

**Western Cumberland County Republican Club**  
**Cumberland County, Pennsylvania**  
**Created and adopted August 13, 2020**  
**Amended August 26, 2023**  
**Amended November 14, 2023**

**Constitution and Bylaws**

**Constitution**

**Article I (Name and Objectives)**

**Section 1.** The name of this organization shall be the Western Cumberland County Republican Club, hereinafter referred to as the “Club.” The focus area of the Club includes these municipalities: Townships: Cooke, Dickinson, Hopewell, Lower Frankford, Lower Mifflin, North Middleton, North Newton, Penn, Shippensburg, South Middleton, South Newton, Southampton, Upper Frankford, Upper Mifflin, and West Pennsboro. Boroughs: Carlisle, Mt. Holly Springs, Newburg, Newville, and Shippensburg (Cumberland County portion).

**Section 2.** The objectives of the Club shall be:

- 1.. To promote the principles of the Republican Party, including limited government, low taxes, free enterprise (Capitalism), strong families, individual freedoms, personal responsibility, and a strong national defense.
2. To work for the best interests of the residents in the focus area.
3. To bring individuals into the Republican Party and to provide an opportunity for political involvement and expression.
4. To encourage and train from among its membership and the community active participation in political and governmental affairs and candidacy for public office.
5. To provide a forum for voters to learn about Republican candidates and issues during primary and general elections.
6. To support the election of the Republican Party’s nominees on precinct, township, school district, county, state, and federal levels.
7. To work in conjunction with the Cumberland County Republican Committee, Republican State Committee, and Republican National Committee whenever possible.

**Article II (Membership)**

**Section 1** (Classification). Membership in this Club shall be classified as Active, Associate and Student.

**Section 2** (Qualifications and Privileges).

1. **Active Members** shall be registered Republicans that live in the focus area, not in default of dues, and who meet such other qualifications as may be established by the by the members.
2. **Associate Members** shall be any other persons approved by the Executive Board who are not in default of dues. Associate members shall enjoy all the privileges of membership except the right to vote, hold office, and attend such meetings as may be reserved for Active Members only.
3. **Student Members** Student Members shall be registered Republicans in school who are not in default of their dues. Student Members shall enjoy all the privileges of membership based on whether they live in the focus area and would be an Active Member or live outside the focus area and would be an Associate Member.

**Section 3.** New members shall be received into this Club upon the payment of dues.

**Article III (Officers)**

**Section 1.** The officers of this Club shall be: Chair, two Vice-Chairs, Secretary, Treasurer, and two Directors. Officers must be Active Members of this Club.

**Section 2.** The duties of the officers shall be as prescribed in the By-Laws.

**Section 3.** The Chair will be elected annually and shall take office at the conclusion of the meeting, and serve until the next annual meeting at which time a successor has been duly elected and qualified.

**Section 4.** The two Vice-Chairs, the Secretary, the Treasurer, and the two Directors shall be appointed by and shall serve at the pleasure of the Club Chair.

**Article IV (Executive Board)**

**Section 1.** The Executive Board shall be responsible for the transaction of all business of the Club.

**Section 2.** The Executive Board shall consist of all the officers.

**Section 3.** The Executive Board shall meet at the call of the Chair and at other times, as may be necessary, upon a majority vote of the members of the Executive Board. When a special meeting is called, the purpose of the meeting shall be stated in the notice of said meeting to the Executive Board. A quorum shall consist of four members present.

#### **Article V (Vacancies)**

A vacancy on the Executive Board shall be filled by the Chair for the unexpired term of that position. Appointment shall not render the individual ineligible for office at the next annual election. Should the position of the Chair become vacant, one of the two Vice-Chairs, as selected by the Executive Board, shall become acting Chair until such time that a special meeting is called by the acting Chair of all members of the Club, during which special meeting election of the Chair shall occur.

#### **Article VI (Endorsement of Candidates)**

No Republican candidate for public office, whether local, state, or national, shall be officially endorsed or opposed nor shall any other candidate be officially endorsed by the Executive Board as a group, or the Club itself prior to the Party Primary. This is in no way meant to prevent any officer or member of the Club from becoming a candidate in such Party Primary or independently endorsing a candidate as long as it is kept separate from association with Club membership.

#### **Article VII (Parliamentary Provisions)**

Roberts' Rules of Order shall govern all proceedings except when inconsistent with the Constitution and/or By-Laws of the Club.

#### **Article VIII (Amendments)**

The Constitution of this Club may be amended as set forth in the foregoing By-Laws.

