

**BYLAWS  
MARQUETTE COUNTY REPUBLICAN  
EXECUTIVE COMMITTEE – ADOPTED 10/9/2023**

**COUNTY MISSION STATEMENT**

The Marquette County Republican Party in Marquette County, Michigan, will promote the principles upon which our nation and our state were founded: freedom, liberty, personal responsibility, and accountability. As a party, we support policies that seek to achieve those goals. We will advocate fiscally sound, common-sense solutions that will promote job and economic growth, provide the best education to our children, and create a path to prosperity for Marquette County. Members of the Marquette County Republican Party will be united by these principles and will work to elect strong conservatives with integrity who will work to enact such solutions. We will seek to be the most effective state party in the nation and serve as a model for other party organizations.

**CODE OF CONDUCT**

As members of the Marquette County Republican Party, we will always communicate with each other in a business polite manner. We will conduct business in a respectful manner and work together to accomplish our party missions and goals.

**ARTICLE I - NAME AND PURPOSE**

**SECTION 1 - NAME:** This committee shall be known as the Marquette County Republican Executive Committee (hereinafter referred to as the "Executive Committee")

**SECTION 2 - PURPOSE:** The purpose and object of the Executive Committee shall be to perform all duties provided by law and such other duties not prohibited by law as will benefit the general welfare of the Republicans of Marquette County and to conduct the political affairs and business of the Marquette County Republican Party (hereinafter referred to as MCRP).

**ARTICLE II- THE EXECUTIVE COMMITTEE**

**SECTION I - ESTABLISHMENT:** There shall be an Executive Committee of the MCRP, which shall be established as provided by paragraph 168.599 Sections (1) thru (5) of the compiled laws of the State of Michigan, herein referred to as the Statute and the bylaws of the Michigan Republican Party (hereinafter referred to as MRP). The officers of the Executive Committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, a Deputy Treasurer, a Deputy Secretary, a Youth Vice Chairperson who shall be between the ages of 18 and 25, and such other officers as may be appointed by the Chairperson with the approval of the Executive Committee by majority vote of the members present.

**SECTION 2 - DUTIES:** The duties of the Executive Committee shall be to establish general

policy for and conduct the affairs of the MCRP and to perform such additional duties as may be required by law.

In addition, the Executive Committee may encourage, recognize, and aid in the establishment of those organizations within Marquette County that will enhance the activities of the Republican Party.

**SECTION 3 - MEMBERSHIP:** The membership of the Executive Committee shall consist of Nominee Members, Delegate-Elected Members, and Ex-officio Members.

In even-numbered years, delegates to the Fall County Convention shall convene at the call of the County Chairperson within twenty (20) days following the August Primary election to select a number of Delegate-Elected persons equal to the number of county offices and state legislative offices, i.e. County Clerk, Treasurer, Register of Deeds, Prosecuting Attorney, Sheriff, Mine Inspector, Drain Inspector, County Commissioners, State Representative(s), and State Senator(s), for which Republican Party candidates were nominated at the last two (2) preceding fall primary elections, who together with the persons most recently nominated at the above mentioned fall primary elections for each of those county offices and state legislative offices, shall constitute the Executive Committee. The term of office for the Executive Committee shall immediately commence upon their election and qualification at the Fall County Convention and end when their successors are elected and qualified at the Fall County Convention held in the next even-numbered year.

**A. NOMINEE MEMBERS.** The Nominee Members shall be those persons nominated by the Republican Party for county offices and state legislative offices (whose districts are located in whole or in part in Marquette County) at the last two preceding primary elections as described in the above paragraph. When a new nomination is made for such an office, the new member shall replace the former Nominee Member as a member of the Executive Committee. If a vacancy occurs in the position of a Nominee Member of the Executive Committee, for whatever reason, the vacancy may only be filled by the person who is the new nominee for the office in question.

**B. DELEGATE-ELECTED MEMBERS.** The convention at which Delegate-Elected Members shall be elected shall caucus and select the Delegate-Elected Members to the Executive Committee. All Delegate-Elected Members must be registered voters who reside in Marquette County.

