

RULES
GWINNETT COUNTY REPUBLICAN PARTY
2011 – 2013

ARTICLE I

NAME AND PURPOSE

1.01 NAME

This organization shall be known and referred to as the Gwinnett County Republican Party.

1.02 PURPOSE

The organization, consisting of its members, shall serve as the central and unified authority and representative body of the Republican platform and policies within the County of Gwinnett. It shall function to assist and endeavor to develop, implement, encourage, educate, and create Republican principles within Gwinnett County; strive to recruit and elect qualified Republican candidates to every available public office. These rules shall be in accord with District, State, and National Party guidelines and policies. The Organization shall be non-profit.

ARTICLE II

PARTY MEMBERSHIP

2.01

All registered voters, residing within the County of Gwinnett, (hereinafter referred to as “County”), State of Georgia, who are in accord with the principles of the Republican Party, believe in its declaration of policies, support its candidates, and are in sympathy with its aims and purposes, are eligible for membership in the Gwinnett County Republican Party.

2.02

Any person thus eligible shall be admitted to membership in the Gwinnett County Republican Party. Membership shall be based on a calendar year. At the discretion of the Executive Committee, a person’s sworn declaration of inability to pay dues may be accepted in lieu of actual dues payment.

2.03

In order to be an active member of the Gwinnett Republican Party, individuals shall pay annual dues in an amount set by the Executive Committee. Dues are payable January 1 of each year, however payment of annual dues is considered timely if paid by March 1 of each year.

ARTICLE III

ORGANIZATION OF COUNTY COMMITTEE

3.01

The Gwinnett County Republican Party shall consist of two committees to be known as the County Committee and the Executive Committee. The Gwinnett County Republican Party shall be governed by the Gwinnett County Republican Committee, commonly referred to as the County Committee. The Executive Committee shall be a subcommittee of the County Committee.

3.02

The County Committee shall be the governing body of the Gwinnett County Republican Party. It shall consist of members who are active members of the Gwinnett County Republican Party as defined in Article 2.03 and who meet one or more of the following qualifications:

- a) Members of the Executive Committee as described in these rules.
- b) All elected Republican office holders representing a portion of Gwinnett County.
- c) The Chairman of each voting precinct.
- d) All Delegates and Alternates who attended the most recent organizational County Convention.
- e) All active members, as set forth in Rule 2.03, providing they have maintained their active status for at least six months.

3.03

The County Committee shall regularly convene at 7:30 P.M. on the second Thursday of the following months: January, March, May July, September and November, unless the County Committee or Executive Committee, due to unforeseen circumstances votes to designate a different date in that month for a particular meeting. Credentialing of the voting members must be complete for those in attendance and those in line for credentials by the stated meeting time. No credentials shall be provided to members who arrive after the stated meeting time, unless approved by a majority vote of the County Committee quorum present.

3.04

Additional special County Committee meetings may be called at any other time by: (1) the Chairman, (2) a majority of the members of the Executive Committee, or (3) by one-third of the members of the County Committee, filed with the Secretary. The purpose of each special meeting must be stated in the notice. The notice of any special meeting is to be sent to all members under section 3.05 of these bylaws. If notice is not given to the membership of the date, time, place and purpose of the special meeting within 10 days after a sufficient number of members have demanded a special meeting, any person who signed that demand may give the notice of meeting to the membership in any reasonable manner, setting forth the date, time and place of the special meeting.

3.05

All changes in the date and/or time of regular or special County Committee meetings shall be subject to a ten (10) day notice prior to the date of the meeting, sent by the Secretary to the members of the County Committee.

3.06

All regular and special meetings shall be held within the boundaries of Gwinnett County, Georgia.

3.07

Presence in person or by proxies of ten percent (10%) of the County Committee shall constitute a quorum for the transaction of business of the County Committee. Proxies shall be substantially in the form prescribed in Section 3.08, to follow. A committee member's proxy shall be revoked by said member upon his attendance at the committee meeting for which it was given. No member shall vote more than two (2) individual proxies at any single meeting.