## By-Laws

### Article I (Officers)

**Section 1** (Chair). The Chair shall be the chief executive officer of the Club and preside at all meetings of the Club and the Executive Board; shall supervise the development of the programs of the Club and shall make all other officer and committee appointments.

**Section 2** (Vice-Chairs). The two Vice-Chairs appointed by the Club Chair shall perform in the absence of the Club Chair duties of the Chair and such other duties as may be prescribed by the Chair, the Constitution, and/or Executive Board of this Club. The Vice-Chairs shall perform such other duties as may be directed by the Club Chair.

**Section 3** (Secretary). The Secretary shall keep the minutes of all meetings of the Club and of the Executive Board, shall maintain such records and reports. All papers, documents and data in the Secretary's possession shall be turned over to his or her successor. The Secretary shall maintain correspondence for the Club, maintain a file of correspondence and The Secretary shall perform such other duties as may be directed by the Club Chair.

**Section 4** (Treasurer). The Treasurer shall be the custodian of all Club funds and tangible assets. The Treasurer shall keep an accurate record of all financial transactions of the Club and Executive Board; shall report the financial position of the Club, orally and in writing, at each meeting of the Club and Executive Board.; and shall submit the Club's books and records to the Executive Board for audit within 30 days after the close of the calendar year. The Executive Board may call for additional audits at any time upon a majority vote of the Executive Board. The Treasurer shall maintain an up-to-date membership record of members' contact information.

The Treasurer shall keep all records on a Cash Basis accounting method, except that all outstanding bills or invoices to be paid by the Club, whether actually received or not, shall be shown as current liabilities of the Club.

There shall be a Treasurer's Report, in a form approved by the Executive Board, in accordance with Generally Accepted Accounting Principles (GAAP) at every and all meetings, which shall fairly show the financial condition of the Club as of the date of the meeting.

Interim Treasurer's Reports shall at all times be attached to the approved Minutes of the prior meeting for review by the Club members.

#### Authorization of Expenditures

1. The Chairman may authorize the expenditure of funds up to two hundred and fifty dollars (\$250.00) with the approval of two (2) other members of the Executive Board.
2. All checks over \$250.00 must be signed by two authorized officers of the Club.

**Section 5** (Directors). The two Directors appointed by the Club Chair shall perform such duties as may be directed by the Club Chair.

**Section 6.** (Records). All records, minutes, books, supplies, etc. remain the property of the Club and shall be returned by the officers to the Executive Board at the end of their terms.

## **Article II (Committees)**

The Chair may establish any committees, as deemed necessary for the good of the Club. All committee(s) shall conclude at the conclusion of the term of the Chair unless extended by the Chair's successor.

## **Article III (Meetings)**

**Section 1.** The Club shall have no less than two meetings every twelve (12) months.

**Section 2.** Notice of the date, time and place of the meetings shall be sent to all members at least fourteen (14) days preceding the meeting date.

**Section 3.** Special meetings of the Club shall be made by the Chair. A special meeting may be made by any Active Member of the Club, accompanied by the signature of no less than ten (10) other Active Members of the Club or by one-half (1/2) of the members of the Executive Board. Notice of the date, time, place of the meeting, and the purpose of the meeting shall be sent to all members at least seven (7) days preceding the meeting date.

## **Article IV (Elections)**

Election of Chair shall be by secret ballot. A majority of all votes cast shall be necessary for election. In the event that any ballot does not show a majority for any nominee, there shall be further ballots, with the nominee having the lowest vote being dropped from the second and succeeding ballots until a nominee shall have received a majority of all votes cast. Where there is only one candidate, balloting may be by voice vote.

## **Article V (Dues)**

Dues for members shall be set by the Club, subject to the approval or rejection by a majority of Active Members present and voting at a meeting of the Club.

## **Article VI (Quorum)**

**Section 1** (Club Meeting) Twenty-five (25) percent of Active Members Club shall constitute a quorum to transact business at a duly called meeting.

**Section 2** (Executive Board Meetings). Four (4) members present shall constitute a quorum to transact business.

**Section 3** (Voting by Written Proxy). Active Members may submit a written signed proxy for another person who is a registered Republican residing in Cumberland County, to cast their vote at a duly called meeting. The proxy shall be provided to the Secretary prior to the start of the meeting.

### **Article VII (Amendments)**

This Constitution may be amended by a two-thirds (2/3) vote of Active Members present at any regular meeting of the Club, providing Twenty-one (21) days written notice of the proposed amendment be given to each eligible voting member. All such amendments to the Constitution and/or By-Laws are to take effect at the close of the meeting in which same were adopted.

*The foregoing Bylaws were adopted, as amended, by the Active Members of the Western Cumberland County Republican Club at a regular meeting held on November 14, 2023.*