



# BYLAWS OF THE BENTON COUNTY REPUBLICAN PARTY CENTRAL COMMITTEE

Effective Date      April 6, 2017

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Bylaws Committee Chair

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BCRP Chair



## **1. NAME AND AUTHORITIES OF ORGANIZATION**

### **1.1 Name**

The name of this organization shall be the BENTON COUNTY REPUBLICAN PARTY CENTRAL COMMITTEE, hereafter referred to as the “Central Committee”. The Benton County Republican Party (BCRP) is the only acceptable derivation of the formal name (see Addendum A).

### **1.2 Duration**

1.2.1 The duration of the BCRP shall be in perpetuity.

1.2.2 The Bylaws of the organization shall be in perpetuity as ratified or amended.

### **1.3 Sources of Authority**

1.3.1 The Washington State Constitution.

1.3.2 Revised Code of Washington (RCW).

1.3.1.1 RCW 29A.80 – Political Parties.

1.3.3 Washington Administrative Code (WAC).

1.3.1.2 WAC 390-17-200 - Major Political Party Organizations.

1.3.4 Washington State Republican Party (WSRP) Bylaws.

### **1.4 Reporting Authority**

Washington State Public Disclosure Commission (PDC).

### **1.5 Severability**

If any section or sub-section provision of the BCRP Bylaws is held invalid by the Washington State Constitution, RCW, WAC, or the WSRP Bylaws, the remainders of the BCRP Bylaws are not affected.

## **2. OBJECTIVES**

### **2.1 The objectives of the Central Committee are:**

2.1.1 To promote the values of the BCRP platform into every aspect of local, state and national government.

2.1.2 To elect individuals to public office who share the values described in the BCRP platform.

2.1.3 To represent the Republican constituents of Benton County.

2.1.4 To establish and maintain public policies consistent with the BCRP platform.

2.1.5 To attract voters and volunteers to grow the Republican Party.

2.1.6 To coordinate BCRP activities with the Republican National Committee (RNC) and WSRP.

2.1.7 To plan, organize, administer, and finance the Central Committee activities.

### **3. CENTRAL COMMITTEE**

#### **3.1 Central Committee Membership**

Membership in the Central Committee consists of:

- 3.1.1 Duly-elected Precinct Committee Officers (PCOs).
- 3.1.2 Duly-appointed PCOs.
- 3.1.3 Executive Officers.
- 3.1.4 Republicans holding an elected office within the County are ex-officio (non-voting) members.

#### **3.2 Eligibility for Membership**

PCO eligibility is determined by RCW 29A.52.171.

#### **3.3 Membership Duties**

Membership duties are defined in BCRP Policy 3.3 – Membership Duties.

#### **3.4 Term of Office**

The term of office of all elected or appointed PCOs is in accordance with RCW 29A.80.051.

Exceptions:

- 3.4.1 The outgoing BCRP Chair will perform duties at the biennial Organization Meeting until the election of a Temporary Chair.
- 3.4.2 The outgoing BCRP Secretary will perform duties at the biennial Organization Meeting until the election of the Permanent Secretary.
- 3.4.3 Chair of Committees will perform duties until replacements are named at the first meeting following the Organization Meeting.

#### **3.5 PCOs in Good Standing**

- 3.5.1 PCOs are considered in good standing by regular attendance or by proxy at scheduled meetings (see section 6.2).

#### **3.6 Proxy**

- 3.6.1 A “proxy” is the means by which a member who expects to be absent from a meeting authorizes someone else to act in his or her place at the meeting.
- 3.6.2 Proxy details are found in BCRP Policy 3.6 – Proxy.

#### **3.7 Resignation**

- 3.7.1 A PCO may resign their position by written notice to the Chair or by announcing their resignation at a Central or Executive Committee meeting.
- 3.7.1 All resignations must be entered into the Central Committee’s meeting minutes.

#### **3.8 Discipline and Removal from Office**

- 3.8.1 Is addressed in BCRP Policy 3.8 - Discipline and Removal from Office.

