

# Bylaws of the Republican Party of Winnebago County

## ARTICLE I – DUES & MEMBERSHIP

### **Section 1. Dues**

Membership dues shall be set by the Republican Party of Winnebago County (also known as “Winnebago County Republican Party” and “WCRP”) Executive Committee.

### **Section 2. Membership**

A. Membership in this organization shall be open to all legal US residents residing in Winnebago County of voting age who believe in the objectives, purposes and principles of the Republican Party. Qualified and voting members of this organization shall be those Republicans who have paid their current dues to the Republican Party of Winnebago County and who have been recorded by the Secretary or Treasurer at least 30 days prior to any general meeting or caucus.

B. The qualified and voting status delay may be shortened from 30 days automatically upon renewal of dues after a lapse of less than two (2) years and the dues for the lapsed time is paid in full.

C. The qualified and voting status delay may be shortened by a majority vote of the members present at a caucus or general meeting.

D. Members may not be concurrently a member of another political party and may not have their qualified and voting status shortened if a member of another party within the past two (2) years.

E. The membership term shall be determined by the Membership Committee and approved by the Executive Committee.

F. Legal non-citizens may be able to obtain membership as determined by the rules of the Republican Party of Wisconsin.

## **ARTICLE II - OFFICERS**

### **Section 1. Officers**

The officers of this organization shall consist of a Chairman, a Vice-Chairman, a Secretary, and a Treasurer and such other officers as the Executive Committee or the membership shall determine.

### **Section 2. All officers shall serve without compensation**

The County Chairman may, with approval of the Executive Committee, appoint such full-time or part-time office employees as needed. These employees may be paid such compensation as the Chairman and the Executive Committee may determine.

### **Section 3. Election and Term of Office**

All officers shall be elected in a duly constituted county caucus or meeting pursuant to Article VII of the Constitution. Such officers shall serve for a two-year term and until their successors are elected and qualified.

### **Section 4. Duties**

#### **A. Chairman**

1. The Chairman shall be the principal executive officer of the organization and subject to the direction of the Executive Committee, and the Chairman shall have general supervision and direction of the business and affairs of the organization including county and district caucuses.
2. The Chairman shall, when present, preside at all meetings of the members and Executive Committee.
3. The Chairman or acting chair subject to control of the Executive Committee has the authority to approve to the Treasurer in writing all expenditures not in excess of \$200.00.
4. The Chairman shall serve as an ex-officio member of all committees.
5. The Chairman or acting chairman may appoint a member of the Executive Committee as Parliamentarian to advise them and the committee on the validity of the conduct of business at each meeting. Such advice is consultative since parliamentary procedure gives the chair alone the power to rule on a question of order or to answer parliamentary questions.
6. The Chairman or acting chairman may also appoint a Sergeant-at-Arms, who may or may not also be the acting Parliamentarian of a meeting, to call a meeting to order and preserve decorum.
7. The Chairman shall coordinate with volunteers and members to recruit, maintain, and submit a list of Republican election inspectors and poll workers in Winnebago County.

8. The Chairman shall oversee the management of the Winnebago County Republican Party Google Workspace as Super Admin. The Chairman may appoint other admins as he or she deems necessary.

**B. Vice-Chairman**

1. The Vice-Chairman shall perform the duties of Chairman in case of absence of the Chairman or the inability of the Chairman to act. When so acting, the Vice-Chairman shall have all the powers of the Chairman.

2. The Vice-Chairman shall prepare and send to the RPW the annual county achievement awards book and any other awards.

**C. Secretary**

1. The Secretary shall keep the minutes of the membership meetings, caucuses, and meetings of the Executive Committee, and shall be the custodian of the books and records of the organization.

2. The Secretary shall perform all duties that generally apply to the office of Secretary other than those delegated to the membership committee chair.

3. Other duties and authorities may, from time to time, be delegated or assigned by the chairman.

4. The chairman of any meeting or caucus of the Executive Committee or meeting at large is empowered to appoint a temporary Secretary in the absence of the permanent Secretary of the Party.