**STATE OF GEORGIA
COUNTY OF GWINNETT**

PROXY

GWINNETT COUNTY REPUBLICAN PARTY

KNOW ALL MEN BY THESE PRESENTS,

that I, _____ residing at,
(print name)

(print address clearly)

a member of the _____ Committee of the Gwinnett County Republican Party,
do hereby constitute and appoint, _____,
(print clearly)

as my agent and attorney in fact to vote my individual vote at a called meeting of the _____
Committee of the Gwinnett County Republican Party to be held on the _____ day of _____, 20____
and to vote in my name, place, and stead, upon any question that is properly before the Committee, with all the
power I possess as if present at such meeting; hereby specifically revoking any and all previous proxies, if any.

(signature of member)

PERSONALLY APPEARED BEFORE the undersigned witness.

IN WITNESS WHEREOF, I have set my hand and seal this _____ day of _____, 20 _____.

WITNESS

3.09

The Gwinnett County Republican Committee shall call the County Convention pursuant to the State call, and make necessary arrangements. It shall cooperate with the State Committee in conducting all state-wide campaigns within the County for National and State causes, and otherwise aid the State Committee in other efforts, where practical, and it shall decide all controversies within its jurisdiction, with the right of appeal by the petitioners to the appropriate District Committee. It shall coordinate all County campaigns. The Executive Committee shall provide for a facilities fee for the purpose of covering costs of each mass meeting and County Convention.

ARTICLE IV

OFFICERS

4.01

The Officers of the Gwinnett County Republican Party shall be a County Chairman, a First Vice Chairman, a Second Vice Chairman, a Secretary, a Treasurer and the Immediate Past County Chairman.

4.02

Officers shall serve for terms of two (2) years or until their successors are elected as provided by these and the State Party rules. The term of office shall begin upon the adjournment of the County Convention (except for officers elected to fill vacancies between County Conventions, in which case the term shall begin at the conclusion of the election).

4.03

Except for the Immediate Past County Chairman, the Officers of the Party shall be elected by those individuals with voting privileges at the time of the election.

4.04

Any vacancy in an Office caused by death, resignation, failure to act, termination of residence, or for such other providential causes, as recommended by the Executive Committee, except for the Immediate Past County Chairman, shall be filled by a special election held at the next County Committee meeting following the announcement of the vacancy, as required by Rule 5.05, and elected by the majority of the vote. If the position of District Manager is vacated for any reason, qualified County Committee members residing in that School District, who meet the criteria as set forth in Rules 2.03 and 3.02, shall elect a replacement, by a majority vote, at a special election. If a representative at large position is vacated for any reason, qualified County Committee members shall elect a replacement, by a majority vote, at a special election. If the office of Immediate Past County Chairman is vacated for any reason, it shall stay vacant for the remainder of the term.

4.05

Any officer of the County Committee may be removed from office for cause by a vote of two-thirds (2/3) vote of a quorum present at any duly called meeting of the County Committee. However, such individual must be given written notice of such meeting, sent at least twenty (20) days in advance thereof, setting forth the grounds therefore, and is given the opportunity to be heard in person or by his representative of his choice.

4.06

“Cause” as used herein shall include:

- a) Failure to perform duties of his office for a period of three (3) successive duly called meetings.
- b) Failure to participate in affairs of the party.
- c) Conduct detrimental to the best interest of the Party.

- d) All members of the County Committee and Executive Committee are expected to support the official qualified candidates of the Republican Party in all contested general elections and uncontested Republican Primary elections. Public support of any candidate in opposition to the official Republican Candidate in a general election by an elected officer of the Executive Committee shall constitute conduct detrimental to the best interest of the Party.
- e) If any member of the Executive Committee qualifies to run for public office, such member shall be deemed to have resigned such office upon qualifying.
- f) The Executive Committee may determine any other causes.

4.07

If any member or officer of the Executive Committee shall be absent from three (3) consecutive regular meetings of the Committee, their position shall be declared vacated. The vacated position shall be filled by majority vote of the County Committee at a specially called meeting within 20 days or at the next regularly scheduled meeting of the County Committee if such meeting is within 30 days of the announced vacancy. Appointed positions shall be filled by the Chairman in accord with the provisions of these Rules governing the original appointment.

ARTICLE V

EXECUTIVE COMMITTEE

5.01

The Executive Committee shall be the steering committee for the County Committee to implement, enforce and develop policies, procedures, rules and regulations set forth by the Gwinnett County Republican Party.

