

## **BYLAWS OF THE PUTNAM COUNTY REPUBLICAN EXECUTIVE COMMITTEE OF WEST VIRGINIA**

### **ARTICLE I – NAME**

The name of this organization shall be “Putnam County Republican Executive Committee of West Virginia.”

### **ARTICLE II – ELECTION OF MEMBERS**

The members of the Committee elected at the primary for the year 1994, together with members of the Committee heretofore or hereafter elected to fill any vacancies shall constitute the membership of the Committee until their successors are appointed and qualify. At each primary beginning with the primary election in the year 1994 and in every fourth year thereafter, the voters of the Republican Party in each magisterial district shall elect one male and one female member of the Putnam County Republican Executive Committee. Members shall be elected in accordance with the provisions of the Code of West Virginia, 1931, as amended.

### **ARTICLE III – TERM OF OFFICE**

**Section 1.** The term of office of all members of the County Executive Committee so elected shall be concurrent with the State G.O.P. taking office and shall continue for four years thereafter and until their successors are elected and qualified, except for the terms specified in Article II.

**Section 2.** Vacancies in the County Executive Committee shall be filled by members of the Committee for the unexpired term. Any Committee member may submit a name from the magisterial district in which the vacancy occurs, to be of the same biological sex as the person who vacated the position. In order to allow time for consideration of nominees, the names submitted shall not be voted upon until the next regular Committee meeting following the one in which they were nominated. The vote shall be by secret ballot.

**Section 3.** Any person so appointed shall agree at the time of appointment to relinquish the appointment if he is unable to attend nine or more regular meetings within any calendar year.

### **ARTICLE IV – OFFICERS**

**Section 1.** The officers of the Committee shall consist of a chairman, a vice chairman, a secretary, and a treasurer.

**Section 2.** The terms of all officers shall begin on the date of their election to such office and shall continue and be concurrent with the election of the State G.O.P. Officers, or until their successors are elected and qualified except for the terms specified in Article II.

**Section 3.** Vacancies in any of the positions as officers of the Committee other than the chairman shall be filled by appointment by the chairman.

**Section 4.** Any vacancy in the office of chairman of the Committee shall be filled by majority vote of the Executive Committee for the unexpired term.

**ARTICLE V – CHAIRMAN**

**Section 1.** The chairman shall be the chief executive of the Committee and shall be responsible for the management and administration of its affairs, subject only to these bylaws and within State G.O.P. guidelines as mandated by national guidelines.

**Section 2.** The chairman shall preside at all the meetings of the Committee. In his absence, the vice-chairman shall preside at such meetings. In the absence of the Chairman and vice-chairman, the secretary—or in the secretary’s absence, some other member—should call the meeting to order, and the assembly should immediately elect a chairman pro-tempore to preside during that session only. Such office is terminated by the entrance of the chairman or vice-chairman.

**Section 3.** The chairman shall have no vote at any meeting of the Committee, except where the vote on any question is equally divided.

**Section 4.** The chairman shall appoint the membership of and designate the chairmen of all subcommittees of the Executive Committee, except as otherwise provided in the by-laws. The chairman may appoint such special committees as he may deem proper or necessary, designate the number and chairman thereof, and define the duties such committees shall perform, and limit or terminate the existence thereof.

**ARTICLE VI – VICE CHAIRMAN**

The Vice-chairman shall perform duties of the Chairman when he is absent or unable to serve and such other duties as may be assigned to him by the Chairman.

**ARTICLE VII – SECRETARY**

**Section 1.** The Secretary of the Executive Committee shall keep accurate minutes, to be on file and accessible to Committee members and appropriate G.O.P. affiliates. In addition, the Secretary shall make other such reports as the Chairman or the Committee may require.

**Section 2.** The Secretary shall have charge of the necessary correspondence of the Executive Committee and perform such other duties as may be assigned by the Chairman.

**ARTICLE VIII – TREASURER**

**Section 1.** Treasurer shall receive and have charge of all funds of the Executive Committee. The Treasurer shall deposit such funds in one, or more, separate bank accounts in the name of the Executive Committee, the bank, or banks, where such deposits are made to be designated by the Committee.

