



## Constitution and Bylaws of the Hillsborough Republican Club

### Constitution

#### Article I - Name and Purpose

1. The name of this organization is the **Hillsborough Republican Club**.
2. The purpose of this Club is to promote Republican philosophies in Hillsborough, Somerset County, the State of New Jersey, and the United States of America.

#### Article II - Membership

1. **Eligibility** - Any person who is registered to vote in a precinct in Hillsborough (Township), New Jersey is eligible to apply for full voting membership in the Club. Any person living outside the Township and having an interest in Hillsborough, New Jersey, and United States politics is eligible for associate membership. All members should be open to promoting Republican philosophies.
2. **Classes of Membership** - Upon application, a person may be elected to membership by the Executive Board after payment of annual dues and other assessments as provided in Club bylaws. Applicants not qualifying for full membership may be elected to associate membership. Associate members will have all the rights of full membership except the right to vote. Other classes of membership shall be as provided in Club bylaws.
3. **Dues and Arrears** - Dues and other assessments will be levied upon the Club membership as provided in the bylaws. Each year at the Executive Board's September meeting, the membership chair will report the names of all members of each class who have not paid their dues. Members two (2) years in arrears will be notified that they may be suspended from membership and, if their dues are not paid within thirty (30) days after such notification, their names may be expunged from the membership rolls of the Club at the discretion of the Executive Board.

#### Article III - Officers, Executive Board, and Committees

1. **Officers** - At its annual meeting, the Club will elect a president, a vice president, a secretary, a treasurer, and a membership chair. Those elected will hold office for one (1) year from the first of the month following their election and until their successors take office.

The powers and responsibilities of the officers shall be those prescribed elsewhere in this Constitution, or in the Club bylaws.

2. **Executive Board** - The Executive Board shall consist of the five (5) elected officers of the Club.
3. **Powers of the Executive Board** - The Executive Board will exercise all the powers of the general membership between meetings thereof, and will take such executive actions from time to time as it may

deem necessary for the interest of the Club and of the Republican Party. The Executive Board has full power to authorize expenditure of Club funds subject to limitations of law and of this Constitution.

The Executive Board will, in the absence of the president, appoint a president pro tem to conduct the business of the meeting. The Executive Board has the power to confirm all appointments, either to committees or to fill vacancies. The Executive Board will from time to time establish dues and other assessments, will decide all matters concerning membership applications, and will elect qualified enrolled Republicans to membership.

The Executive Board may, by majority vote, (1) expunge the name of a member from the Club membership rolls for conduct unbecoming a member, or (2) remove "for cause" an officer or member of the Executive Board. When such action is properly before the Executive Board, the matter will be tabled until the next meeting, prior to which meeting seven (7) days' written notice of all charges will be mailed to members of the Executive Board and to the member or officer so charged. The member or officer charged will upon request be granted a hearing before the Executive Board.

The Executive Board will have such other powers as may be provided in the Club bylaws. However, the Executive Board will have no power to render the Club, or any member thereof, liable for any debt or expense beyond the amount of money which, at the time of contracting said debt, is available in the Club treasury and is not required for the discharge of previously contracted debts or liabilities.

**4. Nominating Committee** - Not less than one month prior to the date of the annual meeting, the president will appoint a voting member as chairman of the Nominating Committee. The Nominating Committee chairman may, in turn, appoint two (2) additional voting members to the committee. The Nominating Committee will meet and prepare a slate of nominees with at least one candidate for each position, and will submit same to the secretary not later than fifteen (15) days before the date of the annual meeting. The secretary will cause copies of the slate of nominees to be enclosed with notification to the membership of the date, time, and place of the annual meeting. Further nominations may be made in a petition signed by at least ten (10) voting members of the Club. Such petition must be in the hands of the secretary or be postmarked at least ten (10) days prior to the annual meeting.

**5. Vacancies** - Any vacancy on the Executive Board, in any office except that of the president, or on any committee except the Nominating Committee will be filled by appointment by the president for the balance of the unexpired term, subject to the approval of the Executive Board. In the event the office of president becomes vacant, a meeting of the general membership will be called to fill the vacancy. A vacancy on the Nominating Committee will be filled by the chairman of said committee.

#### **Article IV - Meetings**

**1. Frequency and Location** - The Executive Board will meet at least once in each calendar quarter, and will meet at such other times as the president or the Executive Board deems necessary. A quorum of three (3) members of the Executive Board is required to transact business. A general membership meeting will be held at least once in each month, except July and August, and such meetings will be held in Hillsborough.

**2. Call of Meetings** - The executive secretary will cause notice to be sent no later than five (5) days prior to an Executive Board meeting and no later than three (3) days prior to a general membership meeting to last known addresses. Electronic (email) notifications are acceptable in lieu of a hard copy notification. Additional meetings may be held at the call of the president or will be called by a written petition over the signature of five (3) or more members of the Executive Board or twenty (20) or more members of the Club. A signed copy of such petition will be filed with the secretary.

