



NASSAU COUNTY REPUBLICAN EXECUTIVE COMMITTEE BYLAWS

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ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be the Nassau County Republican Executive Committee (hereinafter called the "REC"). It shall be constituted as the Republican Executive Committee of the Republican Party within Nassau County, Florida, in accordance with the applicable statutes in Florida and the Party Rules of the Florida Republican State Executive Committee.

ARTICLE II OFFICERS AND THEIR DUTIES

Section 1 Composition - The officers shall be the Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary and Treasurer. Pursuant to Rule Six of the Republican Party of Florida (RPOF) Rules and Procedures, alternates are not eligible to serve as elected officers of the REC, unless this rule is waived by the Executive Board of the RPOF. The officers shall have such powers and duties as generally ascribed to their respective offices and such further powers and duties as from time to time may be conferred by the REC including but not limited to the following:

Section 2 Chairman - The Chairman shall:

- a. Preside at all meetings of the REC and the REC Executive Board;
- b. Appoint all committee chairs and, as recommended by the committee Chairman, appoint respective committee members;
- c. Accept member notification of absence in advance;
- d. Serve as an ex-officio member of all committees;
- e. Have general supervision over the affairs of the REC and the other officers;
- f. Act as a signer on checking account. Checking account requires signatures of two out of three signers.
- g. Represent and act on behalf of the Republican Party as authorized by the REC; and
- h. Perform all other duties and rights as are conferred or imposed by the Florida Statutes and the RPOF State Executive Committee.

Section 3 Vice Chairman - The Vice Chairman shall:

- a. Perform the duties of the REC Chairman in the absence or disability of the Chairman. In the event the Chairman is no longer able to perform the required duties, either through death, disability, resignation or removal, the Vice Chairman shall temporarily assume the duties of the Chairman. An election shall be called by the Vice Chairman for the purpose of electing a new Chairman, and for filling any other vacancies that might exist, and said election shall be held within 60 days of the date the vacancy occurs;
- b. Perform such other duties as are assigned to include accepting member notification of absence in advance.
- c. Act as a signer on checking account. Checking account requires signatures of two out of three signers.
- d. Be responsible for obtaining speakers for monthly REC Meetings.
- e. Swear in of new members.
- f. Be responsible for the collection of member SOE and RPOF Loyalty Oaths within 30 days of the primary election in a presidential election year.
- g. Coordinate with the Chairman in special event planning.

Section 4 Recording Secretary - The Recording Secretary shall:

- a. Record accurate minutes of any regular or special REC Meetings and Executive Board Meetings.
- b. Ensure a current roster of the REC membership is maintained and attendance records updated.

- c. Maintain Guest Sign-In Log Forms and update potential member email listing.
- d. Track attendance of potential members.
- e. Coordinate the addition or removal of members from the REC Membership Listings with the Corresponding Secretary.
- f. Ensure Corresponding Secretary has the email addresses of potential members.
- g. Furnish a copy of minutes and attendance records to the State Executive Committee within 30 days following each regular or special meeting.
- h. Accept member notification of absence in advance and send notice of removal of membership.
- i. Conduct REC meetings in the absence of the Chairman and Vice Chairman.
- j. Furnish to the RPOF a copy of the Loyalty Oath for all newly-elected committee members within 7 days of their receipt and/or before the next scheduled REC meeting and provide an updated copy of our Membership Listing to the Supervisor of Elections Office.
- k. Maintain member loyalty oath files.
- l. Update REC Membership Listings with SOE Precinct count updates as needed.
- m. Exercise such other duties as may be assigned by the Chairman.

Section 5 Corresponding Secretary - The Corresponding Secretary shall:

- a. Send notices of all regular and special REC meetings;
- b. Conduct the correspondence of the REC, as directed by the Chairman;
- c. Forward all informational correspondence and emails to members, as approved by the Chairman;
- d. Distribute press releases, as approved by the Chairman.
- e. Update Facebook Pages and Mail Chimp account.
- f. Conduct REC meeting in absence of Chairman, Vice Chairman, and Recording Secretary.
- g. Accept member notification of absence in advance.
- h. Recruit additional members through advertising and attending local civic meeting and events.