5.02

The Executive Committee shall consist of the members of the County Committee of the Gwinnett County Republican Party as follows:

- a) Chairman
- b) First Vice Chairman
- c) Second Vice Chairman
- d) Secretary
- e) Treasurer
- f) Two Representatives at Large, elected by a majority of the County Convention
 - 1. Post One
 - 2. Post Two
- g) Five District Managers, elected by a majority in their respective districts at the County Convention, who reside in the district which they represent as follows:
 - 1. District One Manager representing the portion of Gwinnett County known as School Board District 1.
 - 2. District Two Manager representing the portion of Gwinnett County known as School Board District 2.
 - 3. District Three Manager representing the portion of Gwinnett County known as School Board District 3.

4. District Four Manager representing the portion of Gwinnett County known as School Board District 4.
 5. District Five Manager representing the portion of Gwinnett County known as School Board District 5.
- h) The Immediate Past County Committee Chairman
- i) The following optional non-voting participants:
1. Parliamentarian
 2. Committee Chairmen
 3. Assistant Secretary
 4. Assistant Treasurer
 5. Two Election Board Members
 6. A representative of any Allied Organizations officially recognized by the Georgia Republican Party (GRP) as delineated in GRP Rule (2.2)(C) (2) or (2.15)(B)(2) and a representative of the Conservative Republican Women.
 7. General Counsel

5.03

The Executive Committee shall meet at least once each month at a regularly scheduled time designated by the Chairman and ratified by the Committee with notice of the time, place and date of the initial meeting given to those so designated at least twelve (12) days prior to such meeting. If for any reason the Chairman fails to call or hold such meetings, they may then be called by any (3) three officers as designated in section 4.01.

5.04

Presence in person or by proxy of fifty percent (50%) of the voting members of the Executive Committee shall constitute a quorum for the transaction of business of the Committee. Proxies shall be in the form prescribed in ARTICLE III, Section 3.08. A Committee member's proxy shall be revoked by said member upon his attendance at the Committee meeting for which it was given.

5.05

The County Executive Committee shall notify the County Committee by written notice, not less than ten (10) days prior to the next called meeting of any vacancies on the Executive Committee. The Executive Committee may make recommendations of such persons qualified to fill such vacancies.

5.06

The Executive Committee may remove any member temporarily from participating in any meeting for such cause as two-thirds (2/3) of the quorum of such Executive Committee meeting may determine and submit such written cause for removal to the County Committee for final determination as prescribed in ARTICLE IV, Section 4.05.

5.07

The Executive Committee shall determine the number of County Party employees and shall prescribe their respective duties. The Executive Committee shall have all of the duty, responsibility, power, and authority, as modified herein, to conduct the affairs of the Republican Party between County Committee meetings and between Conventions.

5.08

The Executive Committee is authorized to study and recommend to the County Committee, for a majority vote to adopt, such rules or regulations as it may deem necessary or desirable to structure, organize, and

establish a municipal Republican Committee in each municipality, principally located in said County, for the purpose of administering the Republican Party participation in any partisan municipal election including the nomination of Republican candidates therein. Said organization must be organized in accordance with the Rules of the Republican Party of Georgia, and must conform to the requirements of the Georgia Municipal Election Code and Federal Election Laws.

5.09

If any member of the Executive Committee of the Gwinnett County Republican Party qualifies to run for a public office such member shall be deemed to have resigned his office of the Executive Committee upon the date of qualification. Such vacancy shall be filled according to the rules herein.

5.10

All members of the County Committee are expected to support the official qualified candidates of the Republican Party in all contested general elections and uncontested Republican Primary elections.

5.11

Public support of any candidate in opposition to the official Republican candidate in a general election, by an elected officer of the Executive Committee, shall constitute conduct detrimental to the best interest of the party.

5.12

The Chairman shall not support any candidate in a contested Republican primary.

5.13

Elected officers of the Executive Committee shall not use their title or position on the Executive Committee to support any candidate in a contested Republican primary.