5. The secretary will maintain the master list of usernames and passwords with members using those applicable to their role. The secretary is also responsible for keeping the data of the Party secure and confidential.

6. The Secretary shall be an Admin of the Winnebago County Republican Party Google Workspace and shall manage user accounts and passwords.

**D. Treasurer**

1. The Treasurer shall have charge and custody of the funds of the organization from any source whatsoever and shall deposit such monies in the name of the organization in a depository designated by the Executive Committee.

2. The Treasurer shall render current financial statements at each regular meeting of the Executive Committee and at meetings of the members.

3. Disbursements shall be by check only, and when an expenditure exceeds \$200.00 shall require approval of the Executive Committee.
4. The Treasurer shall perform all of the duties generally applying to the office of the Treasurer and shall have such other duties and exercise such other authority as, from time to time, may be delegated or assigned by the chairman.
5. If required by the Executive Committee, the Treasurer shall give bond for the faithful discharge of the duties in such sum and with such surety or sureties as the Executive committee may determine.
6. The Treasurer shall file all proper reports as required by law.
7. Upon submission of financial reports to WEC, the Treasurer may present a report of financial operating records to be audited by a select commission composed of the Secretary, Vice Chairman and assisted by a selected member of the Executive Committee.

### **ARTICLE III - EXECUTIVE COMMITTEE**

#### PREAMBLE

*Because the Executive Committee acts for the entire membership of the Republican Party of Winnebago County (heretofore may be also be referred to as being the "Winnebago County Republican Party" and "WCRP" which are the names that it is locally known by) between general meetings and caucuses, attendance of all members at regularly scheduled monthly meetings is necessary to insure that proposals receive broad discussion and that actions taken reflect a majority opinion of the committee, rather than a majority opinion of a quorum.*

#### **Section 1. Executive Committee Membership**

##### **A. Elected Members - two year terms**

1. **Party Officers.** The party Chairman, Vice Chairman, Secretary, and Treasurer are automatically the Officers of the Executive Committee.
2. **Standing Committee Chairmen.** The chairmen of the standing committees.
3. **Members at Large.** Ten members elected from the general membership by caucus vote. Members at Large should be composed, as much as possible, of members of all areas of the county. Members at Large are highly encouraged to be on at least one Committee. In addition, Members at

Large, who will be absent from an Executive Committee meeting, are expected to contact Alternates requesting their presence at the next Executive Committee meeting. The Alternates will assume the voting privileges of the excused members they are representing.

**B. Non-Elected Members**

1. **Immediate Past County Party Chairman.** If an incumbent chairman is reelected, the immediate past (or a prior) chairman may continue membership on the committee.

2. **UWO College Republican Chair.** The Chairperson of the Oshkosh College Republican Chapter. The Chair of the UWO CR's may designate an alternate UWO CR to attend on his or her behalf. The UWO CR Chair is not expected to attend or provide an alternate outside of the UWO's regular semester calendar, although is encouraged to do so. Winnebago GOP Alternates may not be used to fill an absence by the UWO CR's.

**C. Ex-Officio Members (non-voting)**

1. **Elected Alternates to the Executive Committee.** Ten members elected at large who will

a. Serve as a candidate pool from which the Executive Committee may fill a vacated committee or officer seat. Alternates, while encouraged to attend all Executive Committee meetings, are required to attend at least one Executive Committee meeting per quarter, and

b. Be available for temporary seating at a meeting to fill in for an absent committee member. An alternate temporarily seated by the provisions of III.1.A.3 will be counted in meeting quorum requirements.

c. All Alternates are encouraged to participate on a Committee. Failure to attend at least one Executive Committee meeting for two subsequent quarters may result in immediate removal from this position.

2. **Appointed Ex-officio members.**

The chairman, with Executive Committee confirmation, may extend ex-officio membership to an individual with special skills or expertise to serve as a resource person or consultant. These positions are not subject to Executive Committee attendance requirements.

