

# Bylaws of the Bergen County Young Republicans



*Adopted November 2014*

## **ARTICLE I – REORGANIZATION**

### ***Section 1***

The annual reorganization meeting of the Bergen County Young Republicans, which shall be referred to in this document as BCYRs, shall be held in February, on a date to be determined by a majority vote of the Executive Committee, each year, and shall be for the purposes of electing officers and for the transaction of such other business as may properly be brought before the meeting.

### ***Section 2***

Appointive positions, including Recruitment Chair, Fundraising Chair, and Counsel shall be appointed by the Chairman immediately upon taking office and shall serve at the pleasure of the Chairman.

### ***Section 3***

The election of the officers, members of the Executive Committee, and the appointment by the new Chairman of the Recruitment Chair, Fundraising Chair, and Counsel shall be held at the February reorganization meeting. Voting shall be by written ballot and each member in good standing present at the annual meeting shall be entitled to vote provided that member has attended three meetings in the last year. If the candidates face no opposition, a motion may be made from the floor to dispense with the written ballot and have a voice vote. This motion must be seconded. The chairman will determine what the outcome of the voice vote will be. Should someone wish a written ballot after the initial voice vote, a motion must be made and seconded, and the chairman will determine whether such a vote is necessary. If a written ballot is necessary, it will be carried out as stated above.

## **ARTICLE II – MEMBERSHIP**

### ***Section 1***

Any Bergen County resident who meets the membership requirements of the New Jersey Young Republican Federation shall be eligible to become a member in good standing of the BCYRs after paying dues and attending the requisite number of meetings

### ***Section 2***

Race, ethnicity, gender, place of national origin, marital status, sexual orientation, or stands on specific political issues may not be used as criteria for accepting new members. The only screening that may be done on prospective members concerns verification of age and residence in Bergen County.

### ***Section 3***

Any member in good standing shall be eligible to vote on any matter coming before the BCYRs, except that newly admitted members and inactive members paying their dues to become members in good standing, shall not be eligible to vote until the meeting next succeeding their admission to membership.

### ***Section 4***

A member in good standing shall be one whose dues have been paid to the treasurer as provided under Article II, Section 1 of the by-laws. The Treasurer's list of members who have paid their dues shall constitute the official membership roll of the BCYRs. A member in good standing must have been to meetings at least four meetings or events since the last annual meeting and have paid dues (no exceptions will be made to this) in order to vote, renew membership and be eligible to vote at the annual meeting, a member must have paid up dues as of the beginning of the annual reorganization meeting.

### ***Section 5***

Any member in good standing may request a list of members in good standing following the last meeting prior to the Annual Meeting. The secretary must provide a list of eligible voters at least fourteen (14) days prior to the election. If adequate records do not exist to determine eligible membership, the Executive Committee must present a list of those members they believe to be in good standing. Any dispute over whether a member is good standing will be settled by the board of the NJYRF.

## **ARTICLE III – MEETINGS**

### ***Section 1***

The regular meetings of the BCYRs shall be held at least 9 times annually. Notice of all meetings shall be made available by the Secretary to each member in good standing.

### ***Section 2***

Fifteen members or 50% of the active membership, whichever is less, in good standing shall constitute a quorum for the transaction of business at any meeting, with the exception of Endorsements, covered under Article V of the Constitution, and Amendments, covered under Article VI of the Constitution.

### ***Section 3***

Robert's Revised Rules of Order shall govern the parliamentary procedure of the BCYRs except where the same are inconsistent with the Constitution and by-laws of the BCYRs.

### ***Section 4***

The regular order of business, which may be altered by the chairman by a vote of the members, shall be as follows:

- (a) Call to Order
- (b) Address of Welcome
- (c) Reading of the Minutes
- (d) Treasurer's Report
- (e) Reports of Officers
- (f) Reports of Committees
- (g) Old Business
- (h) New Business
- (i) Announcements and Communications
- (j) Adjournment

## **ARTICLE IV - QUALIFICATION AND DUTIES OF OFFICERS**

### ***Section 1***

All officers and members of the Executive Committee shall be BCYR members in good standing unless there is not a sufficient interest from members in good standing to fulfill all positions. Vacancies for reason of death, disqualification, resignation, or otherwise, of any officer or member of the Executive Committee, shall be filled by a member chosen by the Chairman until the February reorganization meeting; such vacancies occurring with any Appointive Position shall be filled by the Chairman and serve at the pleasure of the Chairman.

### ***Section 2***

The Chairman, an officer of BCYRs as per Article IV, Section 1 of the Constitution, shall preside at all meetings of the BCYRs and shall preside at all meetings of the Executive Committee. The Chairman shall perform all duties conferred upon said member as per the Constitution and bylaws of the BCYRs. The Chairman shall also act as a deputy treasurer with full rights and access to all funds and information as well as being a bank account signer. The Chairman shall be responsible for the functioning of the BCYRs during the term of office.

