

BYLAWS OF THE REPUBLICAN PARTY  
OF MEEKER COUNTY OF THE STATE OF MINNESOTA

Preamble: The purpose of these Bylaws is to specify the duties and responsibilities of the various Officers and Committees of the Republican Party of Meeker County of the State of Minnesota, herein referred to as Meeker County GOP.

ARTICLE I : OFFICERS AND DUTIES

**Section 1:** The duties of the Chair are:

- A. To preside over and to maintain the announced order of business at Meeker County GOP Executive Committee Meetings.
- B. To be an Ex-officio member of all appointed Committees of the Meeker County GOP except the Nominating Committee.
- C. To appoint members of the various committees that require such appointments.
- D. To be familiar with the Constitutions and Bylaws under which the Meeker County GOP operates, including Robert's Rules of Order, Newly Revised.
- E. To be authorized to sign checks in the absence of the Treasurer.
- F. To be the only official authorized spokesperson for the Meeker County GOP or to appoint the only authorized spokesperson.
- G. To appoint a committee for examining the finances of the Meeker County GOP before each annual convention.

**Section 2:** The duties of the Deputy Chair are:

- A. In the absence of the Chair, to preside over and to maintain the announced order of business at Meeker County GOP Executive Committee Meetings.
- B. To be an Ex-officio member of all appointed Committees of the Meeker County GOP except the Nominating Committee.
- C. To perform duties as may be assigned by the Chair.

**Section 3:** The duties of the Treasurer are:

- A. To be responsible for all funds of the Meeker County GOP.

- B. To keep complete and accurate records and accounts of the receipts and disbursements of such funds.
- C. To disburse funds from a budget approved by or as authorized by the Executive Committee.
- D. To submit a detailed itemization of receipts and disbursements and the balances on hand for the relevant period at each Executive Committee meeting.
- E. To comply with all relevant state and/or federal campaign finance regulations and reporting deadlines.
- F. To be an Ex-Officio member of the Fundraising Committee to provide guidance on relevant state and/or federal campaign finance regulations related to contributions.

**Section 5:** The duties of the Secretary are:

- A. To keep the minutes of the Meeker County GOP Executive Committee and to provide copies to Precinct Chairs, if requested.
- B. To send official notices of meetings along with the next meeting's agenda, at the Chair's request.
- C. To maintain updated contact lists within the county.
- D. To keep a copy of all minutes, committee reports and attendance of Executive Committee Members in written or electronic format. These are to be passed on to the next Secretary.
- E. To be an Ex-Officio member of the Communication Committee.
- F. To perform duties as may be assigned by the Chair.

**Section 6 :** The duties of the At Large Committee Members are:

- A. To serve on at least one Standing or Special Committee.
- B. To perform duties as may be assigned by the Meeker County GOP Chair.

## ARTICLE II : FINANCES

**Section 1.** The financial records shall be maintained in an orderly fashion by the Treasurer.

**Section 2.** Checking account(s) shall have at least two signatories, but only one party is required to sign all checks. A party may not sign a check for which s/he is a payee.

**Section 3.** Disbursements not allocated in an approved budget must be authorized by the Executive Committee.

**Section 4.** At least quarterly, an Officer who does not have check signing authority shall review the bank statements for that quarter.

**Section 5.** The Treasurer may use available technologies, such as online banking or payment services, to accomplish his/her duties.

**Section 6.** At least every odd year the Executive Committee shall designate the financial institution to be used as a depository for Party funds after the Convention.

**Section 7.** All funds coming to the Meeker County GOP from any source shall be deposited in the account(s).

### ARTICLE III : COMMITTEES

**Section 1.** Standing Committees for the Meeker County GOP shall be: Fundraising, Communication, and Events.

- A. Fundraising shall be responsible for increasing the revenues of the Meeker County GOP while complying with relevant state and federal regulations.
- B. Communication shall be responsible for the messaging from the Meeker County GOP, including but not limited to, social media, letters to the editor, and press releases, subject to approval by the Chair per Article I, Section 1 (f).
- C. Events shall be responsible to foster growth and encourage the expansion of membership in the Meeker County GOP.
- D. The Chair of each Standing Committee shall be appointed by the Chair of the Meeker County GOP with the approval of the Executive Committee.
- E. Membership of the Standing Committees shall include the Committee Chair, and ideally have at least two (2) other Members, as defined in Article III, Section 1 of the Meeker County GOP Constitution, selected by the Committee Chair. Members need not be precinct delegates or alternate delegates.

**Section 2.** Special Committees

- A. Special Committees may be created by the Chair, as needed to further the objectives of the organization. Special Committees may include, but are not limited to, Education, Candidate Search and Recommendation, or Voter ID.

- B. The Chair of each Special Committee shall be appointed by the Chair of the Meeker County GOP with the approval of the Executive Committee.
- C. Membership of the Special Committees shall include the Committee Chair, and ideally have at least two (2) other Members, as defined in Article III, Section 1 of the Meeker County GOP Constitution, selected by the Committee Chair. Members need not be precinct delegates or alternate delegates.

#### ARTICLE IV : CONVENTION COMMITTEES

**Section 1.** Standing Committees for each Convention shall be: Convention and Arrangements, Rules, and Credentials.

- A. Convention and Arrangements shall be responsible for all convention logistics, such as venue search, coordinating with facility staff, and speaker and/or publicity arrangements. Any contracts for a District Convention must be approved by the Executive Committee and signed by the Chair or his/her designee.
- B. Rules shall draft rules of operation specifically required for the respective year's business and send them to the Secretary at least seven (7) days before the convention.
- C. Credentials shall be responsible for the convention registration process and making periodic reports to the convention with the number of delegates and alternates duly registered.
- D. The Chair of each Standing Committee shall be appointed by the Chair of the Meeker County GOP.
- E. Membership of the Convention Standing Committees shall include the Committee Chair and at least two (2) members, as defined in Article III, Section 1 of the Meeker County GOP Constitution, selected by the Committee Chair. Members need not be precinct delegates or alternate delegates.

**Section 2.** The Meeker County GOP Chair may invoke other committees as circumstances require, including but not limited to: Nominating, Constitution and Bylaws, and Resolutions. Committee members will be selected by the same procedures outlined above in Section 1, D and E.

**Section 3.** In all Committees a quorum will be a majority of the membership of the Committee.

**Section 4.** All Committee Chairs shall maintain a portfolio, both current and historical, to be passed on to succeeding Committee Chairs. A copy of each portfolio shall be maintained by the Meeker County GOP Secretary.

#### ARTICLE V : DATA LIST USAGE

**Section 1.** Declared candidates for the state legislature shall receive a delegate and alternate list only after signing any list agreement required by the Republican Party of Minnesota.

**Section 2.** Candidates granted recommended status may receive access to state party data for their respective office only after signing any list agreement required by the Republican Party of Minnesota.

#### ARTICLE VI : AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of those present and voting at any regular, not special, Meeker County GOP Executive Committee meeting until such time that they can be ratified at the next Meeker County GOP Convention, or by a majority vote of any regular Meeker County GOP Convention, provided seven (7) days written notice has been given in either case.

Drafted and Approved by Convention on February 18, 2023, Litchfield, MN