**Section 2.** All Expenditures of the funds of the County Committee shall be made by check. Checks shall be signed by the Treasurer or the Chairman for amounts under \$50. Amounts over \$50 require two signatures, the Treasurer and the Chairman.

**Section 3.** The Treasurer shall file financial statements with the West Virginia Secretary of State itemizing all contributions and expenditures during the period covered by the financial statement. Financial statements must be filed not less than five or more than ten days before the general election, and again within thirty days after the general election, pursuant to Article 8, Chapter 3 of the Official Code of West Virginia, 1931, as amended or as required by state law.

#### **ARTICLE IX – COMMITTEES**

**Section 1.** The Chairman of the Executive Committee may from time to time appoint such other committees as in his opinion the party activity may require, and he shall designate the duties and duration of each committee.

**Section 2.** The Executive Committee may establish and sponsor a Putnam Executive Committee as well as the Putnam County Republican ticket and state Republican offices in the general election. No financial support shall be given for the Committee's influence for or against any candidate in the primary election.

#### **ARTICLE X – MEETING OF THE COMMITTEE**

**Section 1.** As soon as the official date for the new Executive Committee to take office following the election in each fourth year as provided by the Code of West Virginia, members of the Executive Committee shall be convened at a time and place to be designated, on the call of the Chairman of the retiring Executive Committee, and shall thereupon proceed to elect a chairman, a vice-chairman, a secretary, and a treasurer. At such organizational meeting the Executive Committee shall transact all such other business as it shall deem proper.

**Section 2.** In addition to the organizational meeting each fourth year, the Executive Committee will hold regular meetings as needed to conduct the business of the Committee which will be convened at a time and location announced by the chairman with reasonable notice to the rest of the committee members. Meetings may be conducted by means of teleconference or videoconference at the discretion of the Chairman, as the need may arise. The Committee must meet at least quarterly but may meet more often as Committee business may require. The meeting shall be referred to as the regular meeting.

**Section 3.** Special meetings of the Executive Committee may be called upon by the request of the Chairman, or upon a written request or petition signed by any seven duly elected or appointed members of the Executive Committee.

**Section 4.** All votes cast at any meeting shall be made by the members, present in person or by a duly authorized proxy by an absent member in writing or by electronic communication. During the roll call, persons holding proxies shall make it known to the Committee prior to regular committee

business being conducted. No proxy shall be recognized unless the same be filed with the Secretary during the roll call of members at any meeting, the holder clearly announcing the name of the Committee member so represented and the name of the holder of such proxy. A proxy shall not have the authority to make or second any motion before the Committee.

**Section 5.** For the purpose of the regular monthly meeting a quorum shall consist of not less than 50% of the membership in attendance or by proxy.

**Section 6.** *Robert's Rules of Order* shall govern the conduct of the meeting of the Committee except as otherwise provided by these bylaws.

**Section 7.** Members of the Committee are expected to attend all regular meetings. When a member is unable to attend a regular meeting, such member must give reasonable notice to the Chairman prior to the meeting. Excessive absences may be grounds for removal of such member.

**Section 8.** Any member of the Putnam County Republican Executive Committee who donates to, contributes to, endorses, or in any manner provides open and public assistance to an opposing party or its platform, to the detriment of a Republican nominee or to the Republican Party platform, shall forfeit any and all rights and privileges of a member of the Putnam County Republican Executive Committee and may be subject to removal from the Committee.

**Section 9.** Members may be removed from the Committee for *just cause* as determined by the will of the membership by a two-thirds majority vote. *Just cause* refers to a standard of reasonableness used to evaluate a person's actions in a given set of circumstances. *Just cause* in any set of circumstances shall be determined by a two-thirds majority vote of the Committee.

#### **ARTICLE XI – EFFECTIVE DATE**

These bylaws were adopted and ratified by the Putnam County Republican Executive Committee on the 12<sup>th</sup> day of April 2021, with an effective date of the same.