

**BYLAWS  
OF  
THE SHELBY COUNTY REPUBLICAN  
EXECUTIVE COMMITTEE**

Revised February 21, 2017

The Republican Executive Committee of Shelby County, Alabama, having the responsibility under law to advance, direct and regulate the Republican Party and its official activities in the county, does hereby enact and establish these Bylaws to facilitate the discharge of this responsibility in an orderly and harmonious manner for the best interest of the party and its members and supporters.

**ARTICLE I: NAME**

The name of the organization governing the Republican Party in Shelby County, Alabama shall be the "SHELBY COUNTY REPUBLICAN EXECUTIVE COMMITTEE", hereinafter called the "Executive Committee" or the "Committee".

**ARTICLE II: PURPOSE AND DUTIES**

In order to promote the election of Republicans to public office and appointment of Republicans to boards and commissions, the Executive Committee shall perform the duties imposed by applicable laws and customs. Its duties and responsibilities shall include, but shall not be limited to, the following:

1. To direct, supervise, and manage the affairs and business of the Republican Party in Shelby County.
2. To create and maintain an effective and permanent Republican organization based on political precincts.
3. To insure the selection and training of qualified officials to actively represent the Republican Party at the polls during elections.
4. To seek qualified candidates for public office in Shelby County.
5. To conduct a Republican county convention or primary for election of candidates as required by law or as directed by the Alabama Republican Executive Committee.
6. To aid Republican Finance drives.
7. To support and conduct campaigns for the Party's nominees for public office after they have been elected in party conventions or primaries and to unite Party factions behind the nominees.
8. To provide leadership and direction for Republican organizations and candidates within the county.
9. To educate the people of Shelby County to the philosophy and principles of the Republican Party and the Alabama electoral process.
10. To promote the development and maintenance of good government at the local and state levels and adhere to the principles of the National Republican Party and the Alabama Republican Executive Committee.

### **ARTICLE III: EXECUTIVE COMMITTEE MEMBERSHIP**

1. All citizens of Shelby County who support the principles of the Republican Party and who are qualified voters and residents in Shelby County who have paid their annual dues are eligible to hold a position on the Shelby County Republican Executive Committee.
2. Unless otherwise stated in these bylaws, the Executive Committee shall be composed of members elected in the Republican primary during the gubernatorial election year and are to be elected by plurality vote. At least one half of all seats on the Executive Committee shall be filled by elections occurring in each precinct, as set forth in ARTICLE III Section 3.a., with each candidate to be a resident of the precinct in which he or she seeks election to the Executive Committee. The remaining seats on the Executive Committee shall be filled by an at- large election, as set ARTICLE III Section 3.b., with each candidate running therein to be a resident of Shelby County. Candidates elected to the Executive Committee shall serve for a term of four (4) years, said term to begin on the day following the general election of that year. There shall be a qualifying fee of \$50.00 payable at the time of qualifying or at the time of appointment if filling a vacancy.
3. The Executive Committee shall be constituted as follows:
  - a. One (1) place from each precinct for every 750 votes, or fraction thereof, cast by the residents of that precinct in the last Republican Presidential primary. The membership so allocated shall remain constant in number and will be reapportioned as necessary after each presidential primary election cycle, but shall not become effective until the election of a new executive committee in the following gubernatorial primary. Members elected to fill any of the places set forth in this subsection shall be elected in precinct elections as set forth in ARTICLE III, Section 2.
  - b. A number of members equal to the lesser of sixty (60) and the number of places to be filled by precinct elections. Members elected to fill any of the places set forth in this subsection shall be elected in an at-large election as set forth in ARTICLE III, Section 2.
  - c. Five (5) additional members from the county at large may be appointed by the chairman with the consent of the Executive Committee. Such appointed members shall have all privileges of elected members except that they shall not vote for the election of officers.
  - d. Elected State Executive Committee members if not otherwise members of the county executive committee may serve as ex-officio members of the Committee.
  - e. In addition to the foregoing membership of the Executive committee, any Republican Club, association or federation in Shelby County duly organized and certified as such by the Executive Committee may certify the name of its president to the Executive Committee to serve and as an ex officio member.

