

By-Laws of the South Fayette Republican Committee

I. Mission Statement:

It will be the mission of the South Fayette Republican Committee (also herein referred to as SFRC) to encourage and grow Republican voter registration within the township, to continually improve Republican voter turn-out in each township precinct, to identify and support local Republican candidates for public office who will uphold the values of the Republican Party, and to inform/educate South Fayette voters regarding issues relevant to our community.

II. Eligibility of Members:

Any person registered to vote in South Fayette as a member of the Republican Party shall be qualified to sit as a member of or be an elected officer of the SFRC.

III. Governance Committee

- A.** The general supervision, regulation, and direction of the SFRC shall be vested in the Officers of the SFRC, which shall consist of the Chair and Vice-Chair elected or appointed by voting members of the SFRC for a term of four years.
- B.** One woman and one man shall be elected from each voting Precinct to serve as a Precinct Committee Person (PCP). If no person is elected to a PCP position, the Officers of SFRC shall make a search of residents of that voting precinct to determine if there is any resident willing and qualified to serve. If a precinct resident is not found, then a candidate may be selected from another precinct, but they must reside within South Fayette. Selected candidates need not meet the gender requirements of the open position.

The Officers of SFRC shall also accept nominations from the floor in accord with Robert's Rules of Order latest edition. If approved by a majority of the voting members of SFRC, the name of the appointee will be submitted to the Republican Committee of Allegheny County (RCAC) for their approval. This appointment expires on the date of the next

regularly scheduled precinct Committee election. The Chair is responsible for handing appointed committee men and women names into RCAC.

IV. Officers and Elections

A. Nominating Committee Officers for the SFRC

Immediately following the Primary Election on even numbered years, nominations will be accepted and voted upon at a regular SFRC meeting.

At the first regular meeting, or at a special meeting scheduled for that purpose, no later than 45 days following the certification of the Primary election of even numbered years, the names of the nominations will be accepted and voted upon at that meeting. Each nomination will require a second to be considered.

B. The Election

- a. The election of officers shall occur no later than 45 days following the certification of the Primary Election on even numbered years. The officer's election will take place either at a regularly scheduled monthly meeting or at a special meeting scheduled for that purpose. **Only duly elected or appointed PCPs on the SFRC are eligible to vote in the election of officers.**
- b. To assure the will of the electorate, no PCP will be appointed, either by the county or by the SFRC, between the Primary election of even numbered years and the election of the officers of SFRC.
- c. The election of officers shall be by roll call vote of the duly elected or appointed PCPs on the SFRC roster. Each officer will be voted on separately in the following order:
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Treasurer

- d. Each officer must receive more than 50% of the votes of all the duly elected or appointed PCPs on the SFRC. If there are more than two candidates and none receive more than 50% of the votes, the lowest vote-getter will be eliminated, and another vote will be taken. This will continue until one candidate gets more than 50% of the vote.

C. Officers

An officer must meet the qualification for committee membership and currently be a member of SFRC.

The officers to be elected at this meeting shall be as follows and the persons elected shall have the powers and duties as set forth below:

- a. **Chair:** Shall be the Chief Executive Officer of the SFRC. He/She shall have the authority to conduct and direct the routine business of the SFRC, call and chair meetings of the Officers or the SFRC. He/She shall maintain an accurate email/cell phone list of all members, send out notices of meetings with agendas of the upcoming meeting.
- b. **Vice-Chair:** Shall act as Chair whenever the chair is unable or absent. Shall work with the Chair to schedule speakers and assist with committee business.
- c. **Secretary:** Shall be the primary administrative officer of the SFRC. Shall take, prepare, and keep minutes of all the SFRC meetings. Shall maintain an accurate list of email/cell phone numbers of all members. Work with the Chair to notify membership of meetings at least one week in advance. Shall prepare and communicate schedules and announcements as well as normal SFRC correspondence.

- d. Treasurer:** Shall be the Chief Financial Officer of the SFRC. Shall have custody, control, and responsibility of all money and items of value possessed by the SFRC. Shall disburse money and items of value. Shall be responsible for all financial filings required by local, state, or Federal law, and provide a bank account report to the SFRC monthly.