## 4. OFFICERS OF THE EXECUTIVE COMMITTEE

### 4.1 Membership in the Executive Committee:

- Chair
- Vice Chair
- Secretary
- Treasurer
- State Committeeman
- State Committeewoman
- Legislative District Chair 8<sup>th</sup> LD
- Legislative District Chair 16<sup>th</sup> LD

All Executive Committee Officers are elected at the BCRP Organization Meeting.

### 4.2 Executive Committee

#### 4.2.1 Chair

- 4.2.1.1 Is the Chief Executive Officer of the BCRP.
- 4.2.1.2 Presides at meetings of the Central and Executive Committees.
- 4.2.1.3 Is *ex-officio* member of all committees except the Nominating Committee.
- 4.2.1.4 Must appoint Chairs for all Standing Committees at the first Central Committee meeting following the Organization Meeting.
- 4.2.1.5 Must call for an audit of the Treasury to be completed in the first 90 days after assuming office.
- 4.2.1.6 Must call for an audit of the BCRP administrative records (minutes) to be completed in the first 90 days after assuming office.
- 4.2.1.7 Must call for a review of BCRP Bylaws to occur in the first 90-days after Bylaw Committee Chair appointment.
- 4.2.1.8 Must call for adoption of the BCRP Bylaws no later than the third Central Committee meeting following the Organization Meeting.
- 4.2.1.9 Must call for a review of BCRP governing documents to occur in the first 120-days after Bylaw Committee Chair appointment.
- 4.2.1.10 Must call for permanent adoption of the BCRP governing documents no later than the fourth Central Committee meeting following the Organization Meeting.
- 4.2.1.11 Establishes *Ad hoc* committees and appoints chairs.
- 4.2.1.12 Appoints PCOs in accordance with RCW 29A.80.031 to precinct vacancies.
- 4.2.1.13 Determine if an absence is excused.
- 4.2.1.14 Is official spokesperson for all outside communications and approves all written communications to media.
- 4.2.1.15 Represents the County at WSRP State Committee Meetings.

- 4.2.1.16 Will maintain neutrality by refraining from voting except: (1) when the vote is by ballot, or (2) whenever the vote will affect the result to create a motion to prevail, fail or cause a tie.

#### **4.2.2 Vice Chair**

- 4.2.1.1 Assists the Chair in the administration of duties.
- 4.2.1.2 Presides at meetings and exercises powers of the Chair in the absence of the Chair.
- 4.2.1.3 Oversees the process to elect a new Chair in the event of a vacancy.

#### **4.2.3 Secretary**

- 4.2.3.1 Keeps minutes of all action items on the agenda of meetings of the Central and Executive Committees, in accordance with Roberts' Rules of Order.
- 4.2.3.2 Submits previous meeting minutes to the Central Committee or Executive Committee for approval.
- 4.2.3.3 Ensures that approved minutes are signed by the Chair.
- 4.2.3.4 Keeps signed records of all approved minutes including voting results on motions.
- 4.2.3.5 Creates and maintains an accurate list of PCOs and their contact information. Makes list available to the Executive Officers and Credential Committee for use for BCRP business.
- 4.2.3.6 Retains administrative and related legal records in accordance with state-mandated record retention schedules.
- 4.2.3.7 Ensures that any required permits and licenses are maintained with the Washington State Department of Revenue, Washington Secretary of State are properly filed and maintained.
- 4.2.3.8 Must turnover all BCRP administrative records within 10-days of an election or appointment to the position of BCRP Secretary.
- 4.2.3.9 Is Custodian of all administrative records of the BCRP.

#### **4.2.4 Treasurer**

- 4.2.4.1 Is custodian of all funds and financial records of the BCRP.
- 4.2.4.2 Keeps accurate records of all financial transactions.
- 4.2.4.3 Makes available all financial records for audit.
- 4.2.4.4 Submits a Treasurer's Report at Central and Executive Committee meetings.
- 4.2.4.5 Retains financial and related legal records in accordance with state-mandated record retention schedules.
- 4.2.4.6 Submits financial reports as required by PDC.