**D. Qualifications of Officers and Executive Committee Members**

1. Persons who qualify for regular membership and who have demonstrated leadership ability to the satisfaction of the membership shall be appointed or elected to the Executive Committee.

2. All Executive Committee Members are expected to have email and check it at least weekly or to arrange to receive information through another member in a timely manner.
3. All Party and Committee Officers are expected to learn and use the portions of all electronic databases applicable to their positions.

## **Section 2. Removal/Resignation from the Committee**

### **PREAMBLE**

*To remain in good standing, a committee member may accumulate no more than three unexcused and no more than a total of four excused/unexcused absences from regularly scheduled monthly meetings each year.*

*The meeting schedule is set for a two-year period and designates a fixed day each month for the meetings.*

*The schedule is set following the spring caucus in years when officers and executive committee members are elected.*

*Should circumstances force a meeting date change (such as a conflict with a holiday) and for a valid reason a member seeks and is granted an excused absence from the rescheduled meeting, the excused absence will not be added to the member's absence accumulation record.*

*The Chairman may grant excused absences if family, work, health, or other valid reason forces an absence. The member is expected to seek excused status prior to the meeting. When this cannot be done, the member will have seven days following the meeting date to seek a retroactive excuse and have the minutes altered to show an excused absence.*

*The member may contact the members of the alternate pool to try to arrange for an alternate member to take their place for the meeting to be missed. Positive replacement arrangements will constitute an excused absence regardless of the reason for absence.*

### **A. Resignation/Removal for Conflicts/Absences**

**1. Resignation because of Meeting Date Conflicts.** If a member finds that family, work, health or other valid reasons will force the missing of three or more monthly meetings in a year, it is recommended that the committee member requests a status change to ex-officio member so that the vacated position can be refilled from the alternate membership pool.

**2. Removal from Office because of Unexcused Absences.** If a member accumulates three unexcused absences in a 12-month period, the fourth absence will be tantamount to a resignation. The member will have five days to contact the Chairman if the member feels that the last absence was for a justified reason. If no excused status is granted, the Secretary will notify the member that their seat

has been declared vacant and will be filled from the alternate pool. If an excuse is granted, the Secretary will inform the member that he or she has reached the maximum allowed number of absences and that an additional absence will cause his or her seat to be declared vacant.

**3. Removal from Office for a Combination of Excused/Unexcused Absences.**

a. If a member accumulates three excused absences and no unexcused absences, the Chairman will consult with the member. If the prognosis is that no further meetings will be missed, the member will continue in office with the understanding that an additional excused or unexcused absence will result in the person's seat being declared vacant.

b. If the prognosis is that additional absences are predicted, the member may be offered ex-officio status and declare the seat to be open. If a member accumulates a total of four excused/unexcused absences, the Secretary will notify the member that his or her seat has been declared vacant and will be filled from the alternate pool.

**B. Removal from Office for Cause**

1. The Executive Committee, pursuant to the next paragraph, may remove any officer and/or committee member who violated applicable law, the Article of Incorporation or Bylaws of this association, or for any other good and sufficient cause as determined by the Executive Committee.

2. No person may be removed under this section until the person has been informed in writing of the reasons for the proposed removal and until the person has been given the opportunity to appear before the Executive Committee to rebut the allegations made against the person. Such proceedings are considered to be in closed session and minutes will not be taken for such proceedings.

**Section 3. Voting Quorum**

A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at any duly called meeting of the Executive Committee. Any vacant position on the Executive Committee shall not be counted for quorum requirements.

**Section 4. Special Meetings**

Notice of any special meeting of the Executive Committee shall be given at least five (5) days but not more than (10) days previously by written or electronic notice to all Executive Committee members stating the time, place, and purpose of the meeting and by whom it was called.

**Section 5. Vacancies**

A. **Executive Committee.** Any vacancy occurring in the Executive Committee shall be filled by the Executive Committee by a majority vote of the voting members at a meeting of the Executive Committee. These new members of the Executive Committee shall hold the office until the next voting caucus.