**C. EX-OFFICIO MEMBERS.** The Ex-officio Members of the Executive Committee shall be persons who reside in Marquette County and who formerly held the following positions: County Chairperson, Vice Chairperson, Secretary, Treasurer, Deputy Treasurer, Deputy Secretary, Youth Vice Chairperson. Also includes members of the Republican State Committee, State Party officers, Republican Congressmen, Congressional District Chairpersons, the chairperson of the various Marquette County Republican Organizations, and the chairperson of the various committees appointed by the County Chairperson. Ex-officio Members shall have a voice but not a vote.

**D. ELIGIBLE VOTERS AT ALL COUNTY CONVENTIONS.** Precinct Delegates and Nominee Members because of their elected status from the most recent August primary. Precinct Delegate Vacancies filled on a permanent basis after being elected by Precinct Delegates and Nominee Members, will be defined as duly elected and will become immediately eligible voters at all County Conventions unless as provided otherwise by these bylaws, the MRP or Statute.

**E. DUES.** Annual Dues will cover a calendar year period, i.e. January 1<sup>st</sup> through December 31<sup>st</sup>. It is expected that Nominee Members will be paid up dues members of the MCRP to be in good standing. Delegate-Elected Members of the Executive Committee who fails to pay his/her annual dues by May 1<sup>st</sup> in each calendar year shall be considered to have resigned from the Executive Committee, and his/her position on the Executive Committee shall be considered vacant and be filled as provided in this Article II, Section 3. F.

**F. VACANCIES.**

1. A vacancy shall occur in the position of a Nominee Member of the Executive Committee upon the following events:
  - a. By the death of the nominee member.
  - b. By the removal of legal residence from Marquette County by nominee members nominated by the MCRP for county offices.
  - c. By the nominee member's resignation or recall from elective office.
  
2. A vacancy in the position of a Delegate-Elected Member of the Executive Committee shall occur upon the following events.
  - a. The Chairperson may entertain a motion to declare a position vacant if the Delegate-Elected Member resigns, misses three (3) consecutive Executive Committee meetings with the exception of approved written notice within thirty (30) days to the entire executive committee – except in the case of emergency, or fails to pay their membership as provided in this Article II, Section 3. E. Dues.
  - b. By the death of the Delegate-Elected Member.
  - c. By the removal of legal residence from Marquette County by the Delegate-Elected Member.
  - d. If a vacancy occurs in the position of a Delegate-Elected Member of the Executive Committee, for whatever reason, the remaining Delegate-Elected Members shall fill the vacancy at the next regular meeting of the Executive Committee after the vacancy occurs. The notice of such regular meeting must indicate that a vacancy is to be filled; otherwise, the filling of the vacancy must be delayed until the first regular meeting which the notice indicates that a vacancy is to be filled. A majority of the Delegate-Elected Members present in voting shall be necessary to

elect the person to fill any vacancy in the position of a Delegate-Elected Member of the Executive Committee.

### **ARTICLE III - COMMITTEE MEETINGS**

#### **SECTION 1 - REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE:**

Regular meetings of the Executive Committee shall be held as frequently as necessary to carry out its duties, at times and places within Marquette County to be determined by the vote of the Executive Committee. The Executive Committee shall meet at least five times each calendar year.

**SECTION 2 - QUORUM:** A quorum for all meetings of the Executive Committee shall be one-third of the voting membership of the Executive Committee represented in person or by proxy.

**SECTION 3 - PROXY:** Voting by proxy of Nominee Elected members of County offices, Delegate-Elected members and Executive Committee officers shall not be permitted for any MCRP business. Nominee Elected members of State legislative offices may give written proxy to other members of the Executive Committee as provided for by Statute with the exception of the election of officers.

**SECTION 4 - SPECIAL MEETINGS OF THE EXECUTIVE COMMITTEE:** Special meetings of the Executive Committee may be called by the County Chairperson when (s)he shall deem it advisable, or shall be called when requested, in writing, by five (5) members of the Executive Committee.