Note: Due to the fact that we are a small committee, we all agree to work as a team in the best interest of our committee in all respects. Even though there is an outline of each officer, it is not acceptable to say, "It's not my job".

D. Terms of Office:

- A. A term of office is defined as four years and will begin immediately after the Primary Election on even numbered years.

E. Removal or Resignation of Officers:

- A. All officers are elected by a simple majority of the duly elected or appointed PCPs on the SFRC and serve at the pleasure of the PCPs. Therefore, any officer can be removed for any reason before the end of their term by a simple majority vote of all of the duly elected or appointed PCPs on the SFRC in two consecutive, regularly scheduled, monthly meetings.
- B. If an officer is removed or resigns, his or her responsibilities will be temporarily handed over to the next person in line of succession **or** the SFRC at that meeting can vote for a replacement immediately. If there is no replacement voted upon; the Chair would be temporarily be replaced by the Vice-Chair. The Vice-Chair would be temporarily replaced by the Secretary. If the Secretary or Treasurer were removed a vote would be taken immediately for a temporary replacement.

V. General Rules:

A. All business of the SFRC will be conducted in accord with Robert's Rules of Order, latest edition.

B. A quorum is the minimum number of voting members who must be present at a meeting to conduct business. One third or more of the members of the Governance Committee shall constitute a quorum. The SFRC officers will be included when determining the presence of a quorum. All proxies will also be included when determining the presence of a quorum. A majority, more than half of votes cast, will be required to decide any issue or motion, unless otherwise specified in these by-laws.

C. No SFRC member or officer may use the SFRC name as signature for any public communications, without prior approval by a majority vote of the SFRC, held with the required Quorum present.

D. The SFRC will determine a meeting/event place and public notice of such meetings will be given at least one week before.

E. Members of the SFRC are a local committee within the Allegheny County Republican Party and their finances are their own. The SFRC will be responsible for compliance with the local, state, and federal laws.

V. Endorsements:

A. The SFRC may endorse candidates for any office whose jurisdiction includes any part of SFRC.

B. A candidate shall be considered an Endorsed Republican candidate if he or she receives a two-thirds vote of the SFRC as a whole on a motion to endorse at either a regular meeting or a special meeting held to consider endorsements. The two-thirds threshold will be determined by only counting the number of precinct committee persons serving in that capacity. Vacant precinct committee positions will not be used in determining the two-thirds requirement.

- C. Only candidates who have properly petitioned to appear on the Primary Election ballot or who have won the Republican nomination may be endorsed by the SFRC. In either case, the candidate must be a registered republican voter prior to the issuance of the endorsement.
- D. Any endorsement made following these procedures may be withdrawn, at any time, either with or without cause, provided the motion to do so receives two-thirds support using the same voting threshold, as described above, that was applied to gain the endorsement.
- E. The SFRC may take a position on any local or state ballot question in the same manner as it endorses candidates provided the ballot question appears on the ballot in all election precincts throughout South Fayette.
- F. An endorsement by the SFRC does not prevent any member of the SFRC from supporting any Republican candidate or ballot question in any manner that member deems appropriate.

VII. Amendments:

- A. These by-laws may be altered, amended, or repealed by a roll-call vote of two thirds of all the duly elected or appointed PCPs on the SFRC provided that they are openly read or distributed to the committee, reviewed and unchanged during two monthly meetings and then voted on.
- B. A minimum number of votes is required to alter, amend, or repeal these by-laws. That minimum is established by applying the two-thirds requirement to the total number of duly elected or appointed PCPs on the SFRC.

VIII. RESPONSIBILITIES, CONFORMITY AND SERVERABILITY

- A. No By-Law or motion shall be permitted that conflicts with the By-Laws, rules or regulations of the Republican Party of the Commonwealth of Pennsylvania.
- B. Any of these By-Laws which shall be the declared by the State Republican Committee or by a court or other competent jurisdiction to be void, shall not affect the validity of any other provision of these By-Laws.

Approved by the South Fayette Republican Committee on this the
_____ day of _____, _____.

Presiding Officers:

Chair: _____

Vice-Chair _____

Treasurer: _____

Secretary: _____