- 4.2.4.7 Ensures that the U.S. tax-exempt organization status organized under Section 527 of the U.S. Internal Revenue Code (26 U.S.C. § 527) is maintained.
- 4.2.4.8 Must turnover all BCRP Treasury records and funds within 10-days of an election or appointment to the position of BCRP Treasurer.
- 4.2.4.9 All BCRP disbursements shall be authorized per BCRP Policy 4.1.

**4.2.5 State Committeewoman and State Committeeman**

- 4.2.5.1 Elected in accordance with RCW 29A.80.020-State Committee.
- 4.2.5.2 Represent the County at WSRP State Committee Meetings, including 4th Congressional District Meetings. Appoint a proxy when unable to attend.
- 4.2.5.3 Report on WSRP State Committee activities to the Executive Committee and the Central Committee.

**4.2.6 Legislative District Chair(s)**

- 4.2.6.1 Is Chair of the PCOs in the legislative district, elected in accordance with RCW 29A.80.061.
- 4.2.6.2 Recruits PCOs and supports training of newly-elected or appointed PCOs.
- 4.2.6.3 Communicates with District Legislators.

**4.3 Executive Committee Duties**

- 4.3.1 Exercise the powers and perform the duties as directed by the Central Committee.
- 4.3.2 Make recommendations for and supervises the accomplishment of approved political fundraising programs and budget plans.
- 4.3.3 Review and approve issues resolutions to be advanced to the Central Committee.
- 4.3.4 Approve authorized expenditure of funds for BCRP activities and functions.
- 4.3.5 The Chair, Vice Chair, and Treasurer are authorized to have access to all accounts of the BCRP (bank accounts, rental unit accounts, etc.).

**4.4 Resignation**

- 4.4.1 An Officer may resign their position by written notice to the Chair or by announcing their resignation at a Central or Executive Committee meeting.
- 4.4.2 All resignations must be entered into the Central Committee meeting minutes.

**4.5 Filling of BCRP Executive Office Vacancies and Removal from Office**

- 4.5.1 Should an Executive Officer position be vacant, the Chair will appoint a PCO to serve *Pro Tempore*.

- 4.5.2 The Pro Tempore appointment will serve with the full authority of the elected position until such time that the Nominating Committee can cause an election that is consistent with Rules for Election of Officers.
- 4.5.3 Nominating Committee vacancy will be filled in accordance with Bylaw 5.2.
- 4.5.4 Officers will be removed from office for dereliction of duties by a two-thirds (2/3) vote of the Central Committee. See BCRP Policy 3.8 - Discipline and Removal from Office.

## **5. COMMITTEES**

### **5.1 Standing Committees Defined**

Standing committees are committees that are essential to the functioning of the BCRP.

The Standing Committees of the BCRP are:

- Nominating Committee
- Finance Committee
- Fundraising / Events Committee
- Outreach Committee
- Credentials Committee
- Bylaws Committee
- Resolutions Committee
- Platform Committee

- 5.1.1 The appointments of Standing Committee Chairs shall be approved by a simple majority vote of members present votes cast.
- 5.1.2 In the event that Chair appointments are uncontested, all appointments will be motioned for approval by a single affirmation voice vote of the Central Committee.
- 5.1.3 Contested appointments must be approved by ballot, with the candidate receiving a 50% majority of votes cast being declared the committee Chair.
- 5.1.4 The appointed chairs shall be non-voting members of the Executive Committee acting in an advisory capacity.
- 5.1.5 The purposes of each standing committee shall be established by Charter that details the organization, functions, scope, meeting schedule, and operating procedures of the Committee.
- 5.1.6 Charters are approved by the Executive Committee by a simple majority of members present votes cast.

### **5.2 Nominating Committee**

- 5.2.1 The Nominating Committee will consist of five (5) PCOs, elected by the Central Committee.