**SECTION 5 - NOTICE:** An agenda and preliminary notice of the subject matter to be considered at meetings of the Executive Committee shall be forwarded by the Secretary to each member of the Executive Committee with notice of the time and place of the meeting not less than ten (10) days prior to each meeting. Five (5) days' notice shall be given of special meetings unless such notice is prevented by emergency. It shall be the responsibility of every Executive Committee member to keep the Secretary current of their postal mailing address and email address. Delivery of communications and or mailings sent by either using the U.S. Postal Service or by email shall be considered Notice on the day sent, no other delivery means shall constitute Notice. The Secretary shall have full discretion as to which means of delivery will be used.

**SECTION 6 - ATTENDANCE:** Any Delegate-Elected Member who shall fail to be present, at three (3) consecutive meetings of the Executive can be replaced on the Executive Committee, and his/her position on the Executive Committee if replaced shall be filled as provided for in Article II, Section 3. F.2.

### **ARTICLE IV – OFFICERS**

**SECTION 1 - DESIGNATION:** The officers of the Executive Committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, a Deputy Treasurer, a Deputy Secretary, a Youth Vice Chairperson who shall be between the ages of 18 and 25, and such other officers as may be appointed by the Chairperson with the approval of the Executive

Committee by majority vote of the members present. These officers need not be current members of the Executive Committee but must meet the eligibility requirements for Delegate-Elected Members. All officers of the Executive Committee shall have a vote on all matters pertaining to MCRP business.

**SECTION 2 - ELECTION AND TERM:** The Chairperson, Vice Chairperson, Secretary, and Treasurer shall be elected by the Executive Committee within thirty (30) days following the November Election held in even-numbered years. The Deputy Treasurer, Deputy Secretary, Youth Vice Chairperson and other officers as may be deemed necessary shall be nominated by and voted on by the Executive Committee. The term of office for all officers shall be for two (2) years commencing January 1 of the odd-numbered years. Proxies shall not be permitted for election of officers except as otherwise provided for in Article II, Section 3-Proxy, of these bylaws.

**SECTION 3 - VACANCIES:** If an officer shall resign or become ineligible to hold office, there shall be a vacancy in that office. If a vacancy occurs in the office of Chairperson, the powers and duties of the Chairperson shall be assumed immediately and automatically by the Vice Chairperson until a new Chairperson is elected. In the event a vacancy occurs in the office of Treasurer, the powers and duties of the Treasurer shall be assumed immediately and automatically by the Deputy Treasurer until a new Treasurer is elected. All vacancies in offices shall be filled by elections by the Executive Committee for the remainder of the term. Such elections shall be held not less than fifteen (15) nor more than forty-five (45) days after the vacancy occurs.

**SECTION 4 – REMOVAL:** If any Officer or Executive Committee member of the MCRP is convicted of a felony, or sentenced as a felon, during their term such as fraud, misappropriation of funds, embezzlement, etc., that member shall be deemed to have resigned. Any person with felonious charges, charged with fraud or embezzlement, etc., is not eligible to become an Officer or Executive Committee member of the MCRP. A Voting officer or member of the MCRP shall forfeit Committee Membership and any Committee office upon being absent without excuse by the Executive Committee for three (3) consecutive Executive Committee meetings for which proper notice was given. Voting officers and members of the MCRP are subject to removal from the Committee by a majority vote of the MCRP, provided that proper notice of the meeting and agenda was given.

Reasons for removal include, but are not limited to, failure to obey these bylaws, or to fulfill the duties and responsibilities delegated by these bylaws; actions which are harmful to the MCRP; conflicts of interest which impede the ability of the MCRP to fulfill the Committee's goals; a change in residence, in the case of Delegate-Elected members, to another county, and in the case of At Large members, to another area whose state legislative district does not include part of Marquette County. The removal of a member or officer from the MCRP or forfeiture of membership or office shall create a vacancy, which vacancy shall be filled or left vacant in accordance with these bylaws.

