

Bylaws of The Manchester Republican Committee

Adopted March 20, 2013

Article 1 Name and Purpose

- Section 1: The name of the organization shall be The Manchester Republican Committee.
- Section 2: The aim and purpose of the Committee shall be to support Republican candidates for public office and to assist their election with all reasonable means.
- Section 3: The word "Committee" in this document shall mean The Manchester Republican Committee unless otherwise modified in context.

Article 2 Incorporation

- Section 1: The Committee shall register itself with the Secretary of State of New Hampshire and file all necessary documentation and financial disclosures in a timely manner.
- Section 2: The Committee shall register itself with the Clerk of the City of Manchester, NH and file all necessary documentation and financial disclosures in a timely manner.
- Section 3: The Committee shall notify the Internal Revenue Service of its incorporation in the City of Manchester and the State of New Hampshire as a Section 527 political committee and file all necessary documentation and financial disclosures in a timely manner.
- Section 4: The Committee shall organize and divide its finances and its activities according to all applicable federal, state, and municipal laws.

Article 3 Membership

- Section 1: Membership shall be open and free to all registered Republicans residing in Manchester, NH.

Article 4 Executive Board

- Section 1: The Executive Board shall consist of the following officers: Chair, First Vice Chair, Second Vice Chair, Treasurer, and Secretary.
- Section 2: Election of the members of Executive Board to a two year term shall be at the annual meeting in December of odd numbered years as set forth in Article 9.
- Section 3: The Executive Board, in the event of a vacancy, shall appoint a person to fill it. At their discretion, they may elevate an existing officer to the vacant position and appoint a person to fill the office then left vacant.
- Section 4: The Executive Board may create and appoint members of subcommittees as needed. All subcommittee appointments shall expire at the end of every term.

Article 5
Officers & Their Duties

- Section 1: The Chair shall preside at all meetings of the Committee and all meetings of the Executive Board. The Chair shall serve as the primary spokesperson for the Committee.
- Section 2: The First Vice Chair shall, in the absence of the Chair, perform all duties of the Chair until the return of, or replacement of, the Chair.
- Section 3: The Second Vice Chair shall serve as finance officer, under the direction of the Executive Board, and in the event of the absence of both the Chair and First Vice Chair, shall perform all of their duties until their return or replacement.
- Section 4: The Secretary shall accurately record minutes of all Committee meetings and make those minutes available to the membership at the next monthly meeting. The Secretary shall conduct all correspondence, preserve all records of minutes and correspondence, and turn over these records to his successor. The Secretary shall maintain an accurate roster of attendance of all monthly Committee meetings and events so designated as qualifying by the Executive Board. The secretary shall notify the members of both the Committee and the Executive Board of all meetings that they are expected to attend as specified in Article 8. All records kept by the Secretary are and shall be the property of the Committee.
- Section 5: The Treasurer shall receive all funds intended for the Committee and deposit same into the account in which they belong and shall pay all bills of the Committee upon approval by the Executive Board. An accurate account of all monies shall be kept by the Treasurer and a written report of receipts and expenditures shall be presented to the Committee at the monthly meeting.
- Section 6: It shall be the duty of all officers of the Committee to take a leave of absence from office if running in a contested primary election, or in the case of a municipal election where two Republicans advance to the general election. Return to the office held, after the primary election, shall be guaranteed.

Article 6
Advisory Board

- Section 1: The Advisory Board will be made up of the immediate past Chairman, all Ward Chairmen, and Manchester residents serving currently as the President of Federation of Republican Women of Manchester, Chair of the Manchester Young Republican chapter, Chair of the College Republican chapters located in the city, and the following currently elected officials, if they are Manchester residents and registered Republicans: Mayor, Alderman, School Committee, County Commissioner, County Treasurer, County Attorney, Sheriff, Registrar of Deeds, Registrar of Probate, Governor, Executive Councilor, State Senator, State Representative, US Senator, and US Congressman. A list of members of the Advisory Board shall be maintained and published.
- Section 2: The Advisory Board shall assist in the recruitment of candidates, fundraising, and policy decisions of the Committee as directed by the Executive Board.
- Section 3: The Advisory Board shall present a slate of names for nomination of officers of the Committee for the following term at the November Committee meeting in odd numbered years.
- Section 4: The Advisory Board shall meet no fewer than 4 times per year. The Advisory Board shall have its first meeting convened every term by the Chairman of the Committee to be held no later than 3/31. All meetings of the Advisory Board shall be public to all Committee members.
- Section 5: The Advisory Board shall select a Chairman from among its voting members.

