

**THE BYLAWS OF THE EXECUTIVE COMMITTEE OF THE
GRAND TRAVERSE COUNTY REPUBLICAN PARTY**

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ARTICLE 1-NAME AND PURPOSE.....	3
Section 1 Name.....	3
Section 2 Purpose.....	3
Section 3 Oath.....	3
ARTICLE II-THE EXECUTIVE COMMITTEE.....	4
Section 1 Executive Committee.....	4
Section 2 Duties.....	4
Section 3 Membership.....	4
(a) Nominee Members.....	4
(b) Delegate Elected Members.....	4, 5
(c) Ex Officio Members.....	5
ARTICLE III-COMMITTEE MEETINGS.....	6
Section 1 Regular Executive Committee Meetings.....	6
Section 2 Quorum.....	6
Section 3 Proxy Voting.....	6
Section 4 Special Meetings.....	6
Section 5 Agenda.....	6
Section 6 Resolutions.....	6
ARTICLE IV-OFFICERS.....	7
Section 1 Officers.....	7
Section 2 Elections.....	7
Section 3 Vacancies.....	7
ARTICLE V-DUTIES OF OFFICERS.....	8
Section 1 County Chair.....	8
Section 2 Vice Chair.....	8
Section 3 Secretary.....	8
Section 4 Treasurer.....	9
ARTICLE VI-OFFICER OR MEMBER REMOVAL & SUCCESSION.....	10
Section 1 Process for removal.....	10
Section 2 Succession.....	10
Section 3.....	10
ARTICLE VII-SPECIAL COMMITTEE.....	11
Section 1 Finance Committee.....	11
Section 2 Committees.....	11
ARTICLE VIII-PROCEDURE.....	12
ARTICLE IX-DISSOLUTION.....	13
ARTICLE X-AMENDMENT OR SUSPENSION OF BYLAWS.....	14
ARTICLE XI-RULES FOR ELECTING MEMBERS TO THE EXECUTIVE COMMITTEE.....	15
Section 1 Qualifications for Delegate Elected Members at County Convention.....	15
Section 2 Filling a vacancy on the Executive Committee.....	15
ARTICLE XII-PARTISAN ELECTIONS.....	16
ARTICLE XIII-ENDORSMENTS.....	17
Section 1 General Elections.....	17
Section 2 Primary Elections.....	17
ARTICLE XIV-ADOPTION.....	18

**THE BYLAWS EXECUTIVE COMMITTEE OF
GRAND TRAVERSE COUNTY REPUBLICAN PARTY**

ARTICLE 1-NAME AND PURPOSE

Section 1 Name

This Committee shall be known as the Executive Committee of the Grand Traverse County Republican Party.

Section 2 Purpose

The purpose and object of the Executive Committee shall be:

To perform all duties delegated by law and such other duties not prohibited by law as will benefit the general welfare of the Grand Traverse County, District and State Republican Party; to establish the County Committee as provided for by state law [MCL 168.599]; to coordinate the affairs and business of the Grand Traverse County Republican Party; and to adopt Bylaws by which the Executive Committee Shall be governed.

Section 3 Oath

All Delegates at the first county convention after the August Primary; and elevated delegates at subsequent county conventions, shall take an oath as follows: I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Michigan to the best of my abilities, so help me God.

All those elevated to the Executive Committee upon assuming office shall take an oath as follows: I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Michigan to the best of my abilities, so help me God.

ARTICLE II-THE EXECUTIVE COMMITTEE

Section 1 Executive Committee

There shall be an Executive Committee of the Republican Party of Grand Traverse County which shall be established as provided by law [MCL 168.599 ..] and these Bylaws. The Executive Committee shall elect the County Chair, Vice Chair, (who shall be the opposite sex of the Chair.) Secretary and Treasurer of the Executive Committee, and shall fill any vacancies occurring in said offices. The Executive Committee shall be selected by delegates at the fall convention following the November General election on even numbered years.

Section 2 Duties

The duties of the Executive Committee shall be to

- a) establish general policy and to perform such additional duties for the operation and conduct of the affairs of the Grand Traverse County Republican Party as prescribed by law or these Bylaws.
- b) To establish the County Committee as provided for by state law [MCL 168.599]
- c) In addition, the Executive Committee may foster, promote, recognize and aid in the establishment of those clubs, groups and organizations within Grand Traverse County which will cooperate with and enhance the activities of the Republican Party, the purpose of which shall be to cooperate in the general political activities and policies of the Republican Party.

Section 3 Membership

The membership of the Executive Committee may consist of Nominee Members, Delegate Elected Members and Ex Officio Members.