## **ARTICLE V - DUTIES OF OFFICERS**

**SECTION 1 - COUNTY CHAIRPERSON:** The duties of the Chairperson shall be those provided by law, and also such other duties not prohibited by law as may be required by action of the Executive Committee, including but not limited to the following:

- A. Shall preside at all meetings of the Executive Committee and shall be an ex-officio member of all other committees.
- B. Shall appoint the chairpersons and members of all committees and, with the exception of the Finance Committee, may remove them, all subject to the approval of the Executive Committee.
- C. Shall be responsible for directing the administration of the headquarters and staff, if any.
- D. Shall be responsible for managing the day-to-day affairs of the Executive Committee.
- E. Shall coordinate the activities of the Republican Party organizations within the county.
- F. Shall be a member of the Finance Committee.
- G. Shall submit a proposed annual budget for review and approval or modification by the Finance Committee by February 1 of each year.
- H. May hire or fire full or part-time personnel for/from positions approved by the Executive Committee.
- I. Shall submit reports to the Executive Committee as may be required by action of the Executive Committee.
- J. Shall act as spokesperson for the MCRP and may delegate such responsibilities if desired.
- K. Shall keep the Executive Committee informed of Republican Party programs and activities.
- L. May assign to other officers and committees such duties as may be necessary.
- M. Shall be a signatory on all MCRP designated bank accounts.

**SECTION 2 - VICE CHAIRPERSON:**

- A. Shall preside at meetings of the Executive Committee in the absence of, or at the request of, the Chairperson.
- B. Shall perform such other duties as directed by the Chairperson and/or the Executive Committee.
- C. In the event the Chairperson is unable to act, the powers and duties of the Chairperson shall be assumed by the Vice Chairperson until such inability is removed or until the Chairperson shall again take up the duties of the office.
- D. Shall be a member of the EVENTS, HOSPITALITY, AND RECOGNITION COMMITTEE, ARTICLE VI, Section 1, Standing Committees, Item D.
- E. Provide outreach to other Republican parties at local, county, district, state, and national levels to communicate events, activities, and functions in their areas and inform them of the same within MCRP.

**SECTION 3 - SECRETARY:**

- A. Shall set the agenda for all MCRP meetings and send to the Executive Committee no less than ten (10) days prior to meeting.

- B. The Secretary shall perform all the duties normally incident to the office of Secretary, and in particular shall keep a permanent record of the minutes and attendance at all meetings of the Executive Committee.
- C. Shall make these records available for inspection and copying by any member of the Executive Committee.
- D. Shall furnish a copy of the minutes of the most recent meeting to any member of the Executive Committee who requests the same.
- E. Shall see that all notices are duly given as required by law and by these Bylaws.
- F. Referring to Article VI, B. Membership Committee. In lieu of there not being a Membership Committee appointed yet, the Secretary shall maintain a data base and send out notices as described therein, excluding any reference to developing and implement a membership program as that function will be performed by others.
- F. Should the Secretary be unable to attend a meeting; and the Deputy Secretary is not available or not appointed; the Secretary must find a temporary Secretary for that meeting with approval from the Chairperson. The replacement person will perform all the duties regularly performed by the Secretary.
- G. The Secretary shall have the responsibility to maintain records of past and current meeting minutes and pass these minutes on to the next succeeding Secretary for purposes of a perpetual record unless the Executive Committee determines otherwise.
- H. Shall be a member of the Membership Committee and Communications Committee, ARTICLE VI, Section 1, Standing Committees, Items B and C.

**SECTION 4 – DEPUTY SECRETARY:** The Deputy Secretary shall assume the power and duties of the Secretary, as defined in section 3 of this Article, during the absence or inability of the Secretary. The Deputy Secretary shall be a member of the Membership Committee and Communications Committee, ARTICLE VI, Section 1, Standing Committees, Items B and C.

**SECTION 5 - TREASURER:**

- A. Shall have the care and custody of all monies paid to the MCRP and shall deposit the same in the name of the MCRP in a bank designated by the Executive Committee and shall pay all bills charged to the MCRP as duly authorized by the Executive Committee.
- B. Shall serve as Chairperson of the Finance Committee and shall be responsible for the proper and timely filing of all financial reports required by law.
- C. Expenditures greater than \$100 must be authorized for payment by the Executive Committee at the next regular meeting OR via a video meeting in the case of immediate action.
- D. Shall keep, or cause to be kept, an accurate account, in permanent records, of all receipts and disbursements of funds of the Executive Committee using proper and orderly methods of keeping records.
- E. Said records, upon reasonable request, shall be open to inspection by any member of the Executive Committee and shall render statements of the revenues, expenditures, outstanding obligations, and cash balance of the MCRP to the Executive Committee at each regular meeting.