4. Committee members elected in precinct elections shall serve as Precinct Captains in accordance with the handbook prepared by the Shelby County Republican Party Steering Committee.
5. Any Executive Committee member vacancy in a precinct-specific place shall be filled by a Republican residing in the precinct in which the vacancy exists. Any Executive Committee member vacancy in an at-large place shall be filled by a Republican residing in Shelby County. Nominations for the filling of a vacant position shall be made by any member active member of the Executive Committee. Vacancies are to be filled by vote of the Executive Committee.
6. If the Precinct lines are redrawn, members holding precinct-specific places shall serve along old lines until the next primary to elect members.
7. Each Zone shall be established by and shall run along lines as set forth in ARTICLE VI, Section 1.e.
8. Upon payment of dues, a newly elected or appointed member of the Executive Committee shall be considered in good standing and shall be eligible to participate in all activities of the unit, and shall receive a copy of the current unit By-Laws and Membership Roster. To remain a member of the Executive Committee, a member must be a resident of Shelby County, whose current dues are paid, and otherwise fulfill all the requirements of this ARTICLE. Absence from three consecutive quarterly Executive Committee meetings or non-payment of dues shall result in the automatic loss of membership on the Committee.
9. The chairman, Secretary, and Treasurer shall review the record of attendance prior to each quarterly meeting of the Executive Committee and shall identify those members who are in good standing. To be eligible for election or appointment to the Committee, a person must be a duly qualified elector of the County. Failure to maintain such eligibility requirements shall, if not corrected with thirty (30) days after notice thereof to such person from the Chairman, result in automatic loss of membership on the Committee. The foregoing provisions relating to attendance do not apply to members of the committee who are on active military duty, and as a result, are unable to attend committee meetings. Individual(s) removed from the active membership list for non-payment of dues may be reinstated upon payment in full of dues.
10. In addition to the automatic loss of membership for reasons set forth in ARTICLE III, Paragraph 8, members may be removed for malfeasance, misfeasance, or nonfeasance, or by support (other than his personal vote) of any candidate for public office opposing a Republican candidate for that office. A member may be removed upon advice and consent of two thirds (2/3) of the Executive Committee voting at any regular or special meeting, after seven (7) days written notice by certified mail to such members and by ordinary mail to the general membership of the Executive Committee. Such action for removal must be initiated by a majority of the Steering Committee or by written petition of twenty- five (25) members of the Executive Committee.

#### **ARTICLE IV: OFFICERS OF THE EXECUTIVE COMMITTEE**

1. The Shelby County Republican Executive Committee shall elect the following officers:
  - a. Chairman
  - b. Vice Chairman
  - c. Secretary
  - d. Treasurer
2. Officers shall serve a term of two calendar years or until their successors are elected.
3. Officers shall be elected in the second week following each general election or within thirty (30) days of same.
4. Terms of office for newly elected officers shall begin on the day following their election.
5. Officers elected by the Executive Committee must be elected members of the Executive Committee.
6. Any vacancy occurring in any elected office shall be filled at the next quarterly meeting following the occurrence of such vacancy, except for the position of Chairman, which shall be immediately filled by the Vice Chairman, thereby creating a vacancy in the Vice Chairman position.

#### **ARTICLE V: DUTIES OF OFFICERS**

1. The chairman shall be the principle officer of the Executive Committee. The Chairman shall:
  - a. Preside at all meetings, caucuses, and county conventions;
  - b. Serve as member and presiding officer of the Steering Committee;
  - c. Serve as ex-officio member of all other committees;
  - d. Bring to the attention of the Executive and Steering Committee all pertinent information from State and National Committees;
  - e. Be responsible for the day to day business of the Executive Committee;
  - f. Authorize for payment all orders upon the Treasurer for disbursements of funds;
  - g. Arrange the order of business at all meetings of the Steering and Executive Committees;
  - h. Appoint directors as set out in ARTICLE VI, Section 1;
  - i. Appoint standing and special subcommittees with the approval of the Steering Committee;
  - j. Coordinate all necessary action between the Executive Committee and the State Committee;
  - k. Appoint a legal counsel parliamentarian with the concurrence of the Executive Committee;
  - l. Handle all duties regarding the qualifying of Republican primary elections assigned to party chairmen by Alabama's primary laws;