All members must be currently paid members of the Grand Traverse County Republican Party. Membership must be paid each year while serving on the Executive Committee. Failure to pay membership shall automatically suspend all rights and privileges of a member until the contribution is made.

(a) Nominee Members

The nominee members shall be the persons representing all or a portion of Grand Traverse County on the Republican ballot for each county office and state legislative office at the two preceding fall primary elections. When a new nomination is made for an office, the nominee for which is entitled to serve as a member of the Executive Committee, the new nominee shall replace the former nominee member of the Executive Committee. If a vacancy occurs in the Executive Committee in the position of nominee member following the election in which he/she was a candidate, the vacancy shall not be filled.

(b) Delegate Elected Member

The delegate elected members shall be those number of persons equal to the number of candidates of the Republican Party nominated for election to county offices and state legislative offices in Grand Traverse County and shall be selected by the delegates to the fall convention of the Grand Traverse County Republican Party taking place in the even numbered years.

All delegate elected members must be registered voters who reside in Grand Traverse County. Delegate elected Members must attend three-quarters of the Executive Committee meetings in a calendar year. If a delegate elected member misses more than the allotted meetings, the member will be notified by the Chair, and his or her seat may be declared vacant by a majority vote of present Executive Committee members at the next Executive Committee meeting.

If a vacancy occurs in the Executive Committee in the position of delegate elected member, the remaining members of the Executive Committee present shall fill such vacancy with a majority vote. A candidate to fill the vacancy must submit in writing to the Chair of his or her interest in being a candidate for the Executive Committee and must meet the eligibility criteria for delegate elected members.

1. For the purposes of filling this vacancy, only the delegate elected members may vote per MCL [168.599 sec 1]

(c) Ex Officio Members

If not already a member, Ex Officio Members of this Committee, with voice but not with vote, shall be persons who reside in Grand Traverse County and who held the following positions: County Chair, Vice Chair, Secretary, Treasurer, members of the Republican State Committee residing in Grand Traverse County, State Party Officers residing in Grand Traverse County, former County Chair who have served within the last ten Years, President of the Grand Traverse County Young Republicans and the President of the Republican Women’s Clubs, the President of each local Republican Club, and the Chair of the various Committees appointed by the County Chair, the County Finance Chair, the immediate past officeholders of the positions of County Vice Chair, Secretary, and Treasurer, District Chairs for time to time and past state office holders residing in Grand Traverse County.

ARTICLE III- COMMITTEE MEETINGS

Section 1 Regular Executive Committee Meetings

Regular meetings of the Executive Committee shall be held monthly or as required to carry out its duties at times and places to be determined by the County Chair.

Section 2 Quorum

A quorum for all meetings of the Executive Committee shall be one-fourth of the voting membership of the Committee represented in person, on the phone or via internet.

- A. The Committee member must be a part of the discussion upon which they are voting.
- B. If a member is participating on the phone or via internet, it is that member's responsibility to arrange a reliable phone or internet connection prior to meeting start and to be acknowledged by Secretary recording of the meeting.
- C. The Chair shall have latitude in determining the actual participation of remote participation.
- D. Remote participant may text the Secretary, Chair or assigned Teller for secret ballot votes.

Section 3 Proxy Voting

No votes by proxy will be accepted except as provided for legislative candidates by law. 168.599 sec 3 [Candidate for legislative office that consists of more than one county may give written proxy to another member of the Executive Committee]

Section 4 Special Meetings

Special meetings of the Executive Committee may be called by

- A. County Chair when he/she shall deem it advisable,
 1. County Chair shall provide minimum 24 hours notice along with proposed agenda for such meeting.
- B. Or when requested in writing by a quorum of the members of the Executive Committee, setting forth the reasons why such special meeting is necessary.
 1. Chair shall be allowed [3] business days from the final request received, to determine the meeting date. If the Chair does not schedule, then those requesting the meeting shall schedule.
 2. Chair shall be allowed [8] business days from the final request received, to hold the meeting.
 3. With permission of those requesting the meeting the time limits may be exceeded by the Chair.

Section 5 Agenda

An agenda and preliminary notice of the subject matter to be considered at meetings of the Executive Committee shall be forwarded to each member of the Committee with the notice of the time and place of the meetings not less than 48 hours prior to each meeting is necessary.

Section 6 Resolutions

All resolutions proposed for consideration by the Executive Committee shall be submitted to the County Chair at least five days prior to the meeting at which they are proposed to be introduced. This By-Law may be suspended by two-thirds vote of the Executive Committee present.

- A. Such properly submitted resolutions shall be included in the agenda.