- F. Must add Deputy Treasurer to all accounts within 15 days of election/appointment.
- G. At the close of each calendar year, the Treasurer shall obtain from an auditor if requested by a majority of the Executive Committee an annual statement and report as of December 31 of each year setting forth the financial condition of the Executive Committee and summarizing its income and expenditures.
- H. Shall forward the annual statement and report to the officers by the first day of March of the year following and shall present a copy of the report to the Executive Committee at the next regular meeting.
- I. Shall be responsible for sending out Annual Dues notices by December 1<sup>st</sup> covering the upcoming calendar year.
- J. Should the Treasurer be unable to attend a meeting and the Deputy Treasurer is not available or not appointed, the Treasurer must find a temporary Treasurer for that meeting with approval from the Chairperson. The replacement person will report on the statements detailed in paragraph E above.
- K. Shall furnish to his/her successor all funds, accounts, and other property pertaining to the affairs of the Treasurer within 15 days upon leaving office.

**SECTION 6 - DEPUTY TREASURER:** The Deputy Treasurer shall assume the powers and duties of the Treasurer, as defined in Section 5 of this Article, during the absence or inability of the Treasurer.

**SECTION 7 - YOUTH VICE CHAIRPERSON:** The Youth Vice Chairperson shall be responsible for organizing Teen Age Republican Club chapters and College Republican clubs and carrying out such other duties as shall be assigned by the Chairperson or the Executive Committee.

**SECTION 7 - RECORDS:** All records and materials received or prepared by the officers or employees of the Executive Committee in discharge of their duties shall be the property of the Executive Committee and each such officer or employee at the conclusion of his or her term of service shall deliver all such records and materials to his or her successor or to the Chairperson, within 15 days, except as the Executive Committee may otherwise direct.

## **ARTICLE VI - COMMITTEES**

**SECTION 1 - STANDING COMMITTEES:** The following committees shall be the standing committees of the Executive Committee:

- A. **FINANCE COMMITTEE.** There shall be a Finance Committee, which shall consist of the Treasurer, who shall serve as the chairperson, the Deputy Treasurer, the County Chairperson, and up to four (4) persons to be appointed by the County Chairperson with the approval of the Executive Committee. The Finance Committee shall be responsible for developing and implementing the fundraising plan of the Executive Committee.

The Finance Committee shall review the proposed annual budget which shall be submitted to it by the County Chairperson and may approve or modify the



budget by majority vote. The Finance Committee shall submit the proposed budget as approved or modified by its action by February 15 of each year for review and approval or modification by the Executive Committee. The Finance Committee shall meet at least quarterly and shall regularly report to the Executive Committee the current status of the financial policies and programs of the Executive Committee.

The Finance Committee shall recommend such changes and alterations in the budget as are necessary when actual revenues and revised revenue projections are not adequate to support budgeted expenditures. Recommendations of the Finance Committee with reference to the budget shall be presented to the Executive Committee for acceptance or modification at the next Executive Committee meeting.

- B. MEMBERSHIP COMMITTEE.** The Membership Committee shall develop and maintain a database of Republicans in the County. The database at a minimum shall include the name, mailing address, email address and last date updated to assist in developing and implement a membership program to maintain and increase the number of dues paying members of the MCRP. The committee shall assist the Secretary in sending out meeting notices to persons other than the Executive Committee or as the Chairperson requests. The membership and officers of the Membership Committee shall be determined by the Chairperson, with the advice and consent of the Executive Committee.
- C. COMMUNICATIONS COMMITTEE.** The Communications Committee shall develop and implement a variety of action plans for the MCRP, including but not limited to, letter to the editor programs, volunteer recruitment, political and issues forums, political interest mailings, and preparation of a newsletter. The membership and officers of the Communications Committee shall be determined by the Chairperson, with the advice and consent of the Executive Committee.
- D. EVENTS, HOSPITALITY, AND RECOGNITION COMMITTEE.** The Events, Hospitality, and Recognition Committee shall develop and implement a variety of events and programs, including but not limited to, all non-fundraising events and county conventions, a visitor/guest welcoming program, volunteer programs, a recognition letter program, and a MCRP recognition program. The membership and officers of the Events, Hospitality, and Recognition Committee shall be determined by the Chairperson, with the advice and consent of the Executive Committee.
- E. CAMPAIGN COMMITTEE.** The Campaign Committee shall develop and implement programs to recruit and train reliable party workers, precinct delegates, and qualified Republican candidates. The membership and officers of the Campaign Committee shall be determined by the Chairperson, with the advice and consent of the Executive Committee.
- F. WEBSITE COMMITTEE.** The Website Committee comprised of three persons

