precinct boundaries may continue as a member of the RCRCC until the next primary election.

## Section 5. Expectations

Precinct Committeemen and Precinct Committeewomen should aspire to the following ideals:

1. Support only Republican Candidates
2. Financially support the RCRP
3. Attend bi-annual reorganization meeting or specially called meetings of the RCRCC after proper notification of their time and place
4. Work for the election of the Republican candidates by at least distributing literature and/or telephoning and arranging to get eligible voters to the polls on election day.

## Section 6. Organizational Meeting

The RCRCC shall meet not later than fourteen (14) days after the state general election. At such meeting the RCRCC shall organize by electing its officers.

## Section 7. Term of Office

All persons elected or appointed to the office of Precinct Committeeman or Precinct Committeewoman shall continue as members of the RCRCC until the next primary election or until their successor is elected or appointed, or until disqualified per Section 4 of this Article.

## Section 8. Vacancies

Vacancies occurring in the office of Precinct Committeeman or Precinct Committeewoman shall be filled by appointment by the Chair, except that any vacancy which occurs because the Republican Party had no candidate at the primary election shall not be filled until the RCRCC has elected or re-elected its Chair or at its organizational meeting.

# ARTICLE II. OFFICERS

## Section 1. Officer Positions

The officers of the RCRCC shall be the Chair, Vice-Chair, Secretary, & Treasurer.

## Section 2. Qualifications

Officers of the RCRCC need not be Precinct Committeemen or Precinct Committeewomen, but they shall have the qualifications of Precinct Committeemen and Precinct Committeewomen.

## Section 3. Nominations

Nominations for RCRCC officers shall be made by a current Precinct Committeeman or Precinct Committeewoman or their proxy at the organizational meeting after the state general election.

#### Section 4. Election of Officers

Officers shall be elected by secret ballot except that voting may be by voice vote if only one person is nominated.

#### Section 5. Term of Office

Officers shall serve until the next organizational meeting of the RCRCC or until their successors are elected.

#### Section 6. Vacancies

Any vacancy in any office shall be filled at any meeting of the RCRCC in the same manner as that in which such officer was originally chosen.

#### Section 7. Duties of the Officers

##### **A. CHAIR SHALL:**

1. Be the chief executive officer of the RCRCC, issue the notice of the meetings, preside at all such meetings, observe this Constitution and administer the By-Laws.
2. Be the custodian of all the books, papers, records, and proceedings of the RCRCC.
3. Have the power to create committees and appoint members approved by the Executive Committee.

##### **B. VICE-CHAIR SHALL:**

1. Except as otherwise provided therein, exercise the functions of the Chair as set forth in this Constitution and By-Laws if the office of the Chair is vacant, during the absence of the Chair from the State, or in the event of the disability of the Chair.
2. Perform such other duties as shall be prescribed by the Chair.

##### **C. SECRETARY SHALL:**

1. Be the Chief Clerical Officer of the RCRCC and shall be responsible for a complete record of all proceedings of the RCRCC and the Executive Committee.
2. Serve as Chair of the Credentials Committee of RCRCC meetings.
3. Have access to and file and preserve all permanent records of the RCRCC.

4. Maintain or assist the Riley County Clerk in maintaining a complete and accurate list of all members of the RCRCC, and the Executive Committee.
5. Perform such other duties as may be prescribed by the Chair.
6. Attest all notices for meetings of the RCRCC.

**D. TREASURER SHALL:**

1. Be the Chief Financial Officer of the RCRCC.
2. Keep records of all the receipts and disbursements and be responsible for the same.
3. Open and maintain bank accounts in the bank or banks approved by the Executive Committee.
4. Be an authorized signature on all bank accounts with either the Chair or Vice-Chair
5. Prepare reports quarterly for the Executive Committee, and prepare special reports as requested by the Chair of Executive Committee.
6. Make and execute all reports required by federal, state, and local authorities and by the Republican State Committee.

Section 8. Removal from Office

Any officer of the RCRCC may be removed from office for cause at any regular or special (called for that purpose) meeting of the RCRCC provided that:

1. A quorum for this purpose shall consist of two-thirds of the members of the RCRCC.
2. Notice of the meeting specifying the purpose of the meeting.
3. Such meeting was called by the Executive Committee or two-thirds members of the Central Committee.
4. Such removal is approved by a vote of two-thirds of the membership of the RCRCC present and voting at such meeting.

**The action of the RCRCC shall be final.**

## ARTICLE III. MEETINGS

### Section 1. Notice of Meetings

The notice of meeting shall:

1. Be signed by the Chair, attested by the Secretary and mailed to each member of the RCRCC at least seven (7) days prior to the date of the meeting.
2. Be mailed to addresses as shown on the official lists of the RCRCC. May be sent via email with confirmed receipt.
3. Specify the date, time and places of the meeting and the business intended to be conducted
4. With the exception of special meetings, not be limited to the business set forth in the notice.