- m. The Chairman or his or his designee shall be available at the Shelby County Courthouse to accept Declarations of Candidacy from 2:00 p.m. to 5:00 p.m. on the last day of qualifying.
2. The Vice Chairman shall:
    - a. Perform the duties of the Chairman when requested by the Chairman or in the absence of the Chairman;
    - b. Become the Chairman for the unexpired term in case of the death or resignation of the Chairman;
    - c. Act as the Chairman's representative when requested by the Chairman;
    - d. Serve as member and Vice Chairman of the Steering Committee;
    - e. Assist the Chairman in coordinating the development of the Calendar of Meetings, the Calendar of Special Events, and the Political Plan;
  3. The Secretary shall:
    - a. Take and record accurate minutes of the proceedings of all meetings of the Executive Committee and the Steering Committee;
    - b. Preserve in permanent file all records and letters of value to the Committee and its officer. Such records are to be transferred to the successor at the close of the Secretary's term;
    - c. Conduct the official correspondence of the Committee and the Steering Committee;
    - d. Notify the Committee members and the Steering Committee members of the time and place of meetings;
    - e. Serve as member and Secretary of the Steering Committee;
    - f. Assist the Committee and officers;
    - g. Maintain a list of names, addresses, telephone numbers, and Committee function of all Committee members and officers.
    - h. Send notices to the Committee members for the first meeting of each year to the effect that dues are payable at the first meeting of each year.
  4. The Treasurer shall:
    - a. Maintain all committee funds in a reputable financial institution in an account under the name of The Shelby County Republican Executive Committee;
    - b. Maintain financial records and make financial reports;
    - c. Pay all bills upon the written authorization of the Chairman;
    - d. Make all deposits within two (2) working days of receipt and acknowledge as appropriate;
    - e. Serve as member and Treasurer of the Steering Committee and ex-officio member of the Finance Committee;
    - f. Deliver to the succeeding Treasurer within fifteen (15) days after expiration of term of office, all books, records, and papers, upon receipt of transfer
    - g. Be responsible for the collection of dues from members of the executive committee.

5. Each officer, except the Treasurer, shall deliver to the officer's successor immediately after retiring from office all accounts, records, books, papers, and other property belonging to the Executive Committee.

#### **ARTICLE VI: MEMBERSHIP OF THE STEERING COMMITTEE**

1. The Steering Committee shall consist of the following:
  - a. Chairman of the Committee;
  - b. Vice-Chairman of the Committee;
  - c. Secretary of the Committee;
  - d. Treasurer of the Committee
  - e. One Zone Director for each zone outlined in the Shelby County Republican Party Zone Map, as approved by a majority of the Shelby County Republican Party Executive Committee members at the meeting immediately preceding the meeting at which zone directors are elected, and no more frequently than every two (2) years, coinciding with the term of the Shelby County Republican Party Steering Committee. Said Zone Director shall be elected by the Executive Committee members of that Zone;
  - f. Directors appointed by the Chairman with the consent of the Executive Committee as follows:
    - i. Communications Director
    - ii. Finance Director
    - iii. Outreach Director
    - iv. Political DirectorThese appointed Directors may be either elected or appointed members of the Executive Committee and shall serve at the pleasure of the Chairman.
  - g. Legal Counsel/Parliamentarian appointed by the Chairman to serve in an advisory capacity only.
  - h. Elected members of the Steering Committee may be removed by two-thirds (2/3) vote of the Executive Committee.

#### **ARTICLE VII: DUTIES OF THE STEERING COMMITTEE**

1. The Steering Committee shall have the authority to act in the interest of the Executive Committee between meetings of the Executive Committee in the conduct of routine business matters.
2. The Steering Committee shall report in full on all transactions made during a quarter to the Executive Committee
3. Under the guidance of the Treasurer and Finance Director, the Steering Committee shall prepare and administer an annual budget for the Committee. The fiscal year for the Committee shall be from January 1 through December 31.
4. The Steering Committee shall prepare annually a Calendar of meetings and Calendar of Special Events to be published to all Executive Committee members by the first quarterly meeting.

5. The Steering Committee shall prepare and administer an annual Political Plan for furthering the purpose and growth of the Republican Party in Shelby County by the first quarterly meeting.
6. The Steering Committee shall insure that meetings and programs of the Executive Committee promote the Republican cause and inform Executive Committee members and the public regarding Republican policies and platforms.
7. The duties of each of the Steering Committee members shall be as follows:
  - a. Zone Directors shall provide leadership to members within their respective zones. They shall be responsible for coordinating all political activities within their zone, including but not limited to, candidate recruitment, voter registration, ballot security, neighborhood campaign activities.
  - b. Finance Director shall:
    - i. Prepare the budget, (working with the Treasurer,) for consideration by the Steering Committee and Executive Committee by the first quarterly meeting.
    - ii. Coordinate all fund-raising activities.
  - c. Communications Director shall be responsible for:
    - i. Gathering and disseminating information regarding issues of interest to the Republican Party and its causes and activities as deemed appropriate by the Chairman.
    - ii. Generating content, completing layout and publishing a newsletter on a regular, consistent schedule.
    - iii. Generating content and maintaining the Shelby County Republican Party's website and social media activities.
    - iv. Writing and disseminating press releases as deemed appropriate by the Chairman.
    - v. Generating supporting graphics as necessary.
  - d. Outreach Director shall be responsible for:
    - i. Coordinating all calls for volunteers with the Communications Director and/or Chairman.
    - ii. Identifying and scheduling volunteers, notifying volunteers of their assignments and schedule.
    - iii. Coordinating outreach events with event officials and representatives.
    - iv. Performing an advance survey of location as necessary.
    - v. Providing volunteer training as necessary, and
    - vi. Collecting and transferring completed information, signup, and voter registration forms in a timely manner.
  - e. Political Director shall be responsible for:
    - i. Development and implementation of the political plan for each election cycle;