ARTICLE IV-OFFICERS

Section 1 Officers

The offices of the Executive Committee shall be a County Chair, a Vice Chair, a Secretary, a Treasurer, and such other officers as may be deemed necessary by the County Chair with the approval of the Executive Committee.

Section 2 Elections

The County Chair, Vice Chair, Secretary and Treasurer shall be elected by the members of the Executive Committee within thirty days following the fall county convention held in the even numbered years. The term of office for these officers shall be two years commencing January first of the odd numbered years. The County Chair may appoint such other officers as he/she deems necessary with the approval of the Executive Committee. The term of office of such other officers shall be determined by the Executive Committee.

Section 3 Vacancies

In the event an officer shall resign or become ineligible to hold office, there shall be a vacancy in that office. In the event a vacancy occurs in the office of the County Chair, the powers and duties of the County Chair shall be assumed immediately and automatically by the Vice Chair until a new County Chair is elected. In the event a vacancy occurs in the office of the County Treasurer, the powers and duties of the County Treasurer shall be assumed immediately and automatically by the Secretary until a new County Treasurer is elected. All vacancies in offices shall be filled by election by the members of the Executive Committee for the remainder of the term.

ARTICLE V-DUTIES OF OFFICERS

Section 1 County Chair

The duties of the County Chair shall be those provided by law and also such other duties not prohibited by law as may be required by action of the Executive Committee, including but not limited to the following: The County Chair shall preside at all meetings of the Executive Committee, and shall appoint and remove, with the exception of the elected members of the Finance Committee, the Chair and members of all Committees, subject to the approval of the Executive Committee, and shall be an Ex Officio Member of all Committees of the Executive Committee.

In addition, the County Chair shall be the chief Executive of the Executive Committee, and primarily responsible for directing the day to day administration of the Republican Action Center and staff; shall be responsible for managing the routine affairs of the Grand Traverse County Republican Party; shall coordinate the activities of the Republican Party organizations with the County; shall be a member of the Finance Committee, shall prepare a proposed annual budget which shall project the estimated revenues and the proposed expenditures of the Grand Traverse County Republican Party for review and approval or modification by the Finance Committee prior to the February meeting of the Executive Committee; and may hire full or part-time paid personnel to implement Grand Traverse County Republican Party programs, subject to the prior approval of these positions by the Executive Committee. The County Chair shall submit reports to the Executive Committee as may be required by the action of the Committee, to keep the Executive Committee informed of Republican Party programs and activities; and shall assign to other officers and Committees such duties as may be necessary.

The Chair shall turn over to his/her successor all accounts, rules, letters, records, papers and other property pertaining to or associated with the affairs of Chair upon leaving office.

Section 2 Vice Chair

The duties of the Vice Chair shall be to preside at meetings of the Executive Committee in the absence of the County Chair or at the request of the County Chair, and to perform such other duties as directed by the County Chair and the Executive Committee. In the event the County Chair shall be unable to perform the Chair's duties, or is removed, the Vice Chair shall assume those duties and responsibilities until the County Chair shall again take up the duties of his/her office.

The Vice Chair shall turn over to his/her successor all accounts, rules, letters, records, papers and other property pertaining to or associated with the affairs of Vice Chair upon leaving office.

Section 3 Secretary

The duties of the Secretary shall be to perform all the duties normally incident to the office of Secretary and, in particular, to keep a permanent record of the minutes and attendance at all of the meetings of the Executive Committee; to furnish a copy of the approved minutes of the recent meeting to any number of the Executive Committee who requires the same; to maintain the membership roster; to maintain a master list of county delegates and contact information; and to see that all notices are duly given in accordance with the provisions of law and as required by these Bylaws.

The Secretary shall turn over to his/her successor all accounts, rules, letters, records, papers and other property pertaining to or associated with the affairs of Secretary upon leaving office.

Section 4 Treasurer

The duties of the Treasurer shall be to have the care and custody of all monies paid to the Executive Committee of the Republican Party of Grand Traverse County, and deposit the same in the name of the Executive Committee in a bank designated by the Executive Committee, and he/she shall pay all bills charged to the Executive Committee as authorized by the County Chair within the limits specified in the budget, and limits set by law or regulation. Any bills, the payment of which will cause a disbursement exceeding the amount budgeted, must be approved by the Executive Committee prior to payment. The Treasurer shall be responsible for the proper and timely filing of all financial reports required by law. The Treasurer shall make available discretionary funds (previously approved by the Executive Committee for the year) to the Chair, for any single expenditure. Record of monies spent shall be reported to the Treasurer within 3 days, and before the next expenditure is made.