whose purpose shall be to establish, administer, rule and regulate a website owned by the MCRP and maintained by a separate website administrator subject to the recourse of the Executive Committee. The membership and Chairperson of the Website Committee shall be determined by the County Chairperson, with the advice and consent of the Executive Committee. Additionally, the County Treasurer shall be an ex-officio member. Committee persons shall make available password codes to the County Chairperson. Password codes can only be changed by the Committee with the approval of the County Chairperson.

**G. REMOVAL FROM STANDING COMMITTEES.** A member of a standing committee of the Executive Committee may be removed by the Chairperson with the approval of the Executive Committee.

**SECTION 2 - OTHER COMMITTEES:** The Chairperson may appoint such other committees as deemed necessary.

## ARTICLE VII- RESOLUTIONS

**SECTION 1 - NOTICE:** All resolutions, with the exception of resolutions honoring an individual for special service to the Party or community, shall be submitted to the County Chairperson at least five (5) days prior to the mailing of notice of the meeting at which they are proposed to be introduced.

**SECTION 2 - MAILING OF PROPOSED RESOLUTIONS:** The Chairperson shall cause a copy of each proposed resolution to be mailed to each member of the Executive Committee with the notice of the meeting of the Executive Committee.

**SECTION 3 - POLICY:** It shall be the policy of the Executive Committee not to endorse or support individual candidates in contested Republican primary elections, except as provided in Section 4.

**SECTION 4 - ENDORSEMENT IN CONTESTED REPUBLICAN RACE**

The MCRP will not endorse any candidate or candidate committee in a contested race until after the primary election.

**SECTION 5 - RESOURCES:** The resources of the MCRP shall not be used to endorse or support individual candidates in contested elections unless the Executive Committee has endorsed the candidate as provided in Section 4; provided that Executive Committee resources may be made available on an equal access basis to all announced candidates in Republican primary elections where no candidate has been endorsed. Out-of-pocket costs shall be reimbursed to the Executive Committee by candidates using Executive Committee resources, and the use of such resources shall not interfere with the operation of headquarters, if any, nor with the functioning of the Executive Committee.

**SECTION 6 - CONDUCT OF OFFICERS:** It is the policy of the Executive Committee that the officers of the Executive Committee in their official capacity shall not endorse partisan candidates in a contested primary election.

**ARTICLE VIII- PROCEDURE**

Robert's Rules of Order, Newly Revised, shall govern the Executive Committee and its standing committees in all cases where said rules are not in conflict with these Bylaws.

***ARTICLE IX – DISSOLUTION***

In the event of the dissolution of the MCRP under the auspices of the Executive Committee, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Michigan Republican Committee or the National Republican Committee, as a majority of those members of the Executive Committee present and voting shall choose. None of the assets will be distributed to any member or officer of this organization.

***ARTICLE X - AMENDMENT OF THE BYLAWS***

These Bylaws may be amended by a majority of the total membership of the Executive Committee present and voting; provided that notice of any proposed amendment shall have been furnished with the meeting notice to each member of the Executive Committee.

***ARTICLE XI - ADOPTION***

These Bylaws shall be adopted when approved by a majority of the total membership of the Executive Committee present and voting at the meeting where they are presented. These Bylaws shall govern the conduct of the Executive Committee and its officers and committees upon adoption by the Executive Committee. These bylaws may be revised as deemed necessary by the Executive Committee. The Secretary shall deliver to each member of the Executive Committee a copy of these Bylaws and a current copy of Article XIII of the Bylaws of the MRP following the adoption of these Bylaws.

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James Shelby, Chairperson

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Date

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Alyssa LePage, Secretary

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Date