**Article 7
Ward Committees**

- Section 1: Each Ward may form its own Committee with its own bylaws and elect a Ward Chair. The Ward Chair will be a member of the Advisory Board.
- Section 2: In the event that a Ward has no active Committee or Ward Chair, a Ward Chair may be appointed by the Executive Board to temporarily fill the vacancy. The term of an appointed Ward Chair will expire at the end of the current year or until such time as the Ward Committee elects its own Chair. If necessary, a member from a different ward may be appointed by the Executive Board.

**Article 8
Meetings**

- Section 1: Committee meetings shall be held monthly on a consistent day of the month to be determined by the Executive Board. Until such time that a consistent day of the month is set, the day set by the prior Executive Board remains in effect. Monthly meetings shall be announced via email, social media and the Committee website at least seven days prior.
- Section 2: Meetings of the Executive Board shall be convened at the call of the Chair. They shall be called no fewer than once every two months. At least forty-eight hours notice shall be given to Executive Board members prior to meetings.
- Section 3: The Advisory Board shall meet no fewer than 4 times per year. The Advisory Board shall have its first meeting convened every term by the Chairman of the Committee. All meetings of the Advisory Board shall be public to all Committee members.
- Section 4: A biennial meeting shall be convened each odd numbered year in the first two weeks of December, for the purpose of electing officers of the Committee for the following term. This meeting shall be announced via email, social media, and the Committee website at least fourteen days prior.
- Section 5: All meetings of the Committee, its Executive Board and its Advisory Board shall be conducted under Robert's Rules unless other rules are adopted by the voting membership at the January meeting.

**Article 9
Election of Officers**

- Section 1: Election of the officers of the Committee shall be held every two years at a biennial meeting to be held in the first two weeks of December of odd numbered years for a term of two years. Those officers elected by the Committee shall take office on January 1st of the year following the election to take effect with the December 2013 officer elections.
- Section 2: Nominations of officers of the Committee may be offered from the floor by any member of the Committee, at any meeting subsequent to the nominations set forth by the Advisory Board. Nominees from the floor for any office must be present to accept nomination, OR, if unable to be present, may accept nomination in writing delivered to the Committee by the member nominating such member at the time of the nomination.
- Section 3: Members qualified to vote for officers must have attended at least three monthly Committee meetings or certain events as designated as qualifying events by the Executive Board, but no less than two actual Committee meetings in the current year.

**Article 10
Quorum**

- Section 1: A quorum of fifteen (15) members shall be necessary in order to conduct business at any meeting of the Committee.
- Section 2: A quorum of four (4) officers shall be necessary in order to conduct business at any meeting of the Executive Board.
- Section 3: A quorum of seven (7) members shall be necessary in order to conduct business at any meeting of the Advisory Board.

**Article 11
Amendments**

- Section 1: Amendments to the Committee bylaws must be presented at a Committee meeting and then in writing to the Secretary no later than 21 days prior to the meeting at which the amendment shall be voted on. The Secretary shall publish all proposed submitted bylaw amendments at least 14 days prior to being voted on.
- Section 2: Amendments to the Committee bylaws may be made by a favorable vote of at least two thirds (2/3) of those present and voting at any meeting of the Committee, providing that a quorum is present and voting.
- Section 3: Members qualified to vote on amendments to the bylaws must have attended at least three monthly Committee meetings or certain events as designated as qualifying events by the Executive Board, but no less than two actual Committee meetings in the prior 12 months.

**Article 12
Communications**

- Section 1: The Executive Board may designate a member or members to be spokesmen for the Committee, by a unanimous vote of the Executive Board.
- Section 2: A written social media/internet policy, to include but not limited to Facebook, Twitter, email and the Committee website, shall be in place and shall be binding upon all members unless changed and approved by a unanimous vote of the Executive Board.
- Section 3: A list of current passwords for all social media and internet accounts will be maintained by and be accessible to the Executive Board. These passwords will not be shared with any individuals or group without the unanimous vote of the Executive Board. Passwords shall be changed at the start of every new term.

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