### **Section 6. Guests**

Guests may attend meetings of the Executive Committee but must receive recognition from the Chairman before they may speak. Guests do not have voting rights.

## **ARTICLE IV - STANDING COMMITTEES**

### **Section 1. Finance Committee**

A. There shall be a permanent Finance Committee composed of the Finance Chairman, the Winnebago County Republican Party Treasurer, and as many additional members of the Winnebago County Republican Party as the Finance Chairman sees fit.

B. It shall be the function of the Finance Committee to acquire and transmit to the Winnebago County Republican Party Treasurer funds to carry on the activities of the county party, including but not limited to:

1. Preparing a budget for the Executive Board to review and approve
2. Preparing and executing a fundraising plan
3. Participating in the activities of the Membership and Events Committee.
4. Communicate with the Treasurer and committee chairs for each committee's budget and assist them with overruns and special requests.

### **Section 2. Events Committee**

A. There shall be a permanent Events Committee composed of the Events Chairman and as many additional members of the Winnebago County Republican Party as the Events Chairman sees fit.

B. It shall be the function of the Events Committee to plan all annually scheduled events, special events and party activities. Such events should include Com Roast, Lincoln Day Dinner, Christmas Party, all parades, and other events that may arise. All events shall be published through the newsletter, website, and social media.



### **Section 3. Communications Committee**

A. There shall be a permanent Communications Committee composed of the Communications Chairman and as many additional members of the Winnebago County Republican Party as the Communications Chairman sees fit.

B. It shall be the function of the Communications Committee to:

1. Publish the Winnebago County Republican Party Newsletter quarterly.
2. Send email blasts concerning party events, campaign events, election information and other blasts as necessary.
3. Recruit, develop, and oversee a team of writers for letters to the editor.
4. Issue media press releases covering various activities such as events, award presentations, special guests or speakers at party activities, and party positions with respect to local, state and federal issues.
5. The Vice Chairman shall coordinate between the Communications and Social Media Committees on shared issues between them.
6. The Communications Chairman shall maintain the communications email list.

### **Section 4. Social Media Committee**

A. There shall be a permanent Social Media Committee composed of the Social Media Chairman and as many additional members of the Winnebago County Republican Party as the Social Media Chairman sees fit.

B. It shall be the function of the Social Media Committee to:

1. Edit the Republican Party of Winnebago County website, calendar, videos, and other social media.
2. May add new social media platforms for outreach
3. Edit content to fit each platform as necessary.
4. May publish original content on all digital platforms as need arises or as sees fit.
5. The Vice Chairman shall coordinate between the Communications and Social Media Committees on shared issues between them.

### **Section 5. Campaign Committee**

A. There shall be a permanent Campaign Committee composed of the Campaign Chairman and as many additional members of the Winnebago County Republican Party as the Campaign Chairman sees fit.

B. It shall be the function of the Campaign Committee to:

1. Work directly with the party chairman in coordinating with candidate teams and the Republican Party of Wisconsin to

- a. Coordinate with RPW and candidates to secure lists with apps for knocking on doors to get out the vote
  - b. Encourage raising Republican and conservative voter turnout by legal and practical means.
  - c. Arrange meet & greets and other events with candidates
- 2. 4x8 candidate sign installation
  - 3. Yard sign distribution
  - 4. Arrange drivers for driving people to the polls on Election Day

**C. Candidate Recruitment Subcommittee**

- 1. The Candidate Recruitment Subcommittee shall be composed of a Chairman and multiple members from different geographical areas of the county (sought out in good faith) as well as any additional members as the Campaign Chairman sees fit.
- 2. It shall be the function of the Candidate Recruitment Subcommittee to:
  - a. Search out, interview, and/or help recommend persons interested in being candidates for elected offices.
  - b. Develop guidelines upon which to attract and interview prospective candidates.
  - c. Establish education and training programs for campaign workers and candidates such as speaker series, symposiums, or conferences.