### Section 2. Quorum

Except as otherwise specifically provided herein, a quorum of the RCRCC shall consist of 50% of current members of the committee present at a duly called meeting. Please note, proxies will not count toward the number necessary for a quorum.

### Section 3. Credentials

1. The first item of business at any duly called meeting of the RCRCC shall be for the Credentials Committee to determine the number of Precinct Committeemen and Precinct Committeewomen present and to report to the Chairman as to the presence or absence of a quorum necessary for the meeting.
2. The report as to the presence of a quorum shall be final unless an appeal is taken to the Chairman before the meeting is adjourned.

### Section 4. Membership List

- A) With the consent of the Riley County Clerk, the official lists of the membership of the RCRCC and the Executive Committee shall be maintained by clerk.
- B) It shall be the duty of the Chair and Secretary of the RCRCC to advise the County Clerk of appointments, and any event of disqualification of any member.
- C) The County Clerk shall be responsible only for making changes to the lists which are approved in writing by the Chair or Secretary of the RCRCC.

## Section 5. Voting Eligibility

Only members of the Central Committee elected or appointed in accordance with the By-Laws shall be eligible to vote at meetings of the RCRCC.

## Section 6. Voice Voting

Except for the election of officers of the RCRCC, the transaction of business at meeting shall be by voice vote, provided, however, the Chair or any two members may call for a standing vote.

## Section 7. Proxy Voting

A) Members of the RCRCC may proxy at meetings of the committee, provided the proxy holder and witness thereto are shown as members of the Republican Party on the party affiliation list in the Office of the Riley County Clerk and reside in the same precinct as the member or the proxy holder is a fellow precinct committeeman or precinct committeewoman.

B) The form of proxy attached hereto shall be the only proxy form accepted.

C) The information in all proxies must be verified from a current party affiliation list.

D) Any member of the RCRCC may challenge the verification of any proxy prior to the adjournment of the meeting at which the proxy is intended to be voted.

E) Proxies must be voted by the proxy holder and only one proxy may be voted by any one individual.

# ARTICLE IV. EXECUTIVE COMMITTEE

## Section 1. Organization

The Executive Committee of the RCRCC shall consist of the officers of the RCRCC

## Section 2. Delegation of Duties

The RCRCC hereby delegates its duties and responsibilities to the Executive Committee with the exception of:

1. The election of officers of the RCRCC;
2. Election of members to the Republican Party First Congressional District Committee
3. Amendments to the Constitution and By-Laws
4. Any other duties specifically delegated to the Central Committee of any political party under the Kansas Statutes Annotated.



### Section 3. Officers

The officers of the RCRCC shall be the officers of the Executive Committee.

### Section 4. Meetings

A) Meetings of the Executive Committee may be called by the Chair at any time or place by notice in writing or other means of personal communication to all members thereof, with a two day notice.

B) A quorum of the Executive Committee shall consist of a minimum of three of its officers.

C) Except as otherwise provided herein, all voting shall be majority vote of the voting members present and voting at any duly called meeting at which a quorum is present.

## ARTICLE V. COMMITTEES AND AUXILIARIES

### Section 1. Standing Committees

The Standing Committee shall:

1. Have its chair and members appointed by the Chair;
2. Have an officer assigned as liaison to the Executive Committee
3. Include non-members of the RCRCC as needed
4. Have its responsibilities, activities, and method of operation delineated by the Chair.

### Section 2. Special Committees

Special committees may be appointed by the Chair as needed.

## ARTICLE VI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the RCRP in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-laws and any special rules of order which may be adopted. The chair may appoint a parliamentarian to oversee meetings. Final authority on proper adherence to parliamentary authority rest with the parliamentarian and may not be overruled.

## ARTICLE VII. AMENDMENTS

The By-Laws may be amended at any regular or special meeting called for that purpose.

1. A quorum for the purpose of amending the By-Laws is two-thirds members of the RCRCC.
2. The proposed amendments shall have been previously submitted to the Executive Committee at an Executive Committee meeting prior to the regular or special meeting called for the purpose of amending the By-Laws.
3. The proposed amendments shall be mailed to each member of the RCRCC with the notice of the meeting at least fourteen days in advance of the meeting.
4. The amendments must be approved by a vote of two-thirds of the membership of the RCRCC present and voting.

**Riley County Republican Party  
Proxy Form**

I, \_\_\_\_\_, Precinct Committeeman or  
Precinct Committeewoman of Precinct \_\_\_\_\_, hereby give  
\_\_\_\_\_, a current registered Republican  
who resides in my precinct or is a fellow Precinct Committeeman or Precinct  
Committeewoman in precinct \_\_\_\_\_ my proxy, and in doing so, I authorize him  
or her to vote in my place at the meeting, held on the \_\_\_\_\_ day of the month  
of \_\_\_\_\_, 20\_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Precinct Committee Member