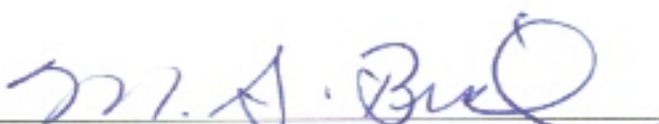


# BYLAWS OF THE



# BENTON COUNTY REPUBLICAN PARTY

Effective Date: May 2023

  
BCRP County Chair

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## **1. NAME AND AUTHORITIES OF ORGANIZATION**

### **1.1. Name**

- 3.1.1. The name of this organization shall be the BENTON COUNTY REPUBLICAN PARTY CENTRAL COMMITTEE, hereafter referred to as the "Central Committee." The Benton County Republican Party (BCRP) is the only acceptable derivation of the formal name. Organizational documents are called out in BCRP Bylaws 11.3 Organization Documents and Statement of Need.

### **1.2. Duration**

- 1.2.1. The duration of the BCRP shall be in perpetuity.
- 1.2.2. The Bylaws of the organization shall be valid for the duration of the biennium of 2 years as ratified or amended.
- 1.2.3. The Bylaws as the constitution of this organization cannot be suspended.

### **1.3. Sources of Authority**

- 1.3.1. Constitution of the State of Washington.<sup>1</sup>
- 1.3.2. Revised Code of Washington (RCW) – RCW 29A.80 – Political Parties.<sup>2</sup>
- 1.3.3. Washington Administrative Code (WAC) – WAC 390-17-200 – Major Political Party.<sup>3</sup>

### **1.4. Reporting Authority**

- 1.4.1. Washington State Public Disclosure Commission (PDC).<sup>4</sup>

### **1.5. Severability**

- 1.5.1. If any section or sub-section provision of the BCRP Bylaws is held invalid by the Constitution of the State of Washington, RCW or WAC, the remainder of the BCRP Bylaws are not affected.

## **2. OBJECTIVES OF THE CENTRAL COMMITTEE**

- 2.1. To represent the Republican constituents of Benton County.
- 2.2. To establish and maintain public policies consistent with the BCRP Platform.
- 2.3. To promote the values of the BCRP Platform into every aspect of local, state, and national government.
- 2.4. To elect individuals to public office who share the values described in the BCRP Platform.
- 2.5. To attract voters and volunteers to grow the Republican Party.
- 2.6. To plan, organize, administer, and finance the Central Committee activities
- 2.7. To coordinate BCRP activities with the local Legislative Districts, Congressional Districts, Washington State Republican Party (WSRP) and Republican National Committee (RNC).

## **3. CENTRAL COMMITTEE**

### **3.1. Committee Membership**

- 3.1.1. Eligibility for Voting Members is determined by RCW 29A.80.031 & RCW 29A.80.041
  - 3.1.1.1. Duly elected Precinct Committee Officers (PCOs) – *voice & vote*
  - 3.1.1.2. Duly appointed PCOs – *voice & vote*

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<sup>1</sup> <https://leg.wa.gov/CodeReviser/RCWArchive/Documents/2019/WA%20Constitution.pdf>

<sup>2</sup> <https://app.leg.wa.gov/rcw/default.aspx?cite=29A.80>

<sup>3</sup> <https://app.leg.wa.gov/wac/default.aspx?cite=390-17-200>

<sup>4</sup> <https://www.pdc.wa.gov/>

- 3.1.2. Eligibility for Non-Voting Members is defined in BCRP Policy 3.1 – Voting and Non-voting Membership
  - 3.1.2.1. Duly appointed Precinct Captains (PCap) – *no voice & no vote*
  - 3.1.2.2. Executive Committee Officers (ECO) who are not PCOs are ex-officio – *voice & no vote*
  - 3.1.2.3. Republicans holding a partisan elected office are ex-officio member – *voice & no vote*

### **3.2. Member Duties**

- 3.2.1. Member Duties are defined in BCRP Policy 3.2 – Member Duties.
- 3.2.2. Duly appointed PCOs' eligibility to vote begins at the next meeting (after) their appointment.

### **3.3. Term of Office**

- 3.3.1. The term of office of all elected PCOs is in accordance with RCW 29A.80.051.
- 3.3.2. The term of office of all appointed PCOs is to the end of the term in accordance with RCW 29A.80.031.

#### **3.3.3. EXCEPTIONS:**

- 3.3.3.1. The outgoing BCRP Chair will perform duties at the biennial Organizational Meeting until the election of a Temporary BCRP Chair.
- 3.3.3.2. The outgoing BCRP ECOs and Vetting Committee may perform duties at the biennial Organizational Meeting until the election of the permanent ECOs: Chair; Vice-Chair, and Legislative District Chairs.