- 5.2.2 The Nominating Committee shall serve from the time elected until the next Organization Meeting.
- 5.2.3 The Nominating Committee Chair is chosen by the elected Committee members. The Chair manages the Nominating Committee in accordance with the Nominating Committee Charter.
- 5.2.4 The Nominating Committee will be responsible for making recommendations for all vacancies in elected offices of the BCRP.
- 5.2.5 The Nominating Committee shall be responsible for vetting and making recommendations for all vacancies in partisan elected positions in Benton County.
- 5.2.6 The Nominating Committee shall be responsible for vetting and endorsement recommendations for any BCRP endorsements for partisan and non-partisan offices that will appear on the ballot in Benton County, Washington.
- 5.2.7 The Nominating Committee shall be responsible for vetting and endorsement recommendations for state or federal partisan offices that will appear on the ballot in Benton County, Washington.
- 5.2.8 Committee functions are explained in BCRP Charter 5.2 – Nominating Committee. Endorsement details are explained in BCRP Policy 5.2 – Endorsements

### **5.3 Finance Committee**

- 5.3.1 The Finance Committee shall be responsible for developing a biennial budget and operating plan for BCRP.
- 5.3.2 The BCRP Chair shall be a member of the Finance Committee.
- 5.3.3 The Finance Committee Chair shall coordinate with the Treasurer to make regular budget comparison reports on income and expenses.
- 5.3.4 Committee functions are explained in BCRP Charter 5.3 - Finance Committee.

### **5.4 Fundraising / Events Committee**

- 5.4.1 The Fundraising Committee shall be responsible for achieving biennial fundraising goals established by the BCRP Central Committee and Executive Committee.
- 5.4.2 The Fundraising / Events Committee Chair shall coordinate with the Treasurer and make regular reports on fundraising results.
- 5.4.3 The Fundraising / Events Committee establishes and maintains the events calendar for BCRP.
- 5.4.4 Assists in finding suitable places to meet for events such as organization meetings, regular meetings, caucuses, conventions, and Lincoln Day Dinners.

5.4.5 Oversees *Ad hoc* single-event committees such as Lincoln Day Dinner, Fall Fund Raising, County Fair, etc.

5.4.6 Committee functions are explained in BCRP Charter 5.4 – Fundraising / Events Committee.

#### **5.4 Outreach Committee**

5.5.1 The goal of the Outreach Committee is to encourage the participation of all Benton County residents in the BCRP.

5.5.2 The Outreach Committee uses the BCRP website ([www.bentoncountygop.com](http://www.bentoncountygop.com)) and social media to communicate with PCOs and registered voters in Benton County.

5.5.3 Committee functions are explained in BCRP Charter 5.5 - Outreach Committee.

#### **5.5 Credentials Committee**

5.6.1 The Credentials Committee shall maintain a current database on elected and appointed Precinct Committee Officers (PCOs), their attendance at BCRP meetings, and elected convention delegates and alternate delegates. The purpose of the PCO database is to assure that elected and appointed PCOs are properly notified of BCRP activities and their attendance at BCRP meetings is accurately recorded.

5.6.2 Committee functions are explained in BCRP Charter 5.6 - Credentials Committee.

#### **5.6 Resolutions Committee**

Committee functions are explained in BCRP Charter 5.7 – Resolutions Committee.

#### **5.7 Platform Committee**

Committee functions are explained in BCRP Charter 5.8 – Platform Committee.

#### **5.8 *Ad hoc* Committee(s)**

5.9.1 Notwithstanding any other provisions of this section, BCRP will create *Ad hoc* committees as needed to carry out the functions and mission of the BCRP.

5.9.2 *Ad hoc* Committees are created, approved and report to the entity that formed them. This includes Central Committee level, Executive Committee level, Standing Committee level and in some cases within an *Ad hoc* committee level.

5.9.3 *Ad hoc* committee approval is by simple majority vote quorum present votes cast at all levels.

5.9.4 *Ad hoc* committees shall be limited to a single purpose or event.

5.9.5 *Ad hoc* committees are dissolved after the completion of the task, culmination of an event, or achievement of the objective.

## **6. MEETINGS**

A meeting is defined as a single official gathering of the members of the BCRP in one room, with a quorum present to transact business.

