

The Johnson County Republican Central Committee
Constitution and Bylaws

Article I

The name of the organization shall be "The Johnson County Republican Central Committee." (Hereinafter referred to as Central Committee)

Article II

Purpose

The purpose of this organization shall be to correlate and combine under one Central organization the activities of the Republican Party of Johnson County and to strengthen in every way fundamental Republican principles, to cooperate and assist in the conduct of national, state, and local political campaigns, and to discharge such duties as are required by law.

Article III

Membership

- A. The membership of the Central Committee shall be composed of the duly elected men and women from the precincts in Johnson County and its duly elected officers chosen from the membership or otherwise, and such precinct men and women as have been elected by the Central Committee upon recommendation of the County Chair.
- B. Membership of the Central Committee shall be elected at precinct caucuses, as per Iowa State Code, in ratio to the number of registered Republicans who voted in that precinct in the last Presidential election, as follows:
- 1) 0-200 - 3
 - 2) 201-400 - 4
 - 3) 401-600 - 5
 - 4) 601-800 - 6
 - 5) 801-on up - 7
- C. The term of office of each member of the Central Committee shall begin immediately following the precinct caucus and shall continue for two years or until the next precinct caucus and until his or her successor is elected, unless sooner removed by the Central Committee for inattention to duties, not attending central committee meetings over a 6-month time period, or failure to support the ticket nominated by the Party, or in the event of vacancies occasioned by resignation, death, inability, or refusal to serve of any committeeman or woman.

- D. A member of the Central Committee may be removed if the member fails to properly carry out his or her duties. Notice of the removal motion must be given to said member before the meeting at which the removal action will be considered. Removal will require a majority vote of the members in attendance. The member shall be given an opportunity to be heard when the removal question is before the Committee.
- E. Vacancies in the Central Committee shall be filled by nomination of the Chair and confirmed by a majority vote of the Central Committee.
- F. Members of the Central Committee, elected at the precinct caucus, or properly appointed by the County Chair and confirmed by the Central Committee, shall organize following each general election, but no later than the following March 1.
- G. The precinct men and women shall (1) serve as temporary Chair and Secretary respectively of caucuses; (2) assist the County Finance Chair in the raising of funds; (3) support the entire Republican Ticket as nominated; (4) assist in carrying out any activity related to Republican affairs as set up by the Central Committee; (5) appoint and organize additional party workers within their precincts.

Article IV

Election of Officers

- A. The Committee shall elect either from its membership (or otherwise in the case of the Treasurer), a Chair, Co-Chair, Secretary, Treasurer, and other officers as it may determine. The Chair and Co-Chair shall be empowered to name such other officers as is deemed necessary to carry out the aims and purposes of the organization subject to approval of the Central Committee. Each member of the Central Committee shall be given written notice at least five days in advance of the time and place of any meeting scheduled for the election of officers. The term of office of an officer begins upon his or her election and continues until the organizational meeting two years later and until the officer's successor is elected, unless the officer dies, resigns, or is sooner removed by the Central Committee for due cause.
- B. The Candidate Recruitment/Support Committee Chair (see VI. B. 5) will be charged with the responsibility of providing at least one nominee for each of these four offices. Nominations from the floor at the time of the election will also be allowed. The election of the Chair will be conducted in a separate vote by secret ballot, with a simple majority determining the winner. If there is no majority vote, the top two candidates will be identified and there will be a second ballot. Election of the Co-Chair, Secretary, and Treasurer will follow separately in the same manner as the Chair.

- C. The Central Committee shall have three District Committee Representatives. Two of these three seats shall be held by the Central Committee Chair and Co-Chair and the Chair and Co-Chair shall retain these seats as long as they remain Chair and Co-Chair. The third shall be held by an individual who is appointed by the Chair and confirmed by a majority vote of the Central Committee. This individual's term of office shall coincide with that of the Central Committee making the confirmation unless the individual is sooner removed by the Central Committee for inattention to duties, incompetence, or in the event of resignation, death, inability, or refusal to serve.