### **3.4. PCOs in Good Standing**

- 3.4.1. PCOs are considered in “good standing” by regular attendance, or by assigning a delegate/proxy at scheduled Central Committee meetings in accordance with BCRP Policy 3.3 – Member Duties.
- 3.4.2. PCOs who are deemed not to be in good standing are reinstated by attending a scheduled Central Committee meeting.

### **3.5. Delegate/Proxy**

- 3.5.1. A delegate is defined as a person who is authorized to function as the precinct's PCO or ECO at the Central Committee Meetings as described in BCRP Policy 3.5 – Delegate/Proxy.
- 3.5.2. A proxy is defined as a person who is directed by the PCO or ECO how to act and vote at the Central Committee Meetings as described in BCRP Policy 3.5 – Delegate/Proxy.
- 3.5.3. Delegate/Proxy for the BCRP Chair is the BCRP Vice Chair in accordance with Bylaws 5.2.2

### **3.6. Resignation**

- 3.6.1. A PCO may resign their position by written notice to the Chair or by announcing their resignation at a Central Committee or Executive Committee meeting.
- 3.6.2. All resignations must be entered into the Central Committee meeting minutes.
- 3.6.3.

## **4. EXECUTIVE COMMITTEE**

### **4.1. Executive Committee Office (ECO) and Terms of Office** as defined in RCW 29A.80.051

- 4.1.1 Chair – two years in even years
- 4.1.2 Vice-Chair – two years in even years
- 4.1.3 Secretary – two years in odd years beginning at the December 2023 Central Committee Meeting.
- 4.1.4 Treasurer – two years in odd years beginning at the December 2023 Central Committee Meeting.
- 4.1.5 State Committeewoman – two years in even years

- 4.1.6 State Committeeman – two years in even years
- 4.1.7 8<sup>th</sup> Legislative District Chair – two years in even years
- 4.1.8 15<sup>th</sup> Legislative District Chair – two years in even years
- 4.1.9 16<sup>th</sup> Legislative District Chair – two years in even years

#### **4.2. Executive Committee Duties**

- 4.2.1. Exercise the powers and perform the duties as directed by the Central Committee.
- 4.2.2. Establish the date, time and location for Executive Committee and Central Committee meetings.
- 4.2.3. Make recommendations for and supervise the execution of approved political fund raising, programs, budget plans and organizational goals.
- 4.2.4. Review issues and provide recommendations to the Central Committee.
- 4.2.5. Approve authorized expenditures of funds for the BCRP activities and functions.
- 4.2.6. The Chair, Vice-Chair, Secretary and Treasurer are authorized to have access to all accounts of the BCRP as defined in BCRP Policy 4.2 – Financial Transactions.

### **5. EXECUTIVE COMMITTEE OFFICER DUTIES**

#### **5.1. Chair**

- 5.1.1. Is the Chief Executive Officer (CEO) of the BCRP.
- 5.1.2. Presides at meetings of the Central Committee and the Executive Committee.
- 5.1.3. Is Ex-officio member of all committees except the Vetting Committee.
- 5.1.4. Must appoint chairs for all Standing Committees, except the Vetting Committee, following the Organizational Meeting as defined in BCRP Policy 5.1 – Authority to Appoint.
- 5.1.5. Should an ECO office be vacant, the Chair will appoint a member of the Central Committee at the time the vacancy begins to serve as Pro Tempore as defined in BCRP Policy 5.1 – Authority to Appoint and will serve with the full authority of the elected position until the BCRP Chair can cause an election that is consistent with Rules for Election of Officers.
- 5.1.6. Must call for a Biennial Budget to be presented by the Finance Committee following the Organizational Meeting.
- 5.1.7. Must call for Central Committee approval of the BCRP Biennial Budget following the Organizational Meeting.
- 5.1.8. Must call for a review of the BCRP financial record to be completed after assuming office.
- 5.1.9. Must call for a review of the BCRP administrative records to be completed after assuming office.
- 5.1.10. Must call for a review of the BCRP Bylaws to occur.
- 5.1.11. Must call for permanent adoption of the BCRP Bylaws.
- 5.1.12. Must call for a review of BCRP Policies.
- 5.1.13. Must call for a permanent adoption of the BCRP Policies.
- 5.1.14. Establishes Ad Hoc Committees and appoints respective chairs.
- 5.1.15. Appoints PCOs in accordance with RCW 29A.80.031 to precinct vacancies
- 5.1.16. Is the official BCRP Spokesman for outside communications established in the BCRP Policy 6.3 – Communications and approves written communications.
- 5.1.17. Represents the BCRP at WSRP meetings.
- 5.1.18. Will maintain neutrality by refraining from voting except to break a tie.
- 5.1.19. Shall call for the BCRP Precinct Caucuses and County Convention to be held, suggest that the Caucus and County Convention Rules be updated and provide Caucuses and Convention notification in accordance with the WSRP Caucus and Convention Manual