Section 6 Treasurer - The Treasurer shall:

- a. Receive and be custodian of all monies and securities of the REC;
- b. Administer REC accounts and balance such accounts in a timely manner;
- c. Prepare annual budget for presentation, explanation and vote by the REC;
- d. Maintain adequate records showing receipt and expenses of all REC Party funds. Expenses must be submitted to the Treasurer through an approved form with required receipts for reimbursement;
- e. Supply a report of such activity on a monthly basis to the REC and the RPOF;
- f. Prepare and submit financial reports on a timely basis as required by the Supervisor of Elections and the State Executive Committee;
- g. Conduct REC Meetings in the absence of the Chairman, Vice Chairman, Recording Secretary, and the Corresponding Secretary;
- h. Accept member notification of absence in advance; and
- i. Act as a signer on checking account. Checking account requires signatures of two out of three signers.

Section 7 Additional Duties - All REC Officers shall maintain accurate, complete and legible records and shall deliver all records, files, and property of the REC to their successors in office within one month after leaving office.

Section 8 Responsibilities - The Chairman, Vice Chairman and Treasurer shall be accountable for the REC funds and for their proper expenditure for authorized purposes only. All financial transactions shall require two authorized signatures. They shall furnish adequate bond, but not less than \$5000 dollars, conditioned in effect upon the faithful performance of such party officer of this duty and for this faithful accounting for party funds.

Bonds for the Chairman, Vice Chairman and Treasurer shall be filed with the Nassau County Supervisor of Elections. The costs of these bonds shall be borne by the REC.

ARTICLE III EXECUTIVE BOARD

Section 1 Powers and Duties - The Executive Board shall have general supervision of the affairs of the REC between its meetings, make recommendations to the REC, and shall perform such other duties as may be specified by Party Rules. The board shall be subject to the orders of the REC, and none of its acts shall conflict with action taken by the REC.

Meetings of the Executive Board shall be held monthly at the date, time and place designated by the Chairman. Special meetings of the Board may be called by the Chairman or upon the written request by a majority of the members of the Board.

Section 2 Election of State Committeemen and Women

Each county shall elect one man and one woman to serve as State Committeeman and State Committeewoman from that county. Candidates for State Committeeman and State Committeewoman shall qualify for office in accordance with Section 103.091 Florida Statutes. State Committeemen and State Committeewomen shall be elected for four-year terms which shall commence on the first day of the month following each Presidential general election (December 1). Within thirty days of the primary election, State Committeemen and State Committeewomen shall sign and file a loyalty oath as prescribed in Rule 9 of the RPOF Rules of Procedures. Failure to file a completed loyalty oath is cause for immediate removal from office. There shall be no limit on the number of terms in which a State Committeeman or State Committeewoman may serve.

For the purpose of defining “good standing” under Florida Statutes, any person elected as a State Committeeman or State Committeewoman shall during their term of office:

- (1) Maintain voter registration as a Republican;
- (2) Maintain their personal residency in the county from which their election occurred;
- (3) Sign and abide by the loyalty oath that is prescribed in Rule 9;
- (4) Adhere to the duties, responsibilities, attendance requirements of the Office of State Committeeman or State Committeewoman;
- (5) Comply with and uphold the State Party Constitution and Rules of Procedure.

Electors seeking to qualify for such office of State Committeeman or State Committeewoman shall do so with the Supervisor of Elections no earlier than noon of the 71st day or later than noon of the 67th day preceding the first primary of the Presidential election year.

Role and Responsibilities of State Committeemen and State Committeewomen include; but are not limited to, the following:

1. Act as liaison between the RPOF and the REC.
2. Serve as at-large members of the REC.
3. Assist and cooperate with REC Chairman and Party Field Directors in promoting seminars, caucuses, and fund-raising events.
4. Share correspondence, newsletters, information bulletins, etc., from RPOF or other relevant sources, and direct them to officers and members of the REC through the Corresponding Secretary as approved by the REC Chairman.
5. Fulfill such additional duties and responsibilities as may be requested by the RPOF Chairman.

Section 3 Settlement of Grievances - Grievances shall be settled in accordance with the RPOF Rules of Procedure, Rule 22. All efforts to settle disputes locally should be exercised.