**Section 6. Office Management Committee**

- A. There shall be a permanent Office Management Committee composed of the Office Manager and as many additional members of the Winnebago County Republican Party as the Office Manager sees fit.
- B. It shall be the function of the Office Management Committee to:
  - 1. Locate and establish the headquarters office.
  - 2. Provide and train staff to maintain the headquarters office at the appropriate times.
  - 3. Coordinate current candidate campaign organizations working within headquarters and maintain yard signs for candidates.
  - 4. Provide for phone banks, voter registration assistance, voter resources, transportation, and other needs that may arise.

**C. Database Records Subcommittee**

1. There shall be a permanent Database Records Subcommittee composed of the Secretary of the Executive Committee, Membership Chair, Office Manager, and as many additional members of the Winnebago County Republican Party as the Office Manager sees fit.

2. It shall be the function of this Data Records Subcommittee to:

- a. Maintain the Republican Party of Winnebago County's electronic database(s) for donations, and CFIS reporting, receipts and expenses, membership information, email databases, and any other lists or records that are required by relevant parties.
- b. Provide labels for various purposes.
- c. Provide training to Executive Committee members and other users of the databases as needed.
- d. Coordinate with data managers to utilize staff to input data.

**Section 7. Membership Committee**

A. There shall be a permanent Membership Committee composed of the Membership Chairman and as many additional members of the Winnebago County Republican Party as the Membership Chairman sees fit.

B. It shall be the function of the Membership Committee to:

- 1. Send out renewal notices at the end of the membership term.
- 2. Coordinate with the Data Records Subcommittee on maintaining a current membership list.

**Section 8. Officeholder Liaison Committee**

A. The Officeholder Liaison Committee shall be composed of Republican Party of Winnebago County members who are in elected office. This includes partisan positions and non-partisan positions at the county, city, village, township, and school board levels.

B. All Republican elected officials that Winnebago County residents can vote for but are not themselves residents of Winnebago County may be ex-officio members of the committee at the discretion of the committee chairman.

C. The Campaign Committee Chairman shall be an ex-officio member of this committee.

D. It shall be the function of Officeholder Liaison committee to:

- 1. Liaise with the Republican Party of Winnebago County Executive Committee and other committees in order to provide mutual support.
- 2. Coordinate with appropriate coalitions to support or oppose legislation.

## **Section 9. Committee General Rules**

- A. All committee Chairmen, except the Officeholder Liaison Committee Chairman, are elected at the caucus in odd-numbered years to serve a two year term.
- B. Committee officers and others shall learn and use the portions of electronic databases applicable to their positions.
- C. Committee and subcommittee chairman or their designee shall regularly communicate the activities of their committee to the Executive Committee and Communications Committee and post their minutes, attendance, and other records to the electronic databases as appropriate.
- D. Any standing committee member appointed as specified in Article II of these bylaws, may be dismissed by his/her immediate superior or the County Chairman. Any other organization worker (block leader, etc.) may be dismissed by his/her immediate superior, but only with the approval of the County Chairman.
- E. Whenever officers in this organization shall declare himself or herself to be a candidate for public office, he or she shall, within two weeks thereafter, submit a resignation in writing to the Executive Committee. Special consideration shall be determined by the Executive Committee.
- F. All committee chairpersons should attempt to meet as a group, outside of the Executive Committee meeting, once per quarter to discuss activities in order for all to be focused on the same overall goal.

## **Section 10. Vacancies**

Any vacancy occurring in a standing committee chairmanship shall be filled by nomination from a member of the Executive Committee and the approval of the majority of the Executive Committee. Committee Chairmen vacancies will be filled in this manner until the next duly called caucus.