## **5.2. Vice-Chair**

- 5.2.1. Assist the Chair in the administration of duties.
- 5.2.2. Presides at meetings and exercises powers of the Chair in the absence of the Chair.
- 5.2.3. Oversees the process to elect a new Chair in the event of a vacancy as established in BCRP Policy 5.1 – Authority to Appoint.

## **5.3. Secretary**

- 5.3.1. Keeps minutes of all action items on the agenda of meetings of the Central Committee and Executive Committee Meetings in accordance with the current edition of Robert's Rules of Order.
- 5.3.2. Submits previous meeting minutes to the Central Committee or Executive Committee for approval.
- 5.3.3. Ensure that the approved minutes are signed by the Chair.
- 5.3.4. Keeps signed records of all approved minutes including voting results on motions.
- 5.3.5. Takes attendance to establish quorum at Executive Committee Meetings.
- 5.3.6. Creates and maintains an accurate list of the membership and their contact information.
- 5.3.7. Makes membership list available to the Executive Officers and the Credentials Committee for use of BCRP business on a quarterly basis.
- 5.3.8. Retains administrative and related legal records in accordance with state-mandated record retention schedules in accordance with RCW 40.14.060.
- 5.3.9. Ensures that any required permits and licenses maintained with the Washington State Department of Revenue or Washington State Secretary of State are properly filed and maintained.
- 5.3.10. Must turnover all BCRP administrative records within 10 days of an election or appointment to the position of BCRP Secretary.
- 5.3.11. Is the custodian of the BCRP Bylaws, BCRP Policies, and all administrative and working documents of the BCRP.
- 5.3.12. The BCRP Secretary is automatically a member of the Communications Committee.

## **5.4. Treasurer**

- 5.4.1. Is custodian of all funds and financial records of the BCRP.
- 5.4.2. Keeps accurate records of all financial transactions.
- 5.4.3. Makes all financial records available for review.
- 5.4.4. Submits a Treasurer's Report at the Central Committee and Executive Committee meetings.
- 5.4.5. Retains financial and related legal records in accordance with state-mandated record retention schedules in accordance with RCW 40.14.060.
- 5.4.6. Files financial records as required by the PDC.
- 5.4.7. Ensures that the U.S. tax-exempt organization status is maintained in accordance with Section 527 of the U.S. Internal Revenue Code (23 U.S.C. §527).
- 5.4.8. Must turn over all BCRP treasury records and funds within 10 days of an election or appointment to the position of BCRP Treasurer.
- 5.4.9. All BCRP disbursements shall be authorized in accordance with BCRP Policy 4.2 – Financial Transactions.
- 5.4.10. The BCRP Treasurer is automatically a member of the Finance Committee.

### **5.5. State Committeeman and State Committeewoman**

- 5.5.1. Is elected in accordance with RCW 29A.80.020.
- 5.5.2. Represents the BCRP at WSRP meetings including 4<sup>th</sup> Congressional District Meetings.
- 5.5.3. Appoints a delegate/proxy when unable to attend WSRP or 4<sup>th</sup> Congressional District Meetings.
- 5.5.4. Report to the Central Committee and the Executive Committee on the WSRP Activities.

### **5.6. Legislative District Chair**

- 5.6.1. Is elected as Chair of the PCOs in the respective legislative district in accordance with RCW 29A.80.061.
- 5.6.2. Recruits and vets new PCOs in their respective districts in accordance with BCRP Policy 3.1 – Voting and Non-Voting Membership Eligibility.
- 5.6.3. Supports, trains and mentors new district PCOs.
- 5.6.4. Maintains communications by phone, email or in person, with district PCOs regarding Central Committee attendance status; good standing or not in good standing.

### **5.7. Resignation**

- 5.7.1. An ECO may resign their position by written notice to the Chair or by announcing their resignation at a Central Committee or Executive Committee meeting.
- 5.7.2. All resignations must be entered into the Central Committee meeting minutes.

### **5.8. Removal**

- 5.8.1. Officers may be removed from the office for misconduct and/or for dereliction of duties in accordance with BCRP Policy 9.2 – Discipline.