ARTICLE IV REC MEMBERSHIP AND VACANCIES

Section 1: Requirements of Membership and Procedure for Filling Vacancies – A vacancy in the office of precinct committeeman or committeewoman shall be filled by a qualified member of the Republican Party residing in the precinct where the vacancy occurred. Any person desiring to fill a precinct vacancy shall:

1. Attend 3 out of 4 consecutive regularly scheduled monthly meetings of the REC.
2. Secure sponsorship for nomination.
3. Complete and submit the REC Application for Membership at least 30 days prior to nomination for membership.
4. At the third attended regularly scheduled meeting, provided a quorum is present, the sponsor will nominate the candidate and a vote will be taken by secret ballot.
5. If the vote is in the affirmative, the Recording Secretary will provide to the candidate for membership the Required Paperwork (RPOF Loyalty Oath and SOE Loyalty Oath). If the vote is negative, the candidate shall be denied membership and may not apply again for membership for a period of one year.
6. Candidate must return Required Paperwork within 7 days of receipt to the Recording Secretary. Failure to return the Required Paperwork will require restarting the membership process.
7. Recording Secretary, within 7 days after receipt of Required Paperwork, shall submit the Loyalty Oaths to the RPOF and the Supervisor of Elections Office along with an updated Membership Listing. Upon receipt of the Supervisor of Elections Loyalty Oath and the RPOF Loyalty Oath, the candidate will become member of the REC.
8. At the next scheduled REC Meeting after submission of Required Paperwork by the Recording Secretary, the candidate will be sworn in as a member of the REC.

Section 2: Reasons for Vacancies: Every office of the REC shall be deemed vacant in the following cases:

- a. By the death of the incumbent;
- b. By his or her resignation;
- c. By his or her removal as set forth in the Constitution
- d. By his or her ceasing to be an inhabitant of the county or precinct for which he/she shall have been elected or appointed;
- e. By his or her refusal to accept the office
- f. The conviction of the incumbent of any felony
- g. By his or her failure to attend six (6) meetings, regular or special, within a calendar year (January – December);
- h. By his or her change of political parties

ARTICLE V MEETINGS

Section 1 Presiding Officer - The presiding officer at all meetings shall be the REC Chairman and in the absence of the Chairman, the Vice Chairman, Recording Secretary, Corresponding Secretary, or Treasurer, in that order, shall preside. If none of the said officers are present, the membership, by a majority vote, shall name the presiding officer.

Section 2 Frequency of Regular Meetings - Regular meetings of the REC shall be held monthly at the day, time and place so designated unless canceled by action of the REC. A minimum of six meetings will be held each year with a least one meeting in each calendar quarter of the year.

Section 3 Special Meetings - Special meetings may be called by the Chairman, Vice Chairman or upon petition of thirty percent (30%) of the REC membership provided there is written notice of ten (10) days given to all members of the REC and the subject of the special meeting is announced in the notice. A quorum for such meeting is required.

Section 4 General Conduct of Meeting - The business of General meetings will be conducted in accordance with the most current *Robert's Rules of Order*.

Section 5 Membership and Attendance Requirements - All members, guests, and potential members must sign in on the appropriate forms at all REC Meetings. Membership requirements will be based on the attendance as recorded on the forms.

Section 6 Application for Membership – An application for Membership must be completed and submitted by all potential members. See Appendix B.

Section 7 Robert's Rules of Decorum - *Robert's Rules of Decorum* shall be strictly enforced and unduly controversial debate may be deferred by the Chairman to a sub-committee of the Board with action deferred to a future regular meeting.

Section 8 Policy Matters - No correspondence reflecting policy or requiring significant decisions by the Board will be released except by approval of the Board. The Chairman, Vice Chairman or Treasurer may sign contracts on behalf of the REC with prior approval of the Board.

Section 9 Membership Roster - The membership roster will be used solely for the business of the REC and shall not be appropriated for unrelated business or other purposes.

Section 10 Use of Proxies – Proxy voting is not permissible at any meeting held under the authority of the Executive Committee of the Republican Party of Nassau County except for the purposes of amending the Constitution. A proxy form approved by the Chairman of the Republican Party of Nassau County shall be circulated to all members at the time proposed amendments to the Constitution are circulated.

ARTICLE VI COMMITTEES

With the exception of the Audit Committee, the Chairman has full authority to authorize the creation of any committee, appoint the chair of the committee and, along with the chair, recommend and approve the committee members. The chairman of such committees may appoint as many members as deemed necessary to accomplish the functions of the committee. All committee members must be registered Republicans.

ARTICLE VII AMENDMENTS

Any amendments to these Bylaws shall be adopted by no less than a 2/3 vote of those present in attendance providing a quorum is present at the time the vote is taken after receiving due notice of said meeting a minimum of ten (10) days in advance.

ARTICLE VIII NOTICE

Notice will be given via email unless a request is made to the Chairman and/or secretary they would prefer to receive notices by mail. Once a member has made such an indication it is in effect until such time as the member indicates otherwise. To the extent such notice applies to a Special Meeting, all required documentation pursuant to REC Bylaws shall be attached to the email or mail notification.