## 6.1 Meeting Notification

The BCRP Chair (or designee) must give appropriate meeting notification that includes date, time, place, and reason for the meeting. Notification shall include a proposed agenda and supporting documents for items that will be called to question or require consideration during the meeting.

- 6.1.1 Regular meeting notification is seven (7) calendar days.
- 6.1.2 Special meeting notification is seventy-two (72) hours.
- 6.1.3 Organization meeting notification is in accordance to RCW 29A.80.030.
- 6.1.4 Standing and *Ad hoc* committee meeting notification is at the discretion of the Committee Chair as allowed in the Committee Charter.

## 6.2 Quorum (see BCRP Policy 6.2-Quorum Determination)

The Credentials Chair will factor the attendance and provide a quorum report. Once a quorum is established, the percentage of those present will be used to determine the level of business that can be decided. Differing percentages of attendance are required depending on the type of business to be considered.

- 6.2.1 Central Committee meeting quorum is divided into two (2) types:
  - 6.2.1.1 General business quorum shall be a minimum of 20% of the combined total of the PCOs in good standing present and a majority quorum of Executive Officers in order to consider General Business items.
  - 6.2.1.2 Comprehensive Business quorum shall be a minimum of 40% of the combined total of the PCOs in good standing present and a majority quorum of Executive Officers in order to consider the following comprehensive business items:
    - Election or removal of Officers.
    - Ratification of Bylaws.
    - Adoption of an amendment to the Bylaws.
    - Sanctioning, discipline or removal of a PCO.
    - Approval of partisan office vacancies.
    - Approval of initial or amended BCRP Biennial Budget.
- 6.2.2 Executive Committee meetings require a majority quorum of Executive Committee Officers to be present.
- 6.2.3 Organization Meeting quorum is based on the certified list of PCOs published by the Benton County Auditor factored to the elected PCOs present.

## 6.3 Conduct and Discipline

- 6.3.1 Central Committee members are considered to be in good standing if they regularly attend or are represented by proxy at scheduled meetings.

- 6.3.2 Central Committee members will adhere to BCRP Policy 6.3 - Conduct.
- 6.3.3 Central Committee members with attendance or conduct issues are subject to disciplinary action in accordance with BCRP Policy 3.8 - Discipline and Removal from Office.

#### **6.4 Organization Meeting**

- 6.4.1 The BCRP Organization Meeting is held to elect Officers to the Executive Committee. The meeting is governed by Rules of Conduct of Business for Organization Meeting as approved by those in attendance.
- 6.4.2 The Temporary Bylaws adopted at the Organization Meeting are in effect until the permanent adoption of Bylaws.
- 6.4.3 The Chair and Vice Chair are elected at the Organization Meeting in accordance with RCW 29A.80.030.
- 6.4.4 The State Committeeman and State Committeewoman are elected at the Organization Meeting in accordance with RCW 29A.80.020.
- 6.4.5 The BCRP Secretary and Treasurer are elected at the Organization Meeting in accordance with Rules of Conduct of Business for Organization Meeting.
- 6.4.6 The Legislative District Chair(s) election process is incorporated into the Rules of Conduct of Business for Organization Meeting.
- 6.4.7 The Chair-Elect will call for the separate District PCOs to caucus and elect their Legislative District Chair, during the Organization Meeting and in accordance with RCW 29A.80.061.

#### **6.5 Central Committee Meetings**

- 6.5.1 BCRP Central Committee Meetings are held a minimum of 6 times annually, every other month beginning the first month following the Organization Meeting.
- 6.5.2 BCRP Central Committee Meetings will be held on the first Thursday of the month.
- 6.5.3 BCRP Central Committee Meetings shall be conducted in accordance with Roberts Rules of Order, newly-revised edition (RONR).
- 6.5.4 BCRP Central Committee Meeting time and location will be determined by the Chair.

**6.6 Executive Committee Meetings**

- 6.6.1 BCRP Executive Committee Meetings are held a minimum of 6 times annually.
- 6.6.2 BCRP Executive Committee Meetings will normally be held third Tuesday of the month.
- 6.6.3 BCRP Executive Committee Meetings shall be conducted in accordance with Roberts Rules of Order, newly revised edition (RONR).
- 6.6.4 BCRP Executive Committee Meeting time and location will be determined by the Chair.