## **6. COMMITTEES**

### **6.1. Standing Committees**

- 6.1.1. Committee Chairs will perform duties until replacements are named.
- 6.1.2. Standing Committees are committees that are essential to the functioning of the BCRP and consist of the following:
  - Vetting Committee,
  - Communications Committee,
  - Finance Committee,
  - Credentials Committee and
  - Bylaws Committee.
- 6.1.3. Appointments of Committee Chairs, except the Vetting Committee, shall be approved by a simple majority vote of the Central Committee.
- 6.1.4. Uncontested appointments will be affirmed by a single voice vote of the Central Committee.
- 6.1.5. Contested appointments must be approved with a ballot vote. The candidate receiving a majority of votes cast will be announced by the BCRP Chair.
- 6.1.6. The committee chairs shall be non-voting members of the Executive Committee acting in an advisory capacity.
- 6.1.7. The purposes of each Standing Committee shall be established by a Charter that details the organization, functions, scope, meeting schedule and Standard Operating Procedures.
- 6.1.8. Committee Charters are approved by the Executive Committee by a simple majority.

## **6.2. Vetting Committee**

- 6.2.1. The Vetting Committee will consist of five PCOs elected by the Central Committee at the first Central Committee meeting following the Organizational Meeting.
- 6.2.2. The Vetting Committee shall serve from the time elected until the election of a new committee. Should a committee member be unable to complete their term the Central Committee shall elect an eligible PCO to fill their position for the remainder of the term.
- 6.2.3. Executive Committee Officers shall not serve on the Vetting Committee
- 6.2.4. Members shall recuse themselves from the Vetting Process:
  - of the position that they plan to run for;
  - of a campaign for whom they function as staff members or elected office;
  - when the candidate is a family member, or member of the same governing body (i.e., City Council, School Board, County Commissioners, etc.); or
  - for any perceived conflict of interest.
- 6.2.5. The Vetting Committee Chair is chosen by the Vetting Committee members and must be one of the five members.
- 6.2.6. The Vetting Committee will be responsible for vetting, collating, and providing collected information to the Central Committee for all:
  - BCRP Executive Committee offices,
  - candidates seeking elected office,
  - candidates requesting BCRP endorsements, andwith the exception of floor nominations in the Organizational Meeting.
- 6.2.7. The endorsement process will be in accordance with BCRP Policy 6.2 – Endorsements.

## **6.3. Communications Committee**

- 6.3.1. The Communications Committee has the responsibility to manage the outreach, fundraising, events, and communications of the BCRP with the approval of the BCRP Chair in accordance with BCRP Policy 6.3 – Communications.
- 6.3.2. Will build a strong community presence with local businesses and other civic organizations within the county.
- 6.3.3. Will encourage all Republicans and the community to participate in BCRP activities in accordance with BCRP Policy 6.3 – Communications.
- 6.3.4. Will manage the BCRP website and other electronic and digital communications.

## **6.4. Finance Committee**

- 6.4.1. The Finance Committee shall be responsible for developing and presenting a biennial budget to the Central Committee
- 6.4.2. The BCRP Chair shall be an automatic member of this committee but not serve as Chair.
- 6.4.3. The committee chair shall coordinate with the Treasurer to make regular Budget Comparison Reports on income and expenses on a quarterly basis.
- 6.4.4. Committee functions in accordance with Finance Committee Charter.

## **6.5. Credentials Committee**

- 6.5.1. Verifies quorum attendance at Central Committee meetings.
- 6.5.2. Shall maintain a current database of attendance at the Central Committee Meetings.
- 6.5.3. Committee function in accordance with Credentials Committee Charter

## **6.6. Bylaws Committee**

- 6.6.1. Committee functions in accordance with Bylaws Committee Charter and §11 of the BCRP Bylaws.



## **6.7. Ad Hoc Committees**

- 6.7.1. The BCRP will create Ad Hoc Committees to conduct the functions and mission of the BCRP as needed in accordance with BCRP Bylaws 5.1.14.
- 6.7.2. Ad Hoc Committees are created, approved and report to the organizational level that form them. This includes the BCRP Chair and the Central Committee level, Executive Committee level, Standing Committee level and within an Ad Hoc Committee level.
- 6.7.3. Ad Hoc Committee approval is by a simple majority vote at the organizational level at which the committee was created.
- 6.7.4. Shall be limited to a single purpose or event.
- 6.7.5. Are dissolved after the completion of the task, culmination of an event or achievement of the objective.