In addition, the Treasurer shall keep an accurate account, in permanent records, of all receipts and disbursements of funds in his/her records. And upon reasonable request, and with concurrence of the Executive Committee and in a time frame and scope of examination approved by the Executive Committee, the records shall be open to inspection and examination by a member of the Executive Committee.

The Treasurer shall render regular statements of the revenues, expenditures, outstanding obligations and cash balance of the Executive Committee to the County Chair, Vice Chair and Executive Committee a summary of such reports at each regular meeting.

The Treasurer shall keep apprised of campaign finance law and rules governing the Executive Committee and its expenditures, and shall be consulted prior to expected financial transactions.

The Treasurer, and such other persons as shall be designated by the County Chair, may be bonded in a manner and in an amount as shall be prescribed by the Executive Committee, and shall turn over to his/her successor all funds, money, books, accounts, rules, letters, records, papers and other property pertaining to or associated with the affairs of Treasurer upon leaving office.

At the close of each calendar year, the Treasurer shall submit an annual statement and report as of December 31st of each year, setting forth the financial condition of the Executive Committee and Republican Party of Grand Traverse County, and summarizing the income and expenditures of the Executive Committee, and shall forward the same to the County Chair and Vice Chair summarizing the income and expenditures of the Executive Committee by the 25th day of January of the year following, and shall present a copy of the report to the Executive Committee at the next regular meeting. Upon motion and majority vote at any special or regular meeting, the Executive Committee may order an outside examination of all books of account.

ARTICLE VI- OFFICER OR MEMBER REMOVAL & SUCCESSION

Section 1 Process for Removal

- A. Any member of the Executive Committee may be removed from the Party for any illegal activity or any action detrimental to the Party. Intent to remove a member must be addressed in writing with cause to the Chair. If the Chair is being considered for removal, the complaint with cause should be submitted to another officer.
- B. Such proceedings shall be closed to the public, and only available to Executive Committee membership.
- C. The Party Chair will preside over any hearing. If the complaint is against the Chair, the Vice-Chair of the Executive Committee will preside.
- D. Prior to consideration of the removal of a member, the accused, and the accuser(s), shall meet to discuss the facts of the matter and be encouraged to seek a resolution.
- E. If a resolution is not found, the Chair, or the Vice Chair if the complaint is about the Chair, will proceed with removal procedures if warranted, bringing the matter forward to the Executive Committee for action.
- F. The Chair will discuss the details of the matter with members at large. The floor is then open for discussion from all members. Once discussion is complete, the Chair, or the Vice Chair if the complaint is about the Chair will call for a motion and vote of the Executive Committee. The Chair, or the Vice Chair if the complaint is about the Chair and two members selected by the Executive Committee will tally the vote. The motion requires a 2/3 ballot vote of the Executive Committee members voting.
- G. Executive Committee decisions are effective immediately.

Section 2 Succession

- A. Natural Succession until a vote is taken to replace vacant positions. The Vice Chair succeeds the Chair; the Treasurer succeeds the Vice Chair; the Secretary succeeds the Treasurer.
- B. New officers shall be elected by majority of the Executive Committee voting at the next meeting unless these rules are suspended by 2/3 vote of the Executive Committee.

Section 3 Resignations

- A. Resignations must be to at least one officer or, lacking officers, to at least two Executive Committee members, verbally or in writing, with automatic acceptance upon written notification to the rest of the Executive Committee including the person who resigned. Such notification shall be within 48 hours.
- B. If the person resigning does not follow the resignation procedure as specified by the preceding paragraph, the Executive Committee shall determine if the resignation is valid.
- C. Rescinding a resignation shall require a two-thirds vote of the Executive Committee members present at a regular meeting.

ARTICLE VII-SPECIAL COMMITTEES

Section 1 Finance Committee

There shall be a Finance Committee which shall consist of a Finance Chair of the Executive Committee, who shall serve as the Chair of the Finance Committee, the Treasurer, the County Chair and three persons to be elected by the Executive Committee from nomination by the Chair.

The term of office of members of the Finance Committee shall continue for the duration of the current Executive Committee. The Finance Committee shall review and may approve or modify by majority vote the purposed annual budget which shall be submitted to the Executive Committee Chair.

The Finance Committee shall submit an annual proposed budget as approved or modified by its action to the March meeting of the Executive Committee for review and approval or modification.

The Finance Committee shall meet as needed and shall regularly report to the Executive Committee as to the current status of the financial policies and programs of the Grand Traverse County Republican Party. The Finance Committee Chair shall call the meetings electronically to it's members.

If a finance Committee member fails to participate in two or more meetings the Executive Committee Chair may be asked to remove the member.

