

# REPUBLICAN PARTY OF BEXAR COUNTY EXECUTIVE COMMITTEE

## STANDING RULES

### Article I. DUTIES OF OFFICERS

**Section 1:** The County Chair shall preside at all meetings of the Executive Committee and shall be that Committee's official representative and spokesperson. In addition, the County Chair shall be charged with the following powers:

- (A) To employ staff personnel pursuant to workload requirements and budgetary allowances;
- (B) To be empowered to execute contracts which fall within the limitations set by the budget as long as such contracts do not to exceed \$5000. Or extend beyond 6 months after the end of the Chair's term of office;
- (C) To be responsible for the safekeeping of all records or assets of the Republican Party of Bexar County and to turn them over to *the* (his) successor when he vacates the office;
- (D) To be one of four (4) signatories authorized for signing checks on the Party's treasury;
- (E) To appoint a committee of at least three members to review the Party's books following the election of a County Chair and annually thereafter. The report of the review committee shall be presented at the next Executive Committee meeting;
- (F) To have the powers of supervision and management necessary to maintain a well-ordered County Headquarters;
- (G) Any other duties or responsibilities not specifically in conflict with the Bylaws or these Standing Rules.

**Section 2:** The County Vice Chair shall assist the County Chair, as requested, in the execution of duties. In addition, the Vice Chair shall be charged with the following duties and powers.

- (A) In the event an Executive Committee meeting is called and the County Chair is not present, the Vice Chair shall preside;
- (B) In the event the office of County Chair becomes vacant, the Vice Chair shall act in that place until a new County Chair is elected;
- (C) The Vice Chair shall be one of four (4) signatories authorized for signing checks on the Party's treasury;
- (D) And any other duties assigned by the County Chair.

**Section 3:** The Secretary shall be capable of assuming the duties normally required of a Recording Secretary, including the following responsibilities:

- (A) In the event an Executive Committee meeting is called, and the County Chair and the Vice Chair are not present, the secretary shall call the meeting to order and preside while the members present elect a Chair pro-tem;
- (B) In the event the office of County Chair becomes vacant, the Secretary shall call a meeting of the Executive Committee for the purpose of electing a new Chair, as outlined in Article V of these Bylaws and Section 171.025 of the Texas Election Code;
- (C) The Secretary shall keep an accurate record of the minutes of all meetings of the Executive Committee and shall have a copy of these minutes posted on a bulletin board at County Headquarters within one (1) week after each meeting, there to remain until the next meeting. A permanent signed copy, bearing Chair's signature and that of the presiding officer, shall be kept in a binder at County Headquarters, a copy of which shall be furnished to any Executive Committee member upon request. The permanent binder shall be removed from County Headquarters only to be taken to Executive Committee meetings;
- (D) The Secretary shall keep an up to date list of Executive Committee members, and monthly shall furnish a list of vacancies which have occurred during the previous month to the County Chair. A current list of Executive Committee members, officers, and Standing and Special committee members shall be furnished upon request to any Executive Committee member and shall be brought to each Executive Committee meeting;
- (E) The Secretary shall keep a permanent, dated record of the Bylaws and Standing Rules of the Executive Committee, copy of which shall be furnished to any Executive Committee member upon request and shall be brought to each meeting of the Executive Committee. In addition to recording any amendment in the minutes, the Secretary shall also record it on a blank page opposite the article amended, with a reference to the date and page of the minutes where it is recorded;
- (F) The Secretary shall be an advisory member to all committees and shall keep a dated record of Standing Committee meeting, reminding Committee Chair when meetings are required under these Standing Rules and maintain an up to date file on Standing Committee minutes.
- (G) The Secretary of the Executive Committee shall be one of four (4) signatories authorized for signing checks on the Party's treasury.