ARTICLE VI

DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

6.01 COUNTY CHAIRMAN

The County Chairman shall be the Chief Executive Officer of the County Party, the County Committee, and the Executive Committee; shall preside at all meetings thereof; shall have general supervision and leadership of the affairs of the County Party, the County Committee, and the Executive Committee, shall convene the County Convention and shall be the only official spokesman for the County Party, the County Committee, and the Executive Committee. The County Chairman shall have approval of all communications under the banner of the Gwinnett County Republican Party. The County Chairman shall be responsible for providing the County Party, the County Committee, and the Executive Committee with a place to meet and with the necessary information; and shall oversee the administration of the officer(s) of the County Party, including the supervision of the right to hire and fire its employees.

6.01.01

Subject to majority approval of the Executive Committee, the County Chairman shall appoint a General Counsel as needed. The Chairman may appoint such committees and their Chairmen as deemed desirable, and the Chairman may dissolve such committees. The County Chairman shall appoint a Permanent Rules Committee, consisting of one chairman and four members. The Chairman may appoint, with the advice and consent of the Executive Committee, chairs and committee members of the following Gwinnett County Republican Party working committees:

- (i) Get Out the Vote Committee
- (ii) Fundraising Committee
- (iii) Events Committee

- (iv) Minority Outreach Committee
- (v) Hospitality Committee
- (vi) Coalitions Communications Committee

6.01.02

The County Chairman shall appoint temporary County Convention Committees and their respective Chairmen at least three (3) weeks in advance of the Convention.

6.01.03

Checks issued on behalf of the County Party in excess of five hundred dollars (\$500.00) shall have the signature of the Treasurer and the Chairman, except those checks for rent on Party offices may be signed by either the Chairman or Treasurer.

6.01.04

An annual budget shall be prepared and submitted by the Executive Committee to the January County Committee for a majority vote. The budget shall be for the current calendar year and shall provide for the "normal operating expenses" of the Party. Sources(s) of funding for these expenses shall be identified. The budget may include any special projects, and the funding source to be used, as approved by the Executive Committee.

6.02 **COUNTY VICE CHAIRMAN**

Each Vice Chairman shall perform such functions as may be assigned to him by the County Chairman. The First Vice Chairman shall also exercise all the powers and prerogatives of the County Chairman in his absence or in the event of his disability.

6.02.01

Specific duties of the First Vice Chairman shall include coordinating the activities of the various District Managers; scheduling, administrating and overseeing quarterly meetings of all District Managers and aiding and assisting in the supervision of all precinct meetings.

6.02.02

Specific duties of the Second Vice Chairman shall include acting as Events Chairman for those events which are considered Countywide events designated by the Executive Committee. Duties include responsibility for arrangements, setup, scheduling and overseeing the volunteers for these events. The Second Vice Chairman shall maintain a master calendar of all county activities and events.

6.03 **SECRETARY**

The Secretary shall keep complete minutes of all meetings of the County Committee and of the Executive Committee, and shall be the custodian of all records which are the property of the County Party. The secretary shall prepare and send written notices to members of Committees as requested by the County Chairman in accordance with the rules herein and shall perform other such duties and functions as may be assigned by the County Chairman.

6.04 **TREASURER**

The Treasurer shall have some bookkeeping experience, collect all moneys due the County Committee, shall deposit such funds in a bank or banks selected by the Executive Committee and shall keep a correct account of all receipts and disbursements in accord with Generally Accepted Accounting Practices, which account shall be open for inspection by any member of the County Committee, and shall maintain a record of all properties and assets of the County Committee. All invoices and other mail shall be addressed to the Post Office Box of the Party. The Chairman shall designate another member of the Executive Committee, such member subject to the approval of the Executive Committee, to collect all mail from the Post Office Box, review the bank statement, and send it to the Treasurer immediately. A Bi-Annual Review by a CPA,

preferably not involved in the Party, is required. The Treasurer shall be bonded in a minimum amount of not less than five thousand dollars (\$5,000.), sufficient and acceptable to the Executive Committee. The Treasurer shall also perform such other duties and functions as may be assigned by the County Chairman.

6.05 **DISTRICT MANAGERS**

The District Managers shall coordinate Republican activities within their School Districts. They shall coordinate, with the Second Vice-Chairman, all political events occurring within their School District. District Managers are encouraged to hold District meetings which do not conflict with the County Committee meetings, and are required to hold a District meeting at least one time per year.