Article V

Duties of Officers

- A. The Chair shall be the chief executive officer of the Central Committee. The Chair is responsible for the conduct of the Central Committee's activities in a manner that will assure the accomplishment of the Central Committee's objectives, subject to the provisions of the bylaws and the concurrence of the Central Committee in matters of policy. The Chair shall appoint members of such standing and ad hoc committees as are necessary to achieve the objectives of the Central Committee. The Chair shall preside at all meetings of the Central Committee and the Executive Committee. The Chair, or the Chair's designated alternate, shall conduct a training session for all prospective Caucus Chairs and Co-Chairs to clarify to them the important rules and functions of the caucus. Special note should be given to the proper procedure for election of delegates to the County Convention. The Chair, or the Chair's designated alternate, shall issue the convention call to all duly elected delegates to the County Convention announcing the date, time, and place of the County Convention. The Chair shall select, contingent upon approval by a majority of the Executive Committee, the time and place of the County Convention. The Chair, or the Chair's designated alternate, shall include in the call a notification of the proposed manner in which delegates to the State and District Presidential and Statutory Conventions will be elected.
- B. The Co-Chair shall act for the Chair in the event of the Chair's absence, disability, or resignation, and shall perform such duties as may be assigned by the Chair or by this document. In the event of the resignation of the Chair, the Co-Chair shall call a meeting for the election of a new Chair. At the discretion of the Chair, the Co-Chair shall serve as liaison with county auxiliaries and district committees or organizations.
- C. The Secretary shall keep minutes of all meetings of the Central Committee and the Executive Committee, and all other records including a calendar of coming events.

The Secretary shall perform such other duties as may pertain to the office, and as specified in this document.

- D. The Treasurer shall be responsible for the funds of the Central Committee. The Treasurer shall issue checks, keep complete and accurate books of account showing all receipts and disbursements, present a financial report at each regular Central Committee meeting, and shall be bonded in sufficient and adequate amount for the protection of the Central Committee. The records of the Treasurer shall be examined annually by the Finance Committee. The Treasurer shall perform such other duties as may pertain to the office and as specified in this document.

Article VI Committees

- A. The Executive Committee shall consist of the Chair, Co-Chair, Secretary, and Treasurer of the Central Committee, and no less than five and no more than nine at-large members from the Central Committee. The Executive Committee shall conduct the routine business for the Central Committee when it is not in session. The minutes of all meetings for the Executive Committee shall be read at the next meeting of the Central Committee following such Executive Committee meeting or meetings for review and approval. The Chair shall appoint the at-large members of the Executive Committee from the membership of the Central Committee and such ex-officio members as are deemed necessary. The Executive Committee shall be responsible for assisting the Chair in conducting the Caucus Chair training sessions, in conjunction with the campaign/convention committee, for all individuals who would be conducting such caucuses as set out by law or called by the State Central Committee.
- B. The Standing Committees will be composed of the following (with subcommittees as needed determined by committee chair):
- 1) Caucus/Convention Committee:
 - Obtain site locations and temporary chairs
 - Publicity and media coverage for caucus (w/Public Relations Committee)
 - Voter contact/caucus attendance (w/Campaign Committee)
 - Delegate contact/convention attendance
 - Prepare caucus packets and conduct caucus training
 - Follow-up report after caucus
 - 2) Campaign Committee:
 - Headquarters management
 - Absentee ballots