**Section 4:** The Treasurer shall have charge of the funds deposited with the Republican Party of Bexar County, with the following specified duties:

- (A) The Treasurer shall be one of four (4) signatories authorized for signing checks on the Party's treasury; and he shall pay the bills of the Party upon authorization of two (2) of the four (4) signatories designated in these Standing Rules, one of which may be his signature;
- (B) The Treasurer shall supervise a system of bookkeeping in which the accounts correspond to identical categories in the budget;
- (C) The Treasurer shall prepare an annual report within thirty (30) days after the close of the fiscal year, to be

- presented to the first Executive Committee meeting following the close of the fiscal year, and to be available to any Executive Committee member for inspection at County Headquarters during work hours;
- (D) The Treasurer shall periodically compare actual rate of receipts and disbursements with the budgeted amounts and shall report to the Budget and Finance Committee, if adjustments are in order;
  - (E) The Treasurer shall serve as Chair of the Budget Committee and as an advisory member to the Finance Committee;
  - (F) The Treasurer shall prepare and file the finance reports required by Federal and State statutes.

**Section 5:** The Legal Counsel shall advise the County Chair of the Party's public responsibilities and statutory obligations.

**Section 6:** All Checks must be signed by two of the four persons designated within the Standing Rules. One of these individuals must be the Chair or Treasurer.

## **Article II: DUTIES OF THE STANDING COMMITTEES**

The Standing Committees are subcommittees of the Executive Committee, established to perform preliminary groundwork and to provide organizational machinery to enable the Executive Committee to fulfill its responsibilities. Standing committees shall meet regularly, as specified below, and a brief written report of each Standing Committee meeting shall be sent to the County Chair within seven (7) days, to be placed on file at County Headquarters. Any Executive Committee member has the privilege of attending any Standing Committee meeting. The duties of each Standing Committee are detailed below:

**Section 1:** The **Candidate Recruitment and Appointments** Committee shall develop and carry out a continuing program for recruiting, developing and encouraging the best prospects to run as Republican candidates for public office and to seek appointive positions. The Committee shall refrain from endorsing a candidate prior to Primary or Runoff Election. This Committee shall serve in an advisory capacity to nominees of the Party. It shall meet as often as necessary to fulfill its duties.

**Section 2:** The **Budget** Committee shall be responsible for preparation and presentation of an annual budget for approval by the Executive Committee. The Committee shall have authority to reallocate funds within the budget as long as such reallocation does not exceed the greater of five hundred dollars or ten percent of the budgeted amount.

**Section 3:** The **Finance** Committee shall be primarily responsible for planning and executing fundraising activities for the Republican Party of Bexar County.

**Section 4:** The **Campaign Activities** Committee shall:

- (A) Recommend to the Executive Committee for approval the policies for usage of the County Headquarters and its assets by or for individual Republican campaigns;
- (B) Work in coordination with the Republican Party of Texas and the Republican National Committee to insure that maximum utilization of resources is achieved.

**Section 5:** The **Volunteer Recruitment** Committee shall maintain volunteer lists to be made available to the various campaigns. It shall work with the Executive Committee Members and Republican Auxiliaries to find, develop and train new volunteers.

## **Article III: RECORDS**

**Section 1:** The county Headquarters shall serve as a filing and storage center for permanent and temporary records of the Republican Party of Bexar County. In January of each odd-numbered year, the Chair shall appoint a special committee or not less than three nor more than seven persons whose duty shall be to review all materials stored or filed at the headquarters for the purpose of recommending safekeeping or disposition of same. In consultation with this committee, the County Chair shall make provisions for preserving records deemed sufficiently important to be preserved.

**Section 2:** Any Executive Committee member shall have the right to inspect party records in the presence of the County Chair or the Chair's representative.

## **Article IV: AMENDMENTS**

The Standing Rules may be suspended or amended by a two thirds (2/3) vote of the members of the Executive Committee present and voting at any meeting of the Executive Committee or by a majority vote of the members present and voting at any meeting of the Executive Committee, provided text of the intended amendment has been presented at a previous meeting at least thirty (30) days prior and the text shall be included in the notice of the meeting.