The Finance Committee shall recommend such changes and alterations in the annual budget as are necessary and appropriate when actual revenues and revenue projections are not adequate to support budgeted expenditures. Recommendations of the Finance Committee with reference to the budget shall be presented to the Executive Committee for acceptance of the modification at the next Executive Committee meeting.

Section 2 Committees

The Executive Committee Chair may appoint, with the approval of the Executive Committee, which may consist of as few as one person along with the Chair who serves as ex officio member of the Committee.

Committee Chairs shall regularly report to the Executive Committee concerning their programs and activities. When possible, a written report should be provided to the Secretary prior to the monthly meeting for distribution to the membership.

ARTICLE VIII-PROCEDURE

Robert's Rules of Order, Newly Revised, shall govern the Executive Committee in all cases in which they are applicable where said rules are not in conflict with the Bylaws of this Executive Committee.

ARTICLE IX-DISSOLUTION

In the event of the dissolution of the Grand Traverse County Republican Party under the auspices of the Executive Committee, all of its assets remaining after payment of all cost and expenses of such dissolution shall be distributed to the Michigan State Republican Committee or the National Republican Committee, as a majority of those members of the Executive Committee present and voting shall close. None of the assets will be distributed to any member or officer of the organization.

ARTICLE X-AMENDMENT OR SUSPENSION OF BYLAWS

Suspension of any section of these bylaws requires a $2/3$ majority of present voting members of the Executive Committee. Such suspension shall not be contrary to law.

These Bylaws may be amended by a $2/3$ majority vote of present voting members of the Executive Committee; provided that notice of any proposed amendment shall be sent to the committee a minimum of fourteen days prior to the next meeting and have been furnished with the meeting notice to each member of the Executive Committee. Each amendment shall take effect when it has been approved by the required margin of the Executive Committee.

ARTICLE XI-ELECTING MEMBERS TO THE EXECUTIVE COMMITTEE

MCL 168.599 sec. 1. Delegate Elected Members: The delegate elected members shall be those number of persons equal to the number of candidates of the Republican Party nominated for election to county offices and state legislative offices in Grand Traverse County and shall be selected by the delegates to the fall convention of the Republican Party of Grand Traverse County taking place in the even number years.

Section 1 Qualifications for Delegate Elected Members at County Convention filling Vacancies

To be eligible to be a Delegate Elected Member of the Executive Committee a person must meet the following criteria:

- A. A registered voter in Grand Traverse County.
- B. A paid member of the Grand Traverse County Republican Party.

Section 2 Filling a vacancy on the Executive Committee

If a vacancy occurs in the Executive Committee in the position of delegate elected member, the remaining delegate elected members of the Executive Committee members present shall fill such vacancy with a majority vote.

ARTICLE XII-PARTISAN ELECTIONS

An Executive Committee (EC) member who files to run for office in a partisan election

- A. for an officially recognized state party or similarly organized party other than the Republican Party shall be censured and lose all Executive Committee voting rights for the duration of their elected term;
- B. as an independent against a Republican shall be censured and lose all Executive Committee voting rights for the duration of the election cycle that election;
- C. Officers of the Executive Committee shall be required to step down from their officer position upon filing or announcing their run for partisan county or higher office.
- D. items a or b, or c of this subsection may be waived by two thirds vote of the EC members present, excluding the EC member in question, either before or after the filing for elective partisan election.

ARTICLE XIII-ENDORSEMENTS

Candidates who wish to be considered for endorsement by the Grand Traverse County Republican Party shall make their request in writing to the Grand Traverse County Republican Party Executive Committee. Candidate who have won the Republican nomination in a primary election will automatically be considered.

Section 1 General Elections

- A. Any candidate who wins a Republican Primary election shall be endorsed by the Grand Traverse County Republican Party unless the endorsement is withheld by a two thirds majority vote of the Executive Committee present.
- B. Any candidate nominated at a State or National Convention for a Republican office shall be endorsed by the Grand Traverse County Republican Party unless the endorsement is withheld by a two thirds majority vote of the Executive Committee present.
- C. Any candidate nominated at a State Convention for a non partisan state wide office shall be endorsed by the Grand Traverse County Republican Party unless the endorsement is withheld by a two thirds majority vote of the Executive Committee present.
- D. Any Grand Traverse County Republican party member who seeks the endorsement from the Grand Traverse County Republican Party for a non partisan local or county race may be vetted by the Executive Committee for endorsement by majority vote of those members present.

Section 2 Primary Elections

The Grand Traverse County Republican Party shall not endorse in primary elections.

ARTICLE XIV-ADOPTION

These Bylaws shall be adopted and shall govern the conduct of the Executive Committee and its officers and Committees until the bylaws are amended or replaced.