**3. Annual Meeting and Election of Officers** - All officers of the Club will be elected at the annual meeting on a date to be set in accordance with the provisions of the Club bylaws. Officers will take office on the first of the month next following their election.

**4. Voting Procedure** - Except as otherwise provided in the Constitution or bylaws of this Club, voting will be by a plurality of those members present and voting, a quorum being present and voting. A quorum of the Executive Board will be three (3) members thereof and of the general membership will be five percent (5%) of the membership in good standing. A secret ballot is required on any matter properly before the meeting if requested by three (3) members of the Executive Board, or by ten (10) members in a general membership meeting.

#### **Article V Amendments and Effective Dates**

**1. Amendments to the Constitution** - This Constitution may be amended by the affirmative vote of two-thirds ( $2/3$ ) of the membership present and voting at the annual meeting or at a special meeting called for the purpose of amending the Constitution, provided that the proposed amendment or amendments have been properly before the Executive Board and that copies have been made available in writing to the general membership not less than fourteen (14) days prior to said meeting.

**2. Amendments to the Bylaws** - The Club bylaws may be amended at any regular meeting of the Executive Board by a two-thirds ( $2/3$ ) affirmative vote of board members present and voting, a quorum being present and voting. Copies of all amendments to the bylaws will be included in the next regular mailing to the general membership.

**3. Effective Date of these Instruments** - The effective date of adoption of this Constitution and these bylaws shall be the first day of the month following the affirmative vote of the general membership upon recommendation by the Bylaws Committee and the Executive Board.

## Bylaws

### Chapter One Membership

A. **Qualifications for Membership** - Any person who is entitled to vote in a precinct in Hillsborough (Township), New Jersey is eligible to apply for full voting membership in the Club. Any person living outside the Township and having an interest in Hillsborough, New Jersey, and United States politics is eligible for associate membership.

B. **Membership Election** – All potential applicants must be elected to membership by a majority vote of the Executive Board at a regularly scheduled meeting or at a special meeting as allowed herein. In reviewing each application, the Executive Board will consider how long the applicant has been a how likely the applicant is to contribute to the election of Republican candidates and to the advancement of Republican principles.

C. **Dues and Other Assessments** - Annual dues of the Club will be payable in September of each year for the ensuing 12 months as follows:

#### Class of Membership Annual Dues

- Benefactor \$200.00 or greater
- Member, individual \$ 20.00
- Member, family \$ 30.00
- Associate Member (non-voting) \$ 15.00

### Chapter Two Officers and Committees

A. **Powers and Duties of Officers** - The president shall be the chief executive of the Club. The president shall preside at all meetings of the Club and of the Executive Board. The president, in consultation with members of the Executive Board, may speak on behalf of and in the name of, the Club.

The vice-president shall be responsible for building and organizing the Club membership, for arranging for guest speakers at monthly meetings, and for presiding over regularly scheduled meeting in the absence of the president.

The secretary shall be responsible for maintaining the records of the Club, including minutes of Club meetings and membership lists. The secretary shall be responsible for issuing notices of Club meetings, and shall issue such other communications as the president or the Executive Board may direct.

The treasurer shall be responsible for receiving, holding, and disbursing all Club funds. The treasurer shall be responsible for maintaining those records required by the Club Constitution, by Club bylaws, or by law. The treasurer shall be responsible for filing financial reports as required by law.

The membership chair shall be responsible for maintaining meeting attendance and dues payment records.

B. **Ad hoc Committees** - Ad hoc committees may be established for special purposes by vote of the Executive Board. Such committees will report to the Executive Board at the next meeting following the completion of their task or, in any event, not later than the next annual meeting. Ad hoc committees may, by vote of the Executive Board, be established as standing committees.

### **Chapter Three Meetings**

A. **Annual Meeting** - The annual meeting will be held in June of each year.

B. **Place of Meeting** - Executive Board and Club meetings will be held as the board may decide.

C. **Parliamentary Procedures** - The meetings of the Club will be governed by the bylaws of the Club, and by Roberts Rules of Order, Revised.

### **Chapter Four Financial Affairs**

A. **Receipt and Deposit of Club Funds** - The secretary or membership chair will turn over to the treasurer all funds received for and on the account of the Club. The treasurer will receive and deposit all Club funds in accounts, which have been approved by the Executive Board. Such accounts shall require the signature of the president and the treasurer on all withdrawals. The treasurer shall keep detailed records of all receipts and expenditures.

B. **Disbursements and Expenditures** - The treasurer shall disburse monies as instructed by the Executive Board. The treasurer shall retain receipts for each disbursement. The treasurer and the executive secretary may make expenditures to limits authorized from time to time by the Executive Board.

C. **Annual Audit** - The fiscal year of the Club shall run from January 1st to December 31st. No fewer than thirty days before the end of the fiscal year, the Executive Board shall appoint an Audit Committee of one (1) chairman and two (2) members from among the voting members of the Club. The Audit Committee shall prepare an audit of the Club's books and accounts within thirty (30) days of the close of the fiscal year. The audit shall be presented to the Executive Board at its next meeting and to the membership at the next general meeting.