## **7. MEETINGS**

### **7.1. Meeting Notification**

- 7.1.1. A meeting is a gathering of members of the BCRP with a quorum present to transact business.
- 7.1.2. The BCRP Chair (or designee) must give appropriate meeting notification to the Central Committee that includes date, time, place, and reason for the meeting.
- 7.1.3. Notification shall include a proposed agenda and supporting documents for items that will be called to question or require consideration during the meeting.
- 7.1.4. **Regular** Central Committee and Executive Committee Meeting notification is seven calendar days.
- 7.1.5. **Special** Central Committee and Executive Committee Meeting notification is 72 hours by email or verbal communications.
- 7.1.6. The Standing and Ad Hoc Committee Meeting notification and quorum is at the discretion of the respective Chair.

### **7.2. Central Committee Meetings**

- 7.2.1. Are held a minimum of six times annually, nominally every other month beginning the first month following the Organizational Meeting.
- 7.2.2. Shall be conducted in accordance with the current edition of Robert's Rules of Order.

### **7.3. Special Meetings**

- 7.3.1. Is defined as a separate meeting of the BCRP Central Committee or Executive Committee held at a time different from the regular meeting schedule.
- 7.3.2. The BCRP Chair shall have discretion to call for Special Meetings.
- 7.3.3. When the Central Committee makes a motion to call a Special Meeting, it shall require a simple majority vote of the PCOs in attendance.
- 7.3.4. When the Executive Committee makes a motion to call a Special Meeting, it shall require a simple majority vote of the ECOs in attendance.

### **7.4. Organizational Meeting**

- 7.4.1. Is held once every two years to elect Executive Officers to the Executive Committee in accordance with RCW 29A.80.030 and Policy 7.4 – Organizational Meeting.
- 7.4.2. Shall be conducted in accordance with the current edition of Robert's Rules of Order.

## **8. QUORUM**

- 8.1. Prior to conducting business in any committee meeting, the committee's appointed chair shall determine quorum in accordance with BCRP Policy 8.1 – Quorum

## **9. CONDUCT AND DISCIPLINE**

- 9.1. Central Committee members will conduct themselves in accordance with the current editions of Robert's Rules of Order and BCRP Policy 9.1 – Conduct.
- 9.2. Central Committee members with conduct issues are subject to disciplinary action in accordance the current edition of the of Robert's Rules of Order and BCRP Policy 9.2 - Discipline

## **10. COUNTY CAUCUSES AND COUNTY CONVENTION**

- 10.1. The Precinct Caucuses and Convention Rules are the governing documents as described in BCRP Policy 10.1 - Caucuses and Conventions.

## **11. BYLAWS AND GOVERNING DOCUMENTS**

### **11.1. Bylaws**

- 11.1.1. The Bylaws Chair will review and make Bylaws recommendations to the Central Committee within 90 days of the appointment.
- 11.1.2. Temporary Bylaws approved at the Organization Meeting are not amendable in accordance with BCRP Policy 7.4 – Organization Meeting.
- 11.1.3. Recommendations for adoption of the Bylaws must be presented to the Central Committee in accordance with meeting notification in accordance with BCRP Bylaws § 7.1.
- 11.1.4. Ratification of the Bylaws requires a 60 percent majority vote of the comprehensive business quorum.

### **11.2. Amendment of BCRP Bylaws**

- 11.2.1. These Bylaws are subject to amendment in accordance with BCRP Policy 11.2 – Bylaws Amendment.
- 11.2.2. Recommendation to amend a Bylaws must be presented to the Central Committee in accordance with meeting notification in accordance with BCRP Bylaws § 7.1.
- 11.2.3. Amendment of the Bylaws are adopted by a 60 percent majority vote of the comprehensive business quorum.

### **11.3. Governing Documents**

- 11.3.1. The Policies, Rules, Committee Charters, and Standard Operating Procedures (SOP) are internal documents that are essential to the governing of the day-to-day operation of the BCRP in accordance with BCRP Policy 11.3 – Organizational Documents and Statement of Need.
- 11.3.2. Approval of Governing Documents requires a majority vote of the general business quorum and shall be at the organizational level consistent with the type of document.

### **11.4. Administrative Changes**

- 11.4.1. Bylaws, Amendments to the Bylaws and all Governing Documents shall be subject to consistency and continuity review of the Bylaws Committee.
- 11.4.2. Administrative, grammatical and reference updates to any document are not subject to an approval vote provided the content is otherwise unchanged.

### **11.5. Additional Reviews**

- 11.5.1. The need for additional review or recommendations for By-Law and Governing Documents shall be determined by the BCRP Chair or by the approval of a motion of the Central Committee or Executive Committee.