ARTICLE IX PARLIAMENTARY AUTHORITY

The most current "Robert's Rules of Order Newly Revised" shall be constituted as the authority governing the rules of procedure, except as otherwise limited by the laws of the State of Florida, the Rules of Procedure of the RPOF, and the Constitution of the RPOF and the REC Constitution duly adopted by this organization.

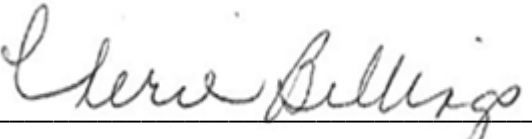
ARTICLE X AUTHORITY

A reserve of six months of expenses must be maintained. All non-budgetary expenses must be presented to the Executive Board prior to the REC Meeting for recommendation to the REC. The recommendations must be approved by a 2/3 vote of the REC membership present at a regularly scheduled meeting.

ARTICLE XI SEVERABILITY CLAUSE

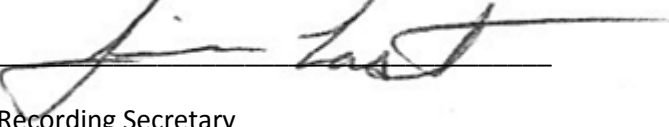
If any part of these Bylaws is found to be in conflict with the Constitution, Bylaws or any other governing documents of the RPOF; or the Constitution of the United States, or the Constitution and State Statutes of the State of Florida, it shall not affect any other part of these Bylaws and is declared severable.

The Bylaws of the REC were duly adopted by the membership of the said committee this 21st day of May A.D. 2015 at which a quorum of the membership was present. These Bylaws supersede all previous Rules of Procedure.



Chairman, Nassau County Republican Executive Committee

Date



Recording Secretary

Date



Republican Party of Florida Party Loyalty Oath

I, _____, swear and/or affirm that during my term of
(Name of Member – Please write clearly)

office I will not actively, publicly, or financially support the election of any candidate seeking election against:

- (1) The Republican Party's nominee in a partisan unitary, general, or special election that includes a Republican nominee; or
- (2) A registered Republican in a non-partisan election except that this provision does not apply to judicial races under Chapter 105, Florida Statutes.

I further swear or affirm that, in a contested Republican primary election, I will not support the nomination of one Republican candidate over another in my capacity as a Republican County Executive Committee member unless the Party has voted to endorse under RPOF Rule 8. This provision does not preclude me from supporting in any manner my personal Republican candidate of choice in a contested Republican primary election, provided I do not express such support with public reference to my title or office within the Republican Party of Florida.

Signature of Member

Signature of Witness

County/Precinct #

Date

Office: _____

(State Committeeman, State Committeewoman; Precinct Committeeman, Precinct Committeewoman;
Alt. Precinct Committeeman, Alt. Precinct Committeewoman)

Address, as it appears on voter registration

Email

City, State, Zip

Phone Number

APPENDIX B

Nassau County Republican Executive Committee
PO Box 15573 Fernandina Beach, FL 32035
904-491-5544

APPLICATION FOR MEMBERSHIP

Precinct #

PLEASE PRINT

Name _____

Address _____

City, State, Zip _____

Telephone - home _____ CELL _____

Email: _____

(All correspondence from the Republican Executive Committee will be delivered via email)

Please briefly recount any past work for the Republican Party

Other affiliation memberships including Republican Clubs _____

VOLUNTEER INTERESTS/ SKILLS

- | | |
|---|---|
| <input type="checkbox"/> HQ'S VOLUNTEER/GREETER | <input type="checkbox"/> WALK DOOR TO DOOR IN MY PRECINCT |
| <input type="checkbox"/> HOLD/WAVE CAMPAIGN SIGNS | <input type="checkbox"/> COMMUNITY OUTREACH |
| <input type="checkbox"/> FUNDRAISING (Golf Tournament, Lincoln Day) | <input type="checkbox"/> MAKE CALLS |
| <input type="checkbox"/> PUBLICITY (LETTERS TO THE EDITOR) | <input type="checkbox"/> PARADES |
| <input type="checkbox"/> MAN VOTER INFORMATION TABLES | |

I PLEDGE TO VOLUNTEER FOR AT LEAST ONE OF THE ABOVE LISTED ACTIVITIES

I agree to support the Republican Party, Republican candidates and to fulfill the duties of this elected office and abide by the REC Constitution and REC Bylaws

SIGNED _____ DATE _____

Please attach a copy of Voter Registration Card