6.06

The terms of office of the elected members of the Executive Committee shall run until their successors are duly elected as provided by the State Rules. The term of office shall begin upon the adjournment of the County Convention except for officers and members elected to fill vacancies between Conventions, in which case the term shall begin at the time of election and shall extend until the convening of the next organizational County Convention, or until their successors are duly elected.

6.07

The Election Board Members shall be appointed by the Chairman and approved by the Executive Committee. Duties of the Election Board Members shall be governed by the State Election Code, State Laws and the State Election Board. The Election Board Members shall provide the Chairman with reports as requested by the Chairman or as needed. The Election Board Members may be removed from the Executive Committee for cause on the recommendation of the Chairman with the approval of the Executive Committee.

6.09 **PRECINCT OFFICERS**

A Chairman and Secretary shall be elected by those qualified persons participating in each precinct mass meeting election during odd numbered years. These officers serve for two years, or until their successors are elected. They shall preside over all meetings and caucuses of their precinct during their term of office. Their duties shall include identification of property owners in their precinct who will consent to placement of signs on their property, host grass roots meetings and otherwise support Republican candidates.

ARTICLE VII

COUNTY CONVENTIONS AND MASS MEETINGS

7.01

Pursuant to a call from the State Republican Committee, County Conventions and Precinct Mass Meetings shall be held in each odd numbered year for the purpose of organizing the County Party and electing its slate of officers and delegates and alternates to subsequent conventions. Subject to call from the National Republican Committee, additional County Conventions and District Mass Meetings shall be held each presidential election year for the purpose of electing delegates and alternates to the Republican National Convention, but not for the purpose of electing County or Precinct officers or Committees.

7.02

Delegates and Alternates to the County Convention shall be elected at Precinct Mass Meetings in accordance with the call of the Republican State Committee. Those persons in attendance and desiring to be elected shall be elected before consideration of anyone not present at the mass meeting. Only Delegates and

Alternates elected by the Precinct Mass Meeting may participate and vote in the County Convention. The Convention shall be open to the public.

7.03

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the Gwinnett County Republican Party in all cases to which they are applicable and in which they are not inconsistent with these rules and those of the Georgia Republican Party.

ARTICLE VIII

ALLOCATION OF DELEGATES AND ALTERNATES TO THE CONGRESSIONAL CONVENTIONS AND TO THE GEORGIA REPUBLICAN PARTY STATE CONVENTION

8.01

The Delegates and Alternates allocated to Gwinnett County for the Congressional Districts and the Georgia State Conventions shall be elected at the County Convention.

8.02

District and State Delegates and Alternates shall be allocated to and elected from the School Board District in the same proportion as their respective vote for the Republican presidential candidate in the immediate preceding presidential election. Each School Board District shall use its own Alternates as far as possible when replacing a missing Delegate in its portion of the County Delegation at all District and Georgia Republican Party State Conventions.

ARTICLE IX

AMENDMENTS

9.01

These rules may be amended at any County Convention of the Gwinnett County Republican Party by a two-thirds (2/3) vote, a quorum being present.

9.02

These rules may be amended by a two-thirds (2/3) vote of a quorum of the Gwinnett County Republican Party County Committee. Each member of the County Committee shall be given written notice, at least ten (10) days prior to the meeting, setting forth the intention to amend the rules and details of the proposed amendment(s). Such amendments shall become effective upon being endorsed in writing by three-fourths (3/4) of the members of the Executive Committee within 45 Days of their passage, and a copy shall be certified by the Chairman and filed with the Superintendent of Elections.

ARTICLE X

CONFLICT OF RULES

10.01

To the extent that any rule herein, or section thereof, is in conflict with the Rules of the Georgia Republican Party, the Georgia Election Code, the Georgia Municipal Election Code or Federal Election Laws, such remainder of the Rules shall not be affected.

ARTICLE XI

DEFINITIONS OF PARLIAMENTARY TERMS

11.01

MAJORITY More than half of the votes cast.

QUORUM The specified number members required to hold a legal meeting.

TWO-THIRDS Two thirds of the vote cast.

WRITTEN NOTICE U.S. mail, electronic mail, facsimile

(Note: It is incumbent on the individual to inform Gwinnett County Republican Party of correct contact information)

Updated per vote of County Committee on March 8, 2012.