### ***Section 3***

The Vice-Chairman, an officer of BCYRs as per Article IV, Section 1 of the Constitution, shall perform all the duties of the Chairman during the absence of the chairman. In the event of death, disqualification, long term absence, or resignation of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman until a successor to the Chairman is in the January meeting.

### ***Section 4***

The Treasurer, an officer of BCYRs as per Article IV, Section 1 of the Constitution, shall collect and receive all funds, have custody of the funds of the BCYRs, keep regular accounts therefore, and shall submit a report consisting of monthly receipts, disbursements, beginning and ending

balances of the BCYR treasury at each meeting of the BCYRs and of the Executive Committee. The Treasurer shall deposit all money or other assets belonging to the BCYRs in such place, and in such manner, as may be designated by the Executive Committee for audit or examination at the request of the Executive Committee. No monies or other assets shall be given, transferred, expended, or in any other manner taken from the treasury, except for a proper purpose of the BCYRs. No expenditures, obligations, or transactions shall be incurred or authorized, except when duly authorized by the Executive Committee. The Treasurer shall maintain a list of members of the BCYRs who have paid their current annual dues and such members whose names appear thereon shall be BCYR members in good standing. The Treasurer shall supply the Secretary and Chairman, from time to time, or when requested, with a list of BCYR members.

### ***Section 5***

The Secretary, an officer of BCYRs as per Article IV, Section 1 of the Constitution, shall record the minutes and keep all other records of all meetings. The Secretary also shall attend to correspondence and prepare and mail all notices of meetings to the membership.

### ***Section 6***

The Counsel, an Appointive Position, shall be an attorney licensed to practice in New Jersey and shall be the legal advisor and parliamentarian of the BCYRs.

### ***Section 7***

The Recruitment Chair, an Appointive Position, shall be responsible for recruiting new members

### ***Section 8***

The Fundraising Chair, an Appointive Position, shall be responsible for organizing and planning fundraisers for the BCYRs and general fundraising emails.

## **ARTICLE V - EXECUTIVE COMMITTEE**

### ***Section 1***

The Executive Committee shall be the governing body of the BCYRs.

### ***Section 2***

The Executive Committee shall meet on dates determined by the Chairman. Special meetings may be called by the Chairman and must be called by the Secretary upon written request by three members of the Executive Committee. The special meeting shall be set by the Secretary for a date not less than seven and not more than fourteen days from the date the written request is received, except that where a regular meeting of the Executive Committee is scheduled to fall within fourteen days of said written request, the Secretary shall not call a special meeting but shall inform the members making such a request that their business shall be taken up at the regular meeting. Written notice of all meetings shall be mailed by the Secretary, postage prepaid, to all members of the Executive Committee at least seven days prior to the date of such meeting.

### ***Section 3***

A majority of voting members of the Executive Committee shall constitute a quorum for the conduct of business, except where elsewhere noted in the Constitution and by-laws.

#### ***Section 4***

There shall be no voting by proxy at meetings of the Executive Committee.

#### ***Section 5***

Should any members of the Executive Committee be absent from three meetings during the course of the year following the election, the Chairman shall remove that member from the Executive Committee by proclamation, provided however, that the Chairman may excuse a member from the attendance of any meeting if the Chairman is satisfied that a good cause exists for such absence. In the event that the Chairman shall need to be removed from office, a two-thirds vote of the Executive Committee shall be required for such a removal.

### **ARTICLE VI - FISCAL YEAR AND DUES**

#### ***Section 1***

The fiscal year of the BCYRs shall be from the First day of April until the last day of March of the following calendar year.

#### ***Section 2***

Every applicant for membership in the BCYRs shall pay the dues for the current year upon making application. Said dues are non-refundable.

#### ***Section 3***

The annual dues of the BCYRs shall be determined by the Chairman being no less of a price of \$20.00 and no more of a price of \$50.00

#### ***Section 4***

Any member in arrears shall be dropped from the active list unless the chairman is willing to grant a date of extension for said member dues.

### **ARTICLE VIII – AMENDMENTS**

Proposed amendments to these by-laws shall be submitted in writing to the Executive Committee by the committee for Constitution and by-laws or by petition signed by not less than five members in good standing. If approved by the Executive Committee by a two-thirds vote, the Chairman shall present the proposed amendment at the next regular meeting of the BCYRs, but there shall be no vote upon the proposed amendments until the regular meeting after the one in which the proposed amendment was presented by the Chairman. A two-thirds vote of the members in good standing present at the second meeting, a quorum for amendment approval being no fewer than fifteen members or 50% of the active membership, whichever is less, as per Article VI of the Constitution, as herein provided and decide whether or not the proposed amendment shall be adopted under the Constitution so amended. The Secretary shall give written notice to all members in good standing that the proposed amendment will be voted upon by the membership at the regular meeting at which such amendment shall be presented for adoption or rejection by the membership.

Copies of this Constitution and By-Laws will be kept with the BCYRs, the Young Republicans of New Jersey, Inc., and the Bergen County Republican Organization.