**6.7 Special Meetings**

A Special Meeting is defined as a separate meeting of the BCRP Central or Executive Committee held at a time different from the regular meeting schedule.

- 6.7.1 The BCRP Chair shall have discretion to call for Special Meetings.
- 6.7.2 Special Meetings, requested by the BCRP Central Committee, will be by motion with a simple majority vote of PCOs present.
- 6.7.3 Special Meetings, requested by the BCRP Executive Committee, will be by motion with a simple majority vote of Executive Officers present.

**6.8 Standing and *Ad hoc* Committee meetings**

Standing and *Ad hoc* Committees meet at the discretion of the Committee Chair as allowed in the Committee Charter.

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## **7. County Caucus and County Conventions**

### **7.1 Conventions and Caucus**

- 7.1.1 The County Chairman shall call for the Precinct Caucuses and County Conventions to be held in accordance with BCRP Policy 7.0 - Caucuses and Conventions.
- 7.1.2 The platform shall be the official position of the Republican Party of Benton County.
- 7.1.3 The Chair shall cause the BCRP Precinct Caucus and County Convention Rules to be updated according to, and provide Caucus and Convention notification in accordance with, the WSRP Caucus and Convention Manual.
- 7.1.4 The Precinct Caucus and Convention Rules are a governing document as described in Article 8 of these Bylaws.

## **8. BYLAWS AND GOVERNING DOCUMENTS**

### **8.1 Bylaws**

- 8.1.1 The Bylaws Committee Chair will review and make Bylaw recommendations to the Central Committee within 90 days of appointment. Recommendations for adoption of the Bylaws, and Amendments to the Bylaws, must be presented to the Central Committee in accordance with meeting notification requirements.
- 8.1.2 Ratification of the Bylaws requires a two-third (2/3) majority vote of the quorum present votes cast.

### **8.2 Amendments**

- 8.2.1 Bylaws are subject to amendment in accordance with BCRP Bylaws Policy 8.2.
- 8.2.2 Recommendation to amend a Bylaw must be presented to the Central Committee in accordance with meeting notification requirements.
- 8.2.3 Amendments to the Bylaws are adopted by a two-third (2/3) majority vote of the quorum present votes cast.

### **8.3 Governing Documents**

- 8.3.1 Governing Documents are defined as Policies, Rules, Committee Charters, Resolutions, and Standard Operating Procedures (SOPs) are internal documents that are essential to the governing of the day-to-day operations of the BCRP.
- 8.3.2 Approval of Governing Documents require a fifty percent (50%) majority vote of the quorum present votes cast. Approval shall be at the organization level commensurate with the type of document.

### **8.4 Administrative Changes**

Bylaws, amendments to Bylaws, and all governing documents shall be subject to consistency and continuity review by the Bylaws Committee. Administrative, grammatical, and reference update to any document is not subject to an approval vote, provided the content is otherwise unaffected.

### 8.5 Additional Reviews

The need for additional review or recommendations for Bylaws and governing documents shall be determined by the Chair or by the carry of a motion of the Central or Executive Committee.

## 9. References

Revised Code of Washington (RCW) 29A.24.80, Political Parties

Washington Administrative Code, 390-17-200, Major Political Party Organizations

## ADDENDUM A

### Other Legal Names

- State of WA Business Licensing Service :  
“**BENTON COUNTY REPUBLICAN CENTRAL COMMITTEE**”
- State of WA Public Disclosure Commission:  
“**BENTON COUNTY REPUBLICAN CENTRAL COMMITTEE**”
- State of WA Department of Revenue:  
“ **BENTON COUNTY REPUBLICAN CENTRAL COMMITTEE**”(entity name),  
“**BENTON COUNTY CENTRAL COMMITTEE**”(business name)
- Internal Revenue Service:  
“**BENTON COUNTY CENTRAL COMMITTEE, BENTON COUNTY REPUBLICAN PARTY**”