## **Section 11. Additional Committees**

- A. The Executive Committee, by resolution, may designate additional committees, each of which shall consist of at least three (3) members of the Republican Party of Winnebago County and who are appointed by the Chairman with the approval of the voting members of the Executive Committee.
- B. Each such committee shall fix its own rules governing the conduct of its activities, subject to the approval of the Executive Committee, and shall make reports to the Executive Committee as requested.

## **ARTICLE V – USE OF COLLECTED INFORMATION**

### **Section 1. Reason for collection of Information**

- A. The Republican Party of Winnebago County collects information for several reasons.
  - 1. Solicit for members, volunteers, and donations.
  - 2. Support candidates running for office.
  - 3. Identify the general public by party identification and issue positions.

### **Section 2. Privacy of Personal Information**

- A. The Republican Party of Winnebago County maintains and collects personal information. The Republican Party of Winnebago County shall use great care in protecting this information from general release.
- B. At no time will e-mail addresses be released to others outside of the Republican Party of Winnebago County; except county party officers and committee officer email addresses that are made available for general release as well as relevant requests from the Republican Party of Wisconsin.

## **ARTICLE VI – DESIGNATING SUPPORT FOR CANDIDATES**

### **Section 1. Endorsement**

- A. Endorsement requires a candidate for partisan or non-partisan office to actively seek the endorsement of the Republican Party of Winnebago County for election to the office sought.
- B. The Executive Committee will then decide if there shall be an endorsement vote. The endorsement vote must be during a duly called Caucus or Executive Committee meeting and occur after the filing deadline **for nomination signatures** for the election.
- C. The Executive Committee must notify all Republicans and non-partisan candidates for the office(s) under consideration for endorsement to provide them a chance to compete for the endorsement.
- D. In order to receive official endorsement of the Party, a candidate must receive a 2/3 majority vote of a secret ballot or by unanimous consent.

### **Section 2. Criteria for Endorsement**

- A. When considering the endorsement of a candidate for partisan office, the Executive Committee shall consider the following criteria when making their decision.

- B. Preference shall be given to candidates who are members in good standing of a county Republican Party.
- D. The Executive Committee shall take into consideration involvement and attendance at party sponsored events.
- E. Preference shall be given to an incumbent who has faithfully and effectively executed the duties of their office.

### **Section 3. Benefits of Endorsement**

- A. Candidates who have received the endorsement of the Republican Party of Winnebago County shall be entitled to the following benefits:
- Endorsed candidates shall receive a feature on official county emails and social media.
  - Endorsed candidates shall have access to the headquarters for campaign related activities and storage.
  - The Republican Party of Winnebago County shall assist with campaign sign distribution and placement.
  - The Republican Party of Winnebago County shall include the names of endorsed candidates on any campaign literature it produces.

### **Section 4. Recommendation**

- A. For non-partisan races in which there is no endorsement denied by the county party the Executive Committee may recommend support for particular candidates.
- B. Any member of the Executive Committee may nominate a candidate for recommendation and the recommendation requires the approval of a 2/3 majority of the Executive Committee by a secret ballot or by unanimous consent.
- Recommended candidates may receive a feature on official county emails and social media.
  - Recommended candidates may have access to the headquarters for campaign related activities and storage.
  - The Republican Party of Winnebago County may assist with campaign sign distribution and placement.
  - The Republican Party of Winnebago County may include the names of recommended candidates on any campaign literature it produces.

## **ARTICLE VII - PARLIAMENTARY AUTHORITY**

**Section 1.** "Robert's Rule of Order, Newly Revised," shall govern all proceedings except where inconsistent with the constitution and bylaws of this organization. In the event of any conflict or ambiguity within these bylaws or with this organization's constitution, the Constitution of the Republican Party of Wisconsin shall prevail. Bylaws may be adopted in compliance with the Constitution of the Republican Party of Winnebago County and the Constitution of the Republican Party of Wisconsin.

## **ARTICLE VIII - AMENDMENTS**

**Section 1.** Amendments to these bylaws may be adopted in compliance with the Constitution of the Republican Party of Winnebago County by a majority vote at a duly called county meeting or caucus.