- ii. Preparing and maintaining appropriate training materials for members and providing training to members, volunteers, and candidates in all aspects of their functions and duties, including, but not limited to, ballot security activities, neighborhood canvassing, telephone polling, voter identification and registration, and informing of the vote activities;
  - iii. Documenting all election results by voting location along with applicable comparative analyses and evaluations;
  - iv. Unless otherwise provided in state and/or national party resources, development and maintenance of an electronic database of Republican supporters and potential Republican voters for use by the party as directed by the Steering Committee.
- f. Legal Counsel/Parliamentarian shall provide legal advice and counsel to the Executive Committee and Steering Committee relative to party matters, as circumstances require and shall serve as Parliamentarian at all party meetings.

#### **ARTICLE VIII: MEETINGS**

1. The Steering Committee shall meet the second Tuesday of each month at a time and place designated by the Chairman unless the time and place are changed by the vote of the Steering Committee.
2. The Executive Committee as a whole shall meet quarterly in the second month of each quarter at a time and place designated by the Chairman. The meeting must be publicized and open to the public.
3. A special meeting of the Executive Committee may be called by the Chairman or seven (7) members of the Steering Committee.
4. Special meeting(s) of the Steering Committee may be called by the Chairman, or five (5) members of the Steering Committee.
5. Thirty (30) percent of the members in good standing of the Committee shall constitute a quorum for the Executive Committee and be authorized to transact business. A majority of the Steering Committee shall constitute a quorum for that body. Once a quorum is established, the presence of the quorum cannot be challenged except following a recess or adjournment of the meeting.
6. The Secretary shall send notice, either in writing or by electronic mail, of all regular and special meeting(s) to all members. Notification of Executive Committee meetings shall also be given to the following:
  - a. The Chairman of the Alabama Republican Party;
  - b. District Chairman of the Alabama Republican Party serving Shelby County;
  - c. Vice-Chairman of the Alabama Republican Party serving Shelby County.
7. Notices regarding Executive Committee meetings shall include any resolution to be considered at that meeting. No resolution which has failed to be so noticed may be adopted at a meeting unless passed by a majority of the total Executive Committee membership plus one (1) vote.



## **ARTICLE IX: PROCEDURE**

All proceedings shall be in accordance with Robert's Rules of Order [Newly Revised] unless specifically noted otherwise within these bylaws.

## **ARTICLE X: SEVERABILITY**

If any portion of these bylaws is found to violate State law or State Party bylaws, that section shall be void and shall be severable from every other portion of these bylaws and have no effect on the validity of these bylaws as a whole.

## **ARTICLE XI: DURATION**

The duration of the Committee shall be perpetual notwithstanding the fact the members of the Committee shall be elected from time to time or the fact that these bylaws may from time to time be amended. A partial or complete change in membership of the committee shall not affect the duration of the Committee or the term of office of the officers of the Committee.

## **ARTICLE XII: AMENDMENTS**

Any portion of these bylaws may be amended or revised at any Committee meeting by two-thirds (2/3) vote of the members present, provided either notice of each amendment or revisions shall have been given at the preceding meeting of the Executive Committee or notice of the proposed amendment or revision is included in the call for the meeting.

## **ARTICLE XIII: DUES**

1. Dues for membership shall be determined by the members.
2. Dues shall be payable by the first meeting of each year. Any member whose dues are not paid 60 days after the due date shall be dropped from active membership. The fiscal year shall commence on the 1st day of January and shall end on the 31st day of December.
3. Should a member resign or be removed from membership, dues shall be forfeited. New members joining during October, November and December shall have their dues applied to the following year.
4. Notices shall be sent out to the members by the Secretary with the notice for the first meeting of each year to the effect that dues are payable by the first meeting of each year.