- Voter registration
 - Poll watching
 - Distribution of yard signs (w/campaigns)
 - Literature drops (w/campaigns)
- 3) Computer Committee:
- Maintain county registered voter database
 - Web page
 - Voter data analysis
 - Voter contact
 - Coordination with committees for mailings, voter contact, record keeping of volunteers, and other computer-related needs
- 4) Finance Committee:
- Budget development
 - Annual audit of Central Committee financial records
 - Maintain financial support database (w/Computer Committee)
 - Fundraising planning, mailings and coordination with Eisenhower and Lincoln Clubs
 - Expand Central Committee donor base
- 5) Candidate Recruitment/Support Committee:
- Develop and implement formula for campaign funding
 - Develop strategy/methods for recruiting viable candidates
 - Assist in financial and organizational support for Republican candidates
 - Liaison between Central Committee and campaigns/candidates
 - Nominate field of candidates for officers, membership, and other positions as the need requires
- 6) Public Relations/Communications Committee:
- Fair Booth
 - Parades
 - Media team (editorial, press releases) to publicize and promote Republican activities and events
 - Develop calendar of events/activities in the county and state to be distributed to Central Committee participants, interested parties and on the web site
 - Build on development of our relationship with Republican organizations and local community organizations

Article VII Meetings

The Central Committee shall meet on the written call of the Chair or Co-Chair and meetings must be held not less than six times per year. A quorum for the conduct of business shall consist of 20 members of the Central Committee. Meetings of the

Executive Committee shall be held as the necessity arises, upon the call of the Chair or Co-Chair.

Article VIII

Auxiliary Organizations

The Central Committee may recognize all auxiliary organizations recognized by the State Central Committee. Each such auxiliary organization recognized shall be coordinated with the Central Committee and should have an official representative at each regular or special Central Committee meeting. Each auxiliary Republican organization present should give a report of activities and future plans at each regular meeting of the Central Committee.

Article IX

Property, Records, and Personal Responsibility

- A. All records and property purchased or acquired by the Central Committee or any of its employees in connection with the conduct of the affairs of the Committee shall be the property of the Central Committee.
- B. Contracts, Checks, Loans, Deposits.
 - 1. Contracts. The Central Committee may authorize the Chair, Treasurer, Subcommittee Chair, or other designee of the Committee to enter into any contract or execute and deliver an instrument in the name of, or on behalf of said Committee.
 - 2. Loans. No loans shall be contracted on behalf of the Central Committee and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of said Committee.
 - 3. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Central Committee shall be signed by the Treasurer of the Committee or the Treasurer's designee and in such manner as may be determined by the resolution of the Committee.
 - 4. Deposits. All funds under the control of the Central Committee shall be deposited to the credit of said Committee in such banks, trust companies, savings and loan institutions, or other depositories as the Committee may select. All funds of the Central Committee shall be segregated from any personal funds of the officers, members, or associates of the Central Committee.
- C. No member of the Central Committee shall be liable personally for any obligations of the Central Committee, except that each individual is responsible personally for the prompt transmittal of funds collected by him or her to the Treasurer, and for the accurate accounting as to funds and property in his or her

custody on behalf of the Committee. In addition, each officer, Subcommittee Chair, or other designee of the Committee shall assume personal liability for any contracts or instruments entered into in the name of, or on behalf of the Central Committee if said contract is not within the scope of their authority in their respective assignments.

Article X

Parliamentary Procedure

Roberts Rules of Order Revised shall prevail at all meetings of the Committee except as shall be altered by the Code of Iowa, the Republican Party Constitution, or by this document.

Article XI

Amendments

This document may be amended by the Central Committee at any regular meeting when notice of a proposal to so amend is included in the call for such regular meeting, with no less than five days prior notice. A notice to so amend must be included in such call upon the recommendation of the Chair or Co-Chair, or upon petition of ten members of the Central Committee presented to the Chair at least one week prior to the issuance of the call for such a meeting. Such amendments shall be made available to the Central Committee members prior to the meeting and will require approval from two-thirds of attending members by secret ballot.

Article XII

Conflict with Statutes and Previous Resolutions

No provisions hereof shall supersede or abrogate any of the provisions of the statutes of the State of Iowa.

Article XIII

Adoption of Bylaws

These bylaws were adopted at a meeting of the Johnson County Central Committee on April 9, 2001, at Coralville, Iowa, and was filed with the county and state commissioners of election on the 16th day of April, 2001.